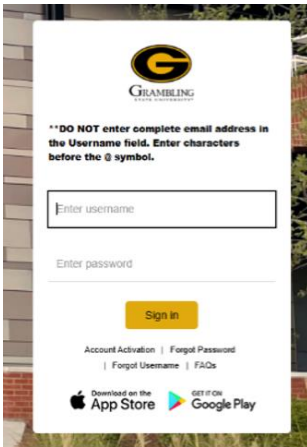


Steps to Complete Registration

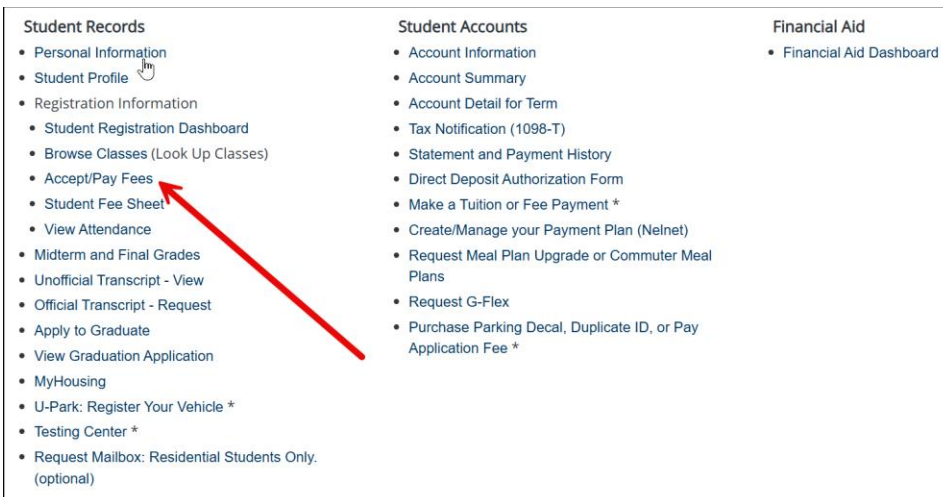
1. Log in to **Banner Web** using your email address and password.



2. Click **Student Self-Service**.



3. Click **Accept/Pay Fees**.



4. Select the appropriate **Term**.

Select Term

Accept Pay & Fees - Registration Confirmation

5. Click on Student Responsibility Policy button at the bottom of the page:




** You MUST return to this page and click "Accept Fees" button to officially become registered.
** You can only view your Fee Sheet AFTER you've been officially registered.*

6. Read and acknowledge the **Financial Responsibility Policy**.

ACKNOWLEDGEMENT

REQUIRED AGREEMENT *

BY CLICKING THE I AGREE BUTTON, YOU ARE ACKNOWLEDGING THAT BY REGISTERING FOR COURSES AT GRAMBLING STATE UNIVERSITY YOU BECOME A PARTY TO A CONTRACT WITH GRAMBLING STATE UNIVERSITY AND TO THE TERMS AND CONDITIONS DESCRIBED HEREIN. YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY SUCH TERMS AND CONDITIONS. I ACCEPT ALL FINANCIAL RESPONSIBILITIES FOR THIS ACCOUNT.





7. After you accept the Financial Responsibility Agreement, you will see the following and will be taken back to the Accept/Pay Fees page:

You have successfully accepted the Financial Responsibility Policy.

8. Pay your tuition and fees by choosing one of the following options:

Enter Payment Amount






** You MUST return to this page and click "Accept Fees" button to officially become registered.
** You can only view your Fee Sheet AFTER you've been officially registered.*

- **Pay by Credit Card** (3%processing fee)
- **Create/Review a Payment Plan**


9. Return to the **Accept/Pay Fees** page and click the **Accept Fees** button:

Accept Fees * 

Fee Sheet **


* You **MUST** return to this page and click "Accept Fees" button to officially become registered.
 ** You can only view your Fee Sheet **AFTER** you've been officially registered.

10. You should see this after accepting your fees:

 **Fees Accepted.**

11. **Fee Sheet** button will be active. Click the **Fee Sheet** button to see your Fee Sheet


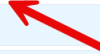







Accept Fees *

Fee Sheet ** 

* You **MUST** return to this page and click "Accept Fees" button to officially become registered.
 ** You can only view your Fee Sheet **AFTER** you've been officially registered.

12. Once all steps have been successfully completed, **you are officially registered for classes!**

Accept Pay & Fees - Registration Confirmation

-  You have successfully completed the Accept/Pay Fees process. **You are officially REGISTERED.** View/Click Fee Sheet. 
-  You have agreed to the Student Financial Responsibility Agreement Policy
-  You are registered for 12 credit hours this term.
-  Your Academic Standing allows you to complete the registration process.Your current Academic Status is: - .
-  You have no holds preventing you from completing the Registration Confirmation process.
-  You either have an active housing status, or you are not required to live in Housing.
-  Your previous term balance is \$0.00. Please proceed with registration.
-  Your current balance is -\$2,500.00. You currently have a ZERO balance, or a CREDIT. You are eligible to register.

Accept Fees *

Fee Sheet **

* You **MUST** return to this page and click "Accept Fees" button to officially become registered.
 ** You can only view your Fee Sheet **AFTER** you've been officially registered.