

# Ways to Pay for Classes

In order to confirm your enrollment for Spring 2010 term, all fees must be paid by Jan. 4, 2010. If your account balance is not \$0.00 or a credit balance, you must pay your account balance in order to confirm enrollment.

## *Information about paying for classes:*

- You may pay in full using credit/debit card, cash, or check. Payments may be made online as outlined below or paid at 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 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 your student account in full; however, you must confirm enrollment no later than Jan. 4, 2010 in order to maintain the classes for which you have registered.
- Loans, grants, scholarships, state or federal vocational rehabilitation, or any other type of financial aid may pay only a portion of your student account; you must pay the remaining balance in full no later than Jan. 4, 2010 to be able to confirm enrollment and hold the classes for which you have registered.

## Options for Payment

Online by Credit Card (Note: Your registration is automatically confirmed when your fees are paid.)

1. At [www.dsc.edu](http://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 (Summer 2009), then click submit.
6. Click “Yes, I will attend during Summer Term 2009.”
7. Click on “Continue” - you will then be taken to your student account activity page.
8. Select “Recent Account Activity” and then “Make a Payment.”
9. Click on “Pay” or “Make a Payment.”
10. Follow payment directions.

## *In Person by check, cash or credit card*

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](http://www.dsc.edu). Our offices will be closed Dec. 25, 2009 - Jan. 3, 2010 for the holidays. In order to hold the seat in the class for which you’ve registered, you must pay the balance due on or before Jan. 4, 2010. If paid in full with credit/debit card, cash, or check, confirming enrollment will not be necessary as this will be done automatically when payment in full is posted to your student account.

## *By Mail*

Mail your check made payable to DSCC, to the Dyersburg State Community College Business Office, 1510 Lake Road, Dyersburg, Tennessee 38024. Your payment must be received by Jan. 4, 2010 to avoid having your registered classes deleted. 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](http://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 Jan. 4, 2010. After your payment is sent, you must check to see that the payment has been credited to your account. Confirming enrollment will not be necessary as this will be done automatically when payment in full is posted to your student account.

## About Financial Aid Payments

If you expect to receive credit refund checks for 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.

As these checks become available, recipients will be notified via e-mail to their [mydsc mailbox](mailto:mydsc@mailbox). Please check this daily to find out when/where your check may be collected.

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.



## Dyersburg State Community College

Dyersburg • Covington • Trenton • Union City

1510 Lake Road, Dyersburg, TN 38024 • 731/286-3350 • [www.dsc.edu](http://www.dsc.edu)

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Strengthening Communities