

# Opting Out of the Student Involvement and Representation Fee

# 1.0 Logging In:

Once enrolled in classes, tuition and fee charges will be posted to your account. Navigate to MyCoyote to opt out of paying the Student Involvement and Representation Fee.

To login to MyCoyote Self-Service web site:

- 1. Type your MyCoyote Identification in the User ID text box
- 2. Type your Password in the **Password** text box
- 3. Select the LOGIN button.

|   | CSUSB HOME   MAP & DIRECTIONS   CONTACT CSUSB   DIRECTORY   INDEX Quick Links Go Go Gearch CSUSB   |
|---|--|
| Enter your CoyoteID and<br>Password<br>Password:<br>Password:<br>Activate Your Account<br>Forgot/Change Password<br>LOGIN clear | Red Folder         Security Notice         CSUSB is rolling out an upgraded Campus Wide ID Management System<br>to improve security and password management and mobile device compatibility.<br>If you have a CoyoteID, you will be required to establish a new account<br>with updated login credentials within the new campus ID Management System.<br>The transition will begin on April 6th and will continue for a period of 90 days.<br>After which you will be automatically re-directed to establish<br>your new account and password.         Remember to finish your session by closing all browser windows.         Technology Support Center<br>Website: https://support.csusb.edu/<br>Phone Support : 909-537-7677 (24/7)<br>Email Support: support@csusb.edu<br>Office Location: PL-1108 (Pfau Library Wedge)<br>In-Person Support Available: Mon-Fri 7:00 am - 10:00 pm, Sat-Sun 7:00 am - 7:00 pm         Social Media: Twitter   Facebook   Instagram   CSUSBsupport   ITS Blog |

#### 2.0 Access your Student Center:



1. Click on the Account Inquiry link under the Finances tab:

| ▼ Finances  |                                    |
|---|------------------------------------|
| My Account  | Account Summary                    |
| Account Inquiry<br>Enroll In Direct                       | You owe 1,439.52.                  |
| Deposit   | Due Now 0.00                       |
| Financial Aid   | Future Due 1,439.52                |
| <u>View Financial Aid</u><br><u>Accept/Decline Awards</u> | Currency used is US Dollar.        |
| other financial 🔻 📎                                       | *Important Student Fee Information |

# 2. Click the activity tab

| summary                     | activity charges                  | s due            | payments           | pending aid |  |  |  |
|-----------------------------|-----------------------------------|------------------|--------------------|-------------|--|--|--|
| Account Summary             |                                   |                  |                    |             |  |  |  |
| You owe 1,439.52.           | For the breakdown, acces          | s <u>Charges</u> | Due                |             |  |  |  |
| Due Now                     | 0.00                              |                  |                    |             |  |  |  |
| Future Due                  | 1,439.52                          |                  |                    |             |  |  |  |
| What I Owe                  |                                   |                  |                    |             |  |  |  |
| Term                        | Outstanding Charges<br>& Deposits | Pendin           | g Financial<br>Aid | Total Due   |  |  |  |
| Fall 2015                   | 1,439.52                          |                  | i i i              | 1,439.52    |  |  |  |
| Total                       | 1,439.52                          |                  |                    | 1,439.52    |  |  |  |
| Currency used is US Dollar. |                                   |                  | Маке               | A PAYMENT   |  |  |  |
| Remittance Add              | resses                            |                  |                    |             |  |  |  |

# 3. Click the Opt Out Icon

| summary  | activity                                      | char | ges due        | paymer   | nts        | pendi       | ng aid   |
|--|---|------|----------------|----------|------------|-------------|----------|
| Account Activity                                       |   |      |                |          |            |             |          |
| View by  |   |      |                |          |            |             |          |
| From 12/23/2014 To 06/23/2015 All Terms V go           |   |      |                |          |            |             |          |
| Transactions Find   View All   🖬 First 🖬 11-20 of 56 D |   |      |                |          |            |             |          |
| Posted<br>Date   | Item  |      | Term           | Charge   |            | Payment     | Refund   |
| 05/27/2015   | Kinesiology Course Fee<br>- BODY CONDITIONING |      | Fall 2015      | 5.00     |            |             |          |
| 05/27/2015   | SIRF Fee                                      | 0    | Fall 2015      | 2.00     | OPT<br>OUT |             |          |
| 05/27/2015   | Student Success Fee                           |      | Fall 2015      | 55.62    |            |             |          |
| 05/27/2015   | Student Union Fee                             |      | Fall 2015      | 130.30   |            |             |          |
| 05/27/2015   | Tuition Fee                                   |      | Fall 2015      | 1,058.00 |            |             |          |
| 05/19/2015   | Installment Plan Pmt<br>Smart Pay             |      | Spring<br>2015 |          |            | 506.04      |          |
| 05/15/2015   | Installment Payment Plan                      |      | Spring<br>2015 | 8.34     |            |             |          |
| 05/15/2015   | Installment Payment Plan                      |      | Spring<br>2015 | 8.33     |            |             |          |
| 05/15/2015   | Installment Payment Plan                      |      | Spring<br>2015 | 8.33     |            |             |          |
| 05/15/2015   | Installment Payment Plan<br>Late              |      | Spring<br>2015 | 25.00    |            |             |          |
|  |   |      |                |          | First K    | 11-20 of 50 | i 🛛 Last |
| Currency used is US Dollar.                            |   |      |                |          |            |             |          |
|  | Printer Friendly Stat                         | eme  | nt             | M        | IAKE A     | PAYMENT     |          |

### 4. Choose a reason from the drop down menu or leave it blank and click Opt Out

| Please indic | ate the reason for | opting out. Answering   | g this question is o | ptional |
|--------------|--------------------|---|----------------------|---------|
|              | Opt out Reason     |   | -                    |         |
|              |                    | Financial Hardship<br>Other<br>Political Disagreement<br>Unfamiliar with CSSA | La                   |         |
|              | Go B               | ack   | Opt Out              |         |

#### Student Involvement and Representation Fee

## 5. Verify Opt Out

After opting out please return to the activity page to confirm that the Student Involvement and Representation fee is no longer on your account.

| summary          | activity c                                   | harges due   | payments           | s          | pending aid     |  |  |  |
|------------------|--|--------------|--------------------|------------|-----------------|--|--|--|
| Account Activity |  |              |                    |            |                 |  |  |  |
|                  |  |              |                    |            |                 |  |  |  |
| View by          |  |              |                    |            |                 |  |  |  |
| From 12/         | From 12/23/2014 To 06/23/2015 All Terms T go |              |                    |            |                 |  |  |  |
|                  |  |              |                    |            |                 |  |  |  |
| Transacti        | ons  | Find   View  |                    | First 🚺 1  | 1-10 of 57 D    |  |  |  |
| Posted<br>Date   | Item   | Term         | Charge             | Pay        | ment Refund     |  |  |  |
| 06/23/2015       | SIRF Fee                                     | Fall<br>2015 | -2.00              |            |                 |  |  |  |
| 05/27/2015       | ASI Grants-In-Aid                            | Fall<br>2015 | 11.00              |            |                 |  |  |  |
| 05/27/2015       | Associated Student Fee                       | Fall<br>2015 | 32.00              |            |                 |  |  |  |
| 05/27/2015       | Health Facilities Fee                        | Fall<br>2015 | 13.39              |            |                 |  |  |  |
| 05/27/2015       | Health Services Fee                          | Fall<br>2015 | 75.71              |            |                 |  |  |  |
| 05/27/2015       | ID Fee                                       | Fall<br>2015 | 5.00               |            |                 |  |  |  |
| 05/27/2015       | IRA Events Management                        | Fall<br>2015 | 2.04               |            |                 |  |  |  |
| 05/27/2015       | IRA Fee                                      | Fall<br>2015 | 9.27               |            |                 |  |  |  |
| 05/27/2015       | IRA Recreational Sports<br>Fee               | Fall<br>2015 | 4.26               |            |                 |  |  |  |
| 05/27/2015       | IRA Sports Club Fee                          | Fall<br>2015 | 1.03               |            |                 |  |  |  |
|                  |  |              | J <sup>[2]</sup> F | irst 🚺 1-1 | 10 of 57 🖸 Last |  |  |  |

Currency used is US Dollar.

Printer Friendly Statement

MAKE A PAYMENT