Berkeley College

Student Self Service User's Guide

Table of Contents

Helpful Hints

- Avoid using the "BACK" button from the browser menu bar.

- For Security purposes you will automatically be logged out of Student Self Service after 10 minutes of no activity. **Make sure you log out before stepping away from the computer.**

- When printing pages from Student Self Service, use "Landscape". This will ensure that the entire page will print.

LOGIN TO SELF SERVICE

Begin by signing in at Engage.BerkeleyCollege.edu
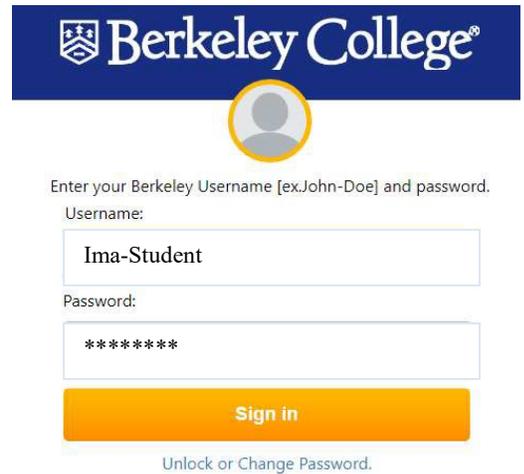
Once you are signed in click Self-Service and sign-in to Self-Service.

STUDENT CENTER

The Student Center is a 360˚overview of information that is important to you. It is a single point of entry from which to begin your navigation. It contains your class schedule, enrollment dates, account information, holds, to-do's, web links, etc.

My Advisor

You can view your assigned Advisor from the Advisor section in your Student Center.

IMA's Student Center

Academics

Enroll
My Academics
Degree Map

(i) You are not enrolled in classes.

other academic... ▾ ≫

Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards

Your currently assigned advisor will display here with their office number.

MAKE A PAYMENT
BANK MOBILE SIGN IN

Personal Information

Demographic Data
Emergency Contact
Names

other personal... ▾ ≫

Contact Information

Home   Mailing
430 Rahway Ave   None
Woodbridge, NJ
07095
Home Phone   Berkeley Email
732/750-1801   bad-
                              data30@mymail.berkeleycolle

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the
Spring 2019 Fifteen Week
session on September 18, 2018.

details ▷

Advisor

Program Advisor

Iman Advisor
                973/278/5400 Ext 9999

details ▷

Finances

FAFSA on the Web
NSLDS Student Acce
Loan Entrance Cour

Click details to email your advisor by clicking on the hyperlink in their name.

My Advisors

Academic Program   New Jersey Associate

Major   Business Admin Accounting

Advisor Name	Phone
Iman Advisor	973/278-5400 Ext 9999

MAP (My Academic Plan)

Access your MAP by selecting "My Academic Plan" from the drop down list below.

Ima's Student Center

▼ Academics

Enroll
My Academics
My Scheduler
Degree Map

📅 Deadlines   🔗 URL   ✅ Descr

📋 View Class Activities - Action Required

Fall 2018 Schedule

Class	Schedule
BUS 2231-KA LEC (1496)	MoWe 9:30AM - 10:45AM NWK 214
ECO 2200-GA LEC (1053)	TuTh 9:30AM - 10:45AM SGS M101

weekly schedule ▶

other academic...   ▼ ⊙

Class Schedule

Enrollment Verification

Enrollment: Add

Grades

My Academic Plan (MAP)

Transcript: View Unofficial

Transfer Credit: Report

other academic...

ⓘ **You have no outstanding charges at this time.**

Your MAP outlines all requirements and courses required to compete your program and graduate. Any questions concerning your MAP should always be discussed with your Academic Advisor.

	Taken		In Progress		Planned

▶ **Berkeley College Requirements**

▼ **Business Administration - Accounting AAS Degree**

Not Satisfied: Degree Requirements

Program Requirements

Not Satisfied: Students must complete the following requirements.

▼ **Major Core Courses**

Not Satisfied: Students are required to complete 4 of the following courses.

- Courses: 4 required, 0 taken, 4 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACC1112	FINANCIAL ACCOUNTING II	3.00			
ACC2201	INTERMEDIATE ACCOUNTING I	3.00			
ACC2202	INTERMEDIATE ACCOUNTING II	3.00			
ACC2240	COST ACCOUNTING	3.00			

View All | 🔗   First ◀ 1-4 of 4 ▶ Last

Business Core Courses

Not Satisfied: Students must complete the following business courses.

▼ **Business Core Courses**

Not Satisfied: Students are required to complete 7 courses.

Use your MAP as a guide when building your schedule and registering online.

VERIFY ELIGIBILITY TO REGISTER

Before you register for classes you need to check 2 items:
1. Do you have holds that prevent self-registration?
2. When can you start registering?

1a. Check if you have "Holds." If you do, click details. (See more information below.)

Academics

Enroll
My Academics
My Scheduler
Degree Map

📆 Deadlines   🔲 URL   ✅ Descr
📑 View Class Activities – Action Required

Fall 2018 Schedule

Class	Schedule
BUS 2231-NB LEC (1689)	TuTh 9:30AM - 10:45AM NYC 41st Street B202
ECO 2200-MA LEC (1479)	Mo 2:00PM - 4:45PM MDL 101

other academic... ▼ ⟫

weekly schedule ▶

Holds

Advisement Hold

details ▶

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018 15 Week session on January 17, 2018.

details ▶

Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards

ⓘ You have no outstanding charges at this time.

MAKE A PAYMENT

Finances

FAFSA on the Web
NSLDS Student Access Website
Loan Entrance Counseling

Academics

Berkeley Catalog

1b. Click the link in the "Hold Item" to see how the hold impacts registration.

a Student   go to ... ▼ ⟫

ur Holds

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Advisement Hold		USD	Berkeley College	Spring 2018	Spring 2018	05/08/2018		Advisement

Your Holds

Hold Item

Ima Student

Advisement Hold

Reason and Contact

Description: Berkeley College

Start Term: Spring 2018

Start Date: 05/08/2018

Reason: Advisement Hold

Department: Advisement

Contact:

Instructions

See Advisement to register for classes.

Return

1c. Follow the instructions to remedy your hold. Click "Return" to go back to the hold details to check any other holds you may have on your account.

Berkeley's Student Center

Ima's Student Center

Academics

Enroll
My Academics
My Scheduler
Degree Map

Deadlines   URL   Descr

View Class Activities - Action Required

other academic...

Fall 2018 Schedule

Class	Schedule
BUS 2231-NB LEC (1689)	TuTh 9:30AM - 10:45AM NYC 41st Street B202
ECO 2200-MA LEC (1479)	Mo 2:00PM - 4:45PM MDL 101

weekly schedule ▶

2. Check the "Enrollment Date" to see when you can start registering for classes.

...o List

N...o Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2018 15 Week session on January 17, 2018.

details ▶

If you have no holds that prevent registration, you can register online as soon as your enrollment appointment begins!

REGISTER FOR CLASSES

You can access College Scheduler from two different locations. Either option will transfer you to College Scheduler.

You can access Self-Service Scheduling from the Engage portal by clicking "Course Info" – "Create My Schedule".

OR

You can also access Self-Service Scheduling from your student center by clicking "Enroll".

Berkeley's Student Center

IMA's Student Center

1. Click "Enroll"

▼_ Academics

Enroll
My Academics
FERPA Opt-Out
FERPA Waiver

ⓘ You are not enrolled in classes.

other academic... ⌄ »

IMA STUDENT

go to ... ⌄ »

Enroll | My Academics

My Class Schedule | **Add** | Term Information

Add Classes

1 — 2 — 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
○	Fall 2022	Undergraduate New Jersey	Berkeley College
⦿	Winter 2023	Undergraduate New Jersey	Berkeley College

Continue

2. Select the term
3. Click Continue

Add Classes

1—2—3

1. Select classes to add

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

Winter 2023 | Undergraduate New Jersey | Berkeley College

[Change Term]

| ● Open | □ Closed | ⚠ Wait List |

Add to Cart

[Enter]

Winter 2023 Shopping Cart

Your enrollment shopping cart is empty.

● My Academic Plan (MAP)

[Search]

4. Select "My Academic Plan"
5. Click Search

You will now be viewing courses from your degree audit which are being offered in the upcoming term. From here you can select classes to register for.

✅ Taken   ◆ In Prog

6. Click "show detail to expand your requirements.

▽ **Berkeley College Requirements**

College Reading Skills   atisfied

▷ College Reading Skills Requirement   [Show detail Winter 2023]

College Writing Skills   **Not Satisfied**

▽ College Writing Skills Requirement   [Hide detail Winter 2023]

The following courses may be used to satisfy this requirement:

Personalize | View All | 🗗   First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Status
CSK 77	FOUNDATIONS OF CRITICAL WRITIN	3.00			

▽ **Business Administration - Management**

7. View all available class sections of a course, click the description of the course.

Program Requirements

▽ Major Courses

The following courses may be used to satisfy this requirement:

Personalize | View All | 🗗   First ◀ 1-6 of 6 ▶ Last

Course	Description	Units	When	Grade	Status
BUS2255	ENTREPRENEURSHIP	3.00			
	BUSINESS STRATEGY AND				

11

You are now on the Course Detail page. From here you can see all the available sections of the course and select the one that works best for you.

Add Classes

Course Detail

Winter 2023 | Undergraduate New Jersey | Berkeley College

Return to Search by My Academic Plan (MAP)

CSK 77 - FOUNDATIONS OF CRITICAL WRITING

Course Detail	
Career	Undergraduate New Jersey
Units	3.00
Grading Basis	College Skills
Course Components	Lecture Required
Academic Group	Division of General Education
Academic Organization	College Skills

Description

Provides students with the foundation needed for academic and reflective writing. This course covers the writing process, grammar, essay development, and basic research. Students explore writing styles, including argument/persuasion, illustration/example/description, comparison/contrast, and narration.

> If a course has a pre-requisite, they will appear in this area.

Winter 2023 Course Schedule

My Class Schedule	Shopping Cart
You are not registered for classes in this term.	Your shopping cart is empty.

○ Open

> 8. Check all information pertaining to the class you are interested in.
>
> When ready click "select".

CSK 77 Sections for Winter 2023

Section	Personalize | Find | View All |		First ◄ 1 of 1 ►
Section	Session	Status	
GA-LEC (1831)	15W	●	Select

Section Details	Personalize | Find |				First ◄ 1 of 1 ► Last
Days	Start	End	Room	Instructor	Dates
TuTh	12:30PM	1:45PM	ACA 101	Staff Instructor	01/03/2023 - 04/15/2023

Section	Personalize | Find | View All |		First ◄ 1 of 1 ► Last
Section	Session	Status	
GN-LEC (1832)	15W	●	Select

Section Details	Personalize | Find |				First ◄ 1 of 1 ► Last
Days	Start	End	Room	Instructor	Dates
Th	6:00PM	8:45PM	ACA 104	Staff Instructor	01/03/2023 - 04/15/2023

1. Select classes to add - Enrollment Preferences

Winter 2023 | Undergraduate New Jersey | Berkeley College
CSK 77 - FOUNDATIONS OF CRITICAL WRITIN

Class Preferences

CSK 77-GA   Lecture   ⬤ Open

Session Fifteen Week
Career Undergraduate New Jersey

If the class you want is full, you can wait list for that class. Information on wait listing is on page 15.

Wait List ☐ Wait list if class is full
Permission Nbr [   ]
Grading College Skills
Units 3.00

9. Click "next" to add this class to your shopping cart.

[Cancel]   [Next]

Section	Component	Days & Times	Room	Instructor	Start/End Date
GA	Lecture	TuTh 12:30PM - 1:45PM	ACA 101	Staff Instructor	01/03/2023 - 04/15/2023

!!! You are NOT enrolled in courses you've added to your cart. You must follow the steps below to complete enrollment!!!

Add Classes

[1]—[2]—[3]

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proce

To remove a course from your cart, click the trashcan.

✔ CSK 77 has been added to

Winter 2023 | Undergraduate New Jersey | ...ollege

[Change Term]

⬤ Open   ☐ Closed   ⚠ Wait List

Add to Cart		Winter 2023 Shopping Cart					
		Delete	Class	Days/Times	Room	Instructor	Units	Status
[Enter]		🗑	CSK 77-GA (1831)	TuTh 12:30PM - 1:45PM	ACA 101	S. Instructor	3.00	⬤

⬤ My Academic Plan (MAP)
[Search]

[Proceed to Step 2 of 3]

10. Click "Proceed" to continue registering.

Add Classes

1 — 2 — 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Winter 2023 | Undergraduate New Jersey | Berkeley College

			● Open	☐ Closed	⚠ Wait List		

Class	Description	Days/Times	Room	Instructor	Units	Status
CSK 77-GA (1831)	FOUNDATIONS OF CRITICAL WRITIN (Lecture)	TuTh 12:30PM - 1:45PM	ACA 101	S. Instructor	3.00	●

[Cancel] [Previous] [Finish Enrolling]

11. Click "Finish Enrolling" to complete the registration process.

Add Classes

1 — 2 — 3

3. View results

View the following status report for enrollment confirmations and errors

Winter 2023 | Undergraduate New Jersey | Berkeley College

✔ Success: enrolled	✘ Error: unable to add class

Class	Message	Status
CSK 77	**Success:** This class has been added to your schedule.	✔

[My Class Schedule] [Add Another Class]

Congratulations!!! You have enrolled in your courses!!!

If you have received an enrollment error, please see page 18 for more information.

WAIT LISTING

Self-service Scheduling allows you to wait list for classes that are full. If seats become, eligible students on the wait list will be added to the class in the order they are wait listed.

Fall 2022 Course Schedule

My Class Schedule

You are not registered for classes in this term.

Shopping Cart

Your shopping cart is empty.

⬤ Open   ◻ Closed   ⚠ Wait List

ENG 1105 Sections for Fall 2022

◄ 1-23 of 23 ►

Section		Personalize	Find	View All	🗗	▦	First ◄ 1 of 1 ► Last
Section	**Session**	**Status**	
		⚠	Select

First ◄ 1 of 1 ► Last

Instructor	**Dates**
Richard Schultz	09/06/2022 - 12/17/2022

The yellow triangle indicates the class is full and accepting wait list only.

Click "select" to waitlist for the class you would like.

1. Select classes to add - Enrollment Preferences

Fall 2022 | Undergraduate New Jersey | Berkeley College
ENG 1105 - WRITING AND RESEARCH

Class Preferen...

ENG 1105-GB

Sess...
Care...

Wait List ☑ Wait list if class is full

Permission Nbr [   ]

Grading Graded

Units 3.00

[Cancel]   [Next]

Check "Wait list if class is full".

Click "Next" to add this class to your shopping cart.

Section	**Component**	**Days & Times**	**Room**	**Instructor**	**Start/End Date**
GB	Lecture	TuTh 9:30AM - 10:45AM	ACA 012	Richard Schultz	09/06/2022 - 12/17/2022

!!! You are NOT wait listed in courses you've added to your cart. You must follow the steps below to complete enrollment!!!

Add Classes

1 — 2 — 3

1. Select classes to add

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

✔ ENG 1105 has been added to your Shopping Cart.

Fall 2022 | Undergraduate New Jersey | Berkeley College   Change Term

● Open   ■ Closed   ▲ Wait List

Add to Cart

Enter

Fall 2022 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	ENG 1105-GB (1076)	TuTh 9:30AM - 10:45AM	ACA 012	R. Schultz	3.00	▲

● My Academic Plan (MAP)

Search

Click "Proceed" to wait list.   Proceed to Step 2 of 3

---

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2022 | Undergraduate New Jersey | Berkeley College

● Open   ■ Closed   ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 1105-GB (1076)	WRITING AND RESEARCH (Lecture)	TuTh 9:30AM - 10:45AM	ACA 012	R. Schultz	3.00	▲

Cancel   Previous   Finish Enrolling

Click "Finish Enrolling" to complete the wait list process.

> **You are successfully wait listed when you receive a similar message.**

Add Classes

1 — 2 — 3

3. View results

View the following status report for enrollment confirmations and errors

Fall 2022 | Undergraduate New Jersey | Berkeley College

✔ Success: enrolled		✖ Error: unable to add class	
Class	**Message**		**Status**
ENG 1105	**Message:** Class 1076 is full. You have been placed on the wait list in position number 1.		✔

My Class Schedule	Add Another Class

Things to note about wait listing:

> Waitlisting yourself does not guarantee you will later be registered for the class.

> You can only register/waitlist yourself for one section of a class.

> If you are waitlisted for a class but are registered for another class that meets at the same time, you will not be eligible to be registered off the waitlist.

> If you are waitlisted for a class but being registered for the class would take you over your maximum credit hours, you will not be eligible to be registered off the waitlist. You will have to drop enough credits to allow registration for the waitlisted class.

> If you waitlist yourself for a class, you will be responsible to check your schedule on Self-Service before add/drop is over to see if you have been added to the class.

17

VALIDATION/REGISTRATION ERRORS

When you "Validate" your classes and/or after you click "Register", you may encounter registration errors. These errors need to be resolved before being able to register for the course. Some of the most common are here:

⚠ **Validate Results**

You may not be able to register for the following course:

ACC-4410, GS, Staff Instructor
- Enrollment Requisites are not met. Requirement Group: 001226, Description: ACC3310 and MAT2215 Bachelor Degree seeking

> You will not be able to register a course without having taken the pre-requisite. If you get this message, select a different course.

⚠ **Registration Results**

⚠ You are **not** registered for the following courses.

IBS-2201, BA, Staff Instructor
- You have a hold on your record. Your Advisor needs to approve your schedule prior to continuing with this enrollment transaction.

> If you have a hold on your record, review Page 7 *Registration Eligibility,* of this document and then follow the instructions. You will not be able to self-register with a hold.

⚠ You are **not** registered for the following courses.

IBS-2201, BA, Staff Instructor
- Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

> You cannot register over your maximum credit hours for the term.

CAMPUS FINANCES

Click on the "Campus Finances" link to access account information, make a payment, apply for financial aid, view your financial aid and access the National Student Loan Data System (NSLDS) website.

Account Inquiry displays a summary of your account information

Account Summary

You owe 12,400.00. For the breakdown, access Charges Due

- Due Now   12,400.00
- Future Due   0.00

** You have a past due balance of 12,400.00. **

What I Owe		
Term	Outstanding Charges & Deposits	Total Due
Spring 2018	12,400.00	12,400.00
Total	12,400.00	12,400.00

Currency used is US Dollar.

MAKE A PAYMENT

MAKING A PAYMENT

Account Summary

You owe 12,400.00. For the breakdown, access Charges Due
- Due Now   12,400.00
- Future Due   0.00

** You have a past due balance of 12,400.00. **

What I Owe		
Term	**Outstanding Charges & Deposits**	**Total Due**
Spring 2018	12,400.00	12,400.00
Total	**12,400.00**	**12,400.00**

Currency used is US Dollar.

MAKE A PAYMENT

> Click on the "Make a Payment" link from the summary tab or the Student Center.

Students and Staff

*Indicates required information
*Username: _____
*Password: _____

Login

Authorized Users

Login for parents or others who have been granted access.
*E-mail: _____
*Password: _____

Login

Forgot your password?
View your **password hint,** or have your password **e-mailed** to you.

Browser and Plugin Support

This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at **helpdesk@berkeleycollege.edu.**

Welcome

Welcome to Berkeley College Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their Username and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to **helpdesk@berkeleycollege.edu.**

Current Account Status

Student Account Center
- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- ...re your payment methods for quick and easy payment.
- A...ent, provide permission to others (parents, employers, etc) to view your bill an... ...yments.

E-Billing
- View and print your ... ...ent.
- Set up your bills to be pa...

> Login with your current username and password

1. On the My Account page, students and authorized users see links and tabs for features listed at the top of the screen.

My Account   Payments   eBills

Account Activity   My Profiles   Authorized Users
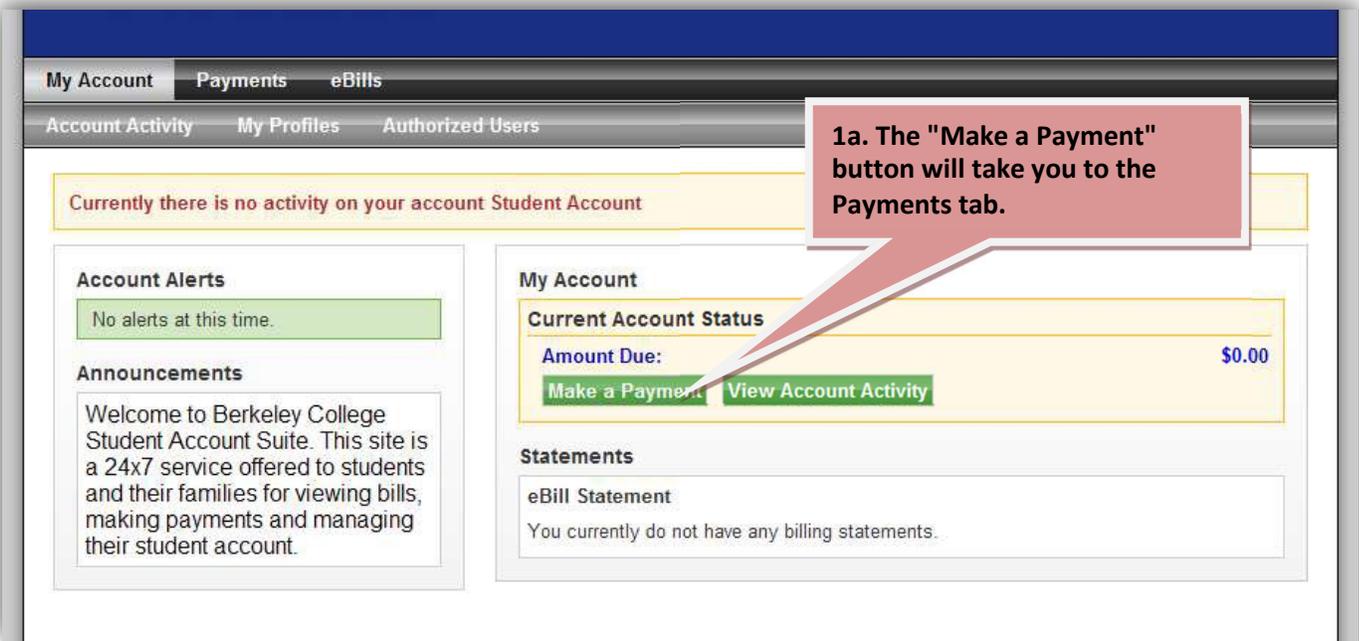
1a. The "Make a Payment" button will take you to the Payments tab.

Currently there is no activity on your account Student Account

Account Alerts

No alerts at this time.

Announcements

Welcome to Berkeley College Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

My Account

Current Account Status

Amount Due: $0.00

Make a Payment   View Account Activity

Statements

eBill Statement

You currently do not have any billing statements.

My Account   Payments   eBills

Account Payment   Payment History

1b. "Make a Payment" action link appears below the "Current Balance" line.

Account Payment

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

Current Balance: Not Available

▶ Make a Payment

Pending Payments

No payments have been set up.

2. Payment Amount: Enter your payment options.

2a. Select "Current account balance" or enter the payment amount.

2b. Enter the "Payment Date."

My Account | Paym...

Account Payment

Account Payment

▼ Payment Amount

Select Payment

○ Current account balance: $5,000.00 $ 5000.00

Payment Date: 8/3/11

Memo:

Continue

▶ Payment Method

▶ Payment Confirmation

▶ Payment Receipt

2c. Click "Continue."

---

3. Payment Method: Select your payment method.

My Account | Payments | eBills

Account Payment | Payment History

Account Payment

▶ Payment Amount

▼ Payment Method

Select Payment Method

Payment amount: $150.00
Payment method:

Select Payment Method
Select Payment Method
Electronic Check (checking/savings)
Credit Card

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.
Credit Card - We accept the following credit cards.

VISA MasterCard DISCOVER BCcard DinaCard AMERICAN EXPRESS

Prior Step Cancel

▶ Payment Confirmation

▶ Payment Receipt

4. Payment Confirmation. The "Payment Confirmation" screen is your last opportunity to cancel the process before submitting the payment.

| My Account | Payments | eBills |

Account Payment   Payment History

Account Payment

▶ Payment Amount

▶ Payment Method

▼ Payment Confirmation

Submit Payment

Please review the transaction details, then submit your payment.

Payment date:	8/3/11
Payment amount:	$200.00
Payment type:	Credit Card
Card account number:	XXXXXXXXXXXX5454
Name on card:	Bobbi Berkeley
Card expiration date:	12/12
Credit card type:	MasterCard
Billing address:	44 Rifle Camp Road
City:	Woodland Park
State/Province:	NJ
Postal Code:	07424
E-mail:	bobbi-berkeley@mymail.berkeleycollege.edu

Submit Payment   Prior Step   Cancel

▶ Payment Re...

4. The final step is to click "Submit Payment". The payment is then processed or scheduled and you will be directed to the payment receipt.

5. Payment Receipt: This is a detailed record of your payment.

My Account | **Payments** | eBills

Account Payment | Payment History

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

▶ Payment Amount

▶ Payment Method

▶ Payment Confirmation

▼ Payment Receipt

Payment Receipt

Your payment in the amount of $200.00 was successful. A confirmation email was sent to bobbi-berkeley@mymail.berkeleycollege.edu. Please print this page for your records.

Confirmation number:	20110803000001
Payment date:	Wednesday, August 03, 2011
Amount paid:	$200.00
Transaction type:	Purchase
Student name:	Bobbi Berkeley
Paid to:	Berkeley College
Web address:	https://secure.touchnet.com:8443/C20428test_tsa/web/index.jsp
Account number:	XXXXXXXXXXXX5454
Card type:	MC
Name on card:	Bobbi Berkeley
Authorization code:	161136
Merchant ID:	XXXYYYZZZ

Card not present for this transaction.

PAYMENT HISTORY REPORTS

Payment History

Payment History provides you with a comprehensive report of all payments made by yourself or other... Choose from the reporting options below:

View information for account: Student Account [▾] Go

▼ Select Payments to View

◉ Show all payments (including payments made outside this system)

◯ Show only payments made online through this system

▶ Select the Time Period

▶ Select a Payer

▶ Select the Payment Type

View Report

On this page, you can set one or more filters to view payment reports. All filters are set on this screen; to reset the filters or set additional ones you must return to this screen.

Set your options and click "View Report".

ADD PAYMENT METHOD OPTIONS

Electronic Check (checking/savings): The account can be either a checking or a savings account; enter all necessary information below. You have the option to save this payment method for future use.

Credit/Debit Card Setup: If you select the "Credit Card" payment method, you will need to enter information about the account. You have the option to save this payment method for future use.

ACH Setup: To make an ACH payment you must agree to the ACH agreement below.

My Account   Payments   eBills

Account Activity   My Profiles   Authorized Users

Profile Settings

Agreement   ✕

I hereby authorize Berkeley College to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a $20.00 return fee will be electronically debited from my account.

Name:Bobbi Berkeley

Address:44 Rifle Camp Road

Woodland Park, NJ 07424

Depository:ING DIRECT

P.O. BOX 60

ST. CLOUD,MN 56302

Routing Number:031176110

Account Number:xxxxx

This agreement is dated Wednesday, August 03, 2011

For fraud detection purposes, your internet address has been logged.

130.156.105.68 at 08/03/2011 04:00:49 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact **helpdesk@berkeleycollege.edu**.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

Print Agreement

☐ I Agree

With ACH setup you will be able to:

• **Make a payment from a bank account.**

• **Save a bank account as a payment method.**

• **Use a bank account with a payment plan.**

• **Use a bank account to pay deposits.**

27

ADDING AUTHORIZED USERS

Here you can add a new authorized user. If an authorized user has already been created, the page allows you to update settings or delete the user.

My Account   Payments   eBills

Account Activity   My Profiles   Authorized Users

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Enter the user's e-mail address.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement?   Yes   ○ No

Would you like to allow this person to view your payment history?   Yes   ○ No

Continue   Cancel

Allow the user to see the billing statement. If you select "No," the authorized user will see the current balance but not the billing statement.

Click "Continue" to add Authorized User.

Allow the user to see the payment history. If you select "No," then the authorized user will see only his or her own payments in the "Payment History" tab.

The Authorized User Agreement: The agreement shows you exactly what information the authorized user will and will not be able to see.

My Account   Payments   eBills

Account Activity   My Profiles   Authorized Users

Authorized Users

Agreement to Add Authorized User   ✕

I hereby authorize Berkeley College to grant parents@berkeleycollege.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, August 3, 2011.

For fraud detection purposes, your internet address has been logged.

130.156.105.68 at 8/3/11 4:04:02 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

☐ I Agree

Continue   Cancel

When you check the "I Agree" and then click "Continue", the login information is emailed to the new authorized user.

You can change either of the options by clicking the Update link on the Authorized Users tab.

APPLY FOR FINANCIAL AID

FAFSA on the Web

Click on the "FAFSA on the Web" link from the Student Center Home Page.

The link takes you to the Government website where you can apply for financial aid online.

The U.S. Department of Education houses federal student loan and Pell grant information on StudentAid.gov. StudentAid.gov provides a centralized, integrated view of your federal student loans and Pell grant history. To access StudentAid.gov, you will need your FSA ID Username and password.

▼ _ **Finances**

FAFSA on the Web
Fed Loan & Pell Grant History
Loan Entrance Counseling

You can access your federal student loan and Pell grant history from the Student Center home page by clicking this link.

Federal **Student Aid**
An OFFICE of the U.S. DEPARTMENT of EDUCATION

UNDERSTAND AID ⌄   APPLY FOR AID ⌄   COMPLETE AID PROCESS ⌄

Log In ⇦)

FSA ID Username, Email, or Phone

[   ] ⑦

Forgot My Username

Password

[Show Password] ⑦

Forgot My Password

[Log In]

or

[Create an Account]

Loan Entrance Counseling

Click on the "Loan Entrance Counseling" link from the Student Center Home Page.

This brings you to the loan entrance counseling site which is mandatory for any student that borrows a student loan. Complete the "Entrance Counseling" below.

VIEWING FINANCIAL AID

Click "View Financial Aid".

Main Menu > Self Service >

Campus Finances
View your account, make an electronic payment, view and accept your financial aid awards.

Account Inquiry	**Accept/Decline Awards**	**View Financial Aid**
View details about your financial account.	Accept or decline your financial aid awards.	View information about your financial aid awards, including scheduled disbursements.

Select an "Aid Year" to view.

Financial Aid

Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2019	Berkeley College	Financial Aid Year 2018-2019
2018	Berkeley College	Financial Aid Year 2017-2018
2017	Berkeley College	Financial Aid Year 2016-2017

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

Financial Aid

Award Summary

Financial Aid Year 2018-2019

Review your Awards Summary. Click on the "Loan Details" link to view details about your loan.

Select the scheduled disbursements dates hyperlink to review when you may receive funds.

Academic Year					
Award Description	**Category**	**Offered**	**Accepted**	**Loan Det**	
Berkeley College Achievement	Scholarship	1,500.00	1,500.00		
Berkeley College Challenge	Loan	637.00	637.00		
Unsub-Stafford Loan Direct Len	Loan	6,250.00	6,250.00	Loan Details	
Academic Year Totals		**8,387.00**	**8,387.00**		

Currency used is US Dollar.

Academic Year 2011-2012

Terms			
Spring 2018		View Scheduled Disbursement Dates	
Award Description	**Category**	**Offered**	**Accepted**
Berkeley College Achievement	Scholarship	1,500.00	1,500.00
Berkeley College Challenge	Loan	637.00	637.00
Unsub-Stafford Loan Direct Len	Loan	6,250.00	6,250.00
Term Totals		**8,387.00**	**8,387.00**

Currency used is US Dollar.

Your financial aid award is determined from the information provided on your financial aid application. If there is no financial aid displayed your application may be in progress. Please check back in a few days.

Financial Aid

Loan Application Information

Financial Aid Year 2018-2019

Unsub-Stafford Loan Direct Len

Loan fees are estimates only. They may vary by the lender you have chosen.

Status	Amount	Loan Fee	Net Amount	Activity Date
Approved	6,250.00	66.00	6,184.00	04/04/2018

Your loan application was certified by the FA Office and approved by your lender.

Academic Year 2008-2009

Terms

Fall 2009   View Scheduled Disbursement Date

Award Description	Category	Offered	Accepted
Achievement Award Day	Scholarship	850.00	850.00
Challenge Loan/Grant Day	Loan	425.00	425.00
Howard Newhouse	Grant	575.00	575.00

Financial Aid

Scheduled Disbursements

Financial Aid Year 2018-2019

Spring 2018

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Berkeley College Achievement	Scholarship	1,500.00	0.00	1,500.00	05/17/2018
Berkeley College Challenge	Loan	637.00	0.00	637.00	05/17/2018
Unsub-Stafford Loan Direct Len	Loan	3,125.00	33.00	3,092.00	05/23/2018
	Loan	3,125.00	33.00	3,092.00	06/15/2018
Term Totals		**8,387.00**	**66.00**	**8,321.00**	

UPDATING YOUR PERSONAL INFORMATION

Campus Personal Information will allow you to update your address, phone number, e-mail address, internet addresses, emergency information and demographic information. In addition, you can see if there is a hold on your account or outstanding documents.

Under "Campus Personal Information," click the link that says "Personal Data Summary".

Personal Data Summary

Personal Information

Names
Emergency Contacts
Internet Addresses
Demographic Data

Contact Information

Description	Email Address
None	None

Security Settings

Personal Identification Number
FERPA Restrictions
User Preferences

Credentials Information

Languages
Licenses and Certificates
Memberships
Work Experience

Participation Information

Publications
Extracurricular Activities

Honors/Awards

Holds

No Holds.

To Do List

No To Do's.

This is the summary of your personal data.

Menu

Search:

▷ My Favorites
▽ Self Service
  ▷ Academic Planning
  ▷ Enrollment
  ▷ Campus Finances
  ▽ Campus Personal Information
    – Personal Data Summary
    – Addresses
    – Phone Numbers
    – Email Addresses
    – Internet Addresses
    – Emergency Contacts
    – Demographic Information
    – Holds
    – To Do List
  ▷ Academic Records
  ▷ Degree Progress/Graduation
  ▷ Transfer Credit
  – Student Center
▷ Set Up SACR

Addresses

Under the same link click "Addresses".

addresses | phone ... | ...ddresses | internet addresses | emergency contacts | demogra...

Address...

Vi... ...d, change or delete an address.

Address Type	Address	
Home	123 Fake Street West Paterson, NJ 07424	edit

ADD A NEW ADDRESS

Addresses Phone Numbers Email Ad... Internet Addresses Emergency Contacts Demographic Information

go to ...

To change your address, click on the "Edit" button.

To add a new address, click on the "Add a New Address" button.

35

Edit Address

Enter your address and click "OK".

Country: United States   Change Country

Address 1:   430 Rahway Ave

Address 2:

Address 3:

City: Woodbridge   State: NJ   🔍 New Jersey   Postal: 07095

County:

[OK]   [Cancel]

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address	
430 Rahway Ave **Woodbridge, NJ 07095**	Edit Address

Address Types
- ☑ Home
- ☐ Mail
- ☐ Business
- ☐ Permanent
- ☐ Vacation

Date new address will take effect   05/09/2018 📅 (example: 12/31/2000)

[SAVE]

Return to Current Addresses

Select an "Address Type."

Then click "Save".

Phone Numbers

To change your phone number, just type over the current phone number and hit "Save" when finished.

To add a new phone number, click on the "Add a Phone Number" button.

Search:

▷ My Favorites
▽ Self Service
  ▷ Academic Planning
  ▷ Enrollment
  ▷ Campus Finances
  ▽ Campus Personal
    Information
      – Personal Data Summary
      – Addresses
      – Phone Numbers
      – Email Addresses
      – Internet Addresses
      – Emergency Contacts
      – Demographic Information
      – Holds
      – To Do List
  ▷ Academic Records
  ▷ Degree
    Progress/Graduation
  ▷ Transfer Credit
  – Student Center
▷ Set Up SACR

addresses | phone numbers | email addresses | internet addresses | em

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	347/302-9008		☑	delete
Home	973/555-1212		☐	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Addresses   Phone Numbers   Email Addresses   Internet Addresses   Emergency Contacts   Demographic Information

go to ...

Email Addresses

To change your email address, just type over the current email address and hit save when finished.

Click the "Add an Email Address" link to add a new e-mail address; click "Save."

Search:

go to

▷ My Favorites
▽ Self Service
  ▷ Academic Planning
  ▷ Enrollment
  ▷ Campus Finances
  ▽ Campus Personal
    Information
      – Personal Data Summary
      – Addresses
      – Phone Numbers
      – Email Addresses
      – Internet Addresses
      – Emergency Contacts
      – Demographic Information
      – Holds
      – To Do List
  ▷ Academic Records
  ▷ Degree
    Progress/Graduation
  ▷ Transfer Credit
  – Student Center
▷ Set Up SACR

addresses | phone numbers | email addresses | internet addresses | emergency contacts

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Univ Provided Email Address	test-student@mymail.berkeleycollege.edu	☐	delete
Other	albodeluxe20@aol.com	☑	delete
Personal	nenmin_dedovic@occ.mailcruiser.com	☐	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field

Addresses   Phone Numbers   Email Addresses   Internet Addresses   Emergency Contacts   Demographic Information

go to ...

Internet Addresses

Click the "Add an Internet Address" link to add a new internet address; click "Save."

Emergency Contacts

Click the "Add an Emergency Contact" link to add a new emergency contact; click "Save."

Demographic Information Review: If any of the information is incorrect, please contact your Academic Advisor.

Demographic Information

ID	**12345678**
Gender	Unknown
Date of Birth	
Birth Country	
Birth State	
Marital Status	Unknown
Military Status	

National Identification Number

Country	National ID Type	National ID
United States	SSN	XXX-XX-XXXX

Citizenship Information

Description	Country

Driver's License

License #	Country	State

Visa or Permit Data

Type	
Country	

If any of the information above is wrong, contact your administrative office.

View "HOLDS" on Your Record

From the Student Center, view the details.

Ima's Student Center

Search:

- My Favorites
- Self Service
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Transfer Credit
  - Student Center
- Set Up SACR

Academics

Plan
Enroll
My Academics

(i) You are not enrolled in classes.

enrollment shopping cart ▶

other academic...

Finances

My Account
Account Inquiry
Financial Aid
View Financial Aid
Accept/Decline Awards

Account Summary
You owe 200.00.
- Due Now   200.00
- Future Due   0.00
** You have a past due balance of 200.00. **
Currency used is US Dollar.

other financial...

Personal Information

Demographic Data
Emergency Contact

Contact Information
Home   Mailing

Holds

HS Transcript Hold
COO Enrollment Exception
Behavior Dismissal
Advisement Hold

details ▶

To Do List

Challenge Award Forms
FAFSA

details ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Winter 2011 Twelve Week session on November 12, 2010.

details ▶

View "To Do List" on Your Record

From the Student Center, view the details.

Ima's Student Center

Academics

Plan
Enroll
My Academics

(i) You are not enrolled in classes.

other academic... ⌄ »

enrollment shopping cart ▶

Holds

HS Transcript Hold
COO Enrollment Excep
Behavior Dismissal
Advisement Hold

Finances

My Account
Account Inquiry
Financial Aid
View Financial Aid
Accept/Decline Awards

other financial... ⌄ »

Account Summary

You owe 200.00.
■ Due Now   200.00
■ Future Due   0.00

** You have a past due balance of 200.00. **

Currency used is US Dollar.

To Do List

Challenge Award Forms
FAFSA

details ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling
for the Winter 2011 Twelve
Week session on
November 12, 2010.

details ▶

Personal Information

Demographic Data
Emergency Contact

Contact Information

Home   Mailing

Menu

▷ Campus Personal
Information
– Personal Data Summary
– Addresses
– Names
– Phone Numbers
– Email Addresses
– Internet Addresses
– Emergency Contacts
– Demographic Information
– Personal Identification
Number
– FERPA Restrictions
– User Preferences
– Communication
Preferences
– Languages
– Licenses and Certificates
– Memberships
– Work Experience
– Extracurricular Activities
– Honors and Awards
– Publications
– Holds
– To Do List
▷ Academic Records
▷ Degree
Progress/Graduation
▷ Transfer Credit
▷ Student Admission
▷ Faculty Center
▷ Advisor Center
▷ Search

To Do List

Below is a list of your current To Do items. To sort or filter your list of
To Do items, change the options below and click Search.

View your To Do Items by

Due Date   🔍
Institution   ⌄
Function   ⌄

Click the "To Do Item" to see further information.

Item List

To Do Item	Due Date	Status	Institution	Administrative Function
Berkeley College FA App	07/23/200	Initiated	Berkeley College	Awarding
Budgetary Assist Form	07/23/2002	Initiated	Berkeley College	Awarding
Data Verification Form	07/23/2002	Initiated	Berkeley College	Awarding
IRS Tax Statement	07/23/2002	Initiated	Berkeley College	Awarding
Low Income Documentation Form	07/23/2002	Initiated	Berkeley College	Awarding
Marriage License	07/23/2002	Initiated	Berkeley College	Awarding
Parents' W-2 Forms	07/23/2002	Initiated	Berkeley College	Awarding
Photo ID	07/23/2002	Initiated	Berkeley College	Awarding
Proof of Citizenship	07/23/2002	Initiated	Berkeley College	Awarding

---

To Do List

To Do Item Detail

IRS Tax Statement

Contact

Academic Institution: Berkeley College
Administrative Function: Awarding
Due Date: 07/23/2002
Contact:

Follow the instructions. Click "Return" to go back to the "To-Do" details to check any other items.

Description

Signed IRS tax statement, RTFTP, or form 1722. If non-filer, statement from IRS
confirming no tax return on file.

Return