**Directions for BMI STUDENT Course Payment**

**STEP IV: Pay Online for Your Course(s)**

*You are not officially registered until you have paid for your courses. You have 3 options:*

1. You may pay in full with a debit or credit card when you register (you may also pay by check, see instructions under E2 below). Please note, **UMES does not typically accept payment during early registration.** This means you cannot finalize your registration until Financial Services has activated their ability to accept payment for the semester. See step C below.

2. You may arrange for the deferred payment plan when you register. This payment plan can be used for the following. To select this option, skip ahead to Part IV step K.
   - out-of-state tuition scholarship
   - monthly payment plan
   - district school board required process
   - late payment by check

3. You may pay in full or arrange for the deferred payment plan after you register. **It is your responsibility to return to the HawkWeb system and follow the instructions in Steps IV and V to make and Confirm your payment or you will NOT be registered for class!** You should do this at least one week before classes begin to avoid any last minute problems (which do occur). The UMES office at the BMI has limited access to non-payment information therefore it is up to you to keep track of the dates your payments are due!

**BE SURE TO READ THE PAYMENT NOTES SECTION FOLLOWING FIGURE 24 BEFORE YOU PROCEED WITH STEP IV**

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**Figure 11 View Results Page**

A. You should be on the 3. **View Results** page if you continued with the registration process to make your payment. If you are re-entering HawkWeb, you need to locate the page displayed in Figure 11.

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It will indicate that you are tentatively registered for the classes you added earlier. Click on the Make a Payment button. (see green arrow in Figure 11.)

B. You should now be on the Student Payments page. This page partially summarizes your payments from earlier semesters. You have several steps to complete before you click on the Submit Payment button (dark green arrow in Figure 12 below).

![Figure 12: Student Payments Dialog Box.](image)

C. First, you must select the correct term. In the Term drop down menu (dark green arrow in Figure 12), select the correct term. If you do not see your semester listed it means UMES is not accepting payments yet for that term. You should attempt payment again a couple of weeks after early registration closes.

![Figure 13: Select Term but new term not an option yet.](image)

D. By the time of the second open registration, the correct term and tuition amount should be displaying. If it does not under the “Online Financial Services” link, call UMES Student Accounts Bursar at 410-651-6092 or 410-651-6093 and ask them to add your tuition calculator so that you can pay for a class. You will need to give them your name and student ID #.

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If the correct term is displayed, then the balance should show in the Amount box (Figure 15 gold arrow). If it does not show a balance due, first return to the Student Center screen. Under “Finances,” click Online Financial Services (Figure 14 red arrow). Click on the magnifying glass next to the current semester, which will open a new page showing your tuition is posted. Return to the Student Center screen and then try the “Make a Payment” link again (Figure 14, dark green arrow).

You will have to type in your credit card information. When you select credit card, you will be given a dialog box (Figure 16) to select the type of credit card. Select the card.
F. Click on “Enter Credit Card Data” (red arrow in Figure 15). The Credit Card Information dialog box will pop up (Figure 17). Fill out all menu options. When done, click OK.

![Credit Card Information](image)

**Figure 17 Credit Card Information box**

G. If you did not put the correct amount in, you will receive a warning dialog box (Figure 18). If you put in the correct amount, the dialog box will look like Figure 19.

![Message](image)

**Figure 18**

![Message](image)

**Figure 19**

H. Once you select OK, you should see something like Figure 20. Transaction was successful. (Red Arrow)
I. Once you have paid, the last screen will say "Payment Result." PRINT THIS PAGE AND SAVE IT FOR YOUR RECORDS...it is your credit card receipt. You may need this for reimbursement or tax purposes and there is NO WAY to re-print or return to this page.

J. You will see a notification to complete the Payment Confirmation (which is Step V), click “OK” to immediately proceed to Step V or, use the drop-down “Go To” menu in the upper right hand corner to return to the Student Center screen and proceed immediately to Step V. Please note that because these dialog boxes imply that your transaction is successful or complete, students mistakenly believe that they are done. There are several more steps to finish.

K. Deferred Payment Plan
If you need to defer payment for any reason, you may select an option to pay by a payment plan. To do this, on the Academics Summary box you will select Confirm (Red arrow) immediately, not make a payment. See Figure 22.
L. You will see a dialog box stating that you have not applied any funds to payment. See Figure 23. Once you select OK, you will now have the option to Apply for a Payment Plan (See Figure 24).

Figure 23

Figure 24

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M. Read the Payment Notes below and then go to Step 5.

PAYMENT NOTES

1. As of the Fall 2019 semester, UMES **undergraduate in-state** tuition is $224 per credit, or $672 per three-credit class, and **graduate in-state** tuition is $332 per credit, or $996 per three-credit class. In addition, offsite students are charged an Administrative Fee of $65 per credit hour. Note: these tuition rates and fees are subject to change at any time by UMES. For current rates, visit UMES webpage [http://www.umes.edu/About/Default.aspx?id=241](http://www.umes.edu/About/Default.aspx?id=241)

   a. These prices are for individuals registered as BMI students. **If you do not enroll as a BMI student, you will be charged student and technology fees ($271 per class) and will have to pay them.** In addition, you will be prompted to pay a UMES Enrollment Fee of $100. **As a BMI student, you do not have to pay this extra fee.**

   b. If you are not a Maryland resident, you are eligible for in-state tuition rates under the BMI-UMES Memorandum of Understanding (MOU). Please contact our office, at 410-727-4808 x164, prior to beginning the Admission and Registration process for directions. **You must use the deferred payment plan in order to receive the waiver. You must notify us each semester when you register if you are classified as an out of state resident if you want to be eligible for the waiver!**

2. If you can only pay by check, you will need to contact the UMES Office of Student Accounts at 410-651-6092 or 410-651-6093 and determine whether you have sufficient time to mail a check before the registration deadline.

   a. You will need to ask Student Accounts how to complete your Payment Confirmation (Step V) within the registration deadline and follow their instructions exactly.

   b. If they say you do not have sufficient time to mail a check, you will have to enroll in the deferred payment plan in order to pay by check; see the deferred payment plan directions below.

   c. It is STRONGLY suggested that you make arrangements to pay your tuition online with a credit or debit card.

3. The **deferred payment plan** gives students the semester to pay their tuition in full, rather than require payment in full at the time of registration.

   a. There is a fee of $25 per semester to enroll in the plan, which is simply added to your balance.

   b. You will then be responsible for making your payments online with a debit or credit card or mailing a check to UMES according to the payment plan directions. Please note that when you enroll in the payment plan, **UMES does not bill you**, you are responsible for sending payment to UMES in a timely manner as described on your payment plan confirmation. **You must pay your tuition in-full by the end of the semester or your grades will not be released. You will also not be able to register for another course until it is paid.**

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**STEP V: Confirm Your Payment Online**

*Remember, you are not fully enrolled in a course until you complete Step V. Even if your schedule says you are registered and your credit card company says money has been deducted, UNLESS YOU CONFIRM AS DIRECTED IN STEP V, you will be dropped from the course.*

**A. To confirm payment in full**

1. From the Student Center screen, on the left side under "Finances," click the yellow "Confirm" icon. See Figure 25 and three red arrows.
   
   a. You will receive a warning notice that you are enrolled for less than full time. Just click OK.

   ![Figure 25](image)

2. Click "OK" then click "register."

3. Click "I agree" then “I agree” to see your final "Payment Confirmation Receipt." PRINT AND SAVE THIS PAGE...this is your proof of official enrollment and payment. You are not finished until you reach this screen.

   ![Figure 26](image)

**B. After hitting the Confirm button, you should see the Message in Figure 26.**

**C. You are almost done.** Close out of your HawkWeb account and then reopen it. If you have correctly completed your payment and registration, you will not see a dialog box asking you to confirm. If you do see this dialog box, you need to complete the confirmation process.

If you have questions before you begin or that are not resolved by the directions above, please contact us immediately. Remember, we can only help you if we hear from you!

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