**How to Pay Your Fees In-Person**

**Do You Have a Positive Balance? Follow these steps:**

Step 1: Go to the Cashier’s Office (location may change during on-site registration time, so please check the website during this period to know where they are located).

Step 2: Give the employee your S number

Step 3: They will print your fee bill, review it and be sure the credit hours you are taking is correct and any aid you are expecting is on there.

Step 4: Sign the fee bill and return immediately to the employee with appropriate payment for remaining amount.

(Appropriate methods of payment are cash, credit card, debit card, money order, or cashier’s check. PERSONAL CHECKS are not acceptable).

Step 5: The employee should give you a stamped receipt

You have completed the registration process. Keep that stamped receipt for your records.