

HUMBOLDT STATE UNIVERSITY

User Guide

Intent to Enroll Agreement

New student will be required to complete an Intent to Enroll Agreement prior to registering for any courses.

Completing the agreement from the student center “To Do List”, establishes that the student understands that they are assuming all financial obligations associated with registering for courses offered by the University.

The agreement also includes information related to the acceptance and obligation of financial aid and the ability to verify and update their current addresses.

A registration hold will be placed on their student account until the “Intent to Enroll Agreement” is completed.

Navigate to the “To DO List” on your student center and select the ‘Intent to Enroll Agreement” link

The screenshot displays the Student Task WorkCenter interface. On the left, a navigation menu includes a 'SEARCH FOR CLASSES' button, a 'Holds' section with an 'Intent To Enroll Hold' item and a 'details' link, a 'To Do List' section with an 'Intent To Enroll Agreement' item and a 'more' link, and an 'Advisor' section. The main content area is titled 'Student Task WorkCenter' and shows 'Task Details' for a student with ID 012638441. A 'Task Progress' bar is at 0% of 6 tasks. The task list includes: 'Financial Agreement' (marked with a red star), 'Financial Aid Responsibilities', 'Address', 'Phone', 'Authorization To Release 2020', and 'Complete Task' (marked with a red star).

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Read the Student Financial Agreement, select <Accept> an Save

Student Financial Agreement

Please review the financial agreement. Once reviewed, please select ACCEPT and SAVE to confirm your agreement. Then click NEXT to continue.

I understand that upon registering for classes at Humboldt State University, applicable tuition and fees will be charged, and I agree to pay such fees in accordance with the deadlines and policies.

- I understand that failure to pay may result in enrollment cancellation, delayed re-registration, late fees and/or a hold on my records and services.
- I understand that dropping courses or withdrawal from the University after the first day of classes may not constitute in reduce charges. I must adhere to the published deadlines and refund policy.
- If my payment is deferred pending disbursement of my financial aid, failure to receive such aid does not remove my financial obligation.
- I understand it is my responsibility to review my student center periodically for outstanding charges. I will also review my Humboldt State e-mail account as this is the official mode of communication from the university.
- I understand, and agree, that I will be liable for any collection or legal cost related to the collection of any unpaid charges and that the University may report the debt to a credit bureau.
- I consent to receive my annual IRS 1098-T Tuition Statement electronically from Humboldt State University. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by contacting Student Financial Services at (707) 826-4407 before the distribution of the 1098-T.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, the person may contact the Student Financial Services at hsu-cash@humboldt.edu

Accept

Date 10/13/2020

Save

In the top right corner of the screen, select <Next> to proceed

Home | Add to Favorites | Sign out

◀ Previous Next ▶ Exit

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Read the Financial Aid Responsibilities, select <Accept> an Save

Financial Aid Responsibilities

Please review the student financial aid responsibilities. Once reviewed, please select ACCEPT and SAVE to confirm your responsibilities. Then click NEXT to continue.

(If you are not receiving financial aid, click "accept" and "save" then "next" to move on.)

If you accept any financial aid, including loans, you have the responsibility to:

- read and understand all the information on the [Financial Aid website](#).
- complete all applications, documents and requests for information accurately and promptly. Intentional misrepresentation on an application for federal or state financial aid is a violation of law and a criminal offense subject to penalties.
- understand the [Satisfactory Academic Progress](#) policy as well as any time limits on aid, and to understand the consequences of not meeting such obligations.
- report any and all outside resources (such as scholarships, stipends, fee waivers, etc.) to the financial aid office.
- use the financial aid received only for expenses related to your education at HSU.

Accept

Date 10/13/2020

Save

On the top right corner of the screen, select <Next> to proceed to the next screen

Home | Add to Favorites | Sign out

◀ Previous Next ▶ Exit

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The student will also have the option of verifying their current address and make any updates. To update an address, select the <Edit> button.



Addresses

View, add, change or delete an address.

Address Type	Address		
Home	1 Rossow Road Residence Hall Arcata, CA 95519		
Mail	1 Harpst Street Arcata, CA 95519		

Add a new address

Update the information and then select <OK>

Intent to Enroll Agreement

Edit Address

Country United States [Change Country](#)

Address 1

Address 2

Address 3

City

State California

Postal

County

OK

Cancel

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Select the <Save> button

Addresses


Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

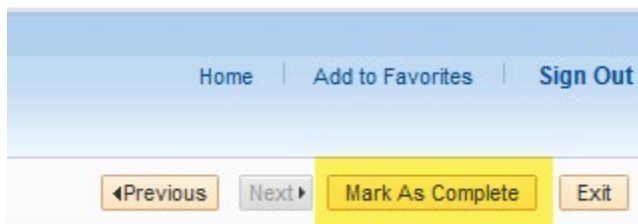
Change Address	Address Types
1 Rossow Road Residence Hall Arcata, CA 95519 Edit Address	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Mail * <input type="checkbox"/> Other <input type="checkbox"/> Other 2

Date changes will take effect

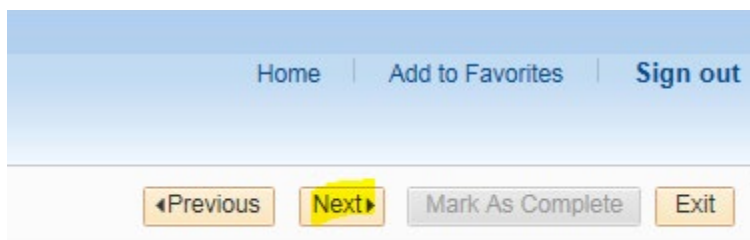
02/20/2019  (example: 12/31/2000)

[Save](#)

If the addresses are correct Select the “Mark As Complete” Button and then “Next”



Select the <Next> button on the top right corner of the screen.






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The student will also have the option of updating or verifying their current phone number. It is important to keep a current phone number so the University can reach you directly.

To update a phone, select the <Add a Phone Number> button.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.



*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	707/826-9999			<input checked="" type="checkbox"/>	
Home	707/826-1111			<input type="checkbox"/>	
				<input type="checkbox"/>	

Enter the phone type and number

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	707/826-9999			<input checked="" type="checkbox"/>	
Home	707/826-1111			<input type="checkbox"/>	



Add a Phone Number

Save

* Required Field

To delete a phone number, select the <Trash can> button

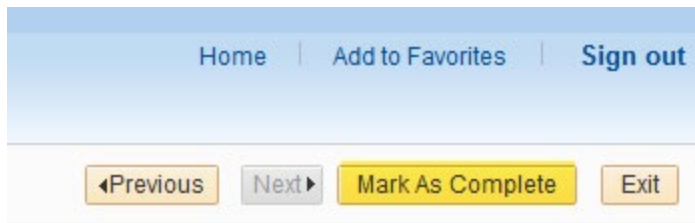
by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	707/826-9999			<input checked="" type="checkbox"/>	
Home	707/826-1111			<input type="checkbox"/>	

Select <SAVE>

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Select <Mark Complete> and then select <Next>



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*New in spring 2021, additional options in the Authorization to release**

Create an Authorization to Release

Your student records which are maintained by California State University, Humboldt are protected under the [Family Educational Rights and Privacy Act](#) (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing the Office of the Registrar and Admissions, Student Financial Services, Housing and Residence Life and the Financial Aid Office to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices.

Office of the Registrar and Admissions: may release course enrollment information, academic standing and admission status. The Office of the Registrar will not release grades, progress toward degree, advising notes, etc.

Student Financial Services: may release charges and payments information posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Housing and Residence Life: billing and account information, phone number, address information, Health/Psychological /Behavioral information.

Financial Aid and Scholarship Office: may release financial aid and scholarship information, including student account activity, awards and disbursements, and general enrollment and academic data related to your eligibility for financial aid.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name
- Create a 4 digit access code for the third-party designee and share it only with that person
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee *will be required to: identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee.* Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Student

ID

Authorized Records to be Released to

Find First 1 of 1 Last

*First Name *Last Name *Access Code Expiration Date

	*Department	*Records to Release	*Purpose of Release		
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

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You can designate a person (parent, guardian, etc.) to who HSU can speak with regarding your student account and records. Each designee authorization will have an expiration date. You can allow their access for up to 1 calendar year.

Authorization to Release your Record(s) to your Designee

Student Cesar Fernandez ID 012638441

Authorized Records to be Released to Find First 1 of 1 Last

*First Name Joe *Last Name Smith *Access Code 1234 Expiration Date

Calendar

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Save Cancel

Select the Department from the drop down field. You can choose what information you would like your designee to have access to, just select by the department options.

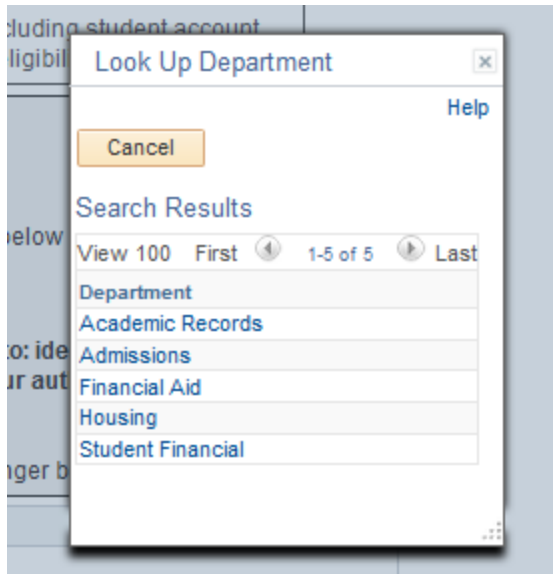
Authorized Records to be Released to Find First 1 of 1 Last

*First Name Joe *Last Name Smith *Access Code 1234 Expiration Date 10/01/2021

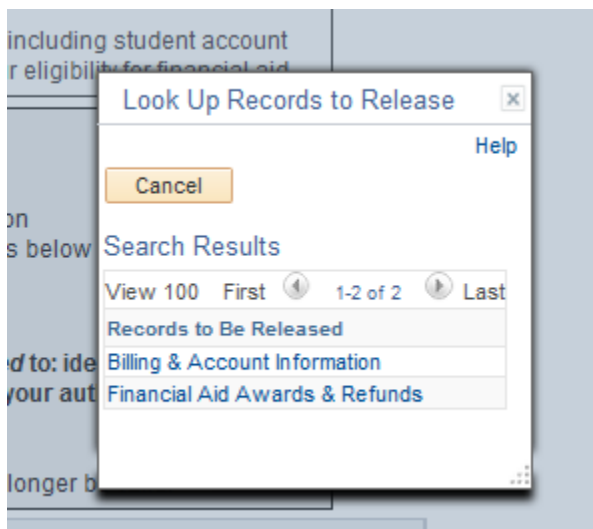
Personalize Find 1 of 1 Last

	*Department	*Records to Release	*Purpose of Release
1	Student Financial	Billing & Account Information	mom pays bill

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Select the Records to Be Release from the drop down menu. There are a few selections for each department



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Enter a brief reason why you would like your records release to you designee. This is a free text field.

Authorized Records to be Released to Find First 1 of 1 Last

*First Name *Last Name *Access Code Expiration Date + -

	*Department	*Records to Release	*Purpose of Release	
1	<input type="text" value="Student Financial"/>	<input type="text" value="Billing & Account Information"/>	<input type="text" value="mom pays bill"/>	i + -

ic data related to your eligibility for financial aid.

Message

Purpose (30200,241)

Please provide a short description of why you are releasing this information to your designee.

Examples would include: parent pays the bill, mom wants to know, financial assistance, tax information

ty designee may no longer be valid

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Select SAVE

Authorization to Release your Record(s) to your Designee

Student ID

Authorized Records to be Released to Find First 1 of 1 Last

*First Name *Last Name *Access Code Expiration Date

	*Department	*Records to Release	*Purpose of Release		
1	<input type="text" value="Student Financial"/> <input type="button" value="Q"/>	<input type="text" value="Billing & Account Information"/> <input type="button" value="Q"/>	<input type="text" value="mom pays bill"/>	<input type="button" value="i"/>	<input type="button" value="+"/> <input type="button" value="-"/>

If you would like to add an additional designee, or remove a designee select the <+> or <-> sign on the highlighted area below.

Authorization to Release your Record(s) to your Designee

Student ID

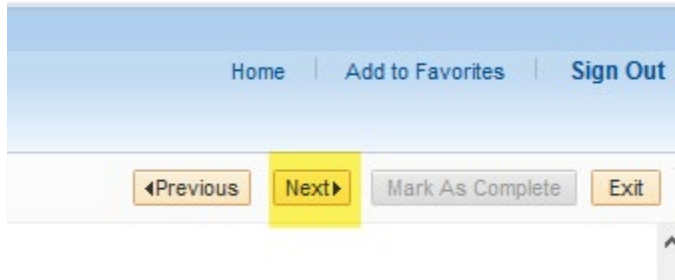
Authorized Records to be Released to Find First 1 of 1 Last

*First Name *Last Name *Access Code Expiration Date

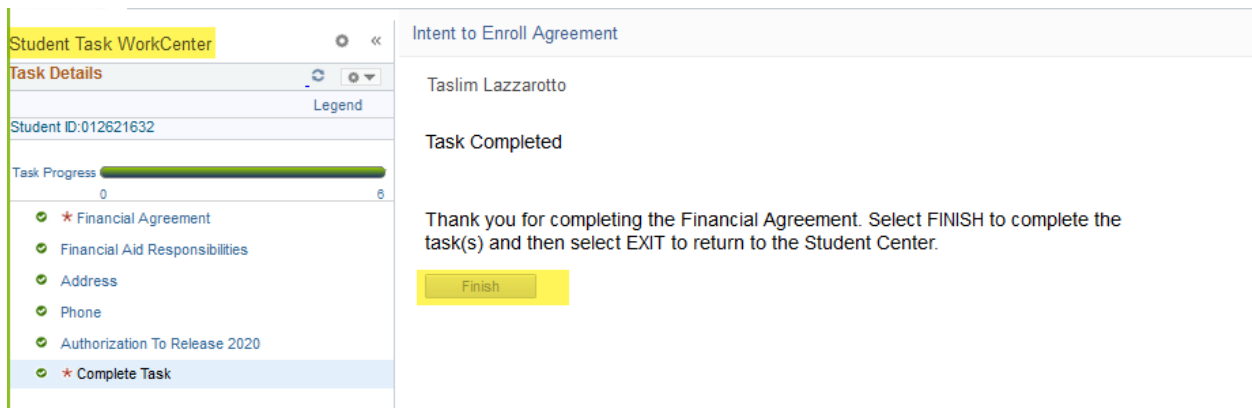
	*Department	*Records to Release	*Purpose of Release		
1	<input type="text" value="Student Financial"/> <input type="button" value="Q"/>	<input type="text" value="Billing & Account Information"/> <input type="button" value="Q"/>	<input type="text" value="mom pays bill"/>	<input type="button" value="i"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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When done adding designees, select the next button on the top right corner



Click the Finish button to complete the task. The Student Task Work Center will keep track of where you are in the process



Once the agreement has been completed, the registration hold will immediately be taken off the student account.