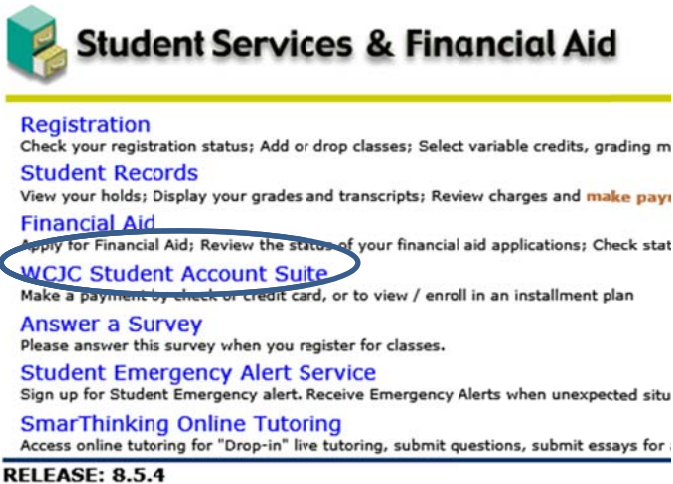


HOW TO SET UP AN INSTALLMENT PLAN ON THE WEB

1. You must be registered in classes before doing an installment plan.
2. On the WCJC website homepage, click on **“Online Services”**
3. Click on **“Enter Secure Area”**
4. On User Login page, **enter User ID and Password** (Note: your social security number and date of birth is set as a default until you change it.”
5. On the Student Services and Financial Aid page, click on **“WCJC Student Account Suite”**



Student Services & Financial Aid

[Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading m

[Student Records](#)
View your holds; Display your grades and transcripts; Review charges and **make pay**

[Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check stat

[WCJC Student Account Suite](#)
Make a payment by check or credit card, or to view / enroll in an installment plan

[Answer a Survey](#)
Please answer this survey when you register for classes.

[Student Emergency Alert Service](#)
Sign up for Student Emergency alert. Receive Emergency Alerts when unexpected situ

[SmarThinking Online Tutoring](#)
Access online tutoring for "Drop-in" live tutoring, submit questions, submit essays for

RELEASE: 8.5.4

6. Click on the Button **“Student Account Suite”**.
7. You are now at the Student Account Suite Home Page. This page shows your current balance, and allows you to make payments, enroll in an installment plan, set up authorized users, and change email address and notifications. These options are selected using the tabs near the top of the screen.



Wharton County Junior College

Important Information | Ask
Logged in as:

[My Account](#) [Payments](#) [Payment Plans](#) [eBills](#) [eRefunds](#)

- a. Click on **“Payment Plans”** for information on payment plans.
- b. Click on **“Payments”** to enter payment information.
- c. Click on **“My Account”** to view Account Activity, My Profiles, and Authorized Users.