

## *Welcome to Temple University Continuing Studies!*

Continuing Studies, the home of Temple's non-degree students taking credit courses, is excited to welcome you to the Temple community. This packet provides you with pertinent information about being registered for courses at Temple. Please read through carefully and if you have any questions please don't hesitate to contact us.

### **Setting Up Your Online Account**

24 hours after you register for courses, you are required to activate your AccessNet account. This will allow you to log in to the TUportal. (If you experience difficulty you may contact the help desk: 215.204.8000).

- Go to [accounts.temple.edu](http://accounts.temple.edu)
- In right hand side bar, click "Activate AccessNet account."
- Enter your last name, birth date and your 9 digit TUID number.
- Follow the instructions to activate your account. You will now be able to access everything through the TUportal.

### **TUportal**

[tuportal.temple.edu](http://tuportal.temple.edu) is where you will be able to view your Temple email, bill, roster, student information, Canvas course companion, advising session reports and other pertinent information.

### **Your Bill**

Once a bill is generated, a notification will be sent to your TUEmail email account. Temple only sends bills electronically. You will NOT be sent a paper bill in the US mail. You may also view your bill directly:

- Log in to [tuportal.temple.edu](http://tuportal.temple.edu)
- Click on the Student Tools tab
- Click on TUPay on the right

If you register for courses you WILL have a bill. It is very important to drop courses through a Continuing Studies advisor by the deadline if you do not intend to take courses.

If you plan to use financial aid but do not get approved (or do not get approved before the drop deadline), it is your responsibility to drop your schedule through a Continuing Studies advisor by the deadline (or plan to pay out of pocket).

If the drop deadline passes and you fail to drop your courses you will have a bill and be responsible in full for tuition and fees. (Your classes will not necessarily be cancelled if you do not pay).

## **Policies and Procedures**

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.

## **Student Conduct Code**

As a Temple non-degree student, you are responsible for abiding by the Student Conduct Code, found here: [http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.12](http://policies.temple.edu/getdoc.asp?policy_no=03.70.12)

## **Student Drug and Alcohol Policy**

As a Temple non-degree student, you are responsible for abiding by the Student Drug and Alcohol Policy, found here: [http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.01](http://policies.temple.edu/getdoc.asp?policy_no=03.70.01)

## **Drop/Add and Withdrawal Policy**

Know the drop/add and withdraw policies <http://policies.temple.edu/>. After the drop deadline registered students are responsible for full tuition and fees. As a Continuing Studies student you must drop/add and withdraw through an advisor, you do not have access to doing this online. We will provide you with written confirmation or email when you make a schedule revision. Please keep the confirmation for your records. You should always verify your schedule for accuracy by logging into the TUportal.

### **Important Dates Spring 2019**

For full-term 16-week courses:

Spring semester begins	Mon, Jan 14
Last day to drop a Spring course	Mon, Jan 28
Last day to withdraw a Spring course	Mon, Mach 18

*Please refer to the full academic calendar for other important dates:  
[www.temple.edu/registrar](http://www.temple.edu/registrar) then click on academic calendar.*

### **TUID Card**

After you register you are able to obtain an ID card at the Diamond Dollars office located in the Howard Gittis Student Center, suite 101 [temple.edu/diamonddollars](http://temple.edu/diamonddollars). You will need this ID card to enter Temple University buildings and to have access to services such as the library and computer labs.

### **Books**

Course books can be obtained at Temple University's main campus bookstore which located at the corner of 13<sup>th</sup> and Montgomery streets in the Howard Gittis Student Center [temple.edu/bookstore](http://temple.edu/bookstore).

### **Campus Map**

Classroom building names and locations can be found on the building map at the following link: [https://www.temple.edu/iss/future-students/documents/campus\\_map.pdf](https://www.temple.edu/iss/future-students/documents/campus_map.pdf)

### **Future Registration**

As a non-degree student, all registrations and schedule revisions take place through an advisor. You may register by scheduling an appointment or completing the web registration form [www.temple.edu/arc](http://www.temple.edu/arc), click on CS forms.

If you have questions concerning your registration or academic advising, please contact Continuing Studies, [www.temple.edu/arc](http://www.temple.edu/arc) or 215.204.2500.

### **International Students**

Non-U.S. citizens should contact Temple's Office of International Student Scholar Services at [iss@temple.edu](mailto:iss@temple.edu) to ensure compliance with their visa status. Non-U.S. citizens who are visiting students matriculated at another institution should also work with their home institution to ensure compliance with their visa status.

*Good luck in your academic pursuits!*

## *Detailed Billing and Payment Information*

Registered students with a balance due will be issued an e-bill in accordance with the billing schedule: <http://bursar.temple.edu/billing/billing-schedule>

If you are registered at the time the first e-bill is generated, up to three e-bills could be issued for the fall and spring semester. Newly registered students are billed for the first time on the Monday following their initial registration date.

### Bill Delivery

Because e-mail is the official means of communication for Temple University, only electronic bills (e-bills) are issued for currently registered students. Paper bills will not be mailed. Bill notifications are sent to your official Temple e-mail account and bills are available to be viewed in TUpay.

### Bill Amounts

#### First Bill

For the first bill of the fall and spring semester, students will be billed with a minimum amount due that represents 50% of current term charges less anticipated financial aid plus any prior term balances. While the total amount due is the recommended payment, students are required to pay the minimum amount due to remain in good financial standing with the University.

Students who elect not to pay the total account balance and opt to pay the minimum amount due will be automatically enrolled in the University's [Deferred Payment Plan](#). Students will be assessed a non-refundable \$25 deferred payment plan fee if the total account balance is not paid by the due date.

#### Second Bill

For the second bill of the fall and spring semester, students will be billed for the remaining account balance. Students who do not pay the total account balance by the due date are indicating that they require additional time to make payment and wish to remain in the University's [Deferred Payment Plan](#). As a result, they will be assessed an additional \$20 non-refundable deferred payment plan fee.

#### Third and final bill

For the third and final bill of the fall and spring semester, students will be billed for the remaining account balance. Students that do not fully pay the total account balance by the final due date will be assessed a [late payment fee](#) and have a financial hold placed on their record,

which will restrict University services, such as future semester registration and issuance of transcripts.

## ONLINE (TUPAY)

Students and authorized payers can pay online via [TUpay](#) by electronic check or credit card. All online payments submitted through [TUpay](#) are posted to the student account in real-time. Click "Current Account Activity" in TUpay to see the payment posted.

Learn more about [how to access TUpay](#).

## Electronic Check (E-Check)

E-check is a fast and secure method to electronically pay your bill. An e-check payment can be made from a checking or savings account with no additional fee for this real-time transaction. If you are not familiar how to use this payment option, a tutorial is provided in TUpay on the Make Payment Page.

Please note that an electronic check payment submitted through your online banking system is not considered an e-check by Temple University. These payments are remitted by your bank to Temple via US mail and can take several days to be received and posted to your student account in TUpay.

## Credit Card

Visa, MasterCard, Discover and American Express are the accepted credit card types. Credit card payments are subject to a 2.75% convenience fee by the vendor in addition to tuition and fees.

Please note that if a credit card payment results in a credit balance on the student account and a refund is authorized, credit card companies require that the refund be processed back to the original credit card. Refunds are made as long as the refund payment occurred within three months from the date of payment. Any credit card refund older than three months from the payment date, will be issued via direct deposit or check.

## ***Financial Responsibility Agreement***

Students will receive an e-mail reminder of this Financial Responsibility Agreement whenever a registration transaction is processed by you or an academic advisor on your behalf.

Your registration will not automatically be cancelled for non-payment of tuition and fees. If you **do not plan to attend** the semester, you must drop your registration by the end of the drop-add period as shown on the [academic calendar](#). You will remain financially responsible for your tuition and fee charges if your registration is not dropped.

### ***Temple University***

#### ***Student Financial Responsibility Agreement***

I acknowledge that by registering for classes at Temple University, I agree to pay all assessed tuition and fees that result from my initial registration and/or future drop/add activity. I understand that I am responsible to pay for all classes in which I am registered after the final day of the term's drop/add period, which is published on the University's Academic Calendar.

I understand that if I am not planning to attend, it is my responsibility to drop my classes as the University will not automatically cancel my registration.

I understand that Temple University will notify me about my outstanding charges and debt via my Temple.edu e-mail account or through TUportal. I further acknowledge that payments must be received on or before the due dates listed on my e-bills and that I may be charged late payment fees for delinquent payments.

I agree that Temple University may restrict my right to register or receive other University services in accordance with University policies until I pay all past due balances. I understand that any delinquent debts may/will be reported to a credit bureau and referred to an outside collection agency and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration because of a delinquent unpaid debt.

In addition, I agree to allow Temple University and its agents to contact me at any cell phone number that I provide now or use in the future, using automated telephone dialing systems, artificial or pre-recorded voice or text messages, or personal calls regarding my obligation to repay my debts to Temple University. I also authorize Temple University or its agents to contact me via my temple.edu address or an email address that I provide to the University. I understand that others may be able to access my messages and/or emails and their contents, which may include information about my debt and its status.

# *Campus Resources*

*While taking courses at Temple, you have access to services including:*

[Career Center](http://www.temple.edu/careercenter) (www.temple.edu/careercenter)

The Career Center provides all Temple students and alumni with a full range of services to optimize their internship and employment opportunities and enhance their life-long career success.

[Center for Learning and Student Success](http://www.temple.edu/class) (www.temple.edu/class)

Academic coaching, peer assisted study sessions, both STEM and non-STEM tutoring.

[Computer Services](http://www.temple.edu/cs) (www.temple.edu/cs)

Consultants are available to assist you with computer related problems or questions in person, over the phone or via email.

[Disability Resources & Services](http://www.temple.edu/disability) (www.temple.edu/disability)

DRS serves students with physical, learning, and psychological disabilities.

[Libraries](http://library.temple.edu) (library.temple.edu)

Temple's libraries offer increasingly rich electronic, print, and special collections. Services include research databases, interlibrary loan, and subject specialists available to help you.

[The Writing Center](http://www.temple.edu/writingctr) (www.temple.edu/writingctr)

Temple's Writing Center provides free face-to-face tutoring, email tutoring, writing workshops, and in-center seminars. Bring a draft of your paper if you have one, or notes and ideas.

[Office of Pre-Professional Health Studies](http://www.temple.edu/healthadvising) (www.temple.edu/healthadvising)

Advising for students preparing for: Dentistry, Medicine, Optometry, Pharmacy, Podiatry, and Veterinary Medicine, Physician's Assistant, Physical Therapy and Occupational Therapy.

[Student Financial Services](http://www.temple.edu/sfs) (www.temple.edu/sfs)

SFS is eager to assist all Temple students to afford a college education.

[Student Health Services](http://www.temple.edu/studenthealth) (www.temple.edu/studenthealth)

Student Health Services provides the eligible Student and Temple University community with affordable, accessible and high quality primary health care.

[Tuttleman Counseling Services](http://www.temple.edu/counseling) (www.temple.edu/counseling)

TCS offers support for your emotional, educational or vocational concerns.

[Office of Parking Services](http://www.temple.edu/parking) (www.temple.edu/parking)

Parking Services provides information regarding parking registration, pricing, and parking lot locations.