

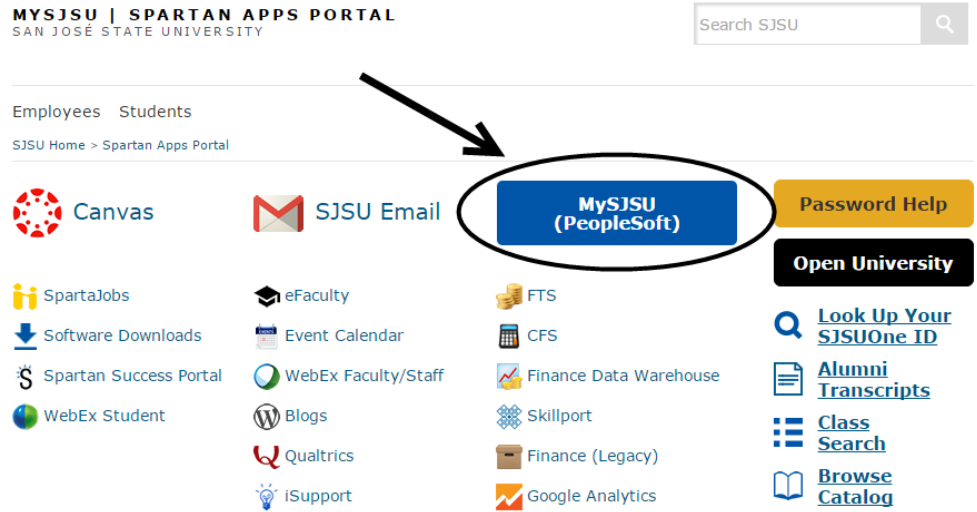
Overview

This student guide demonstrates how to enroll in the Housing ONLY Payment Plan.

Please contact the Bursar's Office by calling 408-924-1601 or email bursar@sjsu.edu with any questions about this process, student account, or visit them at www.sjsu.edu/bursar.

The MySJSU homepage displays.

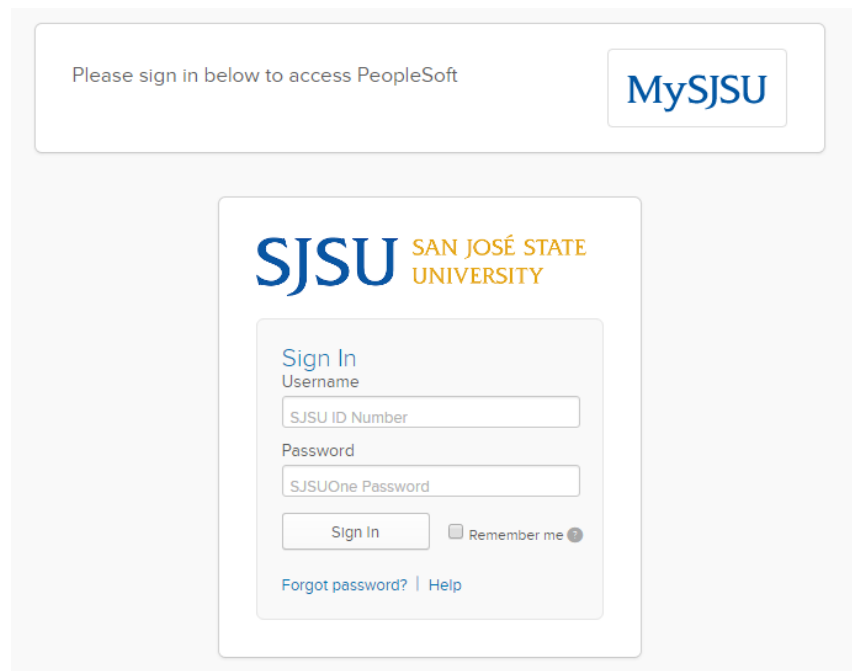
1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **MySJSU Sign In** button.



The Login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the IT Help Desk by email (ithelpdesk@sjsu.edu) with your full name and SJSU ID.



The Student Center page displays.

- Click the **Payment Plan and Other Services** button.

Spartan's Student Center

View My Messages

You have 10 new messages.
View Messages

Academics

Search Plan Enroll My Academics MyScheduler (Spartan Planner)

other academic... ▾ ⌵

ORDER OFFICIAL TRANSCRIPT

This Week's Schedule	
Class	Schedule
ATH 12I-02 ACT (40389)	Room: TBA
ATH 12S-02 ACT (40044)	Room: TBA
POLS 1-03 LEC (41515)	MoWe 12:00PM - 1:15PM Hugh Gillis Hall 116
SOCI 15-03 LEC (50528)	Room: TBA
SOCI 100W-02 SEM (49045)	MoWe 3:00PM - 4:15PM Boccardo Business Center 120
SOCI 101-03 LEC (40903)	We 6:00PM - 8:45PM Hugh Gillis Hall 122
SOCI 162-02 LEC (42617)	TuTh 3:00PM - 4:15PM Engineering Building 301

enrollment shopping cart ▶

Finances

My Account
Account Inquiry
Enroll In Direct Deposit

Financial Aid
View Financial Aid
Accept/Decline Awards

other financial... ▾ ⌵

Account Summary

You owe **4,000.00**

[View Due Date](#)

PAY NOW! **PAYMENT PLAN AND OTHER SERVICES**

*Important Student Fee Information

SEARCH FOR CLASSES

Holds
Intercollegiate Athletics
Past Due Charges
[details ▶](#)

Other Indicators
Electronic Refund Indicator
Tuition Fee Deferral
[details ▶](#)

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

General Information
Admissions
Office of the Registrar
Coll of Int'l Extended Studies

SJSU Financials
Financial Aid & Scholarship
Bursar's Office

Important Links
Academic Calendar
California Voter Registration
SIRF

The University Payments page displays.

6. Click the **Enroll in payment plan** button.

Spartan Vu

go to ... 

University Payments

Non-payment of fees will result in disenrollment

Undergraduate, Graduate and Post Baccalaureate Programs

To make an electronic payment via e-check or credit card, or to set up authorized users, click Student Account Options below. **Your browser must allow popups from this site.**

[Student Account Options](#)

You must be enrolled in regular university classes to use the Payment Plan. Payment Plan is not available for Special Session or Open University students. Please enroll in a plan before making your first payment. There is a fee to use Payment Plan. For more information, visit http://www.sjsu.edu/bursar/payment_refunds/installments/index.html

[Enroll in payment plan](#)



The Enroll in Payment Plan page displays.

7. Select Payment Plan for Housing ONLY.
8. Click the **Next** button.

Spartan Vu go to ... ▾ ⏏

Account Inquiry	Account Services
enroll in payment plan	1098t tax form

Enroll in Payment Plan 1 2 3 4

1. Select Payment Plan

You are eligible to enroll in the following payment plan.

NOTE: The procedures for signing up for payment plans have changed. You will need to follow the 4-step process in order to successfully enroll in the payment plan. Be sure that you click the ENROLL button in the third step.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
<input type="radio"/> Payment Plan Tuit & Fee ONLY			
<input type="radio"/> Payment Plan for Tuition & Fees ONLY (Payment Plan is NOT Available for Special Session or Open University students)	50,000.00	4	12/17/2016
<input checked="" type="radio"/> Payment Plan for Housing ONLY	50,000.00	4	12/17/2016
<input type="radio"/> Payment Plan for Housing ONLY	50,000.00	4	12/17/2016

Currency used is US Dollar.

CANCEL NEXT

[Account Inquiry](#) [Account Services](#)
[Enroll In Payment Plan](#) [1098t Tax Form](#)

go to ... ▾ ⏏

9. Review the installment plan you have selected.
10. Click the **Previous** button to make a different selection.
11. Click the **Next** button to proceed.

Spartan Vu go to ... ▾ ⏪

[Account Inquiry](#)
 enroll in payment plan

[Account Services](#)
 1098t tax form

Enroll in Payment Plan 1 2 3 4

2. Review Installments

You have selected Payment Plan for Housing ONLY.

Payment Plan for Housing ONLY

Eligible Charges:	4,000.00
Plan Amount:	50,000.00
Number of Installments:	4

Installment Schedule		
Due Date	Installment	
12/17/2016		1,000.00
01/16/2017		1,000.00
02/16/2017		1,000.00
03/19/2017		1,000.00
Total		4,000.00

Currency used is US Dollar.

Important: The Installment Schedule above is based on your current eligible charges of 4,000.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.

CANCEL
PREVIOUS
NEXT

[Account Inquiry](#) [Account Services](#)
[Enroll In Payment Plan](#) [1098t Tax Form](#)

go to ... ▾ ⏪

12. Review the installment schedule and terms of the payment plan.
13. Check the box indicating that you have read the agreement.
14. Click the **Enroll** button or click the **Previous** button to select another payment plan option.

Spartan Vu go to ... ▼

Account Inquiry	Account Services
enroll in payment plan	1098t tax form

Enroll in Payment Plan 1 2 3 4

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

Payment Plan for Housing ONLY

You are about to enroll in Payment Plan for Housing ONLY.
Payment Plan for Housing ONLY

Plan Amount: 4,000.00

Number of Installments: 4

Installment Schedule	
Due Date	Installment
12/17/2016	1,000.00
01/16/2017	1,000.00
02/16/2017	1,000.00
03/19/2017	1,000.00
Total	4,000.00

Currency used is US Dollar.

Important: The Installment Schedule above is based on your current eligible charges of 4,000.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.

I agree to the installment schedule listed above. If I fail to pay any installments in full by the due dates, I will be in jeopardy of having all my classes dropped.

The agreement is dated: 11/14/2016 **Yes, I have read the agreement**

CANCEL
PREVIOUS
ENROLL

15. Congratulations! You have enrolled in the Housing ONLY Payment Plan!

16. You can use the **View My Account** button to see your account.

Spartan Vu go to ... ▾ >>

Account Inquiry	Account Services
enroll in payment plan	1098t tax form

1 2 3 4 >>

Enroll in Payment Plan

4. Result

Congratulations!

You have successfully enrolled in Payment Plan for Housing ONLY. Please keep the installment schedule below for your reference.

Installment Schedule	
Due Date	Installment
12/17/2016	1,000.00
01/16/2017	1,000.00
02/16/2017	1,000.00
03/19/2017	1,000.00
Total	4,000.00

ENROLL IN ANOTHER PAYMENT PLANVIEW MY ACCOUNT

The Account Summary page displays.

17. Click the **Pay Now** button to make a payment.

Spartan Vu go to ... ▾ >>

Account InquiryAccount Services

summaryactivitycharges due

Account Summary

You owe 4,000.00. For the breakdown, access [Charges Due](#)

What I Owe			
Campus	Term	Outstanding Charges & Deposits	Total Due
San Jose State Bursars Office	Spring 2017	4,000.00	4,000.00
Total		4,000.00	4,000.00

[PAY NOW!](#)

[Financial Aid](#)

[Account Inquiry](#)[Account Services](#)

[Summary](#)[Activity](#)[Charges Due](#)

go to ... ▾ >>

* The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).