

ECU 2020 SUMMER SEMESTER - DATES AND DEADLINES

CLASSES BEGIN MONDAY, June 1, 2020.

Balances must be paid by June 5, 2020, or the student must have sufficient financial aid pending.

DUE DATE: Full payment of tuition and fees for all students is due **June 5, 2020**. This payment may be made online, in person, or by mail. Payments made in person must be received in the Bursar's Office no later than **4:30pm**. Payments from students receiving Title IV Financial Aid (DIRECT loans, PLUS loans, PELL, OTAG, SEOG) will be due on the published disbursement dates.

PAYMENT OPTIONS: Students may pay online with an electronic check or credit/debit cards via the student's MyECU portal or in person at the Bursar's Office with cash, money orders, cashier's checks, or personal checks. Online payments are processed by CASHNet® SmartPay, a company operated by Informed Decisions Corp. East Central University students who choose to pay their student account with a credit or debit card will incur a **2.75%** convenience fee (**4.75%** for international cards) for use of the service. The convenience fee covers charges assessed by credit card associations (VISA, MasterCard, American Express, Discover) for providing the service. Payments made with an electronic check incur no additional fees.

NOTE -- To avoid the convenience fee you may:

1. Pay in the Bursar's Office with a personal check, money order, cashier's check or cash.
2. Pay online with the electronic check payment option. (Allow 3 days to process)

LATE PAYMENTS: A **HOLD** will be placed on all past due accounts. A **HOLD** will prevent students from enrolling in future coursework and receiving an Official Transcript.

WITHDRAWALS and NON-ATTENDANCE: Students enrolled in the Summer 2020 semester who do not wish to be assessed charges must formally withdraw from the University by completing the following prior to **June 5, 2020**:

1. Notify the OFFICE OF ADMISSIONS AND RECORDS in writing via email (charlan@ecok.edu) or fax (580-559-5432)
2. Notify the STUDENT HOUSING OFFICE concerning your housing and meal plans.
3. Notify the FINANCIAL AID OFFICE if receiving any type of assistance.

ECU WILL NOT CANCEL an enrollment due to non-payment. Failure to withdraw from classes will result in money owed to the University for all institutional charges (**see Note 4**) even though the student does not attend.

FINANCIAL AID DISBURSEMENT: Title IV Financial Aid will be disbursed on or after **June 16, 2020**.

Other aid (cash scholarships, third-party grants, etc.) will be disbursed as it is received after this date.

Tuition, Fees, Housing and Meal costs, Fines, etc. are withheld from first available funds. This includes all types of Financial Aid, scholarships, and stipends.

Financial aid received in excess of all charges may result in a refund. Refunds are processed through BankMobile (formerly Higher One). You must have your refund preference set up one week prior to disbursement to prevent delays from BankMobile.

Dates of disbursement are subject to change.

NOTE 1: Students who receive state Vocational Rehabilitation assistance should report to their home Voc-Rehab Office. Assistance checks are direct mailed directly to students and should be presented to the Bursar's Office for payment of Institutional charges.

NOTE 2: Students receiving Bureau of Indian Affairs assistance should present their award letter to the Financial Aid Office.

NOTE 3: Scholarships or Student Teaching Awards should be presented to the Bursar's Office no later than **4:30pm June 5, 2020**, or the student may have to pay the entire amount.

NOTE 4: Institutional charges include Tuition, State and Auxiliary Fees, Housing and Meal Plan costs, Fines, and any other charges incurred by the student.

REFUND POLICY: Refund policy is established by Oklahoma State Regents for Higher Education. The last day for tuition refunds or cancellations for the Summer 2020 semester:

June 5 for 1st 4-week classes June 5 for 8-week classes July 1 for 2nd 4-week classes

WITHDRAWAL - RETURN OF TITLE IV FUNDS:

If a student receives financial aid assistance from a Title IV program (PELL, SEOG, OTAG, Stafford Loan or PLUS Loan), and withdraws from ECU prior to completing 60% of the semester, federal regulations require that the unearned funds be returned to the Title IV programs by the school and the student. The University charges the student for the amount of the funds returned to the Title IV programs by the University. The student **is responsible** for the amount refunded by the University and any student repayment to Title IV funds. After the 60% point of the semester, no refunds or repayments are calculated.

COLLECTION COSTS: All unpaid accounts are placed with a collection agency and are assessed all collection expenses.

Campus Technology

ECU Student Network Account allows you access to the following services:

1. Campus Network
2. Blackboard
3. Email
4. MyECU

How to obtain your Campus user name and password:

1. Access the Internet and go to the **ECU home page** (www.ecok.edu)
2. Click **Login** at the top of the web page and select **Password Reset** from the menu.
3. Enter your **Social Security number** and **Birth date** and click the **Reset Pass** button.
4. A screen will be displayed showing your *Campus user name* and *password* (The password is case sensitive and must be typed exactly as displayed.) If you can not get logged-in, contact the help desk at 580.559.5884 or helpdesk@ecok.edu

How to login to Student Email:

1. Access the Internet and go to the **ECU home page** (www.ecok.edu)
2. Click **Login** at the top of the web page select **Student Email** from the menu.
3. Enter your full email address (**username@email.ecok.edu**) and **Password**; click **Sign In**

How to access Student Information from MyECU:

1. Access the Internet and go to the **ECU home page** (www.ecok.edu)
2. Click on **Login** at the top of the web page select **MyECU** from the menu.
3. Enter your **user name** and **password**; click **Login**.
4. Click on the **Student** tab.
 - a. **Billing information**
 - b. **Grades**
 - c. **Student Schedule**
 - d. **Unofficial Transcript**
5. **Password Reset (on Current Student Page)**
Can be used to reset your network password and is instantaneous for all applications except student email which may take up to an hour to change
Contact the ECU Help Desk at 580.559.5884 for all other inquiries or help with information on this form.

Online (Web) Classes

If you are taking an online, blended or enhanced course from East Central University, it will be taught on Blackboard. Information on getting your user id, password and how to login is found at: http://ecok.libguides.com/cetl_students

Note: You will be able to access your online course on the first day of classes.

How to login to Blackboard:

1. Access the Internet and go to the **ECU home page**
2. Click on **Login** at the top of the web page then select **Blackboard** from the menu.
3. Enter your **User Name** and **Password** and click **Login**
4. After logging in, the first page displayed is called **My Blackboard**. The classes you can access are listed under the title **My Courses**.
5. Click on the name of a class to enter the class.

Textbooks for online classes

Textbooks and other course materials are available through the ECU Bookstore. Books should be ordered the week before classes begin if possible, for timely delivery.

Information needed to order books:

- Course name and number (ex. EDUC 5053)
- Section number
- Instructor
- Payment information

Payment options (books shipped when payment is received):

- Credit card
- Financial Aid (if you qualify for book charges (see Financial Aid office for more details)
- Check (please include phone and driver's license number)
- Money Order

Ways to order:

- Website www.ecubookstore.com
- Phone: 580-332-6347
- Fax: 580-332-6407
- Email: bookstore@ecok.edu

Shipping:

- All materials are shipped via UPS
- Physical address is required
- Shipping must be paid by credit card, money order, or check (even if charging books to financial aid)
- \$12.00 for first \$100; \$1.00 for each additional \$100
Books ordered by 2:00 pm (M-Fr) will be shipped same day; otherwise, shipped next business day.
- If you live in Oklahoma your books will usually arrive the next business day.

*Books for classes physically located on another campus must be ordered from the bookstore two business days before classes begin to be delivered to offsite locations. See your advisor for more information.

* At this time financial aid charges cannot be used through the website.