

COMPLETE ON-LINE REGISTRATION (INCLUDING FEE PAYMENT)

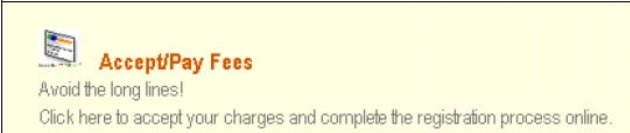
Grambling State University is always striving to make the registration process better for you. Therefore, we are pleased to announce a new simple, easy and secure payment plan which can accommodate down payments and monthly payments.


The following instructions will assist you with being able to complete the registration process entirely on-line at www.gram.edu. Several scenarios will be detailed. Choose the one that best describes your status. Before logging in, be sure to have the following information before you:

- **Your Student ID and PIN**
- **The name, address and e-mail address** of the person responsible for making tuition payments
- **Bank account or credit card information** of the person responsible for making tuition payments
 - If paying by *automatic bank payment*, you will need the *bank name, telephone number, account number*, and the *bank routing number*. Most of this information is located on the check.
 - If paying by *credit card*, you will need the *credit card number* and *expiration date*.

The student in *Scenario I* has enough aid to complete registration. So let's begin!

1. Log onto Banner Web.
2. Select Accept/Pay Fees
3. Select Term (if not previously selected).
4. Charges and credits for the selected term will show.



 **Accept/Pay Fees**
Avoid the long lines!
Click here to accept your charges and complete the registration process online.

Accept Fees	
TERM: 2005 Spring Semester	
CHARGES	AMOUNT
Billing Charges	252.84
Housing	969.00
Meals and Mailbox	852.00
Registration Fees	430.00
Registration Tuition	1,290.00
=====	=====
TOTAL CURRENT TERM CHARGES	3,793.84
CREDITS/ANTICIPATED CREDITS	AMOUNT
Federal Pell Grant	2,025.00
Federal Student Ed Opp Grant	300.00
Federal Sub Staff Loan	2,653.75
=====	=====
TOTAL CURRENT TERM CREDITS	4,978.75
CURRENT TERM BALANCE:	-1,184.91

5. Carefully read the **FINANCIAL AID/SCHOLARSHIP AUTHORIZATION**.

6. To accept the fees/charges, enter your PIN, first and last name (these items are not case sensitive).

*** REQUIRED FIELDS**

PIN: *

FIRST NAME: *

LAST NAME: *

7. If you have enough aid to cover your fees (as in the example above), select the **Accept Fees** button.

8. You will receive a message stating that you have successfully completed registration for the selected term. You should then select the **Get Fee Sheet** button.

The official fee sheet below serves as proof of your enrollment when the status shows Registered for the specified term. Please print a copy for your records.

SCHEDULE/BILL

NAME:	
ID:	
TERM:	2005 SPRING SEMESTER
STATUS:	REGISTERED *
DATE REGISTERED:	21-MAR-05
PRINT DATE:	08-APR-05

** If you feel that your status is inaccurate, please contact Student Accounts at 318 274-2669 immediately.*

9. This is your Fee Sheet. Please print a copy for your records.

10. Your registration is complete.

Scenario II – Student has a previous balance, but does not have enough aid to cover both (the current tuition and the previous balance).




YOU MUST STOP! The balance message will show.

1. Click on Student
2. Click Student Account
3. Click on Account Summary by Term. Stroll to the bottom of the page.
4. Click on pay by check, or by credit card.

Scenario III – Student has no classes.

The following message appears:

 **You do not have any classes.**

Please contact your advisor if you feel that you have gotten this message in error.

Scenario IV – Student has holds.

 You have holds!!
For contact information for holds, click help in the upper right corner of this page.

HOLD CODE	HOLD TYPE	FROM DATE	TO DATE	HOLD REASON	ORIGINATOR
DI	Disciplinary Hold	30-MAR-05	31-DEC-99		

A message appears showing the hold type(s). Click the word “HELP” in the upper right hand corner of your screen to show the area to be contacted concerning the hold.

Scenario V – Student does not have enough aid to cover tuition.

Charges, credits and your balance will show. You have three (3) options:

- Establish a payment plan
- Pay by check
- Pay by credit card


Choose the option of your choice.

TERM: 2005 Spring Semester

CHARGES	AMOUNT
Billing Charges	405.91
Housing	1,453.50
Meals and Mailbox	352.00
Miscellaneous Fines	1,500.00
Registration Fees	420.00
Registration Tuition	1,290.00
=====	
TOTAL CURRENT TERM CHARGES	5,921.41

CREDITS/ANTICIPATED CREDITS	AMOUNT
Faculty/Staff Spouse/Dependent	660.00
Federal Sub Staff Loan	1,688.75
Federal Unsub Staff Loan	1,447.50
Federal Unsub Staff Loan	1,440.00
=====	
TOTAL CURRENT TERM CREDITS	5,236.25

CURRENT TERM BALANCE: 685.16

 You have a **total** balance due of **\$ 685.16**.
Please select one of the following payment options.

ESTABLISH A PAYMENT PLANPAY BY CHECKPAY BY CREDIT CARD

Option 1 - Establish a Payment Plan - You will be taken to a **FACTS e-Cashier Automatic Payment Program** page where you can arrange for monthly payments to be deducted from your checking or savings account or credited to a credit card. There is however, a \$25.00 non-refundable enrollment fee to budget your payments.

Follow the instructions and fill in the requested information. Some general information will automatically populate for you. Information indicated with an “*” is required information and must be completed before continuing to the next step.

Once the arrangements have been made, you are now officially enrolled and can print an official fee sheet from the Web. To get a fee sheet:

- login to Banner Web
- select Student Records
- select Student Fee Sheet

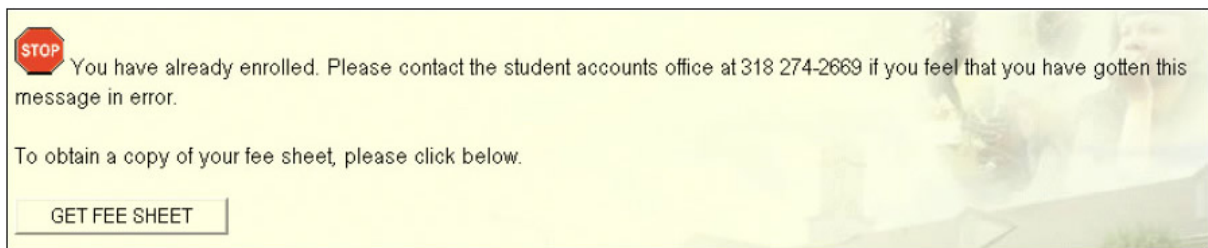
If the payment plan option is used, the fee sheet will show “*Registered, pending payment plan”.

Option 2 - Pay by Check - Input the name of your banking institution, telephone number, account number, and the bank routing number in the proper fields. Most of this information is located on your check.

Option 3 - Pay by Credit Card - Select the type of credit card (Visa/MasterCard). Input the credit card number, expiration date and payment amount. The billing information will automatically populate. Click the Submit button.

If Option 2 or 3 is selected and you have completed the payment process, select **Student Services & Financial Aid** from the menu bar. Return to **Scenario I** and follow the steps to complete the registration process.

Scenario VI- Student is already enrolled.



11. Upon successful completion of the on-line fee acceptance procedures, a message will appear confirming your completed registration. Directions will also be given for on and off campus students regarding ID/meal cards.
12. If you decide not to accept the fees, follow the given instructions.

***Thanks for using the on-line registration process and
HAVE A GREAT SEMESTER!***