

## *Welcome to Tyler School of Art 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)
- In the bottom right corner you will see "New to Temple University?" Click, "activate my AccessNet account."
- 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 necessarily be cancelled if you do not pay).

### **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.

### **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.

### **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). 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 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).

### **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).

### **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/arc](http://www.temple.edu/arc) or 215.204.2500.

*Good luck in your academic pursuits!*

#### **Important Dates Spring 2013**

Spring semester begins	Tues, Jan 22
Last day to drop	Mon, Feb 4
Last day to withdraw	Tues, Mar 26

*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 Semester (see [www.temple.edu/bursar](http://www.temple.edu/bursar) for exact dates)
    - First bill issued in July – payment due mid-August
    - Second bill issued in August – payment due mid-October
    - Third bill issued in September – payment due mid-October
  - b) Spring 2013 Semester
    - First bill issued December 3 - payment due January 3
    - Second bill issued January 20 – payment due March 19
    - Third bill issued February 25 – payment due March 19
  - c) Summer Semesters (see [www.temple.edu/bursar](http://www.temple.edu/bursar) for exact dates)
    - First summer session – bill issued mid-April; payment due early May
    - Second summer session – bill issued in early June; payment due mid-June
- 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 \$60 late payment fee and a financial hold on your account preventing future semester registration.**
- The Tuition Payment Options are as follows:
  - a) **Pay the bill in full** (pay your total balance by the due date on the first bill of the semester)
  - b) **Temple Deferred Payment Plan** – for the first bill of the fall semester and the first bill of the spring semester, students must pay the minimum amount due to avoid having their classes cancelled. Students are automatically enrolled in the deferred payment plan if they are unable to pay the total amount due by the weekend before the semester starts. The payment plan provides students with a grace period until mid-semester to pay the bill in full. The deferred payment plan is only offered in the fall and spring semesters and carries a non-refundable payment plan fee of \$25 per semester.

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

- Tuition payments can be made:

**a) On-line 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 – 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.

\*(Allow 7 - 10 Business days for mail receipt and processing.)

**c) In person** at one of the Bursar's Office locations (115 Carnell Hall for Main Campus students). 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 your 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.

# *Campus Resources*

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

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

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)

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)

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

[Libraries](http://library.temple.edu) (library.temple.edu)

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

[Math & Science Resource Center](http://www.temple.edu/msrc) (www.temple.edu/msrc)

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

[The Writing Center](http://www.temple.edu/writingctr) (www.temple.edu/writingctr)

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.

[Russell Conwell Education Services Center](http://www.temple.edu/rcc) (www.temple.edu/rcc)

The RCC provides Temple University students with a range of specialized services designed to enhance students' academic success including tutorial services and academic workshops.

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

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)

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

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

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)

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

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

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