



PS 8.9 QUICK REFERENCE GUIDE

MAKE A PAYMENT

SELF SERVICE > STUDENT CENTER – MAKE A PAYMENT

This document will provide simple instructions for paying tuition charges via the SIS.

1. You may pay online using your Visa or Mastercard.
2. **Login to SIS**
3. Navigate to **Self Service > Student Center -- Make a Payment**.
4. At the **Specify Payment Details** page, **enter** the credit card information (**all fields on this page are required**) and **click** on **NEXT**.
5. At the **Specify Payment Amount** page:
 - To pay specific charges, **enter the amount you wish** to pay in the Payment Amount Column. **Click** on **Calculate Grand Total**. **Click** on **NEXT**.
 - To pay all outstanding charges, **click** on **Pay Charges**. **Click NEXT**.
 - Review the **Confirmation** page. If the information is accurate **Click** on **Submit**.
 - Be sure to **print** the **Payment Result page** for your records.

If you have been enrolled in another Virginia community college, you must change your institution to Thomas Nelson Community College under User Preferences to view your account and make a payment to TNCC.