A purple and white text on a black background

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**How To Guide**

**With The Bursar’s Office**



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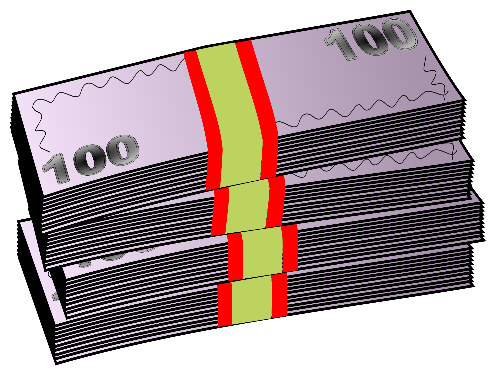
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**Complete Your Registration**

To complete your registration, do the following:

* Log in to Banner Online Services (Self-Serve)
* Select Student Services and Financial Aid
* Select Course Enrollment and Registration
* Select Complete Registration Using Available Funds: Register using Financial Aid.

If you do not have enough financial aid to cover your FULL cost of attendance, you will need to either clear the difference or enroll in a payment plan. (See page 6 for information regarding payment plans).

If you do not receive the statement Registration Complete!

You are NOT ENROLLED as a student and may be dropped from your classes for nonpayment.

A green stamp with text

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**Load Your Gold Card**

To load your student gold card, visit the Safety Center to use the black box. The black box only accepts cash payments. If you do not have cash on hand, an ATM is available.



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**View Your Account**

To view your student account, do the following:

* Log in to Banner Online Services (Self-Serve)
* Select Student Services and Student Records
* Select Account Summary By Term

A pile of money with a black sign

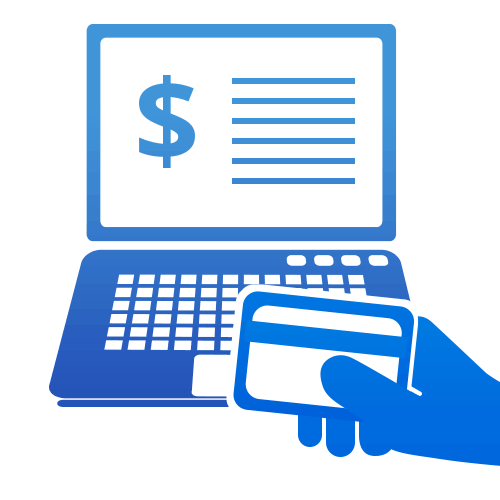
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**Make A Payment Online**

To process a payment online, do the following:

* Log in To Banner Online Services (Self-Serve)
* Select Student Services and Course Enrollment and Registration
* Select Manage Bills and Payments and Make a Payment

Please note that you may incur service charges while making payments online.



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**Enroll in a Payment Plan**

To enroll in a payment plan, do the following:

* Clear ALL prior balances
* Log in to Banner Online Services (Self-Serve)
* Select Student Services and Course Enrollment and Registration
* Select Manage Bills and Payments
* Select View Payment Plan Options and Enroll in a Payment Plan

If you were previously enrolled in a payment plan and were withdrawn due to non-payment, you will not be eligible for enrollment into the payment plan. In result, you will not see the option to enroll in a payment plan and will be required to clear your balance before registration can be completed.

\*Please note that there is a $35 enrollment fee, and installments will be due on the 10th of each month starting the first month after classes begin.

ALL payment plan payments must be paid online.

A close-up of a calendar with a marker

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**Receive Third Party Assistance**

To ensure that the Bursar’s Office submits invoices requesting payment from outside entities, you will need to submit something from that organization agreeing that they will process a payment on your behalf. This may include but is not limited to the following:

* Authorizations
* Award Letters
* MPACT Cards
* Email Confirmations

Please note that invoices are submitted after registration has closed for the semester.



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**How to Select a Payment Preference**

Any student receiving refunds, stipends, and or work study payments should select a payment preference with Bankmobile.

To select your payment preference, do the following:

* Go to [www.refundselection.com](http://www.refundselection.com)
* Enter the personal code provided by Bankmobile

(If you have not received a code, select need a code and confirm your school, A# and student email address.)

* Confirm personal information (DOB, contact number, address) and select refund preference (Direct Deposit or Bankmobile Vibe account).

The preference will remain the same unless you log in and select a new preference. The Bursar’s Office cannot make any changes on your behalf.

\*\*Refunds are processed within 14 days of the overpayment being posted to the account.

A stack of money with a red text

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Bursar’s Office Hours of Operation

Monday-Thursday 8:00am-4:00pm

Friday 8:00-3:00

Phone: 601-877-6160

Email: bursaroffice@alcorn.edu