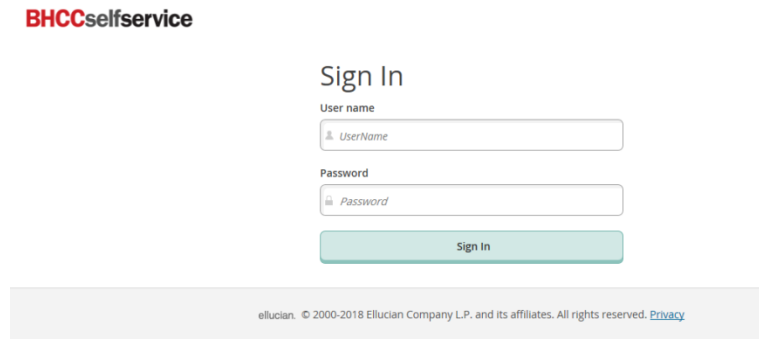


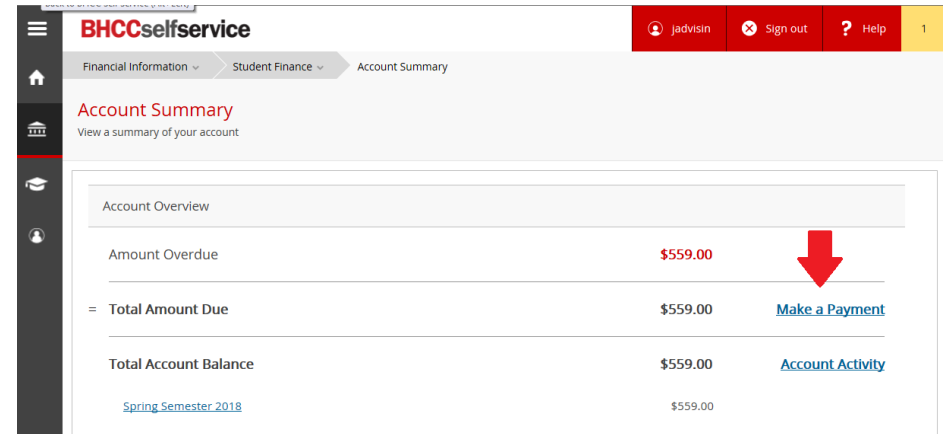
# To pay bill and or print bill and schedule:

Sign in to BHCCselfservice: <https://selfservice.bhcc.edu/Student> (link on BHCC homepage: bhcc.edu) using your User name and Password



The image shows the BHCCselfservice sign-in page. It features the BHCCselfservice logo at the top left. Below it, there is a 'Sign In' section with two input fields: 'User name' and 'Password'. The 'User name' field contains the text 'UserName' and the 'Password' field contains 'Password'. A green 'Sign In' button is positioned below the password field. At the bottom of the page, there is a footer with the text 'elucian. © 2000-2018 Elucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Click on **Make a Payment** to pay in full or to set up a payment plan:

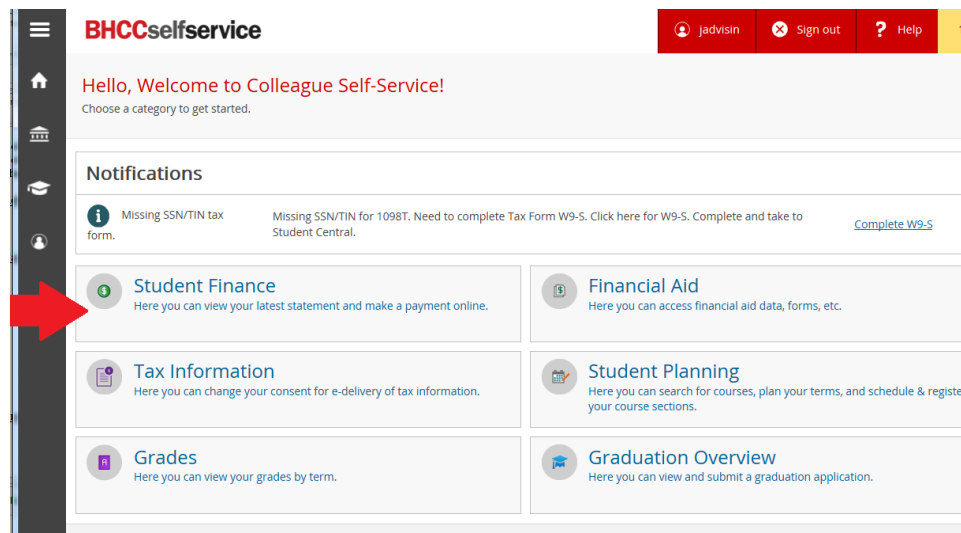


The image shows the BHCCselfservice 'Account Summary' page. The page title is 'Account Summary' with a subtitle 'View a summary of your account'. Below this, there is an 'Account Overview' section. A table displays account information:

Account Overview		
Amount Overdue	\$559.00	
<b>Total Amount Due</b>	<b>\$559.00</b>	<a href="#">Make a Payment</a>
<b>Total Account Balance</b>	<b>\$559.00</b>	<a href="#">Account Activity</a>
Spring Semester 2018	\$559.00	

A red arrow points to the 'Make a Payment' link next to the 'Total Amount Due' row.

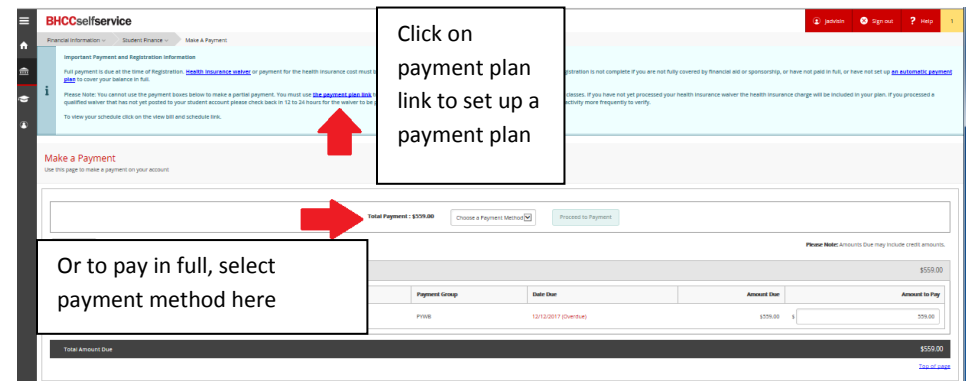
Click on **Student Finance**:



The image shows the BHCCselfservice home page. It features a navigation bar with 'jadvisin', 'Sign out', and 'Help' buttons. Below the navigation bar, there is a welcome message: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' A 'Notifications' section contains a message about missing SSN/TIN tax form. Below this, there are several category tiles:

- Student Finance**: Here you can view your latest statement and make a payment online. (A red arrow points to this tile.)
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.

To pay either click on **payment plan link** or to pay in full **Choose a Payment Method** and then click on **Proceed to Payment**



The image shows the BHCCselfservice 'Make a Payment' page. It features a 'Total Payment: \$559.00' and a 'Choose a Payment Method' button. Below this, there is a table with columns for 'Payment Group', 'Date Due', 'Amount Due', and 'Amount to Pay'. A red arrow points to the 'Choose a Payment Method' button. Another red arrow points to the 'Amount to Pay' column. A text box with a red arrow pointing to the 'Choose a Payment Method' button contains the text: 'Click on payment plan link to set up a payment plan'. Another text box with a red arrow pointing to the 'Amount to Pay' column contains the text: 'Or to pay in full, select payment method here'.

To print a copy of your bill and schedule, click on the current term (i.e. Spring Semester 2018)

**BHCCselfservice** | jadvisin | Sign out | Help | 1

Financial Information > Student Finance > Account Summary

### Account Summary

View a summary of your account

Account Overview

Amount Overdue	\$559.00	
<b>Total Amount Due</b>	\$559.00	<a href="#">Make a Payment</a>
<b>Total Account Balance</b>	\$559.00	<a href="#">Account Activity</a>
<a href="#">Spring Semester 2018</a>	\$559.00	

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Then you can print a copy:

**BHCC All Bills** Student Account Statement

Spring Hill Community College  
20 New Riverstone Ave  
Brentwood, TN 37027

Name: Joseph Anthony  
Student ID: 0714301  
Total Account: \$559.00  
Amount Overdue: \$559.00  
Term Amount Due: \$559.00  
Amount Overdue:

Please review your bill and schedule, along with your options.

Account Activity Summary: Spring Semester 2018

Charge	Amount
Tuition by Section	\$559.00
Fee	\$1.00
Text Charges	\$399.00
Spring Semester 2018 Release	\$399.00
<b>Total Account Due</b>	\$559.00
<b>Total Balance</b>	\$559.00

Class Schedule

Section	Course Title	Credits	Class	Days	Times	Classroom	Start/End Times
PHS-04-102	Writing Skills I	3.00	WR	4:00A-6:00 PM	10/22/18	10/22/18	9:00A-11:00A

Account Activity Details: Spring Semester 2018

Section	Course Title	Amount	Billing Cycle	Class	Status
PHS-04-102	Writing Skills I	\$559.00	3.00	WR	Open
<b>Total</b>		\$559.00			

Click on **View Bill and Schedule**:

**BHCCselfservice** | jadvisin | Sign out | Help | 1

Financial Information > Student Finance > Account Activity

### Important Payment and Registration Information

Full payment is due at the time of Registration. [Health Insurance waiver](#) or payment for the health insurance cost must be submitted at the time of registration if taking 9 or more credits. Your registration is not complete if you are not fully covered by financial aid or sponsorship, or have not paid in full, or have not set up [an automatic payment plan](#) to cover your balance in full.

Please Note: You cannot use the payment boxes below to make a partial payment. You must use [the payment plan link](#) to create a budget, and make a payment under the contract to secure your classes. If you have not yet processed your health insurance waiver the health insurance charge will be included in your plan. If you processed a qualified waiver that has not yet posted to your student account please check back in 12 to 24 hours for the waiver to be processed before setting up a payment plan. You may check your account activity more frequently to verify.

To view your schedule click on the view bill and schedule link.

### Account Activity

View your Financial Activity

Term: Spring Semester 2018 - Balance: \$559.00

[View Bill and Schedule](#)