



You can pay online on C-N Connect, by mail, or by calling 865-471-3209 and paying by credit or debit card. You must have e-consented in order to pay online.

FALL 2018

Traditional Undergraduates can e-confirm **Aug 3rd** through **Aug 27th**

BEFORE YOU CAN CONFIRM

1. Log onto C-N Connect to view holds that will prohibit e-confirm. You must clear all holds before you can proceed.
2. Make any changes to your class schedule.
3. Pay your account balance or set up a payment plan at *PayPlan.OfficialPayments.com*
4. Go to C-N Connect via web page or (<https://connect.cn.edu>) and follow the e-confirm process. A demo is available on the C-N Connect student portal with easy step by step instructions.

If you are a first time (student loan) borrower at Carson-Newman, you must complete the on-line entrance counseling and sign the master promissory note at www.studentloans.gov before you can confirm your registration.

If you have a credit balance and want to use a book voucher to purchase your books, you will need to sign and return the Authorization Form. Forms are available online at the following link: <http://www.cn.edu/administration/treasurers-office/books-other-allowable-fees> (click on the student form).

UNABLE TO CONFIRM ONLINE?

You must confirm in person:

When: August 27th

Where: Ted Russell Hall – Room 209

Time: 9:00 a.m. to 6:00 p.m.

If you are on academic probation, contact Student Success to complete an Academic Recovery Plan *prior* to completing registration confirmation. If you need to settle a disciplinary issue or check on health records you should contact the appropriate office(s).

Important:

- **FAILURE TO CONFIRM YOUR ENROLLMENT BY 6:00 P.M. ON MONDAY, AUGUST 27TH MAY RESULT IN CANCELLATION OF AID AND DROP OF CLASS SCHEDULE.**
- If you confirm your Fall 2018 enrollment after **MONDAY, August 27th** late enrollment and registration fees of **\$25.00** will be charged to your account.
- Failure to attend class during the first week of the semester will result in administrative withdrawal from course(s) not attended. Students taking on-line classes must submit an assignment for each course on E-360 during the first week of class to be counted as attending. Any decrease in registered hours may impact student enrollment status and may result in the recalculation or cancellation of financial aid.
- Enrollment confirmation *must be* completed in order to activate your meal plan.