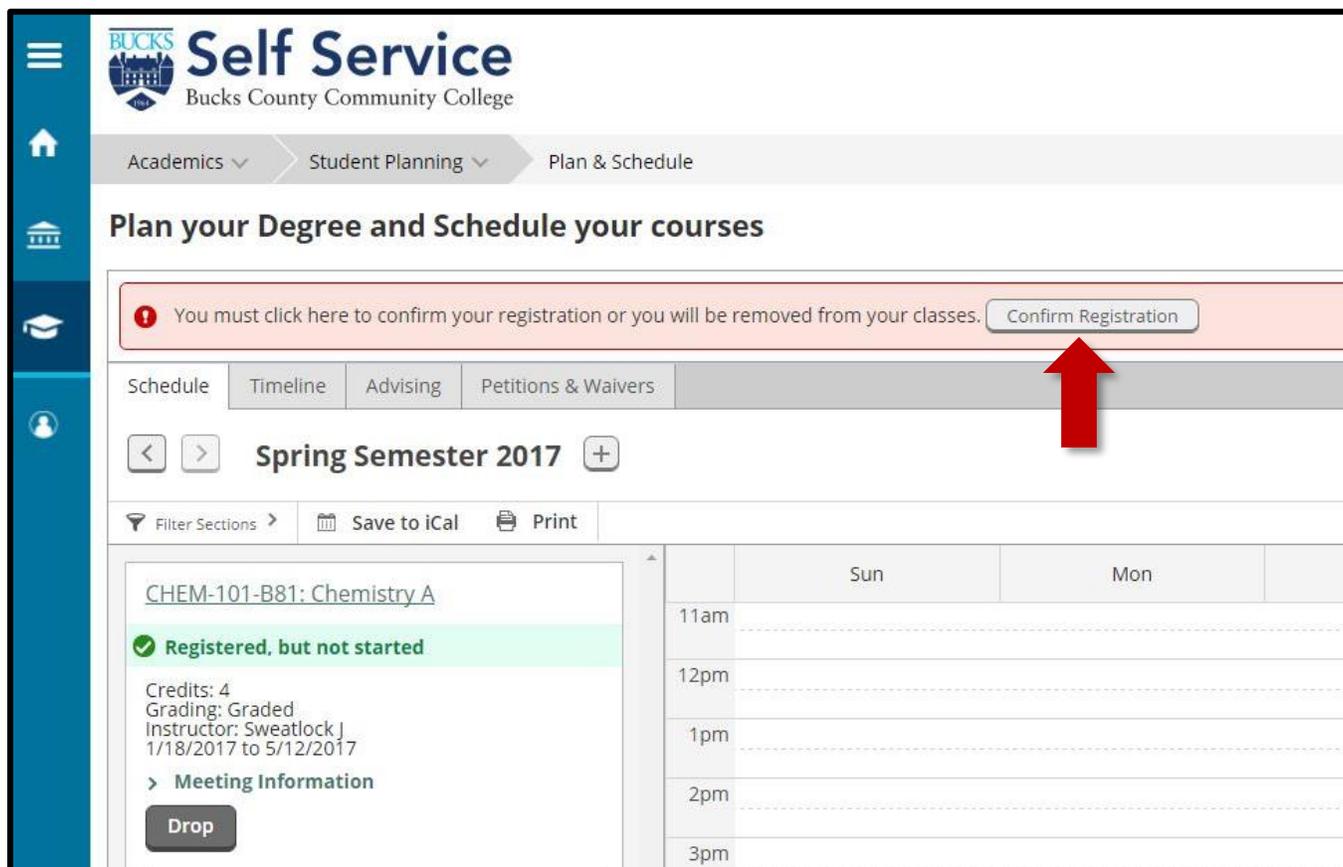


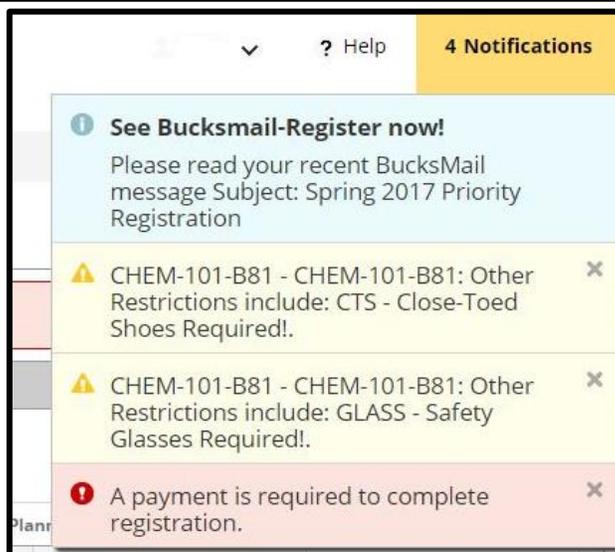
Student Planning (Bucks Self Service) – New Payment Process

The Student Planning (Bucks Self Service) site has implemented a new payment process for students registering for classes. This will be a more immediate notification for students allowing them to decide how they will pay for their classes.

1. After registering for a class on Self Service, a red banner will appear at the top of the page indicating that arrangements must be made for enrollment to be completed. The message will also appear in the Notifications area in the upper right. Students will click **Confirm Registration** to proceed.



The screenshot shows the Bucks Self Service website interface. At the top, there is a navigation bar with "Academics", "Student Planning", and "Plan & Schedule" tabs. Below this is a main heading "Plan your Degree and Schedule your courses". A prominent red banner at the top of the content area contains the message: "You must click here to confirm your registration or you will be removed from your classes." with a "Confirm Registration" button. A red arrow points to this button. Below the banner are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing a calendar for "Spring Semester 2017". A class entry for "CHEM-101-B81: Chemistry A" is highlighted, with a green checkmark and the text "Registered, but not started". The class details include "Credits: 4", "Grading: Graded", "Instructor: Sweatlock J", and "1/18/2017 to 5/12/2017". A "Drop" button is visible below the class details. The schedule grid shows the class is scheduled for Sunday and Monday from 11am to 3pm.



The screenshot shows the Notifications area in the Bucks Self Service website. It features a "4 Notifications" header. The notifications are as follows:

- See Bucksmail-Register now!** Please read your recent BucksMail message Subject: Spring 2017 Priority Registration
- Warning:** CHEM-101-B81 - CHEM-101-B81: Other Restrictions include: CTS - Close-Toed Shoes Required! (with a close button)
- Warning:** CHEM-101-B81 - CHEM-101-B81: Other Restrictions include: GLASS - Safety Glasses Required! (with a close button)
- Error:** A payment is required to complete registration. (with a close button)

2. A Make Payment Arrangements page with a Registration Summary will be displayed. This page contains the course that has been registered, the total amount due, and a “terms and conditions agreement of Processing a Class Registration” that must be accepted. Students must place a checkmark at the bottom of the page next to “I agree to the terms...” and click **Accept**.



Self Service

Bucks County Community College

Financial Information ▾
Student Finance ▾
Pay for Registration

Make Payment Arrangements

▶ Registration Summary
 Payment Options
 Payment Review
 Payment
 Payment Acknowledgement
 Registration Complete

Registration Summary

Mrs. ,

Thank you for registering for classes online. A summary of your total charges for the term is provided below along with your registered class information. The total charges presented below do not include any payments.
<http://www.bucks.edu/Student/Finance/AccountActivity>.

If you need additional assistance please contact Enrollment Services at registrar@bucks.edu or 215-968-8100.

You have successfully registered for the following classes:

Course Title	Term	Credits	Location
CHEM-101-B81 Chemistry A	Spring Semester 2017	4.00	Lower Bucks Campus

Your registration charges are as follows:

Item	Term	Payment Group
Student Receivables	Spring Semester 2017	WBDIS

Terms and Conditions

TERMS AND CONDITIONS OF PROCESSING A CLASS REGISTRATION

3. Three options will be presented to the student:
 - **Total Amount Due.** Pay the full amount immediately.
 - **Payment Plan.** If Payment Plan is selected, they will be required to enter a down payment. The amount of the down payment is listed on this page.
 - **In-Person Payments.**
4. Once one of these options are selected, the student must click **Continue**.

BUCKS Self Service
Bucks County Community College

Financial Information > Student Finance > Pay for Registration

Make Payment Arrangements

Registration Summary | Payment Options | Payment Review | Payment | Payment Acknowledgement | Registration Complete

Payment Options

Total Amount Due \$1,423.00

Payment Plan

In-Person Payments

Continue

5. If a student chooses **In-Person Payments**, they will receive a message about making payment arrangements by the published tuition deadline or within the next 5 business days. Failure to make payment has the potential to lose their registration.

Registration Summary | Payment Options | Payment Review | Payment | Payment Acknowledgement | Registration Complete

Payment Options

Total Amount Due \$1,423.00

Payment Plan

In-Person Payments

i Students wishing to pay with cash, or in-person must do so by the published Tuition Due Date or within the next 5 calendar-days (whichever is earlier) please be sure to make arrangements with the necessary office(s) immediately. Failure to pay by the agreed upon Terms and Conditions will result in...

6. If a student choose **Payment Plan**, an overview of the payment plan will be displayed. The payment plan schedule will display all due dates and the amounts due. Students must place a checkmark at the bottom of the page next to “I agree to the terms...” and click **Accept**.

Self Service
Bucks County Community College

Financial Information ▾ Student Finance ▾ Pay for Registration

Make Payment Arrangements

Registration Summary **Payment Options** Payment Review Payment Payment Acknowledgement Registration Complete

> Payment Options

Payment Plan selected

Payment Plan Details

11/2/2016 at 9:25 AM

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary

Student:	082
Original Plan Amount:	\$1,423.00
Number of Payments:	5
Frequency:	Monthly
Flat Late Fee:	\$25.00
Setup Charge:	\$30.00
Total Plan Amount:	\$1,453.00

A down payment of \$33.00 is required.

Payment Plan Terms and Conditions

I promise to pay Bucks County Community College the sum of all tuition, fees and any other institutional charges deferred as a result of this payment plan in consecutive monthly installments plus any other charges incurred.

PROMISE TO PAY

Bucks County Community College reserves the right to adjust my plan amount to reflect my actual tuition expenses. The College also reserves the right to deny enrollment based on past credit history.

I am responsible for notifying the Bucks County Community College registration office of my intent to withdraw/drop from any or all classes. All refunds are made according to the College's refund policy. Visit www.bucks.edu

I agree to the terms and conditions outlined above.

- Students will be required to make the down payment for their payment plan. The full amount is required. If they choose an amount that is lower, they will not be able to proceed to the following page.

Self Service
Bucks County Community College

Financial Information > Student Finance > Pay for Registration

Make Payment Arrangements

Registration Summary
 Payment Options
 Payment Review
 Payment
 Payment Acknowledgement
 Registration Complete

> Payment Options

Payment Plan selected

> Payment Plan Details

Payment Plan accepted 11/2/2016 at 9:26 AM

Make Payment

Required Payment **\$33.00**

Another Amount

Continue

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Self Service
Bucks County Community College

Financial Information > Student Finance > Pay for Registration

Make Payment Arrangements

Registration Summary
 Payment Options
 Payment Review
 Payment
 Payment Acknowledgement
 Registration Complete

Payment Review

Payment Information	
Item	Amount
Student Receivables	\$33.00
Total Payment Amount	\$33.00

Payment Method: Visa

Pay Now

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8. All required credit card information can be entered on the payment page to complete the process.

Bucks | SMART.
County Community College

Bucks County Community College
Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount
\$.

Payment Method

Card Number **Expiration Date** **Security Code** [What is this?](#)

[Cancel](#) Please note you will not be charged until you Submit at end. **Continue**

9. Upon completing the payment, a registration confirmation message will be displayed.

Registration Summary Payment Options Payment Review Payment Payment Acknowledgement **Registration Complete**

Registration Complete

i Thank you, _____, for enrolling in classes at Bucks County Community College. Please remember a payment arrangement must be made within 5 calendar days of your enrollment. For more information, please visit the "Account Activity" page for your specific account details.

Failure to meet your payment requirements can result in your courses being dropped, future registration holds and/or collections processing. Bucks County Community College is not responsible for payment remains with you. It is your responsibility to keep track of your account balance, payment due dates, and any funding sources. You are responsible for paying the full amount due.

If you have any questions please contact the Student Accounts Office at 215-968-8035 or accounts@bucks.edu.