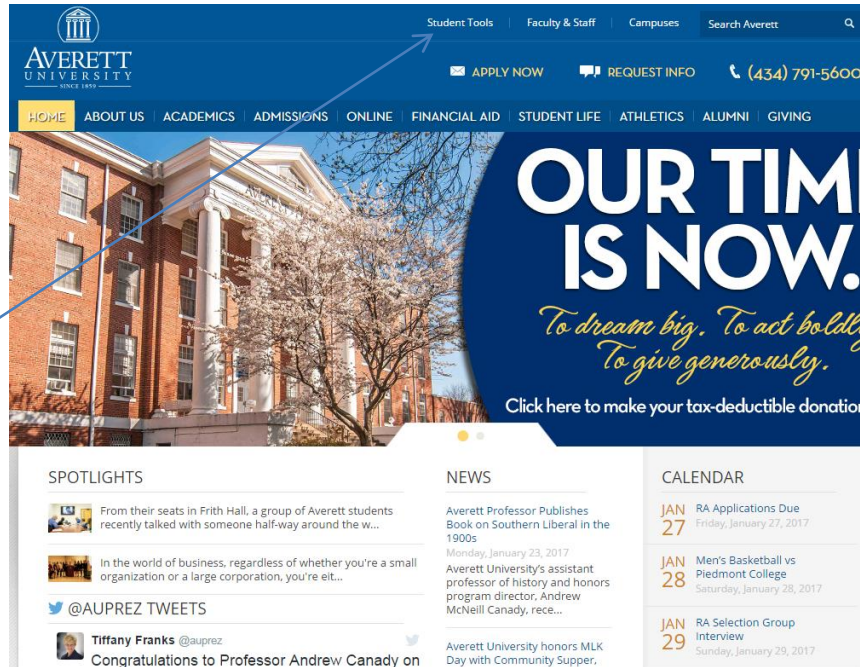
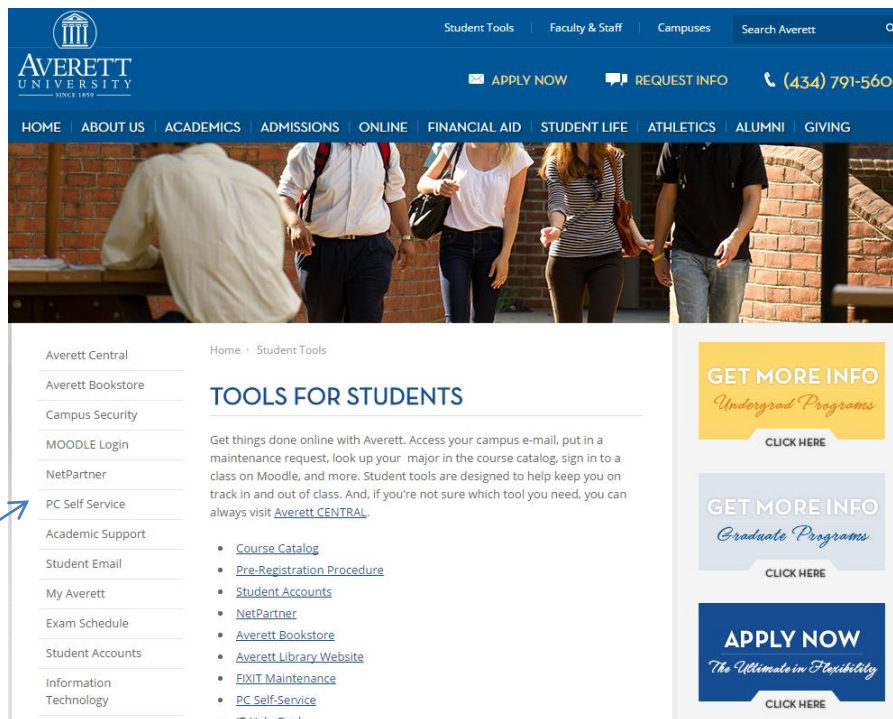


Walking a Student Through Making Commencement Fee Payment

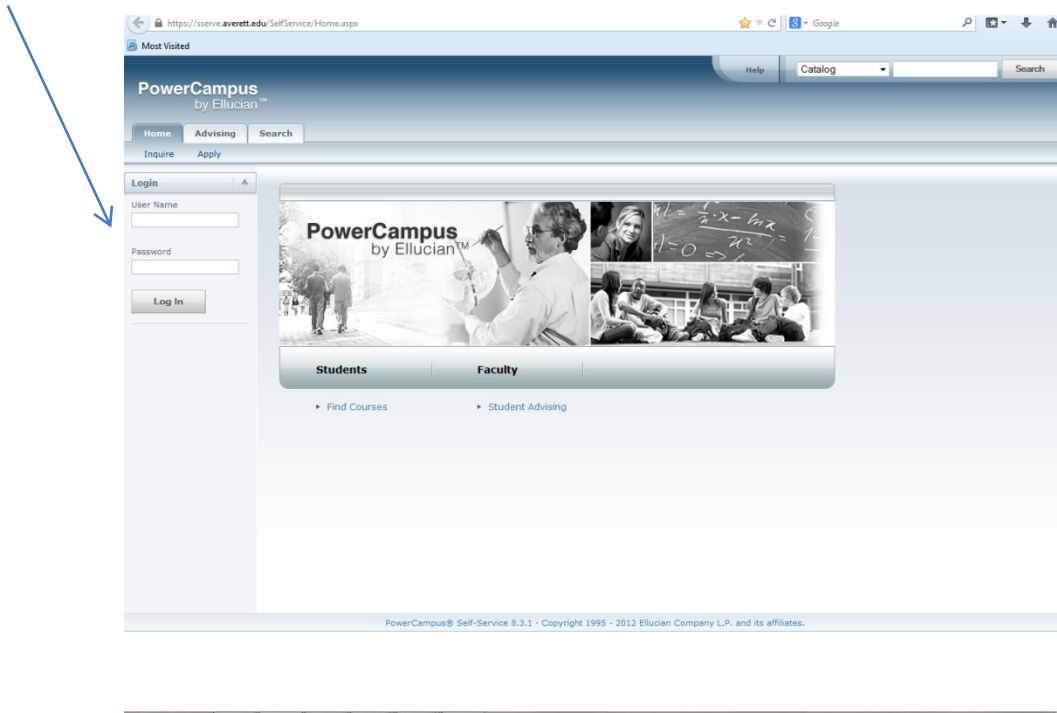
Go to www.averett.edu and hold your mouse over Student Tools..



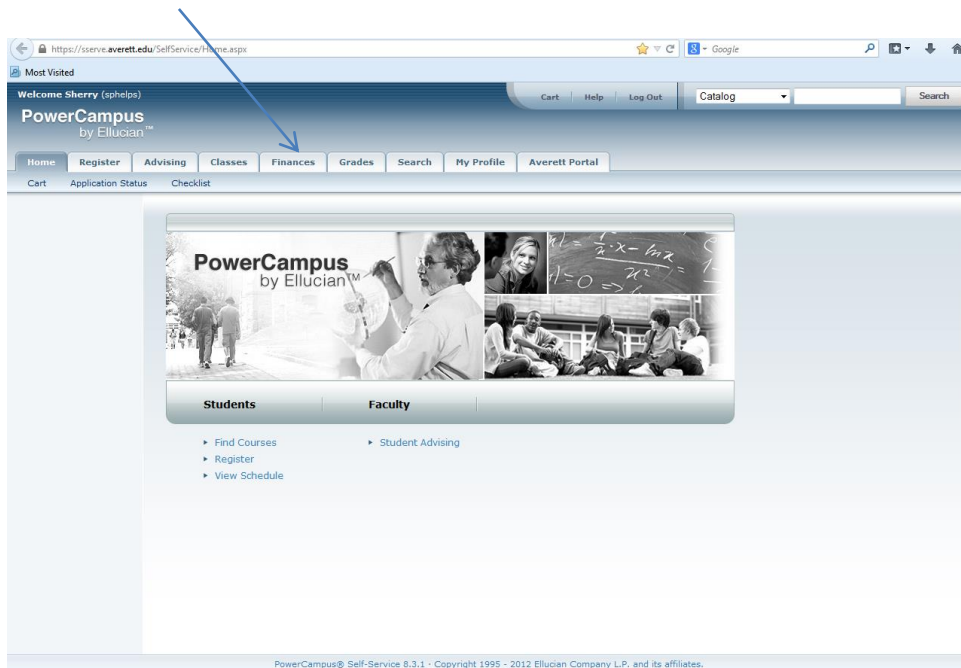
Click on PC Self Service on the Left Side of Screen



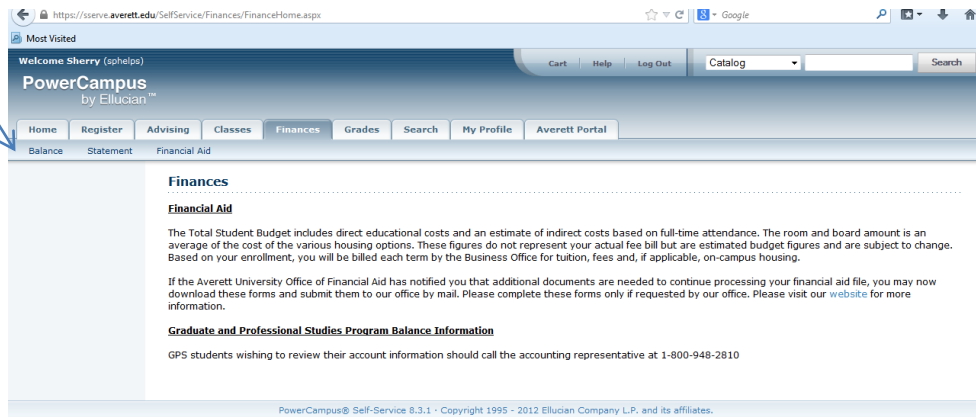
Now login with your username and password.



Click on the Finances tab.

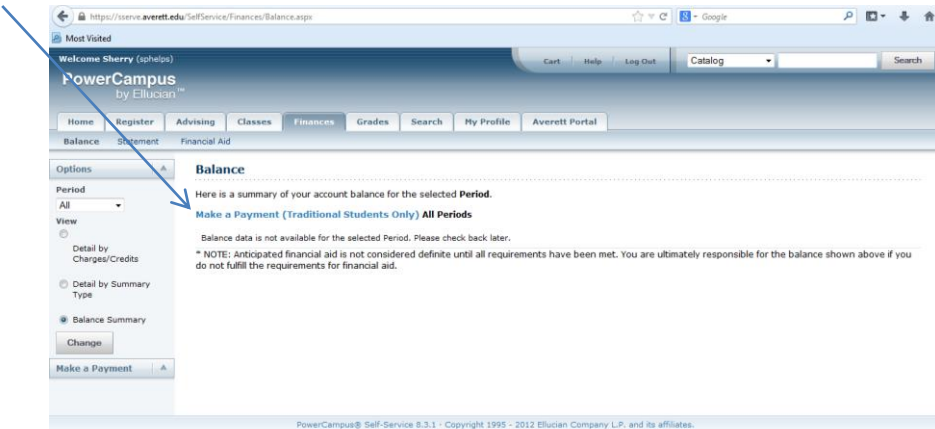


Now select Balance.



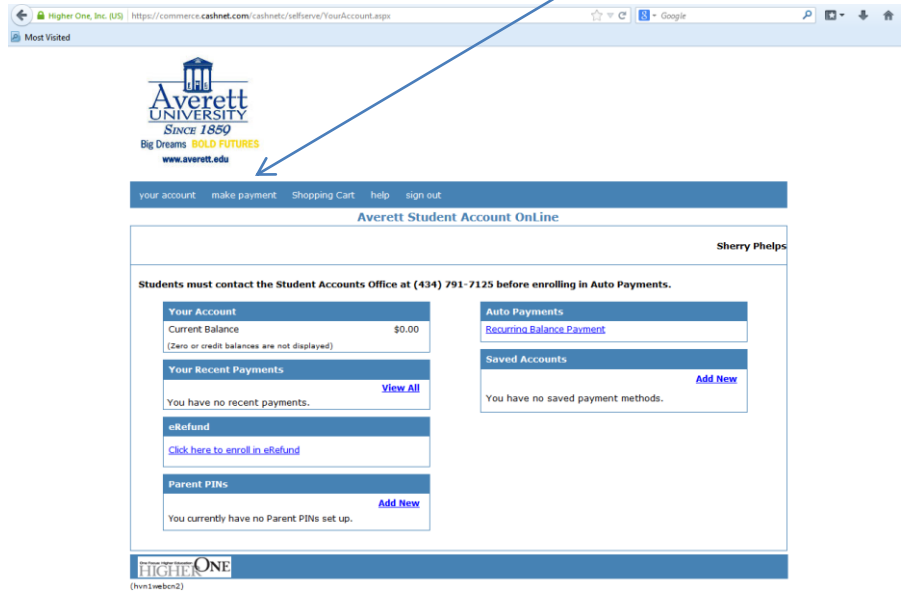
<https://serve.averett.edu/SelfService/Finances/FinanceHome.aspx>

Click on the Make a Payment link.

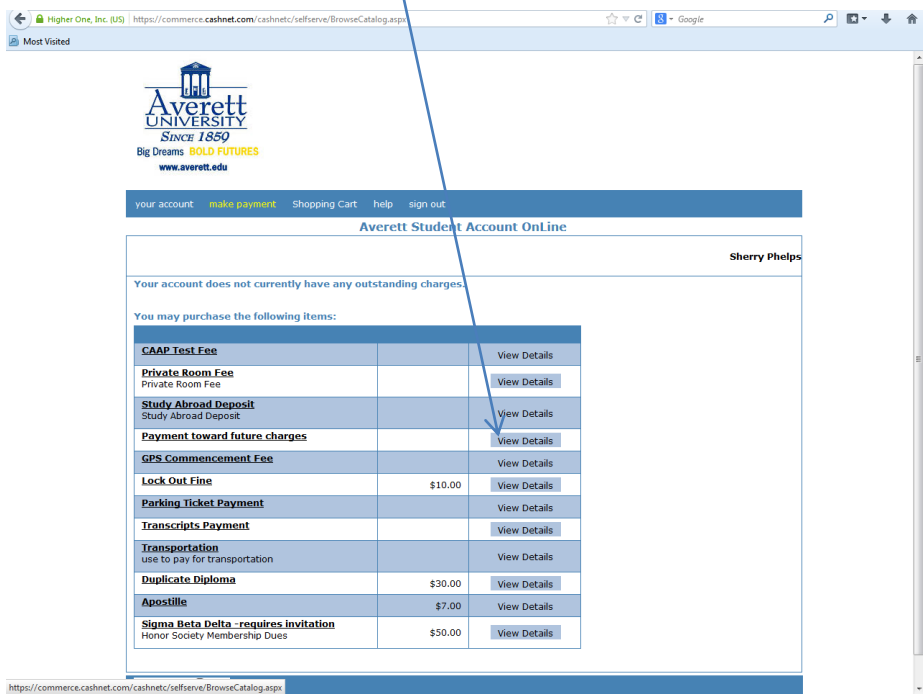


<https://serve.averett.edu/SelfService/Finances/Balance.aspx>

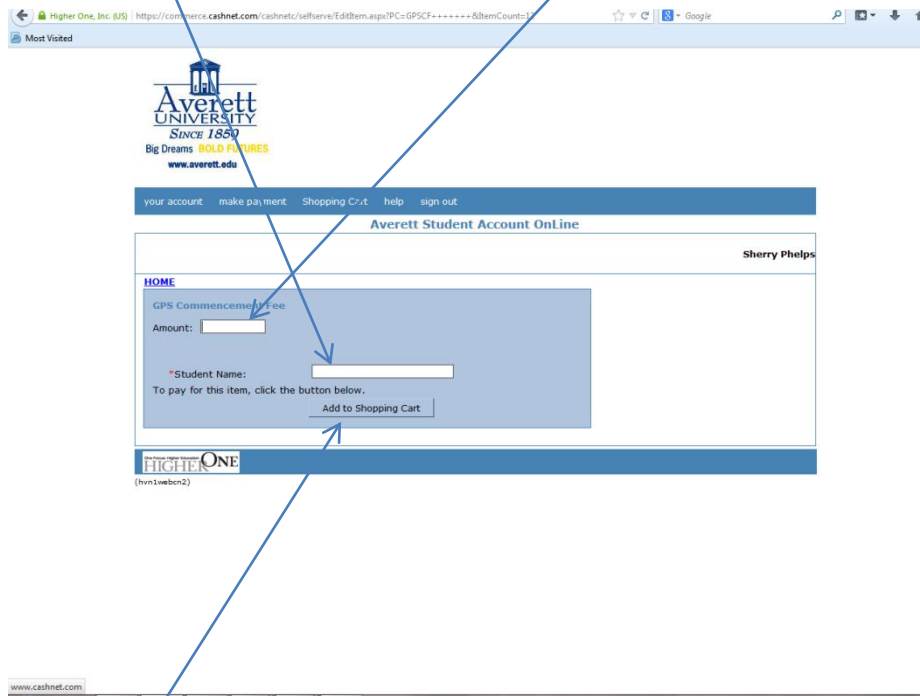
This will take you to the Cash Net site. Select Make a Payment again.



Select View Details of Towards Future Charges.



Now you must enter the commencement fee amount: \$125 if before deadline; \$150 if after the deadline. Also enter your name.



Click on Add to Shopping Cart. Now you will just proceed to checkout like you would do with any online shopping. You can choose to pay with a credit/debit card or an electronic check.