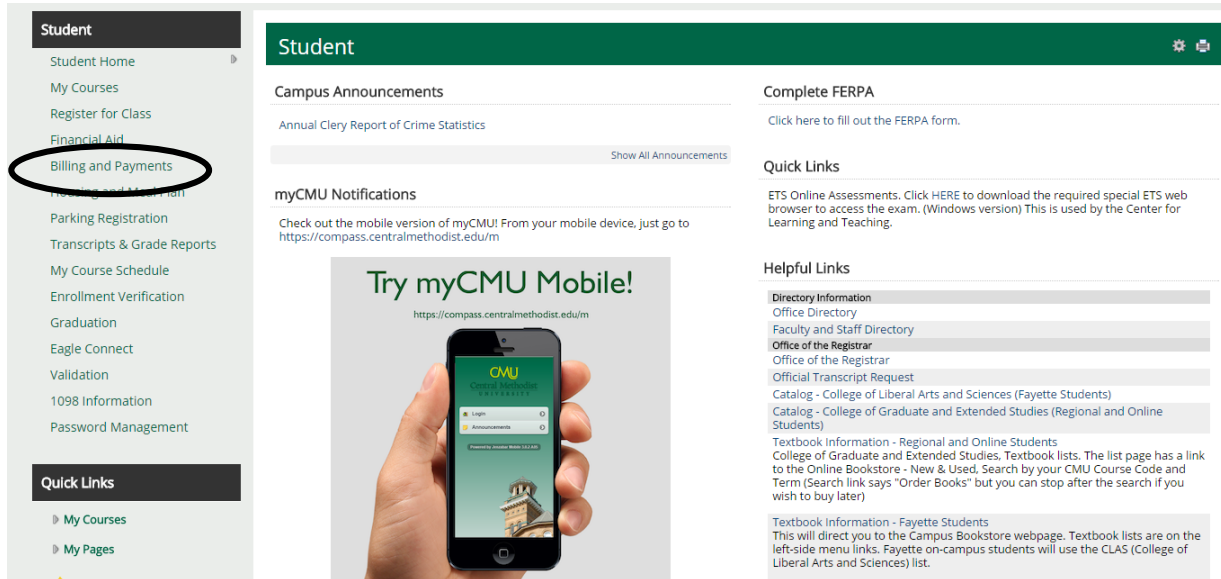


How to look up your Balance Due on your myCMU Account

- 1) Log onto your myCMU account.
- 2) Click on the Student Tab at the top of the page.



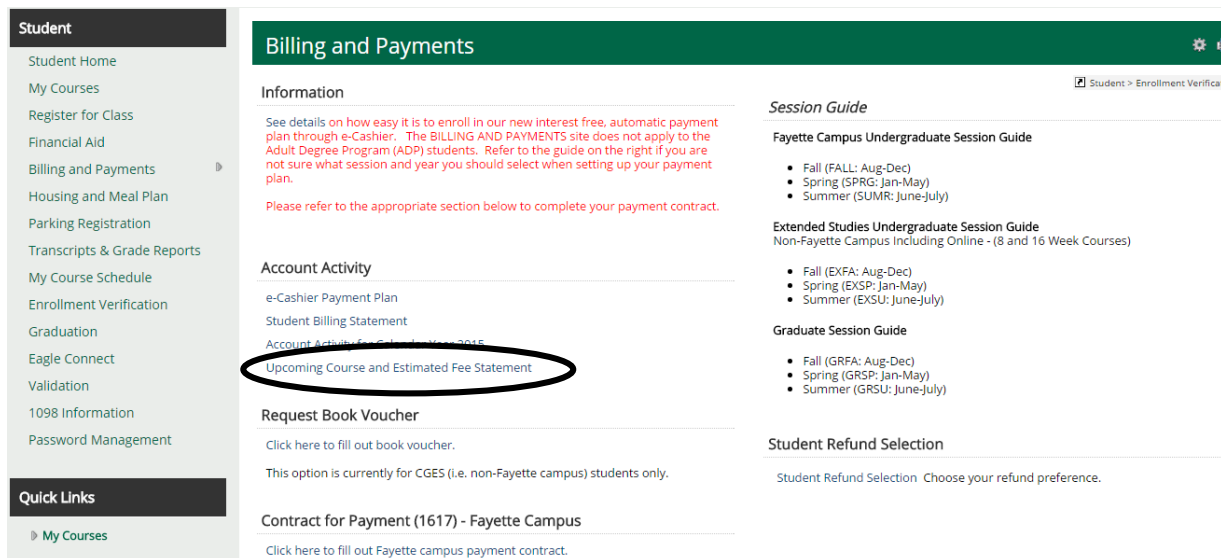
- 3) Select the 'Billing and Payment' link on the side panel.



If your classes have not started:

(If they have started skip ahead to #8)

- 4) From the 'Billing and Payment' page you will select 'Upcoming Course and Estimated Fee Statement.'



- 5) The next page that appears should be your 'Upcoming Course and Estimated Fee Statement.' If your Statement does not appear you will go to 'set options.' You will click on the Set Options box and it will bring you to a page that lets you chose your Program, Sessions, and Year.

Verify that the current session and year are set correctly.

Current Option Settings		
Program	Session	Year
UNDG	EXSP	2016

Set Options

➔

Set Options

Pick the program, session and year.

Program	Session	Year
Undergraduate Program	Graduate Summer Session	2016
Graduate Program	Extended Studies Fall	
	Extended Studies Summer	

Fayette Campus Undergraduate Session Guide

- Fall Session (Aug-Dec)
- Spring Session (Jan-May)
- Summer Session (June-July)


Extended Studies Undergraduate Session Guide
Non-Fayette Campus Including Online - (8 and 16 Week Courses)

- Extended Studies Fall (Aug-Dec)
- Extended Studies Spring (Jan-May)
- Extended Studies Summer (June-July)

Graduate Session Guide

- Graduate Fall Session (Aug-Dec)
- Graduate Spring Session (Jan-May)
- Graduate Summer Session (June-July)

- 6) Once you have your options set correctly, click 'Submit Options.' When your billing setting are correct it should pull up a statement that looks like the statement below. (Please keep in mind that your amounts will be reflective of the courses you are enrolled in for the upcoming session and the Financial Aid for which you qualify or have applied.)



Extended Studies Spring 2016
03:02 10/21/2016

Name		SS No *****		ID No	
Address		Vehicle		Plate#	
		Res Hall		Permit	
		Number per Room 0			
		Meal Plan			
United States					
Home Phone		Class Non-Degree Seeking			
Major Undeclared		Intend Major		Ethnic	
Att Hrs 12.0		Aud Hrs 0.0		Visa	
Advisor Athanassiou, Katherine Elizabe					

Crs	Sec	Su	Hrs	Title	Days	Meeting	Time	Meeting Place	
MA105	OB	T3	3.0	Elementary Statistic	-----	TBA		ONLI ONLI	
RL122	OA	T3	3.0	Religion& HumanAdven	-----	TBA		ONLI ONLI	
EN111	OM	T4	3.0	College Composition	-----	TBA		ONLI ONLI	
CS275	OA	T4	3.0	Mobile Application D	-----	TBA		ONLI ONLI	
Total Hours			12.0						

Charges	Assessed	Financial Aid	Applied	Awarded
CMU Online Tuition UND	3,000.00		Faculty/Staff Benefi	3,000.00
Student Service Fee	120.00			
Totals	3,120.00			3,000.00

NOTE: This is an estimated billing statement for Extended Studies Spring 20 16 .

Current Option Settings		
Program	Session	Year
UNDG	EXSP	2016

- 7) To find out your balance due, you will subtract the Applied Financial Aid from the Assessed Total Bill. Example below: (Assessed)\$3,120 – (Applied) \$3,000= (Bill) \$120

Charges	Assessed	Financial Aid	Applied	Awarded
CMU Online Tuition UND	3,000.00		Faculty/Staff Benefi	3,000.00
Student Service Fee	120.00			
Totals	3,120.00			3,000.00

NOTE: This is an estimated billing statement for Extended Studies Spring 20 16 .

If your classes have started:

8) Choose Student Billing Statement for the Billing and Payments link.

The screenshot shows the 'Billing and Payments' page for a student. On the left is a navigation menu with 'Student Billing Statement' circled under the 'Account Activity' section. The main content area includes an 'Information' section with enrollment details, 'Session Guide' sections for Fayette Campus, Extended Studies, and Graduate, and a 'Request Book Voucher' section. At the bottom, it shows the 'Contract for Payment (1617) - Fayette Campus'.

9) The next page that will appear will be your current billing statement. To find out what is owed you will scroll down to the bottom of the page and the total still owed will be shown beside 'Balance Due.'

Central Methodist University Billing Statement for **Nathen Estil Pulliam**
Account Activity from 04/28/2016 to 10/24/2016

DATE	DESCRIPTION OF TRANSACTION	CHARGES	CREDITS
04/28/2016	Previous Statement Balance	240.00	
05/06/2016	Nathen Pulliam Payment		-80.00
06/10/2016	Ext Studies Summer 2016 CHU Online Tuition UNDG	EXSU16 1500.00	
	Student Service Fee	EXSU16 60.00	
06/14/2016	Faculty/Staff Benefit	EXSU16	-1500.00
08/29/2016	Ext Studies Fall 2016 CHU Online Tuition UNDG	EXFA16 3000.00	
	Student Service Fee	EXFA16 180.00	
08/31/2016	Faculty/Staff Benefit	EXFA16	-3000.00
09/06/2016	PADV to Account 9/1/16	EXFA16	-110.00
09/07/2016	Ext Studies Fall 2016 CHU Online Tuition UNDG	EXFA16	-750.00
	Student Service Fee	EXFA16	-45.00
09/14/2016	Faculty/Staff Benefit	EXFA16	750.00
09/28/2016	PADV to Account 9/30/16	EXFA16	-110.00
09/29/2016	Ext Studies Fall 2016 CHU Online Tuition UNDG	EXFA16	-750.00
	Student Service Fee	EXFA16	-45.00
10/04/2016	Faculty/Staff Benefit	EXFA16	1500.00
10/05/2016	Ext Studies Fall 2016 CHU Online Tuition UNDG	EXFA16	-750.00
	Student Service Fee	EXFA16	-45.00

Balance Due: 45.00