



**Alcorn**  
State University®

# How To Guide With The Bursar's Office



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**To complete your registration, do the following:**

**To complete registration, follow the steps listed below:**

- Go to [www.alcorn.edu](http://www.alcorn.edu)
- Log into Banner Online Services
- Click on Student
- Go to Registration
- Click on Complete Registration
- Select the Term
- Check the box to confirm to apply Financial Aid and Payments
- Click Register to Complete Registration

**If you do not receive the statement – Registration Complete! You are NOT ENROLLED!**

**If you do not have enough financial aid to cover your FULL cost of attendance, you will need to either clear the difference or enroll in a payment plan. (See page 7 for information regarding payment plans).**

**If you do not receive the statement → Registration Complete!  
You are NOT ENROLLED as a student and may be dropped from your classes for nonpayment.**



# Load Your Gold Card

To load your student gold card, visit the Safety Center (Campus Police) or Campus Union to use the black box. The black box only accepts cash payments. If you do not have cash on hand, an ATM is available.



# **View Your Account**

**To view your student account, do the following:**

- **Log in to Banner Online Services (Self-Serve)**
- **Select Student**
- **Select Account Summary**
  - **You can make a pay from that screen**
  - **You can print your account summary**



## **Make A Payment Online**

**To process a payment online, do the following:**

- **Log in To Banner Online Services (Self-Serve)**
- **Select Student Services**
- **Select Manage Bills and Payments and Make a Payment**

**Please note that you may incur service charges while making payments online.**

# **Enroll in a Payment Plan**

To enroll in a payment plan, do the following:

- Clear ALL prior balances
- Log in to Banner Online Services (Self-Serve)
- Select Student Services, Account Information, Pay Tuition
- Select Manage Bills and Payments
- Select View Payment Plan Options and Enroll in a Payment Plan

If you were previously enrolled in a payment plan and were withdrawn due to non-payment, you will not be eligible for enrollment into the payment plan. In result, you will not see the option to enroll in a payment plan and will be required to clear your balance before registration can be completed.

\*Please note that there is a \$35 enrollment fee, and installments will be due on the 10<sup>th</sup> of each month starting the first month after classes begin. Spring Payments – Feb 1<sup>st</sup>, March 1<sup>st</sup>, April 1<sup>st</sup> & May 1<sup>st</sup>. Fall – Sept 1<sup>st</sup>, Oct 1<sup>st</sup>, Nov 1<sup>st</sup>, & Dec 1<sup>st</sup>

ALL payment plans must be paid online. Once you are done, go back to complete registration (banner online) select term

# **Receive Third Party Assistance**

To ensure that the Bursar's Office submits invoices requesting payment from outside entities, you will need to submit something from that organization agreeing that they will process a payment on your behalf. This may include but is not limited to the following:

- Authorizations
- Award Letters
- MPACT Cards
- Email Confirmations

Please note that invoices are submitted after registration has closed for the semester.

# How to Select a Payment Preference

Any student receiving refunds, stipends, or work study payments should select a payment preference with Bankmobile.

To select your payment preference, do the following:

- Go to [www.refundselection.com](http://www.refundselection.com)
- Enter the personal code provided by Bankmobile  
(If you have not received a code, select need a code and confirm your school, A# and student email address.)
- Confirm personal information (DOB, contact number, address) and select refund preference (Direct Deposit or Bankmobile Vibe account).

The preference will remain the same unless you log in and select a new preference. The Bursar's Office cannot make any changes on your behalf.

**\*\*Refunds are processed within 14 days of the overpayment being posted to the account.**

# How to Contact Us

**Location:**

Walter Washington Building, Second Floor

**Business Hours:**

Monday – Thursday: 8:00 AM – 4:00 PM

Friday: 8:00 AM – 3:00 PM

**Contact Us:**

Phone: 601-877-6160

Email: [bursaroffice@alcorn.edu](mailto:bursaroffice@alcorn.edu) (Please include your student A number on all emails)