



# HOW TO ENROLL IN A PAYMENT PLAN

A STEP BY STEP GUIDE TO FINANCING THIS SEMESTER

UNDERGRAD EDITION (STUDENT ENROLLMENT)

Fall Semester 2022



# TYPES OF PAYMENT PLANS

There are two payment plans for Undergraduates. Each plan requires a \$75 set up fee.

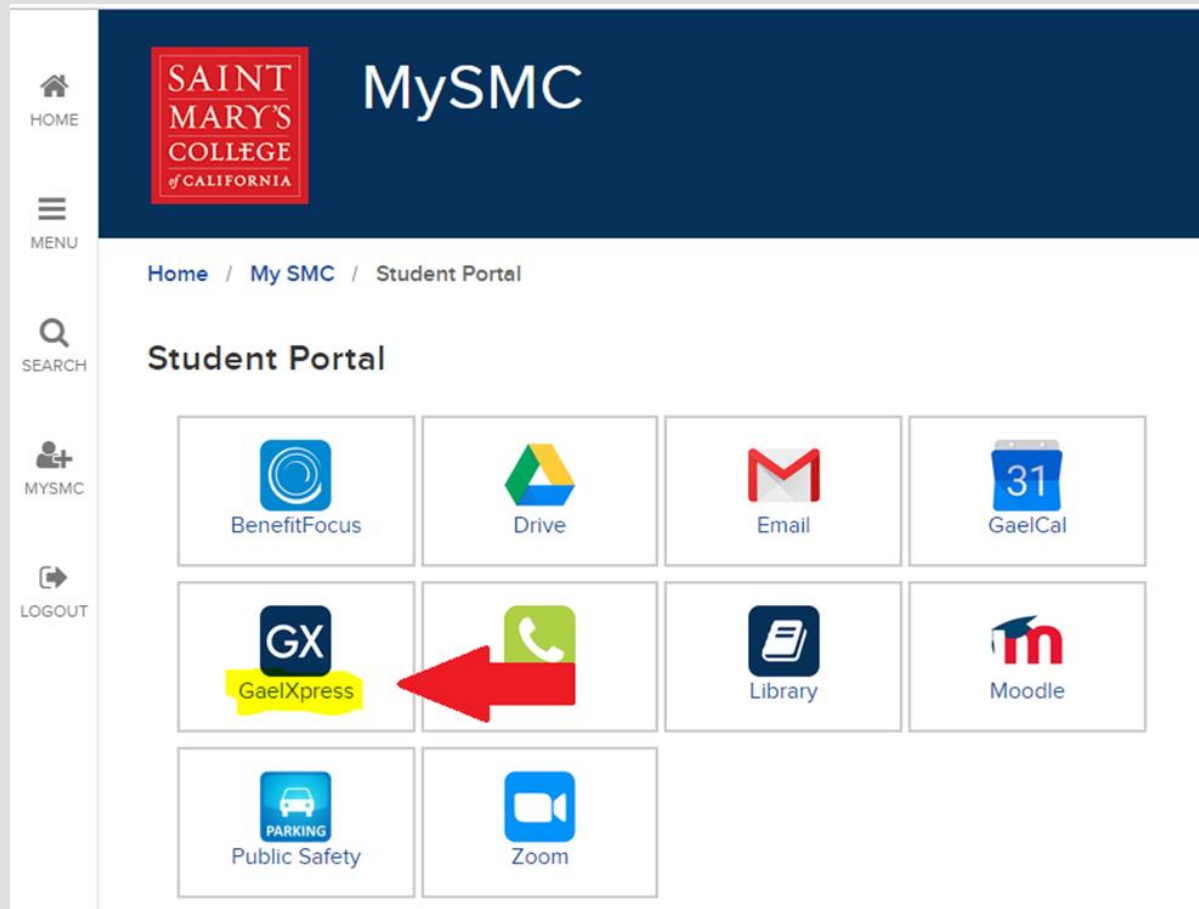
1. 5-Month Plan: This plan runs June 15 - October 15
2. 4-Month Plan: This plan runs July 15 – October 15

Each plan divides your total charge for the semester, including tuition and housing, into 4-5 installments.



# STUDENT LOG IN

## 1. Go to MYSMC



The screenshot displays the MySMC Student Portal interface. On the left is a vertical navigation menu with icons and labels for HOME, MENU, SEARCH, MYSMC, and LOGOUT. The main header features the Saint Mary's College of California logo and the text "MySMC". Below the header, a breadcrumb trail reads "Home / My SMC / Student Portal". The "Student Portal" section contains a grid of application tiles: BenefitFocus, Drive, Email, GaelCal, GaelXpress (highlighted with a yellow background and a red arrow pointing to it), Library, Moodle, Public Safety, and Zoom.

# STUDENT LOG IN

## 2. Click Current Students and Log In



The screenshot shows the GaelXpress website interface. At the top left is the GaelXpress logo with the text "Saint Mary's College of California". In the center is a GX logo with "GaelXpress" below it. At the top right are "LOG IN" and "MAIN MENU" links. The main content area on the left says "Welcome Guest!" and includes instructions on how to log in. On the right, there are three buttons: "Current Students" (blue), "Faculty" (green), and "Employees" (purple). A red arrow points to the "Current Students" button, which is also enclosed in a red rectangular box.

GaelXpress  
Saint Mary's College of California

GX  
GaelXpress

LOG IN | MAIN MENU

Welcome Guest!

- How to Log In: Click the Log In tab on the top right side of this page.
- Parents or Authorized Payers [click here to view and pay your bill](#)

Current Students Faculty Employees

# STUDENT LOG IN

## 4. Go to the Student Account Center

The following links may display confidential information.

### Emergency Notification

[LiveSafe](#)

### Financial Aid

[GXP 2.0 - Financial Aid](#)  
[Financial aid status by year](#)  
[Financial aid status by term](#)  
[Financial aid award letter](#)  
[Accept or reject my financial aid awards](#)

### Employee Profile

[GXP 2.0 - Time Entry](#)  
[Time History \(1.0\)](#)  
[Leave Plan Summary](#)  
[Pay Slip](#)  
[Earnings Statement - GXP 2.0](#)  
[W-2 Electronic Consent](#)  
[W-2 Statements](#)

### Communication

[My Documents](#)

### Registration

[My Holds And Approvals](#)  
[Search for Classes](#)  
[Register for Classes](#)  
[GaelXpress 2.0 \(Plan and Register for Classes\)](#)

### Academic Profile

[Grades](#)  
[My Grades by Term](#)  
[My Unofficial Transcript](#)  
[My Academic Evaluation](#)  
[My Class Schedule](#)  
[My profile](#)  
[Graduation Application](#)

### Student Account Center

[Student Account Center](#)  
[Hold with Bill Payments](#)  
[My Bank Acct-eReimbursement](#)  
[View My 1098-T Forms](#)

### Additional Resources

[Registrar's Office Forms](#)  
[Change of Address Form](#)  
[Undergraduate Course Catalog](#)  
[Order Textbooks Online](#)  
[Info. for Holds/Approvals](#)  
[Purchase Gael Flex Dollars](#)  
[MyPath](#)



# PAYMENT PLAN SET UP

You will now be able to see your balance and your pending Financial Aid!

Balance	\$2,855.00
Estimated Financial Aid	\$6,762.00
Balance Including Estimated Aid	-\$3,907.00

 [Enroll in Payment Plan](#) [Make Payment](#)

5. You will then want to click “Enroll in Payment Plan”.

# PAYMENT PLAN SET UP

## 6. Select the Fall Semester 2022

### Payment Plan Enrollment

Select → Schedule → Agreement

Select Term:

If plans are available for multiple accounts, you must select both account and term.

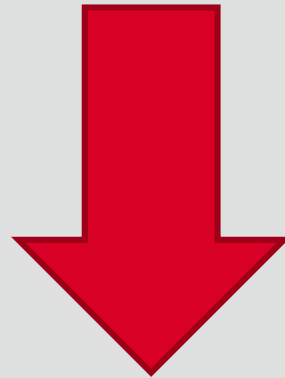
Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Fall Semester 2022: 5-Month Undergraduate Plan	\$75.00	5	\$50.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

Note! This is not a late fee! It is letting you know what will happen if you miss a payment



# PAYMENT PLAN SIGN UP (5-MONTH)

7. \*\*\* 5-Month Plan ONLY\*\*\* You will then be taken to a page where you will enter the estimates for all your charges. You can find all these estimates on our website: [click here](#)



**Go to next slide!**

Life hack! Your bill from the previous semester should be VERY similar!



# HELP WITH FILLING IN THE BLANKS

Here are the most common numbers to use for Fall 2022 semester. They can also be found on this website: <https://www.stmarys-ca.edu/tuition-fees>

**Tuition:** \$26,686

**Student Body Fee:** \$100

**Medical Insurance:** \$2,607.

\*\* Please note: The medical insurance is billed during the fall semester for the entire academic year. Families are able to waive the medical insurance coverage prior to the beginning of the fall semester. This is the only time of year to waive the medical insurance.

**Room and Board:** This depends on what room your student chose. Please refer to the link above that is provided. Make sure to divide the charge in half, since the room charges on the website are annual rather than semester (A typical double room is \$8,202 this semester).

**Lab/Material Fees:** Look to see if you have signed up for any courses with an additional fee.

\*\***New Student Fee:** \$300 (Leave this as zero if you are not a new student!)

\*\***Registration Fee:** \$30 (Leave this as zero if you are not a new student!)

## Credits

**Fall Financial Aid:** Financial Aid can provide you with an estimate of your Financial Aid for the semester. You can also use the financial aid you received last year as an estimate!

**Admissions Deposit:** Unless you are new this semester, you will leave this as \$0. New Student can input \$300

**Housing Deposit:** If you will be living on-campus, you can input \$100 for your housing deposit.

**Other:** Please input other payments such as outside scholarships here.

# PAYMENT PLAN SIGN UP (5-MONTH)

## Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall Tuition	<input type="text" value="0.00"/>	
Student Body Fee	<input type="text" value="0.00"/>	
Room and Board	<input type="text" value="0.00"/>	
Insurance (\$2,607 billed in fall only)	<input type="text" value="0.00"/>	
Lab/Material Fees	<input type="text" value="0.00"/>	
New Student Fee	<input type="text" value="0.00"/>	
Registration Fee	<input type="text" value="0.00"/>	
Fall Financial Aid		<input type="text" value="0.00"/>
Admissions Deposit		<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>
		<b>Setup fee: 75.00</b>
		<b>Balance: 0.00</b>
Optional down payment	<input type="text" value="0.00"/>	

Fill in the blanks with your estimated charges.

Take a screenshot of the numbers you use here! This will be good for future reference

Update Schedule

Click update schedule

# PAYMENT PLAN SETUP

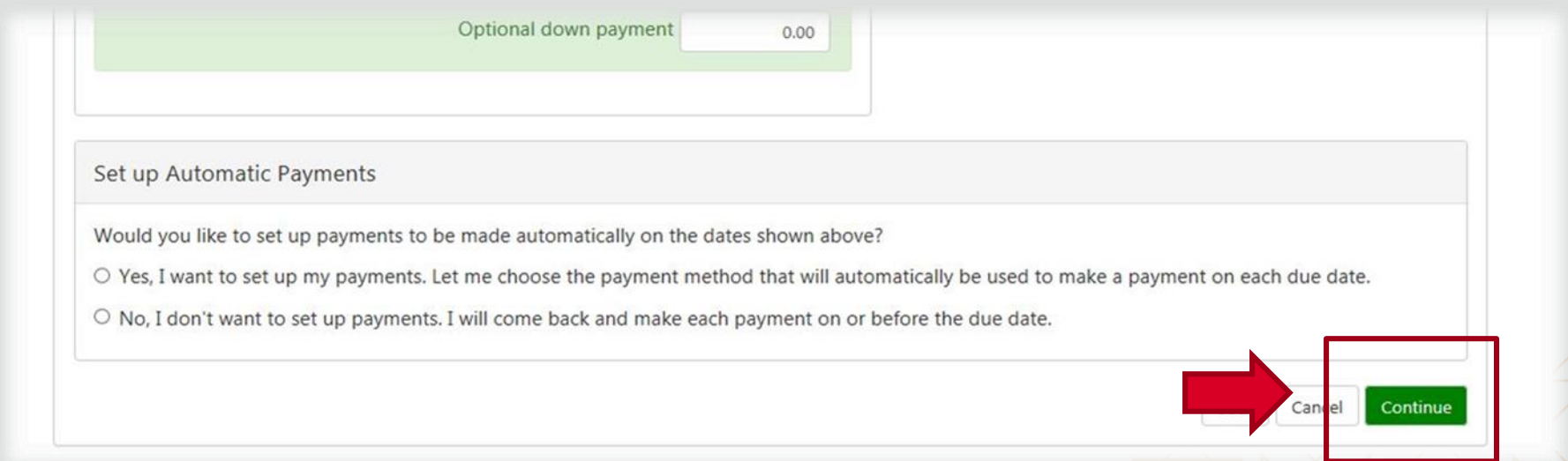
You will see on the right side of your screen that your installments are shown and broken up into installments.

Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Installment 1	6/15/22	3,000.00
Installment 2	7/15/22	3,000.00
Installment 3	8/15/22	3,000.00
Installment 4	9/15/22	3,000.00
Installment 5	10/15/22	3,000.00
<b>Total of installments:</b>		<b>15,000.00</b>
		<b>Total fees: 75.00</b>

Note! If you sign up after 6/15, your first installment will be due up front

# PAYMENT PLAN SETUP

8. You will then be asked if you would like to set up automatic payments. Please select yes or no.



Optional down payment

**Set up Automatic Payments**

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

A red arrow points from the right side of the form towards the 'Continue' button, which is highlighted with a red rectangular box.


# PAYMENT PLAN SET UP

9. You will then select “echeck” to make your payment. You will input your account number and routing number from your bank.

**\*\*Saint Mary’s Business Office uses echeck ONLY! There is no option to use any form of card\*\*\***

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount

Method 



# FINAL STAGE

10. You will click “confirm payment” and your payment will be processed.



# PAYMENT PLAN TIPS AND TRICKS

- The 5-Month Payment plan launches before the bill is officially posted, meaning you will need to create an estimate for the charges you will accrue
- If you are on the 4-month or 3-month plan, the bill will be officially posted by mid-July, so estimates will not be required
- Please note, the medical insurance is now being billed entirely in the fall semester for the entire school year. If families would like to waive out of the medical insurance they must do so before the start of the fall semester.



**THANK YOU!**

Questions? Comments? Concerns?

Call or email us!

925-631-4209

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