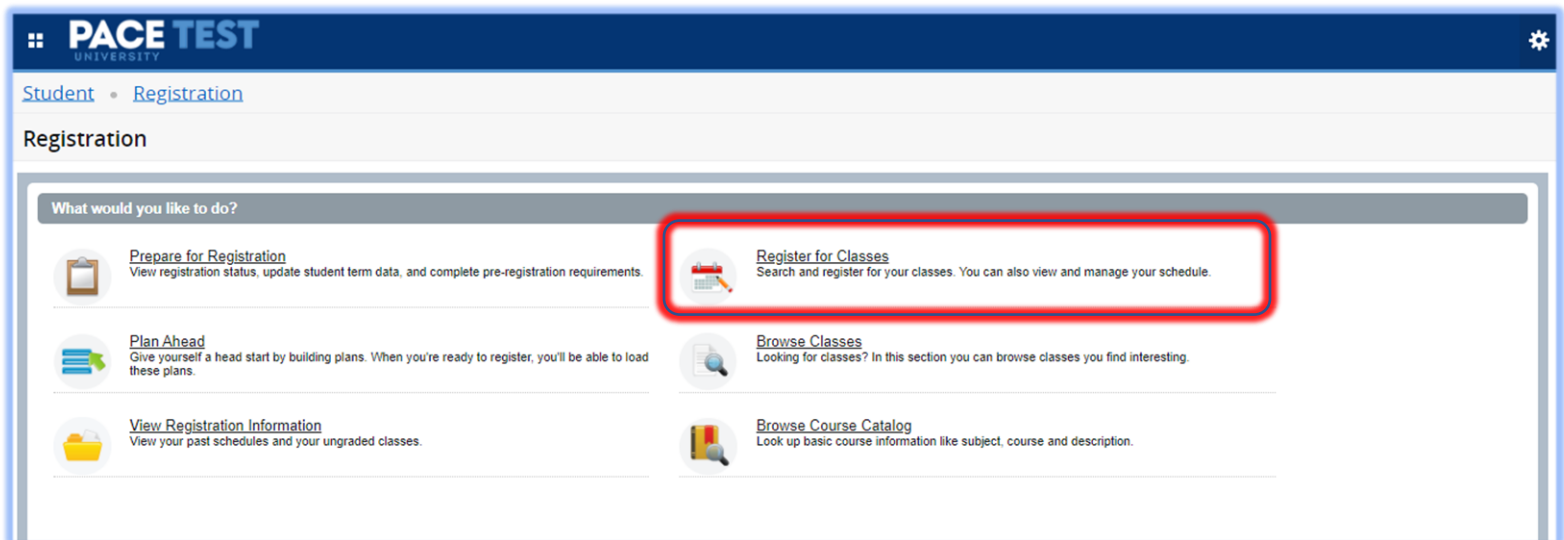


Acknowledging the Student Financial Disclosure Agreement

The “**Student Financial Disclosure Agreement**” is an agreement that all students must review and acknowledge prior to the semester they are registering for. Upon clicking on the Student Registration link in Student Registration Self-Service, a dialogue box will popup informing the student there is an “**Action Item**” to review. To complete this process please follow the below steps:

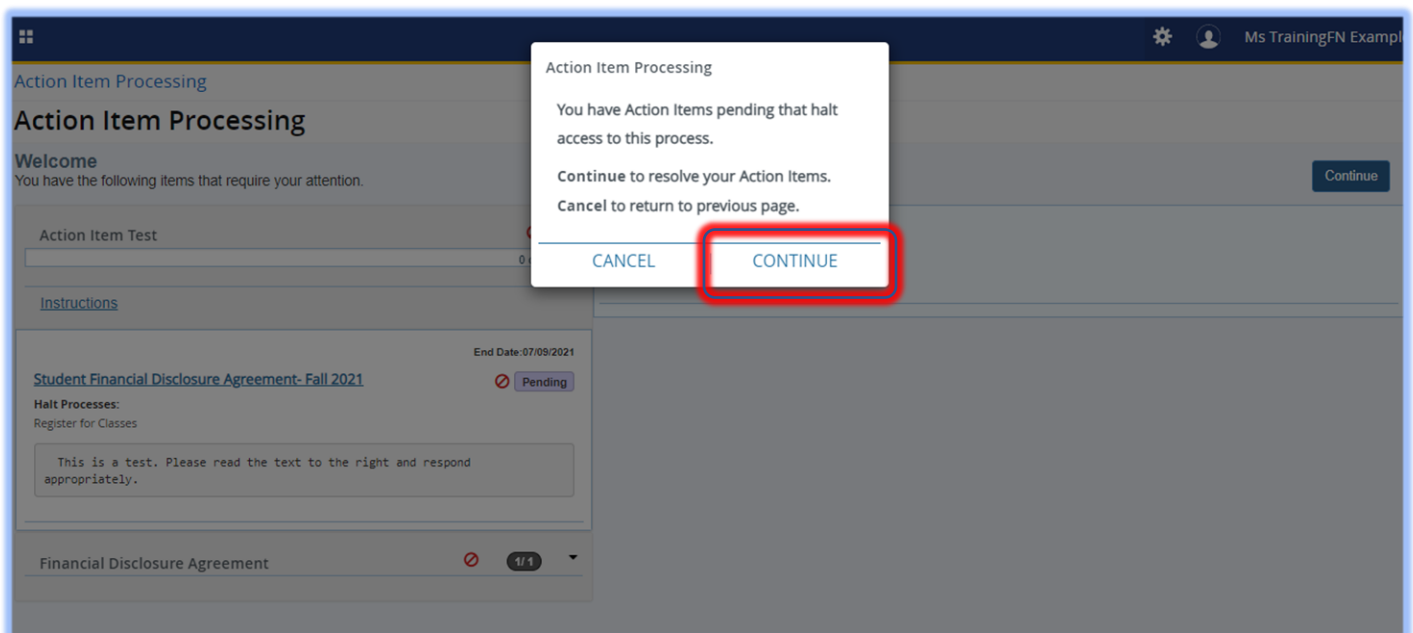
1. Click on **Register for Classes**:



The screenshot shows the PACE TEST UNIVERSITY Student Registration page. The page title is "Registration". Under the heading "What would you like to do?", there are five options:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This option is highlighted with a red box.)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

2. The following dialogue box will appear informing the student there is a pending Action Item to complete. Click **Continue** to go to the Action Item:



The screenshot shows the "Action Item Processing" dialog box. The dialog box contains the following text:

Action Item Processing

You have Action Items pending that halt access to this process.

Continue to resolve your Action Items.

Cancel to return to previous page.

The dialog box has two buttons: "CANCEL" and "CONTINUE". The "CONTINUE" button is highlighted with a red box.

In the background, the "Action Item Processing" page is visible. It shows a "Welcome" message and a list of action items. One action item is highlighted:

- Student Financial Disclosure Agreement- Fall 2021** (End Date: 07/09/2021) - Pending

The "Halt Processes" section lists "Register for Classes". Below this, there is a text box with the instruction: "This is a test. Please read the text to the right and respond appropriately."

3. Follow the instructions and **click the gray box on the left-hand side** of the screen to open the Action Item:

The screenshot shows the 'Action Item Processing' interface. On the left, there is a list of tasks. The task 'Student Financial Disclosure Agreement - Fall 2021' is highlighted with a red box. Below the task name, there is a gray box containing the text: 'Please click here to respond to the task that appears on the right side of the screen.' On the right side of the interface, the details for the selected task are shown, including the title 'Student Financial Disclosure Agreement' and the instruction 'Please read the instructions assigned to your Action Item and complete appropriately.'

4. The **Student Financial Disclosure Agreement** will appear on the right-hand side. Click on the **“I agree to the terms of the Financial Disclosure Agreement”** checkbox to move forward. Then click **Save**:

The screenshot shows the 'Action Item Processing' interface with the task 'Student Financial Disclosure Agreement - Fall 2021' selected. The task details on the right include the title 'Student Financial Disclosure Agreement - Fall 2021' and a paragraph of text explaining delinquent outstanding balances. Below the text, there is a checkbox labeled 'I agree to the terms of the Financial Disclosure Agreement.' which is checked. A red box highlights this checkbox and the 'Save' button below it. A red arrow points from this area to a larger screenshot below.

This is a close-up of the agreement section. It shows the text: 'Please select the option below to agree to this statement move forward with registration.' Below this text is a checked checkbox followed by the text 'I agree to the terms of the Financial Disclosure Agreement.' At the bottom left of this section is a blue 'Save' button.

5. Once saved, the left-hand side will show the Action Item has been completed. The student can now return to the Student Registration site to begin the registration process:

The screenshot displays the 'Action Item Processing' interface. At the top, it says 'Action Item Processing' and 'Welcome'. Below the welcome message, it states 'You have the following items that require your attention.' A 'Return' button is visible in the top right corner. The main content area is divided into two columns. The left column, highlighted with a red border, shows a task titled 'Student Financial Disclosure Agreement' with a status of 'Completed' and an end date of '07/10/2021'. Below this, there are instructions and a 'Save' button. The right column contains the text of the 'Student Financial Disclosure Agreement- Fall 2021', which discusses delinquent outstanding balances and the university's policies. A checkbox is checked, indicating agreement to the terms of the agreement.

Action Item Processing

Action Item Processing

Welcome

You have the following items that require your attention.

[Return](#)

Student Financial Disclosure Agreement

1 of 1

[Instructions](#)

Student Financial Disclosure Agreement- Fall 2021

End Date: 07/10/2021

Completed

Response saved on: 07/09/2021

Current Response: I agree to the terms of the Financial Disclosure Agreement.

Halt Processes:
Register for Classes

Please click here to respond to the task that appears on the right side of the screen.

Student Financial Disclosure Agreement- Fall 2021

Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance. The amount of the actual collection expenses and fees may exceed 50 percent of the delinquent outstanding balance (including any late charges and interest).

Any student who has a delinquent outstanding balance is not eligible to enroll at the University. The University will not provide copies of transcripts to or on behalf of any student with a delinquent outstanding balance. A delinquent outstanding balance, when placed with an outside collection agency, will be reported to all national credit bureaus and may significantly and adversely affect the student's credit history. The University may pursue legal action to recover the amount of the delinquent outstanding balance plus any late charges, interest, actual collection expenses, court costs, and attorneys' fees.

Please select the option below to agree to this statement move forward with registration.

I agree to the terms of the Financial Disclosure Agreement.

[Save](#)