

## *Welcome to Temple University Continuing Studies!*

Continuing Studies, the home of Temple's non-degree students taking credit courses, is excited to welcome you to the Temple community. This packet provides you with pertinent information about being registered for courses at Temple. Please read through carefully and if you have any questions please don't hesitate to contact us.

### **Setting Up Your Online Account**

24 hours after you register for courses, you are required to activate your AccessNet account. This will allow you to log in to the TUportal. (If you experience difficulty you may contact the help desk: 215.204.8000).

- Go to [accounts.temple.edu](http://accounts.temple.edu)
- On the right hand side you will see "Activate Accessnet account" click and enter required information.
- Enter your last name, birth date and your 9 digit TUID number.
- Follow the instructions to activate your account. You will now be able to access everything through the TUportal.

### **TUportal**

[tuportal.temple.edu](http://tuportal.temple.edu) is where you will be able to view your Temple email, bill, roster, student information, Blackboard course companion, advising session reports and other pertinent information.

### **Your Bill**

Once a bill is generated, a notification will be sent to your TUmail email account. Temple only sends bills electronically. You will NOT be sent a paper bill in the US mail. You may also view your bill directly:

- Log in to [tuportal.temple.edu](http://tuportal.temple.edu)
- Click on the Student Tools tab
- Click on TUpay on the right

If you register for courses you WILL have a bill. It is very important to drop courses through a Continuing Studies advisor by the deadline if you do not intend to take courses.

If you plan to use financial aid but do not get approved (or do not get approved before the drop deadline), it is your responsibility to drop your schedule through a Continuing Studies advisor by the deadline (or plan to pay out of pocket).

If the drop deadline passes and you fail to drop your courses you will have a bill and be responsible in full for tuition and fees. (Your classes will not be cancelled if you do not pay).

### **Policies and Procedures**

Become familiar with Temple's policies and procedures <http://policies.temple.edu/>. As a Temple non-degree student, you are responsible for abiding by all policies and procedures.

### **Student Conduct Code**

As a Temple non-degree student, you are responsible for abiding by the Student Drug and Alcohol Policy, found here: [http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.12](http://policies.temple.edu/getdoc.asp?policy_no=03.70.12)

### **Student Drug and Alcohol Policy**

As a Temple non-degree student, you are responsible for abiding by the Student Drug and Alcohol Policy, found here: [http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.01](http://policies.temple.edu/getdoc.asp?policy_no=03.70.01)

### **Drop/Add and Withdrawal Policy**

Know the drop/add and withdraw policies <http://policies.temple.edu/>. After the drop deadline registered students are responsible for full tuition and fees. As a Continuing Studies student you must drop/add and withdraw through an advisor, you do not have access to doing this online. We will provide you with written confirmation or email when you make a schedule revision. Please keep the confirmation for your records. You should always verify your schedule for accuracy by logging into the TUportal.

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### **TUID Card**

After you register you are able to obtain an ID card at the Diamond Dollars office located at 1910 Liacouras Walk [temple.edu/diamonddollars](http://temple.edu/diamonddollars) or on the Ambler Campus in West Hall 102. You will need this ID card to enter Temple University buildings and to have access to services such as the library and computer labs.

### **Books**

Course books can be obtained at Temple University's main campus bookstore which is located at the corner of 13<sup>th</sup> and Montgomery streets in the Howard Gittis Student Center [temple.edu/bookstore](http://temple.edu/bookstore), or on the Ambler Campus in Bright Hall.

### **Campus Map**

Classroom building names and locations can be found on the building map at the following link: [http://www.temple.edu/maps/documents/TUMain\\_map.pdf](http://www.temple.edu/maps/documents/TUMain_map.pdf) for the Main Campus and <http://www.temple.edu/ambler/about/documents/Ambler-Campus-Map.pdf> for the Ambler Campus.

### **Future Registration**

As a non-degree student, all registrations and schedule revisions take place through an advisor. You may register by scheduling an appointment or sending your request via fax.

If you have questions concerning your registration or academic advising, please contact Continuing Studies, [www.temple.edu/vpus/arc/](http://www.temple.edu/vpus/arc/) or Academic Services on the Ambler Campus at [amblereg@temple.edu](mailto:amblereg@temple.edu) or 267-468-8248.

*Good luck in your academic pursuits!*

#### **Important Dates Spring 2017**

Spring 2017 (7) week semester begins	Tues. Jan. 17th
Spring 2017(16) week semester begins	Tues. Jan. 17th
Last day to drop (7) week class	Mon. Jan. 23rd
Last day to drop (16) week class	Mon. Jan. 30 <sup>th</sup>
Last day to withdraw (7) week	Mon. Feb. 13th
Last day to withdraw (16) week	Wed. Mar. 22nd

*Please refer to the full academic calendar for other important dates:  
[www.temple.edu/registrar](http://www.temple.edu/registrar) then click on academic calendar.*

## *Detailed Billing and Payment Information*

- Billing Schedule – If you are registered at the time the first bill is generated, three bills are issued for the Fall and Spring semesters. If you register after the first bill is generated, you will be billed for the first time on the Monday following your registration with a due date of 8 business days from the issuance of the bill. One bill is issued for each summer semester:
  - a) Fall 2016 Semester (see [www.temple.edu/bursar](http://www.temple.edu/bursar) for exact dates)
    - First e-bill issued July 25th– payment due August 24th
    - Second e-bill issued August 29th – payment due September 21st
    - Third e-bill issued September 26th – payment due October 19th
  - b) Spring 2017 Semester
    - First e-bill issued December 12th - payment due January 11th
    - Second e-bill issued January 23rd - payment due February 15th
    - Third e-bill issued February 20th - payment due March 15th
  - c) Summer 2016 Semesters (see [www.temple.edu/bursar](http://www.temple.edu/bursar) for exact dates)
    - First summer session e-bill issued April 11th; payment due May 4th
    - Second summer session e-bill issued May 30th; payment due June 15th
    - Final Summer bill e-bill issued June 20<sup>th</sup>; payment due July 6th
- Tuition bills are issued according to the billing schedule noted above. Since e-mail is the official means of communication for Temple University, **only e-bills are issued unless a student is not currently enrolled and owes a balance. Paper bills will not be mailed.** Bills notifications are sent to your official Temple e-mail account and bills will be available in [TUpay](#). Bills can also be e-mailed to your parent or other individuals if you set them up as an authorized payer in TUpay (instructions can be found at the following link: <http://www.temple.edu/bursar/parents/authorizeOwlNetParent.htm>).
- The total amount due must be received by final due date. **Failure to pay in full by the final bill due date for the semester will result in the assessment of a \$100 late payment fee and a financial hold on your account preventing future semester registration.**
- The Tuition Payment Options are as follows:

### Bill Amounts:

#### **First Bill:**

For the first bill of the fall and spring semester, students will be billed with a minimum amount due that represents 50% of current term charges less anticipated financial aid plus any prior term balances. While the total amount due is the recommended payment, **students are required to pay the minimum amount due to remain in good financial standing with the University.**

Students who elect not to pay the total account balance and opt to pay the minimum amount due will be automatically enrolled in the University's [Deferred Payment Plan](#). Students will be assessed a non-refundable \$25 deferred payment plan fee if the total account balance is not paid by the due date.

### **Second Bill:**

For the second bill of the fall and spring semester, students will be billed for the remaining account balance. Students who do not pay the total account balance by the due date are indicating that they require additional time to make payment and wish to remain in the University's [Deferred Payment Plan](#). As a result, they will be assessed an additional \$20 non-refundable deferred payment plan fee.

### **Third and Final Bill:**

For the third and final bill of the fall and spring semester, students will be billed for the remaining account balance. Students that do not fully pay the total account balance by the final due date will be assessed a \$100 late payment fee and have a financial hold placed on their record, which will restrict University services, such as future semester registration and issuance of transcripts.

**Temple Installment Payment Plan (TIPP)** (a pre-payment plan operated by Higher Education Services) that allows Temple students to make up to 10 regularly scheduled monthly payments towards their tuition charges.

Tuition payments can be made:

**a)** Online via TUpay - You can pay online by electronic check or credit card.  
E-check - is a fast and secure method to electronically pay your bill from a checking or savings account. There is no convenience fee when paying by e-check.  
Credit-card – VISA, MasterCard, Discover and American Express are accepted. If you pay by credit card, it can only be done online and our vendor will assess a non-refundable 2.75% convenience fee in addition to tuition and fees.

**b)** By mailing\* a check and bill remittance to our P.O. Box listed on the remittance. Include your TUID on the memo line on the check, or the Ambler Campus Bursar at 580 Meetinghouse Road, Ambler, PA 19002.

\*(Allow 7 - 10 Business days for mail receipt and processing when sent to the P.O. Box.)

**c)** In person, at one of the Bursar's Office locations: 115 Carnell Hall on the Main Campus and West Hall 101 for the Ambler Campus. Cash and checks are accepted at all Bursar Office locations (Harrisburg does not accept cash). **Credit cards are not accepted in person or over the phone.**

- Accessing TUpay:

**a)** Students: Log into TUportal at <http://tuportal.temple.edu/> and enter your TU accessnet username and password. In TUportal, select the "student tools tab" and click TUpay under "Student Accounts". In TUpay, select "View Accounts" from the menu on the left to view your current account activity and most recent e-bill. Click on the "PDF

Printable Statement” to print a copy of your e-bill. Also, select “Make Payment” from the menu on the left to make a payment by electronic check or credit card.

b) Authorized payers: Log into TUpay at <http://tupay.temple.edu/>. To become an authorized payer, just have the student log into TUpay and select “Authorize Payers” from the menu on the left and complete the requested information to create a username and password for you. The student must include your e-mail address to ensure that you receive an e-mail when bills are available.

## ***Financial Responsibility Agreement***

Students will receive an e-mail reminder of this Financial Responsibility Agreement whenever a registration transaction is processed by you or an academic advisor on your behalf.

Your registration will not automatically be cancelled for non-payment of tuition and fees. If you **do not plan to attend** the semester, you must drop your registration by the end of the drop-add period as shown on the academic calendar. You will remain financially responsible for your tuition and fee charges if your registration is not dropped.

## ***Temple University***

### ***Student Financial Responsibility Agreement***

I acknowledge that by registering for classes at Temple University, I agree to pay all assessed tuition and fees that result from my initial registration and/or future drop/add activity. I understand that I am responsible to pay for all classes in which I am registered after the final day of the term’s drop/add period, which is published on the University’s Academic Calendar.

I understand that if I am not planning to attend, it is my responsibility to drop my classes as the University will not automatically cancel my registration.

I understand that Temple University will notify me about my outstanding charges and debt via my Temple.edu e-mail account or through TUportal. I further acknowledge that payments must be received on or before the due dates listed on my e-bills and that I may be charged late payment fees for delinquent payments.

I agree that Temple University may restrict my right to register or receive other University services in accordance with University policies until I pay all past due balances. I understand that any delinquent debts may/will be reported to a credit bureau and referred to an outside collection agency and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration because of a delinquent unpaid debt.

In addition, I agree to allow Temple University and its agents to contact me at any cell phone number that I provide now or use in the future, using automated telephone dialing systems, artificial or pre-recorded voice or text messages, or personal calls regarding my obligation to repay my debts to Temple University. I also authorize Temple University or its agents to contact me via my temple.edu address or an email address that I provide to the University. I understand that others may be able to access my messages and/or emails and their contents, which may include information about my debt and its status

## *Campus Resources*

*While taking courses at Temple, you have access to services including:*

[Career Center](http://www.temple.edu/careercenter) ([www.temple.edu/careercenter](http://www.temple.edu/careercenter)) Main Campus

The Career Center provides all Temple students and alumni with a full range of services to optimize their internship and employment opportunities and enhance their life-long career success.

[Computer Services](http://www.temple.edu/cs) ([www.temple.edu/cs](http://www.temple.edu/cs)) Main & Ambler Campus

Consultants are available to assist you with computer related problems or questions in person, over the phone or via email.

[Disability Resources & Services](http://www.temple.edu/disability) ([www.temple.edu/disability](http://www.temple.edu/disability)) Main & Ambler Campus

DRS serves students with physical, learning, and psychological disabilities.

[Libraries](http://library.temple.edu) ([library.temple.edu](http://library.temple.edu)) Main & Ambler Campus

Temple's libraries offer increasingly rich electronic, print, and special collections. Services include research databases, interlibrary loan, and subject specialists available to help you.

[Center for Learning and Student Success](http://www.temple.edu/msrc) ([www.temple.edu/msrc](http://www.temple.edu/msrc)) Main Campus

The MSRC offers academic support and tutoring in science and mathematics.

[The Writing Center](http://www.temple.edu/writingctr) ([www.temple.edu/writingctr](http://www.temple.edu/writingctr)) Main & Ambler Campus

Temple's Writing Center provides free face-to-face tutoring, email tutoring, writing workshops, and in-center seminars. Bring a draft of your paper if you have one, or notes and ideas.

[Office of Pre-Professional Health Studies](http://www.temple.edu/healthadvising) ([www.temple.edu/healthadvising](http://www.temple.edu/healthadvising)) Main Campus

Advising for students preparing for: Dentistry, Medicine, Optometry, Pharmacy, Podiatry, and Veterinary Medicine, Physician's Assistant, Physical Therapy and Occupational Therapy.

[Student Financial Services](http://www.temple.edu/sfs) ([www.temple.edu/sfs](http://www.temple.edu/sfs)) Main & Ambler Campus

SFS is eager to assist all Temple students with affording a college education.

[Student Health Services](http://www.temple.edu/studenthealth) ([www.temple.edu/studenthealth](http://www.temple.edu/studenthealth)) Main Campus

Student Health Services provides the eligible Student and Temple University community with affordable, accessible and high quality primary health care.

[Tuttleman Counseling Services](http://www.temple.edu/counseling) ([www.temple.edu/counseling](http://www.temple.edu/counseling)) Main Campus

TCS offers support for your emotional, educational or vocational concerns.

[Office of Parking Services](http://www.temple.edu/parking) ([www.temple.edu/parking](http://www.temple.edu/parking)) Main & Ambler Campus

Parking Services provides information regarding parking registration, pricing, and parking lot locations.