

Dining Dollars Optional Fee – Student Financials

Steps	Descriptions
1.0	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL User ID and password OR your 7-digit PeopleSoft ID and password.
2.0	From the Student Home page, select the Student Financials tile. <div data-bbox="203 682 1542 1407" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <p>The screenshot shows the Oracle Student Home interface. At the top, there is a navigation bar with the Oracle logo, a dropdown menu for 'Student Home', and icons for home, search, and user profile. Below the navigation bar is a grid of nine tiles:</p> <ul style="list-style-type: none"> Student Communication Center (person with pencil icon) UHS Acknowledgement Center (warning triangle icon) Student Announcements (person with 'i' icon) Student Center (calendar and person icon) Advising (pie chart icon) Personal Information (person with pencil icon) Financial Aid (person with graduation cap and money icon) Student Financials (bank building with money icon, highlighted with a red border) Academic Records (person with graduation cap icon) </div>

3.0

Once in Student Financials, the **Make a Payment** page will be loaded by default. Select the **Optional Fees** on the left side menu.

Student Financials Collection

Joe Richard Test

Balance Summary Charges Due payments Pending Financial Aid **Make a Payment** Payment Plans 1098T

Make a Payment

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

What I Owe		
Description	Outstanding Charges	Payment Amount
Online Payment	78.01	<input type="text"/>

How to Pay

*Pay By

Terms and Conditions

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

ELECTRONIC CHECK POLICY
I hereby authorize the University to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for 'Non-Sufficient Funds or any reasons, I understand that a return fee of \$20.00 will be applied to my account. In addition, I understand that if this electronic payment is returned, for any reason, after a fee payment deadline my account will be subject to appropriate late payment charges as the account will be considered unpaid.

REFUND POLICY
Cancellation Refund
If you cancel your registration by withdrawing from all your classes before the first official day of classes for any term, you are entitled to a full refund of tuition and refundable fees minus a \$15.00

I accept the above Terms and Conditions

Submit

4.0

The **Optional Fees** page is displayed. The **Dining Dollars optional fee** is available under the current open term. Select the appropriate semester.

The screenshot shows the 'Student Financials Collection' page for a student named 'Test, Joe Richard'. The page has a dark blue header with a 'Student Home' link and the user's name. A left sidebar contains navigation options: 'Charges Due', 'Make a Payment', 'Self Service 1098T', 'Account Balance', 'Payment Plans', 'Pending Financial Aid', 'Account Summary', 'Payment History', 'Optional Fees' (highlighted in green), and 'Fix Rate Tuition Select / View'. The main content area is titled 'Optional Fees' and includes a 'Select the optional fees term' section. Below this is a table with columns for 'Term', 'Academic Career', and 'Institution'. The table lists two terms: '1 Fall 2019' (highlighted with a red box) and '2 Summer 2019', both for 'GRAD' students at 'UH-Clear Lake'. A 'go to ...' dropdown menu is visible at the top right of the main content area.

Term	Academic Career	Institution
1 Fall 2019	GRAD	UH-Clear Lake
2 Summer 2019	GRAD	UH-Clear Lake

5.0

The **Dining Dollars optional fee** is displayed. Note that the initial value is **NONE** with Cost of **\$0.00**.
Select the magnifying glass  icon to see all valid values.

← Student Financials Collection

Test, Joe Richard

go to ... 

Optional Fees

Select Desired Optional Fees

Please select optional fees from the list below. Use the magnifying glass that appears next to the Valid Value, to view the Valid Value choices for that field. Click Save when you have finished making your optional fee selections.

Term	2090	Fall 2019	Academic Career	Graduate
	*Valid Value	Description	Cost	
1	NONE 	Dining Dollars Value	0.00	

Save

Return to Search

6.0

Select the desired **Dining Dollars amount** (ie. \$700.00).

[← Student Financials Collection](#)

Test, Joe Richard

go to ... [»](#)

Optional Fees

Select Desired Optional Fees

Please select optional fees from the list below. Use the magnifying glass that appears next to the Valid Value, to view the Valid Value choices for that field. Click Save when you have finished making your optional fee selections.

Term 2090 Fall 2019 Academic Career Graduate

*Valid Value	Description	Cost
1 NONE <input type="text" value="NONE"/>	Dining Dollars Value	0.00

Look Up Valid Value

Search by: Valid Value begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Valid Value	Description
1280	\$1280 Dining Dollars
2120	\$2120 Dining Dollars
700	\$700 Dining Dollars
NONE	NONE

Look Up Valid Value

Search by: Valid Value begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Valid Value	Description
1280	\$1280 Dining Dollars
2120	\$2120 Dining Dollars
700	\$700 Dining Dollars
NONE	NONE

7.0

The **Cost** changes from \$0.00 to the selected desired amount (ie. \$700.00). Choose the **Save** button.

← Student Financials Collection

Test, Joe Richard

go to ... ▾ »

Optional Fees

Select Desired Optional Fees

Please select optional fees from the list below. Use the magnifying glass that appears next to the Valid Value, to view the Valid Value choices for that field. Click Save when you have finished making your optional fee selections.

Term	2090	Fall 2019	Academic Career	Graduate
	*Valid Value	Description	Cost	
1	700 	Dining Dollars Value	700.00	

Save

Return to Search

8.0 The Dining Dollars optional fee is saved and added to your account.

<
Uhs Sf Grp Sum

Joe Richard Test go to ... ▼ >>

Balance
Summary
Charges Due
payments
Pending Financial Aid
Make a Payment
Payment Plans
1098T

Account Group Summary

Univ. of Houston-Clear Lake

Test,Joe Richard

Fall 2019

Charges

Business Unit 00759

Empl ID 0003569

Account Term 2090

Date Created 08/15/2019

Account Group Detail			
Description	Amount	Balance	Date Due
Meal Plans-Optional	700.00	700.00	08/23/2019

[Back to Account Term Summary](#)

For instructions to make a payment, go [here](#).