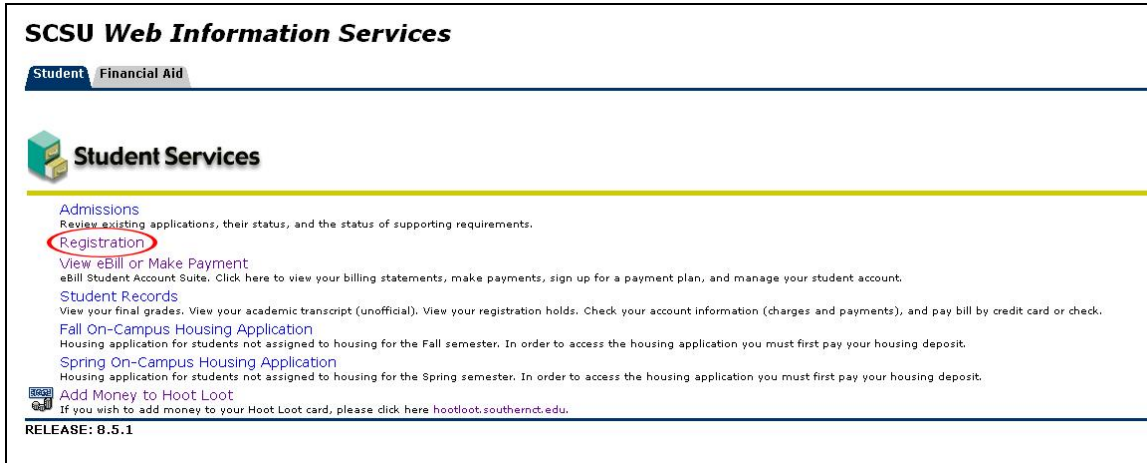


Guide to Registration & Bill Payment

Students eligible to register may do so by logging on to **MySCSU** (<http://myscsu.southernct.edu>) and then proceed as follows:

- Enter your MySCSU username and password.
The first time you login you will be prompted to change your password. If you cannot login please contact the Help Desk at 203-392-5123 (you will need to know your student ID number)
- Under the section “SCSU Links” click on **Banner Web**
- Click on **Student Services**
- Click on **Registration**



SCSU Web Information Services

Student Financial Aid

Student Services

Registration

Admissions
Review existing applications, their status, and the status of supporting requirements.

View eBill or Make Payment
eBill Student Account Suite. Click here to view your billing statements, make payments, sign up for a payment plan, and manage your student account.

Student Records
View your final grades. View your academic transcript (unofficial). View your registration holds. Check your account information (charges and payments), and pay bill by credit card or check.

Fall On-Campus Housing Application
Housing application for students not assigned to housing for the Fall semester. In order to access the housing application you must first pay your housing deposit.

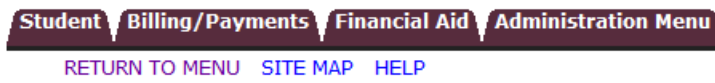
Spring On-Campus Housing Application
Housing application for students not assigned to housing for the Spring semester. In order to access the housing application you must first pay your housing deposit.

Add Money to Hoot Loot
If you wish to add money to your Hoot Loot card, please click here hootloot.southernct.edu.

RELEASE: 8.5.1

- Select the appropriate term that you are registering for from the dropdown menu and click **Submit**
- Click on **Add/Drop/Withdrawal from Classes**
 - If you know the Course Reference Number (CRN) of the class(es) you wish to register for, you may enter the CRN(s) directly on the worksheet under “Add Classes Worksheet” and click on **Submit Changes**.
 - Alternatively, you can click on **Class Search** and select courses by subject. Once you have selected the desired subject, click on **Course Search** to review courses offered in the selected subject. For a more detailed course search, click on **Advance Search**. Once you have found the course you want to register for, mark the checkbox next to the CRN and click on **Register** or **Add to Worksheet** to select additional courses to register for. Once you have completed your search for courses, you must click **Submit Changes** to register for any classes on your **Add Classes Worksheet**.
 - To learn more about registration error messages, see Office of the Registrar’s guide **How to Register** (<http://www.southernct.edu/registrar/howtoregister/>)
- Once you have registered, click on **View Registration Fees/Pay Bill** on the bottom of your screen.

- Once you are in the Billing/Payments menu shown below, select “View Account Activity” to view your current tuition and fee charges, including any pending financial aid credits.
 - Once in the bill suite system you may also make a payment or set up a payment plan.
 - You can pay with an e-check, debit card, or credit card (2.5% convenience fee applies to credit card payments).
 - You will get an onscreen confirmation receipt, as well as an email confirmation for your payment.
 - If you are expecting financial aid and do not see it in your bill, please review the [Instructions for Accepting your Financial Aid Awards and Completing Requirements](#).



Billing/Payments

Payment Services

- [Add Authorized Users \(Parents\)](#)
- [Complete Health Insurance Waiver](#)
- [Make a Payment](#)
- [Pay a Deposit](#)
- [Set Up a Payment Plan](#)
- [Set Up a Refund Account \(Direct Deposit\)](#)
- [View Tax 1098-T Docs](#)
- [View Account Activity](#)
- [View Bill Statements](#)
- [View Holds](#)