

Welcome to Temple University Continuing Studies!

Your Temple University Identification (TUID) number is: _____. Please use this number with all future correspondence with Temple University.

- Since E-mail is the official means of communication for Temple University students, you **must** activate your AccessNet account, which will also open your Temple University e-mail account. You must check your Temple email account regularly. To activate your account:
 1. At least 24 hours after you receive this welcome packet, go to accounts.temple.edu
 2. In the bottom right corner you will see “New to Temple University?” Click, “activate myAccessNet account.”
 3. Enter your last name, birth date and your 9 digit TUID number.
 4. Follow the instructions to activate your accounts. You will now be able to access everything through tuportal.temple.edu
- **SPECIAL NOTICE:** Electronic bills are mandatory for all students and **no paper bills will be mailed** (notifications are sent to your TU email account). You will need to set up your online account (including your Temple email address) to view your bill and receive other important information. If you have any questions concerning your bill, please contact the Main Campus Bursar’s Office at 215-204-7269 and Ambler Bursar at 267-468-8250 www.temple.edu/bursar.

Your AccessNet account will allow you to log-in to the **TU Portal** (tuportal.temple.edu). From here you will have access to a host of information and programs including **Self Service Banner (SSB)**, Temple's interactive web-based student system that gives you real-time access to your records. You can use it to view your roster, update your address information and make payments (including with a credit card), view and print certain student records including academic history (i.e., grade reports), account balances and billing history/detail. Also through the TU Portal, you will find **Advising Session reports**—a history and summary of meetings with your advisors as well as access to **Blackboard**, Temple’s online course companion.

If you have any questions regarding the activation of your AccessNet Account, please call Temple Computer Services Help Desk at 215-204-8000.

What do I do Next?

- ✓ Log into the tuportal.temple.edu, and click on Self Service Banner (SSB) to view your roster. Once your bill is generated you will be able to view it in SSB as well (remember, these are NOT mailed).
- ✓ After you register you are able to obtain an ID card at the Academic Services office located in West Hall 102. You will need this ID card to enter Temple University buildings and to have access to services such as the library and computer labs.
- ✓ Become familiar with Temple's policies and procedures <http://policies.temple.edu/>. As a Temple non-degree student, you are responsible for abiding by all policies and procedures.
- ✓ Know the drop/add and withdraw policies (see policies link above). (After the drop deadline registered students are responsible for full tuition and fees). Important dates and deadlines are listed on the academic calendar: go to www.temple.edu/registrar then click on Academic Calendars. Please note: Undergraduate Continuing Studies students do not have access to scheduling classes or revising schedules online. You must register and process any schedule revisions with the Academic Services office (267-468-8248). (You will receive some type of written confirmation when you register/drop/add/withdrawal. Please keep this written documentation for your records).
- ✓ Course books can be obtained at Temple University's Ambler campus bookstore which located in Bright Hall (www.temple.edu/bookstore).
- ✓ Classroom building names and locations can be found on the building map at the following link: <http://www.temple.edu/ssm/downloads/bcodemap.pdf>.

If you have questions concerning your registration or academic advising, please contact Academic Services at 267-468-8248 (amblereg@temple.edu).

Good luck in your academic pursuits!

<u>Important Dates Spring 2012</u>	
Spring Semester begins	January 17
Last day to drop a spring class	January 30
Last day to withdraw spring class	March 20
<u>Important Dates Summer 2012</u>	
Summer I begins	Mon, May 21
Last day to drop a Summer I course	Fri, June 4
Last day to withdraw a Summer I course	Mon, June 18
Summer II begins	Tues, July 9
Last day to drop a Summer II course	Mon, July 20
Last day to withdraw a Summer II course	Mon, Aug 6
<u>Important Dates Fall 2012</u>	
Fall Semester begins	Mon, Aug 27
Last day to drop a fall course	Mon, Sept 10
Last day to withdraw a fall course	Mon, Oct 29
<i>Please refer to the full academic calendar for other important dates: www.temple.edu/registrar then click on academic calendar.</i>	

The Bursar's Office
Who We Are and What You Need to Know

IMPORTANT BILLING AND PAYMENT INFORMATION

- 1) The Bursar's Office is also responsible for:
 - Collection of all student payments, including tuition & fees
 - Handling Tuition Remission
 - Tax Credit reporting for Hope & Lifetime Learning Scholarships
 - Student Loan debt counseling
 - Management and collection of student loans and delinquent tuition accounts

- 2) Tuition bills are issued according to the billing schedule noted below. Bill notifications are sent to your official Temple e-mail account and bills will be available in TUpay - <http://tupay.temple.edu>. Bills can also be e-mailed to your parent or other individuals if you set them up as an authorized payer in TUpay. **Paper bills will not be mailed.**

- 3) Billing Schedule – If you are registered, three bills are issued for the Fall and Spring semesters. One bill is issued for each Summer semester:
 - a) Fall Semester
 - First bill issued in July – payment due mid-August
 - Second bill issued in August – payment due mid-September
 - Third bill issued in September – payment due mid-October

 - b) Spring Semester
 - First bill issued in December - payment due in January
 - Second bill issued in January – payment due in mid-February
 - Third bill issued in February – payment due in mid-March

 - c) Summer Semesters
 - First summer session – bill issued in April; payment due in May
 - Second summer session – bill issued in May; payment due in June

- 4) **Temple Deferred Payment Plan** – for the first bill of the Fall semester and the first bill of the Spring semester, students must pay the minimum amount due to avoid having their classes cancelled. Students are automatically enrolled in the deferred payment plan if they are unable to pay the total amount due by the weekend before the semester starts. The payment plan provides students with a grace period until mid-semester to pay the bill in full. The deferred payment plan is only offered in the Fall and Spring semesters and carries a non-refundable payment plan fee of \$25 per semester.

- 5) **The Tuition Payment Options are as follows:**
 - a) Pay the bill in full (pay your total balance by the due date on the first bill of the semester)

 - b) Temple Easy Payment Plan (pay the bill in up to three installments over the semester) – there is a \$25 installment fee applied to the second billing.

 - c) Temple Installment Payment Plan (a pre-payment plan operated by Higher Education Services) which allows Temple students to make up to 10 regularly scheduled monthly payments towards their tuition charges.

6) Tuition payments can be made:

- a) On-line via TUpay - You can pay online by electronic check or credit card.
E-check - is a fast and secure method to electronically pay your bill from a checking or savings account. There is no convenience fee when paying by e-check.
Credit-card – MasterCard, Discover and American Express are accepted. If you pay by credit card, it can only be done online and our vendor will assess a 2.75% convenience fee in addition to tuition and fees.
- b) By mailing a check and bill remittance to our P.O. Box listed on the remittance or Temple University Ambler Campus 580 Meetinghouse Road Ambler, PA 19002 Attn: Bursar's Office. Include your TUID on the memo line on the check.
- c) In person at one of the Bursar's Office locations (115 Carnell Hall (Main Campus) and West Hall 101(Ambler Campus). Cash and checks are accepted at all Bursar Office locations (Harrisburg does not accept cash). **Credit cards are not accepted in person or over the phone.**

The current balance or the installment amount due must be received by the due date in order to maintain good financial standing with Temple University. **If the bill is not paid in full by the last due date for the semester, a hold will be placed on your account and you will not be eligible to register for future semesters.**

7) The accepted forms of payment include:

- a) Cash
- b) Personal check
- c) Electronic check or debit card
- d) Money order (domestic and international)
- e) Tuition remission (forms must be submitted each semester)
- f) Credit card – **MasterCard, Discover and American Express**

8) Cancellation – for the first bill of each semester, if you do not pay the minimum amount due (Easy Payment Plan Amount Due) on your bill, your classes will be cancelled. For more information on the services offered through the Bursar's Office, visit our website at <http://www.temple.edu/bursar>.