

Instructions for Creating a Payment Plan Online

Go to www.rockinghamcc.edu

Click on MyRCCLogin

Click on “WebAdvisor” under the Students tab

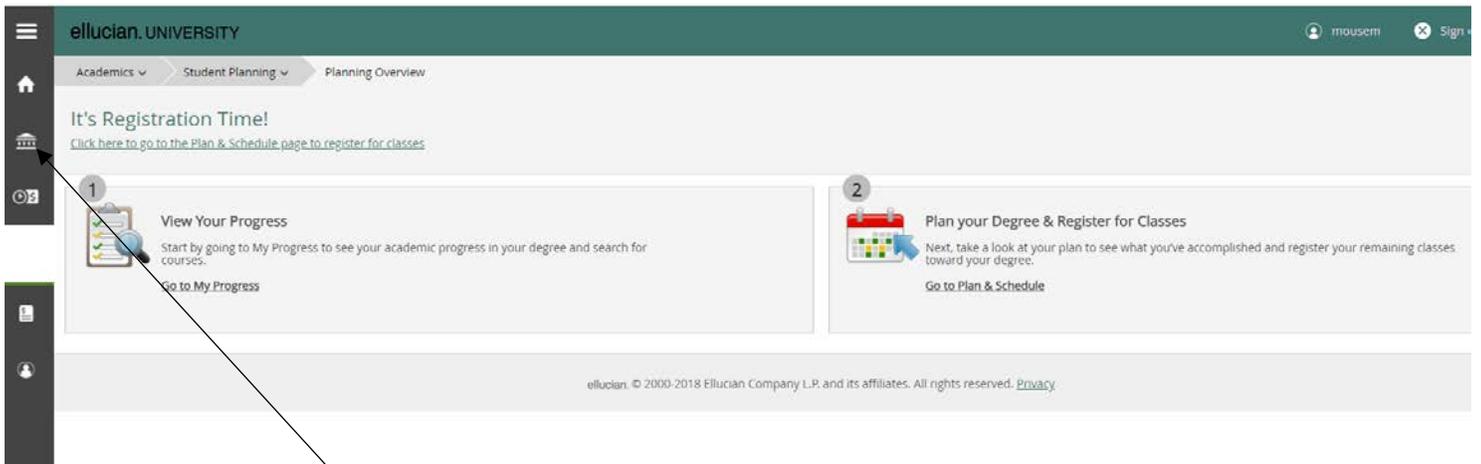
Click “Login”

Enter student username and password

Click “Student”

Click “Student Planning”

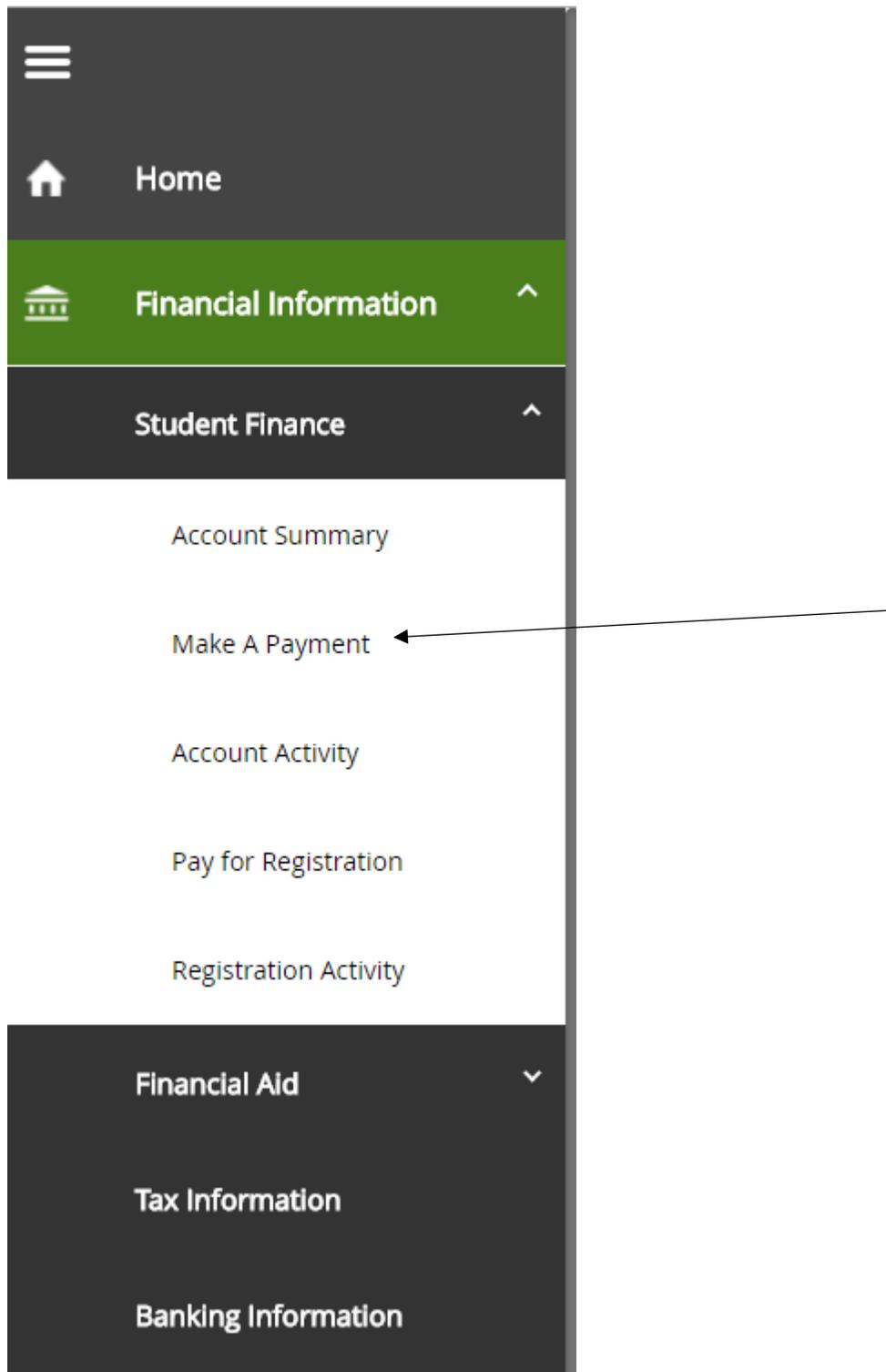
You will be directed to the “Student Planning Module” (see example below)



The screenshot shows the ellucian UNIVERSITY Student Planning Module interface. The top navigation bar includes "Academics", "Student Planning", and "Planning Overview". A sidebar on the left contains several icons, with the third icon (a document with a dollar sign) highlighted by an arrow. The main content area features a "It's Registration Time!" banner with a link to the Plan & Schedule page. Below this are two numbered steps: "1 View Your Progress" and "2 Plan your Degree & Register for Classes".

Click on the “Financial” icon (third icon on the left hand side of screen)

Click "Student Finance" to expand the menu. Click "Make a Payment"



Click "Create Payment Plan"

Financial Information > Student Finance > Make A Payment

Make a Payment

Use this page to make a payment on your account

Alert:

- Late start spring courses are still available, registration is open.
- Summer registration is open.
- Fall registration opens April 11th.

Total Payment : \$70.00

Choose a Payment Method

Proceed to Payment

Create Payment Plan

Collapse All

You must select an item for a Payment Plan (you can only setup one plan at a time)

Click to select the plan by clicking the button in front of "Student Receivable"

Create Payment Plan

Select an item for a Payment Plan (you can only choose one)

i Payment Plan Options

Summer 2018SU

Item	Payment Group	Date Due	Amount Due
<input checked="" type="radio"/> Student Receivable	BANK	5/16/2018	\$100.00

Cancel

Continue

Students must accept the "Payment Plan Terms and Conditions" to create the payment plan

Click the check box stating, "I agree to the terms and conditions outlined above"

 Please note: the payment plan outlined below will not be created until you review the information, check the "I agree to the terms and conditions outlined above." checkbox, and click the "Continue" button.

4/9/2018 at 8:33 AM

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary	
Student	1416306 Mickey Mouse
Term	Summer 2018SU
Original Plan Amount	\$100.00
Number of Payments	1
Frequency	Monthly
Flat Late Fee	\$20.00
Setup Charge	\$20.00
Total Plan Amount	\$120.00

Payment Plan Schedule	
4/9/2018	
6/15/2018	

 A down payment of \$70.00 is required.

Payment Plan Terms and Conditions

TERMS AND CONDITIONS OF PROCESSING A CLASS REGISTRATION

By enrolling in classes at Rockingham Community College, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and the college.

I agree to the terms and conditions outlined above.

The above screen shows all charges and fees. The due dates for the plan are also listed on the above screen.

Click "Continue"

Once you click "Continue" you will receive a message stating "Payment Plan Terms and Conditions accepted" with a date and time stamp and your student name.

 **Payment Plan Terms and Conditions**
accepted on 4/9/2018 at 8:34 AM by mousem

You will be prompted with the following screen:

Pay Later

Make Down Payment Now

The screenshot shows a web interface titled "Down Payment". At the top, there is a light blue information box with a lowercase 'i' icon. The text inside the box reads: "Your payment plan requires a down payment of \$70.00. Failure to make this payment by 4/9/2018 may result in late fees or the cancellation of your payment plan. Choose a payment method from the dropdown below to make your down payment now." Below this message is a dropdown menu labeled "Payment Method" with the text "Choose a Payment Method" and a downward arrow. At the bottom of the screen, there are two buttons: "Pay Later" on the left and "Make Down Payment Now" on the right. The "Make Down Payment Now" button is highlighted with a light green background.

*Note: Late fees do not apply to down payment!