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

**Do You Have a Negative 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

Step 5: The employee should give you a stamped receipt

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