

## Payment

To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks (must be an individual checking or savings account). The College assesses a \$30 processing fee for each stopped-payment or returned check. Debit cards must have a Visa or MasterCard logo; cash is also accepted. Payment may be made in person at the **campus Business Office** or **online at [www.sanjac.edu](http://www.sanjac.edu)** by accessing the SOS system through the “My SanJac” link.

**To Register:** North, Central or South Campus call: 281-542-2020

## Web Registration

Go to [Sanjac.edu](http://Sanjac.edu) and select Continuing and Professional Development.

Each course schedule will only show available classes in that instructional area. Begin your registration by selecting one of the course schedules. Applied Technology & Trades, Business & Professions Computers/IT Training, Health Occupations, Education Life Long Learning, Maritime, Motorcycle Rider, Online

Once the course schedule is selected please click on the “Search & Register” link.

**How to Search for Courses:** Use the search feature at the top of the page by entering keyword for the course or a five digit CRN. Select the search icon for a list of available courses.

**How to Register and Pay: Step 1:** Select the course(s) you would like to attend by clicking on the + sign within the course box or by dragging the course box into the schedule area.

**Step 2:** Select Register and you will have a chance to view the selected courses. At this point you will be asked to sign in with your San Jacinto Student ID (G#) if not already signed in.

**2a:** The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. If you are still encountering difficulties logging in, please contact Tech Support at 281-998-6137 for further assistance. Please make changes under the “My Profile” down arrow if any of your personal information, such as address or phone number has changed.

**2b:** You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one.

Be sure to write down the new ID and password and store in a secure place.

**Step 3:** Select Proceed to Payment which displays the registration disclosure. Accept the Registration Disclosure to continue. Click Proceed to Payment then select Submit Payment to enter credit card or electronic check information, a Proceed to payment box will appear letting you know that you are being taken to a secure external payment site, select continue. Payment will need to be made in full. If you would like to set up a payment plan please contact the registration office at 281-542-2020.

**Step 4:** Enter credit card or electronic check information.

**Step 5:** Select Submit Payment.

## Student Web Payment Process

Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).

- Access the San Jacinto College website at [www.sanjac.edu](http://www.sanjac.edu) and go to the SOS Login located under the “My SanJac” link.
- First enter your User ID# (Student ID number G00XXXXXX)
- New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.
- Current student: You will need your student ID (G00XXXXXX) and your password to access SOS.

**To Make a Payment on a Student Account: Step 1:** Select My Student Records, Registration and Financial Aid

**Step 2:** Select My Registration

**Step 3:** Select Step 6: review your changes and make a payment.

**Step 4:** Select a Term. Please make sure to choose a Continuing Education term then submit to process. Example: If your class starts between Sept 2016 and Nov 2016, you would choose Continuing Ed 2016 Sept-Nov. If your class starts between Dec 2016 and Feb 2018, you would choose Continuing Ed 2016-17 Dec-Feb.

**Step 5:** Select Student Account Suite (another webpage will open after selecting this option)

- CPD students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

**Step 6:** Select Make a Payment

**Step 7:** Select Pay (please verify the class fees before paying)

**Step 8:** Select Payment Method then Select Go button

**Step 9:** Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.

- Once processed, please print out the confirmation page for your records.

If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.

## Convenient Payment Plan (CPP)

Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines: 1. The length of the Course Section must be a minimum of 30 calendar days.

- Two plans are available: one for classes four to seven weeks in length, the other for classes 8-16 weeks in length. There will be a \$25 service fee that is prorated over all installments (including the down payment) for the CPP.
- For a four- to seven-week class, the student will pay half the total charges as a down payment (which includes half of the \$25 service fee). The other half is due 30 days after the setup date for the CPP. If this date falls on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.
- For an 8-16 week class, the student will pay half the total charges as a down payment (which includes one third of the \$25 service fee). The other half is due in two equal installments 30 and 60 days after the set-up date for the CPP. If these dates fall on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.

The student will be assessed a \$25 late payment fee for failure to pay on or before the prescribed payment due dates.

5. A student will be limited to only one CPP.
6. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

*\*Please note if you have an academic IPP you will be unable to set up a Continuing Education CPP plan. Only one type of plan may be set up for payment.*

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281-542-2020

## Drops, Cancellations and Transfers/Refund Policy

*Need to drop your class?*

- A 100 percent tuition refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
- Courses that are linked with academic courses will adhere to the stated CPD refund policy.
- Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request. The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

## Bookstore Questions?

Please call any of the campus bookstores directly: **Central:**  
281-476-1898

**North:** 281-459-7414

**South:** 281-922-3410

M-Th: 7:45 a.m.-7 p.m.

Fri: 7:45 a.m.-4:30 p.m.