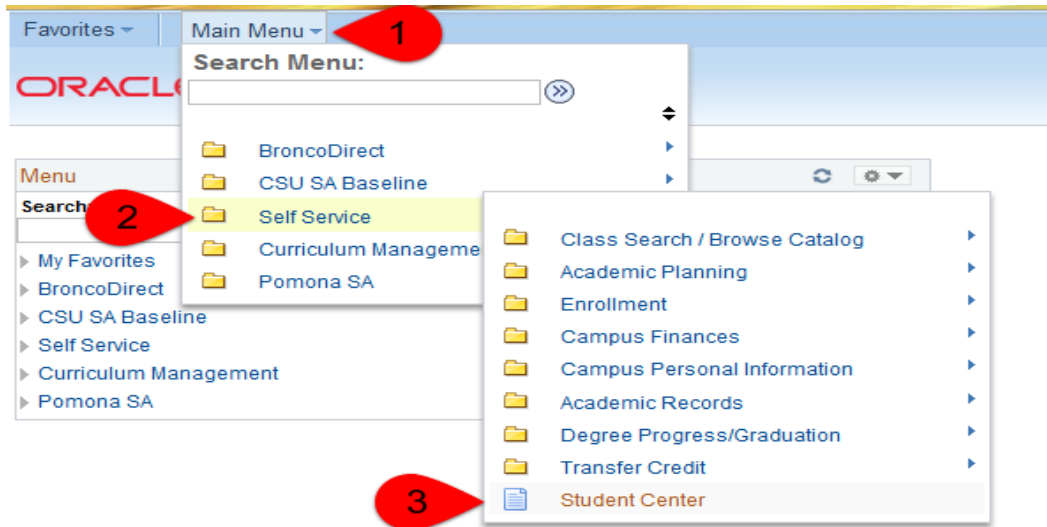


Self Service

1. Login as the student on Self Service
2. Click on Main Menu
3. Self Service
4. Student Center



5. Go to Account Activity

Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Schedule Planner](#)

other academic... >>

Deadlines URL

This Week's Schedule	
Class	Schedule
TOM 302-E06 LEC (52904)	TuTh 2:00PM - 3:50PM 163 2027

weekly schedule >>
enrollment shopping cart >>

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Finances

My Account
[Account Inquiry](#)
[Enroll In Direct](#)
[Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

Account Activity >>

Account Summary

You owe 1,542.62.

- Due Now 0.00
- Future Due 1,542.62

Currency used is US Dollar.

***Important Student Fee Information** make a payment >>
Turn off pop-up blocker on browser before clicking on Make a payment
Go

Enrollment Dates
[Open Enrollment Dates](#)

Enrollment Dates
Fall Quarter 2015 Term
[Enrollment Appointment\(s\)](#)
Regular Academic Session
05/18/15 06:20pm - 06/05/15 11:59pm

Advisor
Program Advisor
None Assigned

Personal Information

[Emergency Contact Names](#)

other personal... >>

Contact Information

[Mailing Address](#) [Home Address](#)

[Main Phone](#) [Campus Email](#)

Cal Poly Pomona Links
[Bookstore -Get/View textbooks](#)
[BroncoCompass - Advising e-help - On-line assistance](#)

6. Click on the Activity Tab
 - A. The Information and Opt Out Icon are visible next to the Student Representation Fee charge

The screenshot shows the 'Account Activity' section of a web portal. At the top, there are tabs for 'Account Inquiry' (with sub-tabs 'summary' and 'activity') and 'Account Services' (with sub-tabs 'charges due', 'payments', and 'pending aid'). The 'activity' tab is selected. Below the tabs, there's a 'View by' section with date pickers for 'From' (02/17/2015) and 'To' (08/17/2015), and a 'go' button. A table of transactions follows, with columns for 'Posted Date', 'Term', 'Charge', and 'Payment'. The last row is highlighted in red and contains the following data: '08/17/2015', 'SIRF', 'Fall Quarter 2015', '2.00', and 'OPT OUT'. An information icon 'i' is visible next to the 'Term' column for this row. Two red callout boxes are present: one on the left pointing to the 'i' icon with the text 'Student Involvement and Representation message', and one on the right pointing to the 'OPT OUT' text with the text 'Out Out option'.

7. Click the Information icon – it displays the text below:

Student

The screenshot shows a message box titled 'Student Involvement and Representation Fee'. The text inside reads: 'Your \$2 contribution ensures that CSU students have a say on tuition, financial aid, student services, course availability, and academic advising. Your elected student leaders oversee involvement and representation dollars through the California State Student Association (CSSA). CSSA is the official student voice at the university system, state, and federal level. In addition to supporting student representation, your contribution increases opportunities for students to acquire relevant career skills, apply for scholarships, participate in internships, and advocate on issues that are important to you. Thank you for contributing to a stronger voice on behalf of all CSU students.' At the bottom left of the message box is a 'Return' button.

8. Click Return
9. If Opting out, click the Opt Out icon

Student Involvement and Representation Fee

Please indicate the reason for opting out. Answering this question is optional

Opt out Reason

- Financial Hardship
- Other
- Political Disagreement
- Unfamiliar with CSSA

Go Back

Opt Out

10. Select one of the drop down Opt Out reasons; the “Other” reason will bring up a free form text field to enter a reason. Click the Opt Out button.
11. The user is returned to the Account Summary after Tuition Calc is automatically performed
12. Click the Activity Tab – the \$2 reversal should appear on the details

Account Inquiry		Account Services		
summary	activity	charges due	payments	pending aid

Account Activity

View by

From 02/17/2015 To 08/17/2015 All Terms go

Transactions					
Posted Date	Item	Term	Charge	Payment	Refund
08/17/2015	PKG-Fal Automobile Decal	Fall Quarter 2015	134.00		
08/17/2015	SIRF	Fall Quarter 2015	2.00		
08/17/2015	SIRF	Fall Quarter 2015	-2.00		

Reverse Charge after Opting Out