



**STUDENT SELF SERVICE GUIDE
2020**

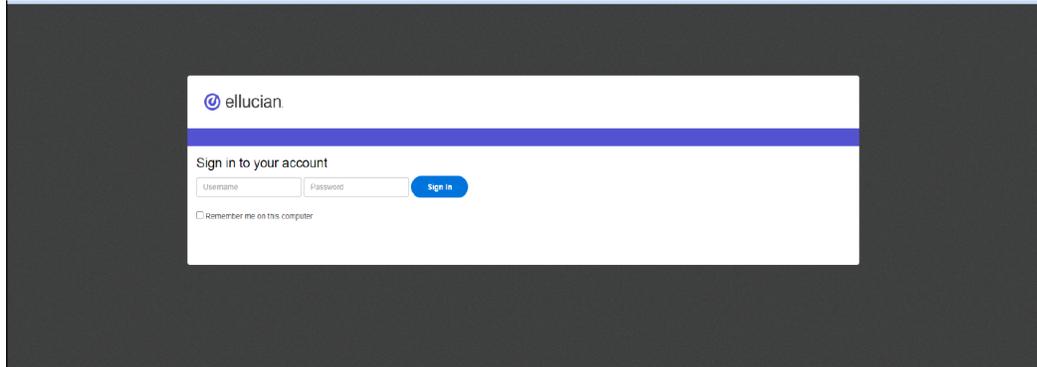
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Getting started

Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution

A screenshot of a login form for 'ellucian'. The form is white with a blue header bar. The header bar contains the 'ellucian' logo and name. Below the header bar, the text 'Sign in to your account' is displayed. There are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue 'Sign in' button. Below the input fields is a checkbox labeled 'Remember me on this computer'.

ellucian

Sign in to your account

Username Password Sign in

Remember me on this computer

Banner Student Self Service

Below is the main **Student Menu** in Self Service Banner (SSB). This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Following are examples of how to use these tools. Please explore the menu to discover the techniques that best fit your individual needs.

[Personal Information](#) **Student** [Faculty Services](#) [Employee](#) [Student Awards and Financial Aid](#)

Search

Student

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your grades and transcripts

Student Account

View your account summaries, statement/payment history and tax information

Student Profile

View Holds, Student Information, Advisor, Program of Study

Degree Works

Track academic progress and check plan

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The **Registration** menu.

[Personal Information](#) **Student** [Faculty Services](#) [Employee](#) [Student Awards and Financial Aid](#)

Search

Registration

Select Term

Add or Drop Classes

Look Up Classes

Student Detail Schedule

Registration Status

Active Registration

Concise Student Schedule

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The **Student Records** menu.

[Personal Information](#) **[Student](#)** [Faculty Services](#) [Employee](#) [Student Awards and Financial Aid](#)

Search

Student Records

- [Midterm Grades](#)
 - [Final Grades](#)
 - [Unofficial Transcript](#)
 - [Course Catalog](#)
 - [Class Schedule](#)
 - [Request Enrollment Verification](#)
 - [View Status of Enrollment Verification Requests](#)
 - [Apply to Graduate](#)
 - [View Application To Graduate](#)
 - [Order Official Transcript](#)
-

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Adding and Dropping Classes

Clicking on **Registration** gives you the following menu choices. Click on **Add or Drop Classes**.

[Personal Information](#) **Student** [Faculty Services](#) [Employee](#) [Student Awards and Financial Aid](#)

Search

Registration

Select Term

Add or Drop Classes

[Look Up Classes](#)

[Student Detail Schedule](#)

[Registration Status](#)

[Active Registration](#)

[Concise Student Schedule](#)

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This is the Add Classes Worksheet. Enter Course Reference Numbers (CRN) in the highlighted area to add classes to your schedule (register for the semester).

[Personal Information](#) **Student** [Faculty Services](#) [Employee](#)

Search

Add or Drop Classes



To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you would like to complete a full withdrawal from ALL courses, please click [here](#).

Add Classes Worksheet

CRNs

<input type="text"/>							
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[[View Holds](#) | [Change Class Options](#) | [Registration Fee Assessment](#)]

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Banner Student Self Service

If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Scroll down and highlight the subject you wish to find. Click on **Course Search** if you wish to search by subject. Below is an example of a course search by subject.

Look Up Classes

Use the selection options to search the class schedule

Subject: Accounting Technology
Advanced Manufacturing
Aerospace Technology
Air Cond/Refrigeration Tech
Anthropology
Art
Astronomy
Automotive Technology
Biology
Business

Course Search Advanced Search

If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using several criteria.

Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must

Subject: Accounting Technology
Advanced Manufacturing
Aerospace Technology
Air Cond/Refrigeration Tech
Anthropology
Art
Astronomy
Automotive Technology
Biology
Business

Course Number:

Title:

Schedule Type: All
Clinical
Distant Learning

Instructional Method:

Credit Range: hours to hours

Campus: All
Alabama Ctr for the Arts
Decatur Campus

Part of Term: All
Non-date based courses only
First Mini Term
Full Term

Instructor: All
Abudiab, Nizar Mahmud
Adams, Andrew Wilson

Session: All
Day
Evening

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Section Search Reset

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Banner Student Self Service

In this example, English is selected as the subject. The search brought back a listing of all English courses that are offered this semester. Scroll through the list to locate the course number you wish to view in the schedule. Click on **View Sections** to find the CRN's for the courses offered this semester.

Spring 2020

English

099	Intro. to College Writing	View Sections
101	English Composition I	View Sections
102	English Composition II	View Sections
102H	English Composition II	View Sections
251	American Literature I	View Sections

This is a list of the sections that are available. Select the CRN you want to add to your worksheet.

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Lo
<input checked="" type="checkbox"/>	22760	ENG	101	100	DEC	3.000	English Composition I	MW	08:00 am-09:15 am	13	3	10	0	0	0	0	0	0	0	0	0	0	0	Christie Michie Lamon Burney (P)	01/13-05/09	HF	
<input type="checkbox"/>	22762	ENG	101	101	DEC	3.000	English Composition I	MW	08:00 am-09:15 am	23	0	23	0	0	0	0	0	0	0	0	0	0	0	Paul D Lanier (P)	01/13-05/09	HF	
<input type="checkbox"/>	22764	ENG	101	102	DEC	3.000	English Composition I	MW	09:30 am-10:45 am	13	2	11	0	0	0	0	0	0	0	0	0	0	0	Leah Ann Fountain (P)	01/13-05/09	HF	

[Register](#) [Add to WorkSheet](#) [New Search](#)

[\[Week at a Glance | Student Detail Schedule | View Fee Assessment \]](#)

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Banner Student Self Service

Click **Add to Work Sheet**.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Lo
<input checked="" type="checkbox"/>	22760	ENG	101	100	DEC	3.000	English Composition I	MW	08:00 am-09:15 am	13	3	10	0	0	0	0	0	0	0	0	0	0	0	Christie Michie Lamon Burney (P)	01/13-05/09	HF	
<input type="checkbox"/>	22762	ENG	101	101	DEC	3.000	English Composition I	MW	08:00 am-09:15 am	23	0	23	0	0	0	0	0	0	0	0	0	0	0	Paul D Lanier (P)	01/13-05/09	HF	
<input type="checkbox"/>	22764	ENG	101	102	DEC	3.000	English Composition I	MW	09:30 am-10:45 am	13	2	11	0	0	0	0	0	0	0	0	0	0	0	Leah Ann Fountain (P)	01/13-05/09	HF	

[\[Week at a Glance | Student Detail Schedule | View Fee Assessment \]](#)

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Repeat this process until you have listed all of the CRN's in which you wish to enroll and click **Submit Changes** when finished.

Add Classes Worksheet

CRNs							
<input type="text" value="22760"/>	<input type="text" value="23327"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>					

[\[View Holds | Change Class Options | Registration Fee Assessment \]](#)

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There is no need to save your schedule before you exit. Once you successfully submit your schedule with no errors, your schedule is saved.

Closed Classes

When you have searched for a class and it is closed, a **C** will be displayed under the **Select** heading for that course.

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Computer Information Systems

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
<input checked="" type="checkbox"/>	23410	CIS	146	100	DEC	3.000	Microcomputer Applications	MW	08:00 am-09:15 am	4	4	0
<input type="checkbox"/>	23411	CIS	146	101	DEC	3.000	Microcomputer Applications	MW	11:00 am-12:15 pm	26	10	16
<input type="checkbox"/>	23412	CIS	146	102	DEC	3.000	Microcomputer Applications	MW	12:30 pm-01:45 pm	26	4	22
<input type="checkbox"/>	23413	CIS	146	103	DEC	3.000	Microcomputer Applications	TR	09:30 am-10:45 am	26	6	20
<input type="checkbox"/>	23414	CIS	146	104	DEC	3.000	Microcomputer Applications	TR	11:00 am-12:15 pm	26	3	23
<input type="checkbox"/>	23415	CIS	146	105	DEC	3.000	Microcomputer Applications	TR	12:30 pm-01:45 pm	26	3	23
<input type="checkbox"/>	23416	CIS	146	300	HSV	3.000	Microcomputer Applications	MW	08:00 am-09:15 am	28	3	25

Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

- ❖ You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.
- ❖ The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.

Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the “Web Drop” will be the option you see to drop the course (you will not be charged for the course).

If you are dropping a course after classes have started, the “Web Withdrawn Course ” will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

You will only be able to withdraw/drop from a course during the time period designated by your institution.



To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you would like to complete a full withdrawal from ALL courses, please click [here](#).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 26, 2020	None	23411	CIS	146	101	Undergraduate	3.000	Standard	Letter	Microcomputer Applications
Registered on Mar 26, 2020	None Web Drop Web Withdrawn Course	22760	ENG	101	100	Undergraduate	3.000	Standard	Letter	English Composition I

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 19.000

Banner Student Self Service

Student Profile

Click the **Student Tab**

Click **Student Profile**

This screen will provide you a complete view of your student record. You can view holds if you have any on your account, advisor information, program of study and class schedule

The screenshot shows the Banner Student Self Service interface. At the top, there is a navigation bar with the following information: Standing: Good Standing, as of Spring 2020; Overall Hours: 0; Overall GPA: 0.000; Registration Notices: 3; Holds: 2. The main content area is divided into several sections:

- Bio Information:** Includes fields for Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizenship, and Emergency Contact/Phone. Some fields are redacted with black boxes.
- General Information:** Includes fields for Level, Class, Status, Student Type, Residency, First Term Attended, and Last Term Attended.
- Graduation Information:** Includes a field for Advisors (Primary / Major / Peer), which is redacted.
- CURRICULUM, HOURS & GPA:** A tabbed interface with 'Primary' selected. It displays a table of student information:

Degree:	Associate In Applied Science
Study Path:	Not Provided
Level:	Undergraduate
Program:	AAS Music
College:	Academic Services (Transfer)
Major:	Music Technology
Department:	Not Provided
Concentration:	Not Provided
Major:	Music Theatre
Department:	Not Provided
Concentration:	Not Provided
Minor:	Not Provided
Concentration:	Not Provided
Admit Type:	Unconditional Admit
Admit Term:	Fall 2019
Catalog Term:	Spring 2020
- REGISTERED COURSES:** A section showing 'Not Registered' and a summary row: Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available.

Red arrows and boxes highlight key features: 'Registration Status' points to the 'Registration Notices: 3' indicator; 'View Holds' points to the 'Holds: 2' indicator; and 'Registered Courses' points to the 'REGISTERED COURSES' section.

Registration Status

Click the **Student Tab**

Click **Registration**

Click **Registration Status**

Personal Information **Student** **Faculty Services** **Employee** **Student Awards and Financial Aid**

Search

Registration

- [Select Term](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Student Detail Schedule](#)
- [Registration Status](#)**
- [Active Registration](#)
- [Concise Student Schedule](#)

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Your Registration Status screen appears. It will tell you if you have Holds, your academic standing, if you can register and what classification you are.

Personal Information **Student** **Faculty Services** **Employee**

Search

Registration Status

- ✓ You have no Holds which prevent registration.
 - ✓ Your Academic Standing permits registration.
 - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Freshman.

Curriculum Information

Current Program

Associate in Applied Science

Level: Undergraduate

Program: AAS Business Administration

Admit Term: Fall 2019

Admit Type: Unconditional Admit

Catalog Term: Fall 2019

College: Academic Services (Transfer)

Major: Business Administration

Concise Student Schedule

Click the **Student Tab**

Click **Registration**

Click **Concise Student Schedule**

Personal Information **Student** **Faculty Services** **Employee** **Student Awards and Financial Aid**

Search

Registration

- Select Term
- Add or Drop Classes
- Look Up Classes
- Student Detail Schedule
- Registration Status
- Active Registration
- Concise Student Schedule**

RELEASE: 8.9.1

Your Concise Student Schedule screen appears. This is the most efficient way to view your schedule.

Personal Information **Student** **Faculty Services** **Employee**

Search

Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name: XXXXXXXXXX **Address:**

Classification: Freshman

Level: Undergraduate

College: Academic Services (Transfer)

Major: Business Administration
Academic Services (Transfer)

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time
23411	CIS 146 101	Microcomputer Applications	Decatur Campus	3.000	UG	Jan 13, 2020	May 09, 2020	MW	11:00 am - 12:15 pm
22760	ENG 101 100	English Composition I	Decatur Campus	3.000	UG	Jan 13, 2020	May 09, 2020	MW	8:00 am - 9:15 am
Total Credits:				6.000					

[\[Student Detail Schedule \]](#)

RELEASE: 8.7.1

Final Grades

Click the **Student Tab**

Click **Student Records**

Click **Final Grades**

[Personal Information](#)
[Student](#)
[Faculty Services](#)
[Employee](#)
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Search

Student Records

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This screen shows the Final Grades given for attempted course work for a given semester. Grades are only available for viewing once the course is complete and the instructor has issued a grade (usually after finals have concluded for all courses).

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Employee](#)

Search

Final Grades

Student Information

Current Program

Associate in Applied Science

Level: Undergraduate

Program: AAS Nursing

Admit Term: Fall 2015

Admit Type: Unconditional Admit

Catalog Term: Spring 2018

College: Health Sciences

Major: Nursing

Academic Standing:

Undergraduate Course work

CRN	Subject	Course Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
23207	NUR	221 100	Advanced Evidenced Based Clinical Reasoning	Decatur Campus	A	7.000	7.000	7.000	28.000

Undergraduate Summary

	Attempted	Earned	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.000
Cumulative:	93.000	70.000	73.000	162.000	2.219
Transfer:	0.000	0.000	0.000	0.000	0.000
Overall:	93.000	70.000	73.000	162.000	2.219

[Select another Term](#)

Academic Transcript

Click the **Student Tab**

Click **Student Records**

Click **Unofficial Transcript**

Personal Information **Student** **Faculty Services** **Employee** **Student Awards and Financial Aid**

Search

Student Records

[Midterm Grades](#)

[Final Grades](#)

[Unofficial Transcript](#)

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[Order Official Transcript](#)

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Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be undergraduate and the default Transcript Type is Unofficial Web Transcript. This transcript shows all work from your current institution as well as specific transfer work.

Click **Submit**.

Personal Information **Student** **Financial Aid** **Employee**

Search

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

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A screen showing all course work and grades appears.

Unofficial Transcript

Term: Spring 2017

Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIO	202	UG	Human Anatomy & Physiology II	B	4.000	12.000		
HIS	201	UG	United States History I	B	3.000	9.000		
MTH	098	UG	Elementary Algebra	B.	3.000	9.000		

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	10.000	10.000	10.000	10.000	30.000	3.000
Cumulative:	34.000	20.000	20.000	20.000	60.000	3.000

If you have Transfer work, it appears first and then current institutional work is displayed next. Transcript Totals and GPA's are listed toward the bottom of the transcript along with any In-progress work. In-progress refers to the courses students are enrolled in for the semester but grades have not yet been assigned.

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	93.000	70.000	70.000	73.000	162.000	2.219
Total Transfer:	0.000	0.000	0.000	0.000	0.000	0.000
Overall:	93.000	70.000	70.000	73.000	162.000	2.219

Unofficial Transcript

COURSES IN PROGRESS -Top-

Term: Fall 2019

Subject	Course	Level	Title	Credit Hours	Start and End Dates
NUR	211	UG	Advanced Nursing Concepts	7.000	

[[Financial Aid Eligibility Menu](#) | [Request Printed Transcript](#) | [Transcript Request Status](#)]

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Request Official Transcript

Click the **Student Tab**

Click **Student Records**

Click **Order Official Transcript**

This will allow you to have an official transcript sent electronically to another school or business. Once you choose Order Official Transcript, you will be directed to another page to complete the request.

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Search

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- [Apply to Graduate](#)
- [View Application To Graduate](#)
- [Order Official Transcript](#)

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Banner Student Self Service

Class Schedule

Click the **Student Tab**

Click **Student Records**

Click **Class Schedule**

This class schedule refers to the courses that are offered each semester at your institution.

Personal Information **Student** **Faculty Services** **Employee** **Student Awards and Financial Aid**

Search

Student Records

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Narrow your search using the options on the screen and then click **Class Search**.

Subject: Accounting
Accounting/Financial Analysis
American Studies
Anthropology
Art
Biology
Chemistry
Cherokee
Communications
Computer Science

Course Number:

Title:

Schedule Type: All
Arranged Graduate
Arranged Music - Graduate

Credit Range: hours to hours

Campus: All
Broken Arrow
Connors State - Muskogee

Course Level: All
Continuing Education
Graduate

Instructor: All
Aldridge Sanford, Amy
Alrifai, Rad M

Session:
Start Time: Hour Minute am/pm
End Time: Hour Minute am/pm
Days: Mon Tue Wed Thur Fri Sat Sun

Request Enrollment Verification

Click the **Student Tab**

Click **Student Records**

Click **Request Enrollment Verification**

Personal Information **Student** **Faculty Services** **Employee** **Student Awards and Financial Aid**

Search

Student Records

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- [Final Grades](#)
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This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.

Enrollment Verification Request

Select a term for, and type of, enrollment verification.

* indicates required field

Term: *

Verification Type: *

Number of Copies: *

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Account Summary

Click the **Student Tab**
 Click **Student Account**
 Click **Account Summary**

[Personal Information](#)
[Student](#)
[Faculty Services](#)
[Employee](#)
[Student Awards and Financial Aid](#)

Search

Student Account

- [Account Summary](#)
- [Account Detail for Term](#)
- [Tax Notification \(1098-T\)](#)
- [Account Information](#)
- [Statement and Payment History](#)
- [Payment and Deposit Processing](#)

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This option allows you to see a summary of your tuition, fees and miscellaneous charges as well as any financial aid or payments that have been applied. You can view your Account Detail by Term if you want to see more detail.

Summary

Account Balance:	\$1,269.00		
Description	Charge	Payment	Balance
Legacy Balance Forward	\$1,415.00	\$0.00	\$0.00
Bond Surety Fee - Shared	\$10.00	\$0.00	\$0.00
Bond Surety Fee - DEC	\$14.00	\$0.00	\$7.00
Facility Renewal Fee - Shared	\$90.00	\$0.00	\$0.00
Facility Renewal Fee - DEC	\$126.00	\$0.00	\$63.00
Technology Fee - Shared	\$90.00	\$0.00	\$0.00
Technology Fee - DEC	\$126.00	\$0.00	\$63.00
Special Bldg Fee - Shared	\$120.00	\$0.00	\$0.00
Special Bldg Fee - DEC	\$168.00	\$0.00	\$84.00
Access/Wellness Fee	\$30.00	\$0.00	\$10.00
Nurse Testing Fee	\$375.00	\$0.00	\$125.00
Malpractice Insurance	\$22.00	\$0.00	\$0.00
Refund	\$3,272.00	\$0.00	\$0.00
Tuition - Shared	\$1,240.00	\$0.00	\$0.00
Tuition - DEC	\$1,764.00	\$0.00	\$882.00
Tuition ACCS - Shared	\$50.00	\$0.00	\$0.00
Tuition ACCS - DEC	\$70.00	\$0.00	\$35.00
Direct Loan - Unsub	\$0.00	\$6,432.00	\$0.00
Web Payment	\$0.00	\$1,281.00	\$0.00
Charges:	\$8,982.00		
Credits and Payments:	\$7,713.00		
Account Balance:	\$1,269.00		