

ENROLLMENT CONFIRMATION: Who must confirm enrollment?

EVERY STUDENT MUST CONFIRM ENROLLMENT no later than August 25, 2009 in order to maintain the classes for which he/she has registered. Fees must be paid in full on or before August 25, 2009 in order to confirm enrollment:

- Students may pay in full using credit/debit card, cash, or check. Payments may be made online as outlined below or paid to any campus cashier. If paid in full with credit/debit card, cash, or check, confirming enrollment will not be necessary as this will be done automatically when the payment in full is posted to your student account.
- Loans, grants, scholarships, state or federal vocational rehabilitation, or any other type of financial aid may pay the student account in full; however, the student **must confirm enrollment** no later than August 25, 2009 in order to maintain the classes for which he/she has registered.
- Loans, grants, scholarships, state or federal vocational rehabilitation, or any other type of financial aid may pay only a portion of the student account; **the student must pay the remaining balance in full or enroll in the Deferred Payment Plan** no later than August 25, 2009 in order to confirm enrollment and maintain the classes for which he/she has registered.
- **Please note that reviewing your class schedule does not confirm enrollment; you MUST select the *Confirm Enrollment* option.** If your account balance is not \$0.00 or a credit balance, **you must pay your account balance in order to confirm.**

TO CONFIRM ENROLLMENT

1. At www.dsc.edu, click MyDSCC.
2. Log in with your User name and Password.
3. Click on the Student Tab.
4. Under **Registration Tools**, click on **Enrollment Confirmation/Payment of Fees**.
5. Select Term (Fall 2009), then click submit.
6. If you will be attending the Fall 2009 semester Click on **Yes, I will attend during Fall Term 2009** and wait for a confirmation number.
7. If you do not get a confirmation number, this means you have a balance due and the system will automatically re-direct you to your student account activity page. Students with partial financial aid **are not considered confirmed** until the balance is paid in full or until enrollment in the Deferred Payment Plan has been completed and the appropriate deferred payment is made.

TO PAY BY CREDIT CARD (REGISTRATION IS CONFIRMED WHEN FEES ARE PAID)

1. At www.dsc.edu, click MyDSCC.
2. Log in with your User name and Password.
3. Click on the Student Tab.
4. Under Registration Tools, click on Enrollment Confirmation/Payment of Fees.

5. Select Term (Fall 2009), then click submit.
6. Yes, I will attend during Fall Term 2009. Click on Continue - you will then be taken to your student account activity page.
7. Select Recent Account Activity and then Make a Payment.
8. Click on Pay or Make a Payment.
9. Follow payment directions.

Fee Payment

Cash, Check, or Credit Card - In person - Payments will be accepted at the Business Office in the Eller Administration Building or at the One Stop Center in Dyersburg, at the DSCC Gibson County Center and at the DSCC Jimmy Naifeh Center at Tipton County during regular office hours - 8:00 a.m. to 4:30 p.m. Monday thru Friday or online at www.dsc.edu. **In order to hold the seat in the class for which you've registered, you must pay the balance due on or before August 25, 2009.**

Mail - Mail your check made payable to DSCC, to Dyersburg State Community College Business Office, 1510 Lake Road, Dyersburg, Tennessee 38024. **Your payment must be received by August 25, 2009 to avoid having your registered classes purged (cancelled).**

Web Payment –

At www.dsc.edu, click MyDSCC.

Log in with your User name and Password.

On the **Student** tab, click **Banner Self Service**.

Then click the **Student and Financial Aid** link.

Click on **Student Account**.

Select **Continue**. You will be taken to the bill payment system.

Select **Recent Account Activity** and then **Make a Payment**.

Click on **Pay or Make a Payment**.

Follow payment directions.

Deferred Payment Plan - Students may request deferment of up to 50% of their fee balance (after any financial aid or fee waivers are deducted). The minimum down payment of 50% of the fee balance is due by August 25, 2009. There is a \$10 deferred plan service fee also due by August 25, 2009. The amount deferred will be payable in two monthly installments due September 25, 2009 and October 26, 2009. An additional late payment charge of \$25 will be assessed for each installment not paid on or before the due date up to \$100 per term.

Students who register after August 28, 2009 and wish to use the deferred payment plan must pay the \$10 service fee and 50% of the fees at the time of registration. An additional late payment charge of \$25 will be assessed for each installment not paid on or before the due date up to \$100 per term.

Financial Aid – If you expect to receive credit refunds due to financial aid awards, your instructors will verify your attendance – all you need to do is attend class. Instructors do not need to sign or initial your class schedule. Please understand that your instructor's teaching schedule will not allow him/her to

verify your attendance immediately after your class ends. Many instructors teach back-to-back classes and will need time to verify attendance for ALL students.

Recipients will be notified via e-mail to their MyDSCC mailbox when any disbursements are made to your account as directed on your ACH Payment Enrollment Authorization Form.

A photo ID must be presented and class attendance verified before checks are released. Your financial aid will be used first to pay your fees.