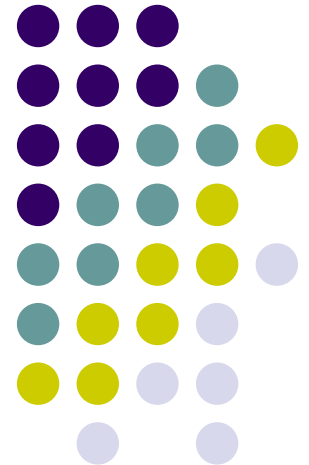


How To Be a Successful Student

Our objective: To help Cal Poly students be successful while earning their degree.

By helping you help yourself to on-line services, you can be more successful while attending Cal Poly.



What Can You Do On-line Via BroncoDirect?



- Pay Registration Fees
- Request and pay for a Parking Permit during pre-registration
- View Accounts
- Update information quarterly
 - Address
 - Phone number



Tutorials

- Viewing your Student Account Summary
- Accepting Your Financial Aid
- Selecting A Lender
- Updating Your Address Information
- Paying your fees
- Ordering your Parking Permit
- Paying your Parking Citation
- Checking Your To Do List

Verify Information



**Once
You have
Verified your
Information,
Click the
Submit button
To submit
Your
payment**

Account Summary - Microsoft Internet Explorer

File Edit View Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options

Address Go Links >>

Account Summary - Microsoft Internet Explorer

File Edit View Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options

Address Go Links >>

Google Search 177 blocked AdWords Options

BRONCODIRECT Home Sign out Help

Menu

- Student Self Services
- Personal Portfolio
- Password Management
- Catalog & Schedule
- Admissions
- Registration & Grades
- Transfer Credit & Deg Progress
- Financial Aid
- Student Accounts
 - Account Summary
 - Make a Payment
 - ePayment Profile
 - Request My Parking Decal

Make a Payment

1 2 3

Payment Submittal

Billy Bronco

If the information below is accurate, click the Submit button.

Account Information

Payment Amount: 1,098.52 USD

Credit Card Information

First Name: Billy
Last Name: Bronco
Credit Card Type: Visa
Card Number: 4111111111111111
Expiration Date: 01 / 2010

Credit Card Billing Information

Country: United States

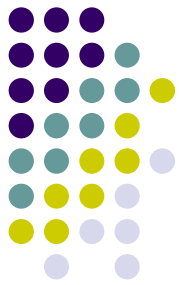
2001 West Temple Avenue

Done

Slide 2 / 3 | Playing 01:30 / 01:50

Start | 3 Microsoft Offi... | BroncoDirect - Mi... | BroncoDirect (... | Document1 - Mic... | Microsoft PowerP... | 2:56 PM

Confirmation Page



This is Your Confirmation Page

Please print Out for Your Records

Payment accepted

Reference No.

Return to Account Summary

Payment Result

Billy Bronco

Your payment has been accepted. Save the information below for your reference.

Payment Summary

Reference Nbr:	00000111111
Payment Amount:	1,088.52 USD
Card Number's Last Four Digits:	1111

[Return to Account Summary](#)

Payment Result if your Credit Card is Declined



NEW CMS DATACENTER **CAL POLY POMONA**

BRONCO DIRECT

Home [Sign out](#) [Help](#)

Menu

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Make a Payment

1 2 3

Payment Result

Your credit card has been declined.

[Return to Payment Information](#)

Payment Summary

Reference Nbr: 00000

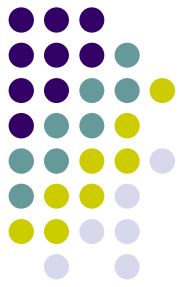
Payment Amount: 5.00 USD

Card Number's Last Four Digits:

[Return to Account Summary](#)

Credit Card has been declined

Reference Number



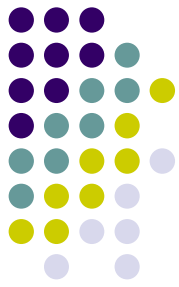
What Options are Available

- Your own Resources
- Installment Payment Plan
- Short Term Loan
- Financial Aid
- Government Loans and Grants
- Scholarships



Payment Method

- Cash – must be paid in the Cashiering Office
- The only credit cards we honor are MasterCard and Visa
- Checks made payable to Cal Poly Pomona
 - Bronco ID number **must** be on check
 - Mail to Student Accounting & Cashiering Services (SACS)
 - Drop-off box outside of SACS (no cash)
 - SACS' office



Dishonored Checks

- When Cal Poly receives notification from the bank that a check has been dishonored, what happens?
 - Student will be notified by letter of a dishonored check and will be charged a fee of \$30.
 - A service indicator will be placed on your account for 1 year.
 - Student will **not** be able to pay for any fees for a period of 1 year with a check.
 - Cash, credit card, money order, or cashier's check will be accepted for payment.



Installment Payment Plan

- Am I eligible for the Installment Payment Plan (IPP)?
 - Must not receive financial aid of any kind.
 - Non-resident students can also do the IPP plan, but you must come into SACS (plan is 3 installments)
- How do I apply?
 - Installment Payment Agreement is available online at <http://www.csupomona.edu/~fas/sa.html> Click on the appropriate quarter
- How does the payment plan work?
 - The IPP is divided into two payments.
 - The first payment is due on the deadline date of each quarter
 - A non-refundable administrative fee of \$22 is included in that payment
 - The second payment is due approximately one month later.
 - If the second installment is not paid before or on that day, a \$20.00 late fee will be added.

Short Term Loan

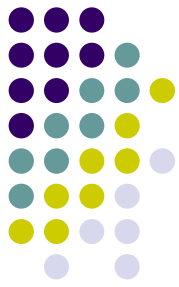


- Short term loan is available as an Emergency
 - Eligibility – receiving no financial aid
 - Payment due in 30 days
 - Form is available on our website
 - You will need to come into the SACS office and speak with a Student Accounting Representative.

What If I'm Receiving Financial Aid or Loans

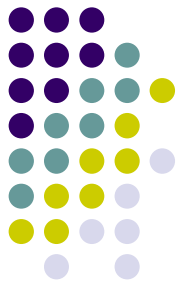


- If you are receiving financial aid, the Financial Aid department will place a positive indicator on your account.
 - This will save your classes – your classes will not be purged.
 - If your Financial Aid does not cover your full fees, the balance must be paid before the deadline.
- After quarter fees are paid, any credit on your account will be mailed beginning June 15, 2006.
 - All refund checks must be mailed – we do not allow students to pick up their checks.



Late Registration & Holds

- The late registration add period is the 4 business days prior to the start of the term and the first 6 school days of the term.
- A hold has been placed on your account to prevent registration.
- You are required to prepay a minimum of half-time fees, a late registration charge of \$25 plus any outstanding balance before the hold can be removed.
 - These payments can be made on BroncoDirect or in SACS.
 - Holds are removed automatically throughout the day. However, you could call the SACS office to remove the hold.
 - Once the hold has been removed, go to BroncoDirect and add your classes. Classes are **not** automatically restored.
- Other holds
 - You should check for holds every quarter, i.e., if you have a library, pharmacy or advising hold, you must go to the specific department to have your hold released.



Refunds

- Students are entitled to a full refund of mandatory fees and non-resident tuition only if they cancel their registration or drop all classes prior to the first day of instruction for an academic quarter (prior to June 19, 2006 for Summer 2006 Quarter).
- Please see our web-page for our refund policy at: <http://www.csupomona.edu/~fas/sa> and click on Summer Quarter 2006.

Ordering Your Parking Permit

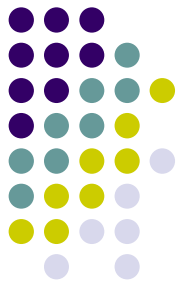


- There are two times available that you may order your parking decal.
 - First, while you are registering for your classes, please order your parking decal.
 - You can order your parking decal online up through the last day to pay fees.
 - Once a parking decal has been ordered and saved, a pop-up box with the following message will appear:
 - “Your parking decal has been ordered and submitted to the Student Accounting and Cashiering Office. The parking decal will be charged within 1 business day after tuition charges have been processed for the quarter.”

Parking Permit Information

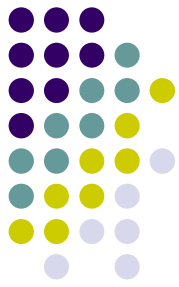


- If you don't order your parking permit on-line, you will have to purchase it in person at the Cashier's Office.
 - Disadvantages:
 - Long lines
 - Possible ticket
 - Inconvenience (late for class and/or work, etc.)



Parking Permits

- Cost per Quarter
 - \$90.00 for cars, vans, etc.
 - \$23.00 for motorcycles (only sold in Cashiering)
 - \$90.00 for convertibles (only sold in Cashiering)
 - Do not order your motorcycle or convertible decals on line.
- Permit will be mailed approximately 10 days prior to the new quarter for those who ordered during pre-registration.



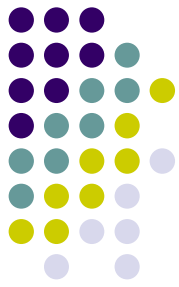
Refunds on Parking Permits

- Full refund – see the SACS web page at <http://www.csupomona.edu/~fas/sa>
 - Permit must be returned to Cashier's office by the last day of late registration
- Partial refund
 - Partial refund will be prorated after late registration (later the decal returned, less of amount will be refunded)
- No refund
 - No refund will be issued on and after the last day to withdraw from classes
- Permit Replacement
 - Only 1 replacement allowed for lost, stolen, or destroyed with no additional fee charged.
 - Second replacement will be charged as prorated.

What is FERPA

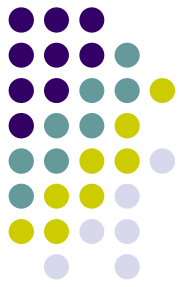


- The Family Educational Rights and Privacy Act of 1974, sets forth requirements regarding the privacy of student records. FERPA governs the limited release of these records (known as education records) maintained by an educational institution and access to these records.
- To obtain a consent form to allow "others" (such as parents) access to your financial records, please stop by the Student Accounting & Cashiering Services in Bldg. 98, B1-123 and fill one out. (Even if your parents pay your fees, we are not allowed to give any financial information to them if you are over 18 years of age).
- Student Accounting & Cashiering Services will not give any financial information to anyone other than the student.



General Information

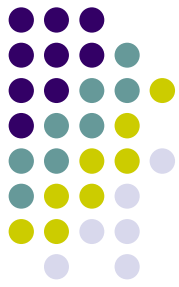
- Please check your Cal Poly e-mail frequently. Messages regarding updates, errors, reminders, etc. are sent only to your Cal Poly e-mail address, not your personal e-mail address.



Useful Links/Tools

- BroncoDirect
 - <https://brncodirect.csupomona.edu>
- Student Accounting & Cashiering Services
 - <http://www.csupomona.edu/~fas/sa.html>
- Finance & Administrative Services
 - <http://www.csupomona.edu/~fas/>
- Financial Aid
 - http://www.csupomona.edu/financial_aid/
- Perkins Loan
 - <http://www.csupomona.edu/~fas/perkins.html>
- Parking & Transportation Services
 - <https://dsa.csupomona.edu/parking/t2web/cit/index.asp>
- Tutorial
 - <http://breeze.csupomona.edu/ehelpBD2>
- Check your campus e-mail

Student Accounting & Cashiering Services website



<http://www.csupomona.edu/~fas/sa.html>

Click on appropriate quarter