Instructions for Completing Enrollment Online

Please review your account for accuracy and follow the instructions below to complete enrollment.

All prior term balances must be (0) zero to complete enrollment for the current term

I am prepared to pay my tuition and fees out-of-pocket, in full.

Step 1: Log on to Banner Self-Serve (SSB) and Click on "Enter Secure Area"
Step 2: Enter your Banner ID and PIN
Step 3: Click on "Student" and then "Student Accounts"
Step 4: Click on "Account Summary for Current Term"
Step 5: Select Term: SUNO-Spring 2022 and click "Submit"
Step 6: Select "Pay Now" (you will be transitioned to CASHNET payments)
Step 7: To make a payment enter the payment amount due and verify checkout total
Step 8: Select the type of credit of card: AMERICAN EXPRESS, VISA, MASTERCARD, DISCOVER
Step 9: Enter your credit card number, expiration date and amount.
Step 10: Click on "Submit"

Once you have made your payment return to Self-Service Banner and review the "Financial Responsibility Policy". Scroll to the bottom of the page and **click "Complete Enrollment"**. You have completed the registration process. Print this page for your records.

I am paying my tuition and fees out-of-pocket, but cannot pay in full.

With this option, you are required to enroll in a payment plan through CASHNET. 50% of your total charges are due at the time of registration, and the remaining 50% is split over two payments. Please note, there is a non-refundable $35.00 payment plan enrollment fee. Prior to enrolling, be sure your tuition, fees, housing, meals and other related charges are posted to your account. It is important that you read and understand the terms and conditions. Payments must be made timely via CASHNET.

Step 1: Log on to Banner Self-Serve (SSB) and Click on "Enter Secure Area"
Step 2: Enter your Banner ID and PIN
Step 3: Click on "Student" and then "Student Accounts"
Step 4: Click on "Account Summary for Current Term"
Step 5: Select Term: SUNO- Spring 2022 and click "Submit"
Step 6: Select "Pay Now" (you will be transitioned to CASHNET payments)
Step 7: Select "Payment Plans"
Step 8: Follow the prompts for enrolling into the CASHNET Installment Payment Plan
Once you have made your payment, return to Self- Service Banner and review the "Financial Responsibility Policy". Scroll to the bottom of the page and **click "Complete Enrollment"**. You have completed the registration process. Print this page for your records.

Instructions for Completing Enrollment Online

I have enough financial aid to pay my balance in full.

Step 1: Log on to Banner Self-Serve (SSB)
Step 2: Click on "Enter Secure Area"
Step 3: Enter your Banner ID and PIN
Step 4: Click on "Student"
Step 5: Click on "Student Accounts"
Step 6: Click on "Account Summary for Current Term"
Step 7: Select Term: SUNO- Spring 2022 and click "Submit"

Please review your account carefully. If the "Current Due net of Authorized Financial Aid and Memos" is a negative amount (-1,000.00), review the "Financial Responsibility Policy". Scroll to the bottom of the page and **click "Complete Enrollment"**. You have completed the registration process. Print this page for your records.

I have financial aid, but not enough to pay my balance in full.

With this option, you are required to either; **pay the balance, in full OR enroll in a payment plan** through CASHNET. Payment plan: 50% of your balance, <u>after financial aid</u>, is due at the time of registration, and the remaining balance is split over three monthly installments. Please note: there is a non-refundable $35.00 payment plan enrollment fee.

Step 1: Log on to Banner Self-Serve (SSB) and Click on "Enter Secure Area"
Step 2: Enter your Banner ID and PIN
Step 3: Click on "Student" and then "Student Accounts"
Step 4: Click on "Account Summary for Current Term"
Step 5: Select Term: SUNO- Spring 2022 and click "Submit"
Step 6: Select "Pay Now" (you will be transitioned to CASHNET payments)
To pay in the balance in full:
Step 7: Click "Make a Payment" and enter the payment amount due and verify checkout total
Step 8: Select the type of credit of card: AMERICAN EXPRESS, VISA, MASTERCARD, DISCOVER
Step 9: Enter your credit card number, expiration date and amount.
Step 10: Click "Submit"
To enroll in a payment plan:
Step 1: Click "Payment Plans"
Step 2: Follow the prompts for enrolling into the CASHNET Installment Payment Plan

Once you have made your payment, **return to Self-Service Banner**, review the "Financial Responsibility Policy". Scroll to the bottom of the page and **click "Complete Enrollment"**. You have completed the registration process. Print this page for your records.