

Student Center: User Guide

How to enroll online

Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

| This Week's Schedule | | |
|----------------------|-------------------------|--|
| | Class | Schedule |
| | AC 430-02 LEC (1574) | Mo 9:00AM - 12:00PM Room: TBA Mo 9:00AM - 12:00PM Room: TBA |
| | MK 402-01 LEC (1568) | Tu 6:00PM - 9:00PM Room: TBA |

[enrollment shopping cart ▶](#)

Finances

My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)

You have no outstanding charges.

[make a payment ▶](#)
[start a payment plan ▶](#)

Personal Information

[Contact Information](#)

[SEARCH FOR CLASSES](#)

Holds
No Holds.

Advisor
Program Advisor
 Beverly Johnson
 253/896-3213
[details ▶](#)

Student Service
[Buy Books Online](#)
[Education Verification](#)

Academic Affairs

Help Center
[Having Technical Trouble?](#)

1. Log into the Student Center via the <https://my.cityu.edu> portal

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

i You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▼ ⏪

2. In the Academics section in the top left of the screen look for the link labeled “enroll”

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#)

Add Classes



Select Term

Select a term then click Continue.

| | Term | Career | Institution |
|----------------------------------|------------------|---------------|----------------------------|
| <input checked="" type="radio"/> | Spring 2008-2009 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Summer 2009-2010 | Undergraduate | City University of Seattle |

CONTINUE

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#)

go to ... ▼ ⏪

3. Choose from the available terms for enrollment and click

CONTINUE

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2009-2010 | Undergraduate | City University of Seattle [change term](#)

Open Closed

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

Summer 2009-2010 Shopping Cart
Your enrollment shopping cart is empty.

My Summer 2009-2010 Class Schedule
You are not registered for classes in this term.

- If you already know the class number you wish to enroll in input class number and click enter

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2009-2010 | Undergraduate | City University of Seattle [change term](#)

Open Closed

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

Summer 2009-2010 Shopping Cart
Your enrollment shopping cart is empty.

My Summer 2009-2010 Class Schedule
You are not registered for classes in this term.

5. If you want to look up available courses choose class search and click “search”

Add Classes



Enter Search Criteria

City University of Seattle | Summer 2009-2010

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

6. Select at least two of the following criteria to enter
 - a. Course subject: Input or Select Subject
 - b. Course number
 - c. Course Career: Input or select course career from drop down
 - d. For additional search criteria select the link before selecting search

▼ **Additional Search Criteria**

Meeting Time between and (example: 1:00PM)

Day of Week ▼

Mon
 Tues
 Wed
 Thurs
 Fri
 Sat
 Sun

Instructor Last Name is exactly ▼

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Units between and

Course Component ▼

Session ▼

Mode of Instruction ▼

Campus ▼

Location ▼

- e. Meeting time: needs to be entered exact
 - f. Instructor Last name
 - g. Class number: unique number given to every scheduled course in a term
 - h. Course title keywords
 - i. Course Unit range
 - j. Course Component: select from drop down
 - k. Session: select from drop down
 - l. Mode of Instruction: Select from drop down
 - m. Campus: Select from drop down
 - n. Location: Site location
7. Click Search to get results

8. You will get a list of available courses based on your search criteria

Add Classes



Search Results

When available, click [View All Sections](#) to see all sections of the course.

City University of Seattle | Summer 2009-2010

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#)

START A NEW SEARCH

Open Closed

▼ BC 301 - Critical Thinking

[View All Sections](#) First 1 of 4 Last

Section [01-LEC\(1005\)](#) Status [select class](#)

Session Regular

Instruction Mode In Class Location TRENCIN

| Days & Times | Room | Instructor | Meeting Dates |
|---------------------|------|---------------|-------------------------|
| We 9:00AM - 12:00PM | TBA | Larry Johnson | 07/01/2009 - 09/30/2009 |

9. Some courses have multiple sections

- To view all available sections, either scroll or click “View All sections”

[Return to Add Classes](#)

START A NEW SEARCH

Open Closed

▼ BC 301 - Critical Thinking

View 1 First 1-4 of 4 Last

Section [01-LEC\(1005\)](#) Status [select class](#)

Session Regular

Instruction Mode In Class Location TRENCH

| Days & Times | Room | Instructor | Meeting Dates |
|---------------------|------|---------------|-------------------------|
| We 9:00AM - 12:00PM | TBA | Larry Johnson | 07/01/2009 - 09/30/2009 |

Section [02-LEC\(1006\)](#) Status [select class](#)

Session Regular

Instruction Mode Mixed Mode Location BELLEVUE

| Days & Times | Room | Instructor | Meeting Dates |
|--------------------|------|-------------|-------------------------|
| We 6:00PM - 9:00PM | TBA | Cheryl Laws | 07/01/2009 - 09/30/2009 |

Section [03-LEC\(1007\)](#) Status [select class](#)

Session 10 Week DL

Instruction Mode Online Location USADL

| Days & Times | Room | Instructor | Meeting Dates |
|----------------------|------|---------------|-------------------------|
| Mo 12:00AM - 12:00AM | TBA | David Lambert | 07/13/2009 - 09/20/2009 |

10. To view class detail click on the blue link after the section

| | | | |
|-------------------|------|--------|--------------|
| Search | Plan | Enroll | My Academics |
| my class schedule | add | drop | swap |
| | | | edit |

Add Classes



Class Detail

BC 301 - 01 Critical Thinking

City University of Seattle | Summer 2009-2010 | Lecture

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

| Class Details | | | |
|-------------------------|---|-----------------|----------------------|
| Status | ● Open | Career | Undergraduate |
| Class Number | 1005 | Dates | 7/1/2009 - 9/30/2009 |
| Session | 10 Week Regular | Grading | Graded |
| Units | 5 units | Location | Trencin |
| Instruction Mode | In Class | Campus | Europe |
| Class Components | Lecture | Required | |

| Meeting Information | | | |
|---------------------|------|---------------|-------------------------|
| Days & Times | Room | Instructor | Meeting Dates |
| We 9:00AM - 12:00PM | TBA | Larry Johnson | 07/01/2009 - 09/30/2009 |

| Class Availability | | | |
|-------------------------|----|---------------------------|---|
| Class Capacity | 40 | Wait List Capacity | 0 |
| Enrollment Total | 0 | Wait List Total | 0 |
| Available Seats | 40 | | |

11. You can select this course by clicking the green [SELECT CLASS](#) button or you can return to your search results by clicking the blue [VIEW SEARCH RESULTS](#) button

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit

Add Classes



1. Select classes to add - Enrollment Preferences

Summer 2009-2010 | Undergraduate | City University of Seattle

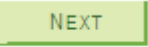
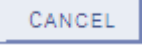
BC 301 - Critical Thinking

Class Preferences

| | | | | |
|-----------|-----------------|---------------------------------------|---------|--------|
| BC 301-01 | Lecture | <input checked="" type="radio"/> Open | Grading | Graded |
| | | | Units | 5.00 |
| Session | 10 Week Regular | | | |
| Career | Undergraduate | | | |

CANCEL NEXT

Search Plan Enroll My Academics

12. Once you have selected your course click the  button to continue processing the enrollment or click  to return to the previous menu

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

BC 301 has been added to your Shopping Cart.

Summer 2009-2010 | Undergraduate | City University of Seattle change term

Open
 Closed

| Summer 2009-2010 Shopping Cart | | | | | | |
|--------------------------------|---|------------------------|------|------------|-------|----------------------------------|
| Delete | Class | Days/Times | Room | Instructor | Units | Status |
| | BC 301-01 (1005) | We 9:00AM - 12:00PM | TBA | L. Johnson | 5.00 | <input checked="" type="radio"/> |

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

search

PROCEED TO STEP 2 OF 3

13. You are returned to the “Add Classes” page where you can select additional courses or proceed to process your enrollment by clicking the PROCEED TO STEP 2 OF 3 button

| | | | |
|-------------------|------|--------|--------------|
| Search | Plan | Enroll | My Academics |
| my class schedule | add | drop | swap |
| | | | edit |

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2008-2009 | Undergraduate | City University of Seattle

Open
 Closed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|-------------------|--------------------------------------|----------------------|------|------------------|-------|----------------------------------|
| PSY 201-03 (1644) | Introduction To Psychology (Lecture) | Mo 12:00AM - 12:00AM | TBA | L. Bhuyan-Duncan | 5.00 | <input checked="" type="radio"/> |

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

go to ...

14. Confirm courses listed and select button

| | | | |
|-----------------------------------|----------------------|------------------------|------------------------------|
| Search | Plan | Enroll | My Academics |
| my class schedule | add | drop | swap |
| | | | edit |

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2008-2009 | Undergraduate | City University of Seattle

| ✓ | Success: enrolled | ✗ | Error: unable to add class |
|---------|--|--------|----------------------------|
| Class | Message | Status | |
| PSY 201 | Success: This class has been added to your schedule. | ✓ | |

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

go to ...

15. Student will see if the enrollment request was successful or if there was an error, if there is an error contact your advisor for assistance in process your enrollment

16. Student may then select to view their course schedule by clicking

[MY CLASS SCHEDULE](#)

or

17. Students may add an additional course by clicking

[ADD ANOTHER CLASS](#)

18. Once all enrollment is completed student may process their tuition

payment by clicking

[MAKE A PAYMENT](#)

Student Center Homepage

Academics Section

Academics

[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

Deadlines URL

| This Week's Schedule | | |
|----------------------|-------------------------|--|
| | Class | Schedule |
| | IS 320-02 LEC (1561) | Mo 6:00PM - 9:00PM Room: TBA Mo 6:00PM - 9:00PM Room: TBA Mo 6:00PM - 9:00PM Room: TBA |
| | IS 330-03 LEC (1592) | We 6:00PM - 9:00PM Room: TBA |

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

1. The most prominent part of this section is the schedule, which will show the student's current enrollment
2. Students may see one or two icons in from of each class section

 Deadlines URL

Academic Calendar Deadlines



Irby Hammitt
Undergraduate

Winter 2008-2009
10 Week Regular

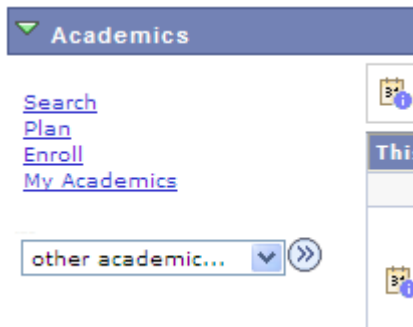
| | | | |
|--------------------------|------------|--------------------|------------------------------------|
| IS | 320 | Section: 02 | Project / Change Management |
| Class Start Date: | 01/05/2009 | End Date: | 03/23/2009 |

| Drop Calendar | | |
|------------------------------|------------|--|
| Drop - Delete Record: | 12/20/2008 | A class dropped on or before this date will be deleted from your academic record. |
| Drop - Retain Record: | 01/14/2009 | A class dropped on or before this date will be retained on your academic record with a status of dropped. |
| Drop with Penalty: | 02/23/2009 | A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class. |

| Cancel & Withdrawal Calendar | | |
|----------------------------------|------------|--|
| Cancel: | 12/20/2008 | Classes within a session, canceled on or before this date will not appear on your transcript. |
| Withdraw without Penalty: | 01/14/2009 | Classes within a session, withdrawn on or before this date will not appear on your transcript. |
| Withdraw with Penalty: | 02/23/2009 | Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes. |

- a. If the student clicks the deadlines icon  **Deadlines** in front of the class they will get drop dates for the specific course
- b. If the student clicks on the URL icon  **URL** in front of the course they will be connected with a link to Blackboard

3. Additional Academics links



- a. A Student who chooses any of the hyperlinks at the top left of the academics section will be taken to a new page
- b. The Search link will allow student to search for available courses, this also accessible by clicking

SEARCH FOR CLASSES

on the top right of the student center

homepage screen

- c. The Plan link will allow student to add available courses to their shopping cart without fully enrolling
- d. The enroll link will allow student to view enrollment, add/drop courses, see the How to Enroll section above

My Academics

| | |
|------------------------|--|
| Advisors | View my advisors |
| Transfer Credit | View my transfer credit report |
| Course History | View my course history |
| Transcript | View my unofficial transcript |

My Program:

- ... **Institution** - City University of Seattle
- ... **Career** - Undergraduate
- ... **Program** - B.S in Business Administration
- ... **Emphasis** - General Management
- ... **Program** - Associate of Science
- ... **Emphasis** - General Studies

go to ...

- e. The my academics link will take students to a sub menu to view all options from the drop down menu

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)

other academic...

| This Week | |
|-----------|----------|
| 31 | AC 4 LEC |
| 31 | MK 4 LEC |

4. Additional options are available using the “other academics...” drop down menu

| | | | |
|-------------------|------|--------|--------------|
| Search | Plan | Enroll | My Academics |
| my class schedule | add | drop | swap |
| | | | edit |

My Class Schedule

Spring 2008-2009 | Undergraduate | City University of Seattle

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 filter

| AC 430 - Business Ethics Accountants | | | | | | |
|--------------------------------------|--------------------|-----------|---------------------|-----------|-------------|-------------------------|
| Status | Units | Grading | Grade | Deadlines | | |
| Enrolled | 5.00 | Graded | | | | |
| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/End Date |
| 1574 | 02 | Lecture | Mo 9:00AM - 12:00PM | TBA | Mark Eppley | 04/06/2009 - 05/18/2009 |
| | | | Mo 9:00AM - 12:00PM | TBA | Staff | 06/01/2009 - 06/15/2009 |

| MK 402 - Understand Consumer Behavior | | | | | | |
|---------------------------------------|---------|-----------|--------------|-----------|------------|----------------|
| Status | Units | Grading | Grade | Deadlines | | |
| Enrolled | 5.00 | Graded | | | | |
| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/End Date |

- a. Class Schedule give a detailed view of current enrollments

My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

sort

 Taken
  Transferred
  In Progress

| Course | Description | Term | Grade | Units | Status |
|---------|--|------------------|-------|-------|---|
| AC 430 | Business Ethics Accountants | Spring 2008-2009 | | 5.00 |  |
| BC 301 | Critical Thinking | Fall 2005-2006 | 3.8 | 5.00 |  |
| BC 302 | Writing For The Professions | Spring 2007-2008 | 1.0 | 5.00 |  |
| BC 303 | Interpreting Statistics & Data | Spring 2004-2005 | 2.5 | 5.00 |  |
| BC 306 | Ethics:Theory And Practice | Winter 2005-2006 | 3.7 | 5.00 |  |
| BSC 400 | Decision Modeling And Analysis | Summer 2005-2006 | 1.3 | 5.00 |  |
| BSC 401 | Interpretatn Of Fncl Statemnts | Fall 2005-2006 | 2.3 | 5.00 |  |
| BSC 402 | Financing Organizations | Winter 2005-2006 | 3.0 | 5.00 |  |
| BSC 403 | Legal Issues In The Workplace | Spring 2004- | 2.8 | 5.00 |  |

- b. Course History sub-link allows students to view completed courses, in progress courses and grades

| | | | |
|-------------------|------|--------|--------------|
| Search | Plan | Enroll | My Academics |
| my class schedule | add | drop | swap |
| | | | edit |

View My Grades

| Select a term then click Continue. | | | |
|------------------------------------|------------------|---------------|----------------------------|
| | Term | Career | Institution |
| <input type="radio"/> | Spring 2008-2009 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Winter 2008-2009 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Fall 2008-2009 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Summer 2008-2009 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Spring 2007-2008 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Winter 2007-2008 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Fall 2007-2008 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Summer 2007-2008 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Spring 2006-2007 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Winter 2006-2007 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Fall 2006-2007 | Undergraduate | City University of Seattle |
| <input type="radio"/> | Summer 2006-2007 | Undergraduate | City University of Seattle |

- c. The grade link will allow students to choose a term to view grades

| | | | |
|-------------------|------|--------|--------------|
| Search | Plan | Enroll | My Academics |
| my class schedule | add | drop | swap |
| | | | edit |

View My Grades

Winter 2008-2009 | Undergraduate | City University of Seattle [change term](#)

▼ Class Grades - Winter 2008-2009

| Official Grades | | | | |
|------------------------|-----------------------------|-------|-------|--------------|
| Class | Description | Units | Grade | Grade Points |
| IS 320 | Project / Change Management | 5.00 | 3.1 | 15.500 |
| IS 330 | Information Systems | 5.00 | 3.7 | 18.500 |

▼ Term Statistics - Winter 2008-2009

| | From Enrollment | From Transfer Credit | Combined Term Total | Cumulative Total |
|---------------------------------|-----------------|----------------------|---------------------|------------------|
| Total Grade Points | 34.000 | | 34.000 | 398.500 |
| Graded units towards GPA | 10.000 | | 10.000 | 140.000 |
| Graded units not for GPA | | | | 35.000 |
| In progress units | | | | |

- i. By clicking on a term students will view course grades for that term

View Unofficial Transcript

Choose an institution and report type and press go to view your report.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

| | | |
|----------------------|---|-----------------------------------|
| Academic Institution | <input type="text" value="City University of Seattle"/> | <input type="button" value="go"/> |
| Report Type | <input type="text" value="CITYU UNOFFICIAL TRANSC"/> | |

Information For Students

This is your unofficial transcript only. If you require an official transcript please contact the Registrar's Office.

**** Important Notice ****

Unofficial transcripts are not available online for students who last attended previous to 1998. If you are having difficulty accessing your education records previous to 1998, please contact the Office of the Registrar by phone at (800) 426-5596.

[VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED](#)

- d. Choose the “Transcripts: View Unofficial” link to see a unofficial transcript
 - i. Choose report type and then to view transcript

Report Results

[Return](#)

CITY UNIVERSITY UNDERGRAD UNOFFICIAL TRANSCRIPT

Name :

Student ID:

Print Date : 2009-04-27

- - - - - Transfer Credits - - - - -

Transfer Credit from Walla Walla Community College

Applied Toward B.S in Business Administration Program

Spring 2004-2005

| | | | | |
|------|-----|---------------------------|------|---------|
| CWRT | 100 | College Writing Transfer | 3.00 | 3.00 TC |
| HU | 100 | Humanities Transfer | 3.00 | 3.00 TC |
| HU | 100 | Humanities Transfer | 3.00 | 3.00 TC |
| HU | 100 | Humanities Transfer | 3.00 | 3.00 TC |
| HU | 100 | Humanities Transfer | 3.00 | 3.00 TC |
| NS | 100 | Natural Sciences Transfer | 5.00 | 5.00 TC |

- ii. The final link available for students is to view a report of transfer credits

[Search](#)[Plan](#)[Enroll](#)[My Academics](#)

View Transfer Credit Report

Course Credits

Model Nbr 1 Posted
Institution City University of Seattle **Credit Source Type** Manual
Career Undergraduate **Source Institution** Walla Walla Community College
Program B.S in Business Administration
Plan Project Management

| Transfer Term | Incoming Course | Units Taken | Grade Input | Status | Equivalent Course | Units | Grade |
|------------------|-----------------|-------------|-------------|--------|-------------------|-------|-------|
| Spring 2004-2005 | ENG101 ENG101 | 3.00 | | Posted | CWRT 100 | 3.000 | TC |
| Spring 2004-2005 | LIT140 LIT140 | 3.00 | | Posted | HU 100 | 3.000 | TC |
| Spring 2004-2005 | SOC101 SOC101 | 5.00 | | Posted | SS 100 | 5.000 | TC |
| Spring 2004-2005 | LIT243 LIT243 | 3.00 | | Posted | HU 100 | 3.000 | TC |
| Spring 2004-2005 | MATH 105 | 5.00 | | Posted | NS 100 | 5.000 | TC |
| Spring 2004- | SPCH 101 | 3.00 | | Posted | HU 100 | 3.000 | TC |

Finances Section

Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)[Accept/Decline Awards](#)

Account Summary

You owe 1,620.00.

- Due Now 0.00
- Future Due 1,620.00

Currency used is US Dollar.

[make a payment ▶](#)

1. The Account Summary box will give the student an overview of the current charges on the account
 - a. Due now are charges due in the current term
 - b. Future due is for charges due before the start of the next term

- make a payment ▶
- start a payment plan ▶

2. Students have two options under the account summary box
 - a. The make a payment link will take students to a screen to input payment information
 - b. The start a payment plan link will allow students to request a payment plan

▼ Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

3. By clicking the Account Inquiry link on the left students can get an overview of their account and make a payment

Account Summary

You owe 1,620.00. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 1,620.00

| What I Owe | | |
|------------------|--------------------------------|-----------------|
| Term | Outstanding Charges & Deposits | Total Due |
| Spring 2008-2009 | 1,620.00 | 1,620.00 |
| Total | 1,620.00 | 1,620.00 |

Currency used is US Dollar.

MAKE A PAYMENT

▶ [Remittance Addresses](#)

[Financial Aid](#)

[Account Inquiry](#) [Electronic Payments/purchases](#)

go to ...

go to ...

Account Inquiry

Electronic Payments/Purchases

Make a Payment

1 2 3 4

1. Specify Payment Details

You may specify your payment amount after providing your account information.

Do you wish to save your credit card information to a payment profile for future use?

Yes, save my information No, do not save my information

Payment Profile (example: My Credit Card)

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name

Last Name

Credit Card Type

Card Number

Expiration Date /

The billing address you specify must match your credit card company's records.

Telephone

- a. Students who wish to make a payment can input their credit card and billing information

▼ Finances

- My Account
 - [Account Inquiry](#)
- Financial Aid
 - [View Financial Aid](#)

4. By clicking the View Financial Aid link student can get a summary for a specific aid year
 - a. Not yet available

Personal Information Section

The screenshot shows a 'Personal Information' section with a blue header. Below the header, there are two main areas: 'Demographic Data' and 'Contact Information'. Under 'Demographic Data', there is a link for 'Names' and a dropdown menu with the text 'other personal...' and a right-pointing arrow. The 'Contact Information' area is divided into four sections: 'Home Address' (2208 Virginia CT, Milton, WA 98354), 'Mailing Address' (2208 Virginia Ct, Milton, WA 98354), 'Home Phone' (253/517-9245), and 'Campus email' (lhammitt@cityu.edu).

1. This section will allow students to see a summary of the personal information they have on file at City University

The screenshot shows a navigation bar for 'Personal Information'. It contains five tabs: 'addresses', 'names', 'phone numbers', 'email addresses', and 'demographic information'. The 'names' tab is currently selected and highlighted in a light purple color.

Addresses

View, add, change or delete an address.

| Address Type | Address | |
|--------------|---|----------------------|
| Home | <input type="text" value="2208 Virginia Ct"/> | edit |
| Mail | <input type="text" value="2208 Virginia Ct"/> | edit |

[ADD A NEW ADDRESS](#)

Personal Information

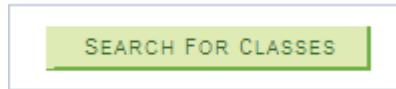
[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Demographic Information](#)

go to ... [▼](#) [▶▶](#)

2. Clicking on any of the links on the main page will take you to the personal information sub section which will give you options to upgrade several types of information

Additional Information and links Section

1. Search for Classes button



- a. At the top right a student will be able to click this button to view the course schedule for a specific term

2. Holds section



- a. This box at the top right will show any holds on the student's record, please contact your advisor for more information
- b. By clicking details a student will be able to get more information about the checklist items, in this example they can see the status of their Final Degree audit checklist

3. Advisor



- a. This will show the student service advisor assigned to you student account

My Advisors

Academic Program B.S in Business Administration
Emphasis General Management

| Name | Email Address |
|-----------------|--------------------|
| Beverly Johnson | BJohnson@cityu.edu |

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...

- b. Click the [details ▶](#) link in the bottom right corner to get an email address

4. Student Links, Miscellaneous and Help Center



- a. These sections include hyperlinks to various student resources