

How to Pay for Classes Online

Step 1: Access the WCJC website at www.wcjc.edu

Step 2: Click the Online Services link to begin using online registration:

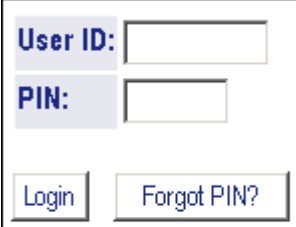


Step 3: Click **Enter Secure Area** on the menu. →

A white rectangular box with a thin black border containing three blue text links stacked vertically: 'Enter Secure Area', 'Class Schedule', and 'Course Catalog'.

Step 4: Complete the User Login screen:

- **User ID:** SSN with no dashes
- **PIN:** Date of birth in MMDDYY format for first time users – PIN for returning users.

A white rectangular box with a thin black border containing a login form. It has two input fields: 'User ID:' and 'PIN:'. Below the fields are two buttons: 'Login' and 'Forgot PIN?'.

Are you new to Online Services?
Click [here](#) for help!

Step 5: Click **Student Services and Financial Aid** to access the self-service menu.



[Registration](#)

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

[Student Records](#)

View your holds; Display your grades and transcripts; Review charges and **make payments (make sure you select the correct term)**

[Financial Aid](#)

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Step 6: Select **Account Summary by Term** from the Student Records Menu.



Step 7: View a summary of your charges by Term.

<i>Summary</i>				
Account Balance:		\$162.00		
Summer 2 2004				
Detail	Code	Description	Charge	Payment Balance
1BDI		Wharton Bldg Use Fee - I/D	\$18.00	\$18.00
1GSF		Wharton General Service Fee	\$48.00	\$48.00
1TUI		Wharton Tuition Indistrict	\$96.00	\$96.00
Term Charges:		\$162.00		
Term Credits and Payments:		\$0.00		
Term Balance:		\$162.00		
Account Balance:		\$162.00		

Step 8: Click either **Credit Card Payment**, **Pay by Check**, or **Enroll in TuitionPay Installment Plan** at the bottom of the Summary page.

[[Credit Card Payment](#) | [Pay by Check](#) | [Enroll in TuitionPay Installment Plan](#) |
[Overall Financial Aid Status](#) | [Financial Aid Award Information Menu](#)]

Step 9: Follow the instructions on the payment screens.