



# Paying for Your Education

Paying your bill, Refunds, Payment Plans, Manage Guest Access, Estimating your balance...

Our Staff is **HERE** to  
**HELP!**





# Business Office Staff

***Hailey Parkins*** – Accounting Clerk II

***Rachel Lahaye*** – Accounting Clerk II

***Tracy Sommerville*** – Director Of Business Services

Accountant – Starting in May



# Business Office Contact Information

***Phone:*** 308/432-6240

***Email:*** [businessoffice@csc.edu](mailto:businessoffice@csc.edu)

***Location –***

Crites Hall, Room 115

Monday through Friday

8 AM to 4 PM



# Business Office Website

## Business Office

Chadron State College's Business Office is dedicated to helping students and their families invest in their futures. A degree from CSC is an excellent investment that will help you succeed in life.

Billing and Payment

Payment Plans

Tuition and Fees

Accounting

### BUSINESS OFFICE

- Billing & Payment Information >
- Payment Plans >
- Housing Rates >
- Parking Information >
- Tuition and Fees >
- Accounting Business Office >

HOME / BUSINESS OFFICE

#### Location/Contact Information

Business Office  
Crites Hall, Room 115  
308-432-6240  
[businessoffice@csc.edu](mailto:businessoffice@csc.edu)

#### Hours

Monday - Friday  
8 a.m. - 4 p.m.

The Business Office will be closed for the following holidays:

- May 25, 2026 - Memorial Day
- June 19, 2026 - Juneteenth
- July 3, 2026 - Fourth of July Observed
- September 7, 2026 - Labor Day

[www.csc.edu/businessoffice](http://www.csc.edu/businessoffice)



# Billing & Payment Information

## Payment Deadlines – Fall 2026

Regular & First-Eight Week Sessions

**Wednesday, September 9, 2026**

Second Eight-Week Session

***Wednesday, November 11, 2026***

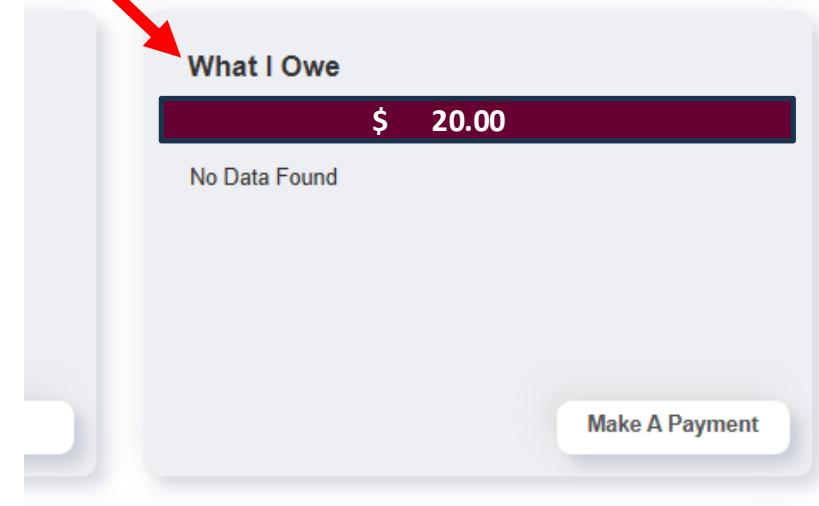
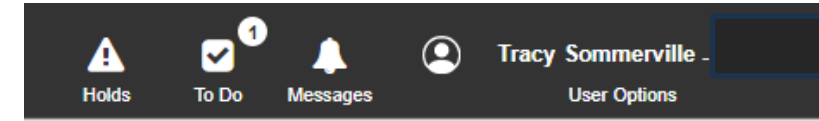


# General Account Information

*For Fall 2026, Electronic Bills will be available no later than July 15<sup>th</sup>, 2026 – email will be sent letting your student know its viewable!*

Paper billing statements **will be mailed** for first-time freshmen and for the **fall term only**.

It is the **student's responsibility** to check their account online and make payments or payment arrangements by the published payment deadline. For the Spring Semester, students will be notified via email when bills are ready. Students are responsible for payment, regardless of whether they access their account information in MyCSC.





# Financial Aid

Financial Aid will be disbursed during the second week of classes.  
Grants, Scholarships, Waivers, Loans, etc...

Make sure your student GOES TO CLASS! 😊

Make sure your student has all their items completed, including THANK YOU's!

If you are receiving Financial Aid and need assistance calculating the balance due before the disbursement, please contact the Business Office.



# MyCSC Dashboard

- Home >
- Enrollment >
- Academics >
- Financial Aid >
- Accounts >**
- Invoices & Billing
- Enroll In Direct Deposit
- View Tax Documents

## Student Services Center

[Check Eaglemail](#) | [Office 365](#) | [CSC Online Login](#) | [CSC Bookstore](#) | [CSC Housing Portal](#)

### MyCSC Up-To-Date

Watch for MyCSC updates, next steps, and more information from your student services

[Getting Started With MyCSC](#)

### Recent Communications

- [Student Loan Right to Cancel](#)
- [Spring Payment Reminder](#)
- [Late Fee Assessed](#)
- [Summer Payment Reminder](#)

Sign up for MyCSC text alerts

[Learn More](#)

### What I Owe

**\$0.00**

No Data Found

[Make A Payment](#)

### Calendar

### My Class Schedule

[Spring 2026](#) -

Enrolled Courses

Enrolled - Spring 2026

Regular Academic Session Jan 12 - May 08

Course	Title	Day/Time	Location	Credits	Instructor
CJ - 334 0100	CRIMINAL PROCEDURES	MWF 01:00PM - 01:50PM	ADM 323	3	Jessica Meyers
CJ - 431 0100	INSTITUTIONAL CORRECTIONS	MW 02:00PM - 03:15PM	ADM 320	3	Tracy Nobiling

### My Academic Plan

Degree  
Bachelor of Arts Degree

Plan  
Justice Studies: Criminal Just  
Creative Writing Minor

[Check Degree Audit](#)

[Questions](#)



# MyCSC Dashboard Invoices & Billing

- MyCSC
- Home
- Enrollment
- Academics
- Financial Aid
- Accounts**
  - Invoices & Billing
  - Enroll In Direct Deposit
  - View Tax Documents

## Accounts

Home / Invoices & Billing

CSC **Current Balance** \$0.00 **Eagle Account**

### Payment Due

No Data Found

[Make a Payment](#)

### Billing & Information

- [Payment Options](#)
- [Statements & Documents](#)
- [Payment Plan - Enroll/Pay](#)
- [Paying for College](#)

Select Term:

- Fall 2025**
- Fall 2024
- Fall 2023
- Fall 2022

### Account Activity

Fall 2024			Balance 0.00
Description	Last Activity Date	Amount	
Check Payment	08-21-2024	-20.00	

Fall 2026	Payment Due Date
Regular Session	September 9, 2026
Eight Week 1	September 9, 2026
Eight Week 2	November 11, 2026

**Balance at Other Institutions**  
No balances found at other Nebraska state colleges

**Contact Us**  
Business Office  
Crites Hall  
308-432-6240  
[businessoffice@csc.edu](mailto:businessoffice@csc.edu)

Questions



Phone: 800-242-3766  
or 308-432-6240  
Email: [businessoffice@csc.edu](mailto:businessoffice@csc.edu)

Business Office  
1000 Main St.  
Chadron, NE 69337

Invoice: CSC STU 0000123457  
Invoice Date: July 21, 2026

Amt Due: \$9,655.75

Eagle, Elmo  
1000 Main Street  
Chadron, NE 69337-2039

Invoice For: Eagle, Elmo  
Student ID: 12345678  
Prior Invoice ID: CSC STU 0000123456  
Prior Balance: \$0.00

\$ 9,655.75 Charges  
\$ (3,000.00) minus Financial Aid, etc  
\$ 6,655.75 Total Due

Invoice Items		
Item	Term	Amount
Tuition	Fall 2026	\$3,028.50
Fees	Fall 2026	\$1,342.25
150 Food Block Plan + \$250	Fall 2026	\$1,885.00
High Rise Single Room	Fall 2026	\$3,400.00
Prior Invoice Amt:		\$0.00
Total Due:		\$9,655.75

Anticipated Aid for Fall 2026			
Item	Aid Year	Career	Amount
Education Career Scholarship-3	2026	Undergrad	\$3,000.00
Total:			\$3,000.00

IF you have a (-) negative amount that means you should receive a refund...

\$ 9,655.75 Charges  
\$ (10,596.00) minus Financial Aid, etc  
\$ (940.25) Total Refund

\*\*\*For questions concerning this statement, please contact the Chadron State College Business Office at 800-242-3766 or 308-432-6240. The Business Office is located in Crites 115. Hours are 8:00 a.m. to 4:00 p.m. M.T., Monday through Friday.\*\*\*

\*PAYMENT DEADLINES FALL 2026\*\*\*  
Regular Session - September 9, 2026  
Eight Week 1 - September 9, 2026  
Eight Week 2 - November 11, 2026

\*\*\*If you have outside scholarships, athletic awards, RA waivers, Fine Arts waivers or federal financial aid, these will be posted to your account no earlier than the first day of the session start date.\*\*\*

# Breaking Down the Bill

## Enrollment Summary for Fall 2026

Course	Description	Section	Status	Units	Session	Career
MUS 101 1546	STUDENT RECITAL	0100	Enrolled	0	Regular Academic Session	UGRD
MUS 132 1580	THEORY II	0100	Enrolled	3	Regular Academic Session	UGRD
MUS 132L 1581	AURAL SKILLS II	0100	Enrolled	1	Regular Academic Session	UGRD
MUS 141 1582	MUSIC PATHWAYS	0100	Enrolled	2	Regular Academic Session	UGRD

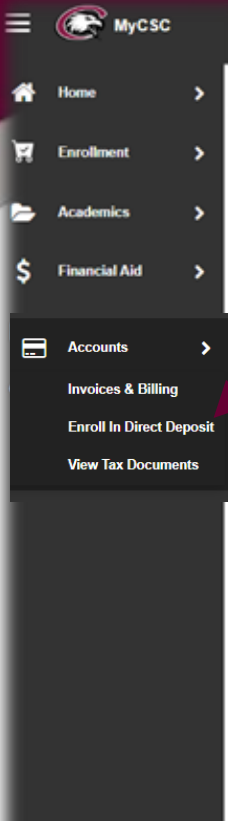


# MyCSC Dashboard Direct Deposit

## 3-5 Business Days

Direct deposit will expedite the receipt of refunds, which will be deposited into bank accounts within three to five business days after the refund processes, and can eliminate the possibility of lost checks through mailing or waiting in line at the Business Office.

To participate in direct deposit, log into MyCSC, navigate to the Accounts tab, and click the "Enroll in Direct Deposit." Students will receive email notifications, once the banking information has been entered, edited, or deleted.



## Paper Check: 7-10 Days

Routing Number\*

Account Number\*

**Important:** Your debit card number is not your account number

Verify Account Number\*

Account Type\*

Select One

Cancel Continue

### Direct Deposit

Your student refund will be directly deposited into a US financial institution if we have a valid bank account on record. To add or update bank account information, you will need the bank routing number, account number and the bank account type (savings or checking). Please note that bank account records will automatically be purged from the system when you are no longer enrolled at any of the Nebraska State Colleges (CSC, PSC or WSC) for three consecutive terms.

Add



# How Do I PAY my Bill?

The screenshot shows the MyCSC Student Services Center dashboard. At the top, there is a navigation bar with the MyCSC logo on the left and user information (Elmo Eagle - 39123181) on the right. Below the navigation bar is a sidebar menu with options: Home, Enrollment, Academics, Financial Aid, Accounts, and Advising Center. The main content area is titled "Student Services Center" and includes several widgets: "MyCSC Up-To-Date" with a "Getting Started With MyCSC" link; "Recent Communications" with a "Learn More" button; "What I Owe" showing a balance of \$0.00 and a "Make A Payment" button, which is highlighted by a red arrow; "My Class Schedule" with a "No Enrollment" status; and "My Academic Plan" with a "No Active Program" status. At the bottom right, there are "Questions" and "Feedback" buttons.

## Online Payment – My CSC Dashboard

- Credit/Debit Cards
  - Domestic debit/credit - 2.85%
  - International debit/credit card - 4.25% fee
- Electronic Check (eCheck)
  - Labeled as “New Bank Account.” A fee may be assessed
  - You will need your routing number and bank account number



# Payment Plans

CSC offers a payment plan designed to assist students and their families who may be unable to pay the full amount of the bill by the due date. The plan is interest-free and includes an enrollment fee each semester.

## FALL PAYMENT PLAN INFORMATION

- Maximum of 5 installments
- \$30 Enrollment Fee (due at time of Enrollment)
- Open Enrollment begins in July 2026.
- Due Date – 1<sup>st</sup> of each month – Beginning August 2026 and ending December 2026
- Final Enrollment Date: November 1<sup>st</sup>, 2026
- At the time of enrollment - \$30 plus first installment due
- **Must be enrolled before the session due date, if planning to use**



# In Office Payments

**Cash** (U.S. Currency)

**Check** (from a bank institution within the U.S.)

**Money Order/Cashier's Check** (from a bank institution within the U.S.)

Misc Payment Methods:

Third Party, please let us know ASAP...

529 Savings Plans

Military Benefits

Vocational Rehab

Employer Paid/Reimbursement

Wire Transfers



# Privacy

## Federal Guidelines

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Except to the extent that FERPA authorizes disclosure without your consent, your education records will only be disclosed with your consent. By granting access through **Manage Guest Access**, you authorize Chadron State College to disclose information from your education records in accordance with this consent. This consent remains in effect until revoked by you(student).



# Granting Guess Access

## Student Steps to Granting Access

Through this process the student will be able to select what options the Guest will have access to. They will choose with they may have access online or only in person:

- Personal Information – Phone Number, Address, Email Address, & To Do List
- Financial Aid – All Financial Aid Information & To Do List Items
- Student Accounts – Pay Bills, Account History, and 1098-T Forms
- Student Records – Grades & Class Schedules

The following information is needed to complete set-up

- Guest First & Last Name
- Guest Birthday (Optional)
- Guest Email

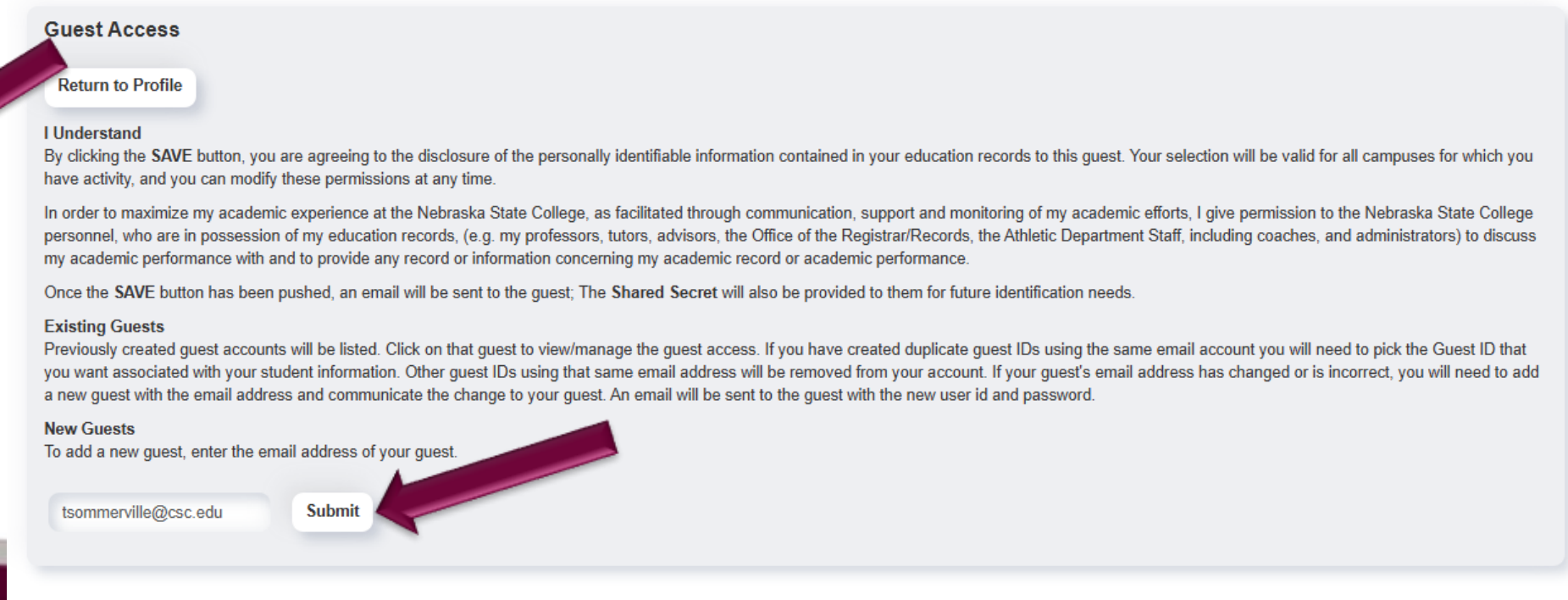
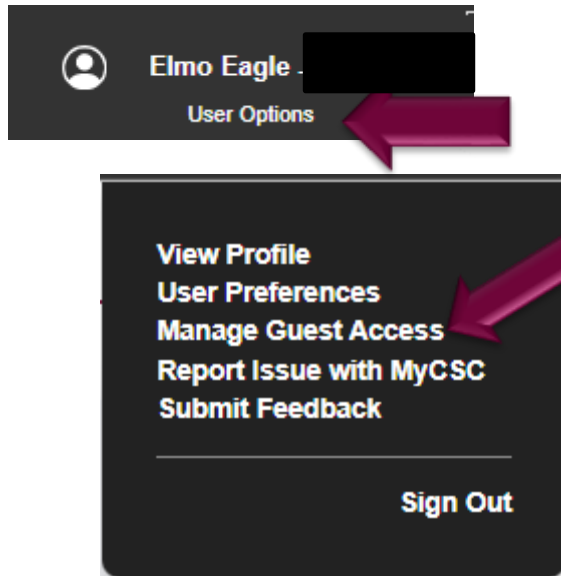
The screenshot shows a mobile application interface for a student named Eagle, Elmo. At the top, there is a blue header with a white user icon and the text "tap side bar for student list". Below the header, the student's name "Eagle, Elmo" is displayed. The main content area features four blue-tinted cards, each representing a different access category. Each card has a title, a brief description of the access, and a green checkmark with the word "Granted" at the bottom. The categories are: Personal Information (Access to addresses, phone numbers, email addresses, and student to-do lists), Financial Aid (Access to Financial Aid and student to-do lists), Student Accounts (Access to pay bills, account history and 1098T Forms), and Student Records (Access to class schedules and grades). At the bottom of the screen, the Nebraska State College System logo and name are visible.

Category	Description	Status
Personal Information	Access to addresses, phone numbers, email addresses, and student to-do lists.	Granted
Financial Aid	Access to Financial Aid and student to-do lists.	Granted
Student Accounts	Access to pay bills, account history and 1098T Forms.	Granted
Student Records	Access to class schedules and grades.	Granted



# Granting Guest Access

1. Click on “User Options”
2. Click on “Manage Guest Access”
3. Read through the information
4. Input the email of the person you’d like to grant access for.





# Guest Access

Select which information you'd like to share –

1. Personal Information – Phone Number, Address, Email Address, & To Do List
2. Financial Aid – All Financial Aid Information & To Do List Items
3. Student Accounts – Pay Bills, Account History, and 1098-T Forms
4. Student Records – Grades & Class Schedules

## My Profile

[Home](#) / [My Profile](#) / Manage Guest Access

### Guest Access

[Return to Profile](#)

Permissions for Tracy Sommerville - SP840841

Online ⓘ



In Person ⓘ



[Return](#)

Personal Information ⓘ

Financial Aid ⓘ

Student Accounts ⓘ

Student Records ⓘ

Shared Secret \*

SOAR EAGLES!

[Saved](#)

[Resend Email to tsommerville@csc.edu](#)

Your guest was sent an email from trueyou@nebraska.edu with a link that must be clicked to claim the account prior to logging in. If they did not receive this email or deleted it, click the [Resend Email](#) button. An email will then be sent to the guest email account.

[Resend Email](#)



### Guest Access

[Return to Profile](#)

#### New Guest Registration

andrewsommerville@icloud.com does not have a guest account. You can create one by completing the form below.

#### Guest First Name \*

Tracy

#### Guest Last Name \*

Sommerville

#### Guest Date Of Birth

[Save](#)

Once you have clicked “Saved” it will send an email with your guest account username - “SP123456”

If you have not had an account you will need to verify, if you already have an account, you can click the link to the corresponding school and proceed.



NeSISDoNotRespondTo@nebraska.edu

To: Tracy Sommerville



Tue 3/31/2026 10:29 AM

Your student, Elmo Eagle, has granted access or made a change to your Nebraska State College guest account (SP840841) for online viewing or in person conversations about their student information.

The student has entered the shared secret word or phrase listed below. This shared secret will be needed if “in person” discussions with campus personnel has been granted.

**Shared Secret:** SOAR EAGLES!

If you have claimed your guest account, you can proceed to log into the student’s campus dashboard to view the access that you have been granted by the student. If you have not claimed your guest account and do not have the email that was sent to you when your guest account was created, please ask your student to log into the campus dashboard and navigate to the Manage Guest page. From there they can resend the “Claim Guest Account” email to the address associated with your guest account.

#### Nebraska State Colleges

- CSC – [mycsc.nebraska.edu](http://mycsc.nebraska.edu)
- PSC – [mypsc.nebraska.edu](http://mypsc.nebraska.edu)
- WSC – [wildcatsonline.nebraska.edu](http://wildcatsonline.nebraska.edu)

# Guest Access

[Reply](#)

[Forward](#)



tap side bar for student list

Eagle, Elmo

**Personal Information**  
Access to addresses, phone numbers, email addresses, and

**Financial Aid**  
Access to Financial Aid and student to-do lists.

**Student Accounts**  
Access to pay bills, account history and 1098T Forms.

**Student Records**  
Access to class schedules and grades.

# Guest Access

## Student Guest Dashboard

CSC

Student Balance

\$0.00

Eagle Account



**Billing & Information**

- Make a Payment
- Statements & Billing
- Account Activity
- Tax Documents

**Financial Aid**

View Financial Aid



**Student To Do**

View To Dos 2

**Student Grades**

View Student Grades

**Related Links**

- CSC Home
- Student Academic Calendar
- Academic Programs
- Admissions Office
- Business Office
- Paying For College
- Campus Directory
- Start/Financial Aid Office
- Housing & Residence Life
- Records Office

View Enrollment Term: Spring 2026 Summer 2026 Fall 2026

**Classes**

Enrolled - Spring 2026

Course	Title	Day/Time	Location	Credits	Instructor
CJ - 334 0100	CRIMINAL PROCEDURES	MWF 01:00PM - 01:50PM	ADM 323	3	Jessica Meyers
CJ - 431 0100	INSTITUTIONAL CORRECTIONS	MW 02:00PM - 03:15PM	ADM 320	3	Tracy Nobiling
CJ - 434 0100	SENIOR SEMINAR IN CRIM JUSTICE	MWF 09:00AM - 09:50AM	ADM 328	3	Jessica Meyers
CJ - 438 0100	COMPARATIVE CRIMINAL JUSTICE	MWF 11:00AM - 11:50AM	ADM 328	3	Tracy Nobiling
ENG - 399A 0100	CREATIVE WRITING:NONFICTION	W 05:00PM - 07:50PM	ADM 101	3	Markus Jones

*Total Credits 15*

**Student Information**

Chadron, NE 69337 USA



My Account

Overview

Payment Plans

Make a Payment

Transactions

Help

Sign Out



**Elmo Eagle**

Chadron State College

Balance

**\$0**

### Summary

Your account does not currently have any outstanding charges.

### Payment plans

[View](#)



#### Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

### Available items

[View all](#)

[Make a payment](#)

[View balance](#)



Business Office  
1000 Main St.  
Chadron, NE 69337

Phone: 800-242-3766  
or 308-432-6240  
Email: [businessoffice@csc.edu](mailto:businessoffice@csc.edu)

Invoice: CSC STU 0000123457  
Invoice Date: July 21, 2026

Amt Due: \$9,655.75

Eagle, Elmo  
1000 Main Street  
Chadron, NE 69337-2039

Invoice For: Eagle, Elmo  
Student ID: 12345678  
Prior Invoice ID: CSC STU 0000123456  
Prior Balance: \$0.00

Student Guest Dashboard

CSC

Student Balance

\$0.00

Billing & Information

Make a Payment

Statements & Billing

Account Activity

Tax Documents



Invoice Items		
Item	Term	Amount
Tuition	Fall 2026	\$3,028.50
Fees	Fall 2026	\$1,342.25
150 Food Block Plan + \$250	Fall 2026	\$1,885.00
High Rise Single Room	Fall 2026	\$3,400.00
Prior Invoice Amt:		\$0.00
<b>Total Due:</b>		<b>\$9,655.75</b>

Anticipated Aid for Fall 2026			
Item	Aid Year	Career	Amount
Education Career Scholarship-3	2026	Undergrad	\$3,000.00
<b>Total:</b>			<b>\$3,000.00</b>

\*\*\*For questions concerning this statement, please contact the Chadron State College Business Office at 800-242-3766 or 308-432-6240. The Business Office is located in Crites 115. Hours are 8:00 a.m. to 4:00 p.m. M.T., Monday through Friday.\*\*\*

\*PAYMENT DEADLINES

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Eight Week 1 - September 9, 2026  
Eight Week 2 - November 11, 2026

\*\*\*If you have outside scholarships, athletic awards, RA waivers, Fine Arts waivers or federal financial aid, these will be posted to your account no earlier than the first day of the session start date.\*\*\*

Enrollment Summary for Fall 2026						
Course	Description	Section	Status	Units	Session	Career
MUS 101 1546	STUDENT RECITAL	0100	Enrolled	0	Regular Academic Session	UGRD
MUS 132 1580	THEORY II	0100	Enrolled	3	Regular Academic Session	UGRD
MUS 132L 1581	AURAL SKILLS II	0100	Enrolled	1	Regular Academic Session	UGRD
MUS 141 1582	MUSIC PATHWAYS	0100	Enrolled	2	Regular Academic Session	UGRD



Student Guest Dashboard

CSC

Student Balance  
\$0.00

Billing & Information

- Make a Payment
- Statements & Billing
- Account Activity
- Tax Documents

# Account Activity



## Student Accounts

[Home](#) / Account Activity

CSC

Student Balance  
\$0.00

Eagle Account

- [Spring 2026](#)
- [Fall 2025](#)
- [Summer 2025](#)
- [Spring 2025](#)
- [Fall 2024](#)
- [Spring 2024](#)
- [Fall 2023](#)
- [Summer 2023](#)
- [Spring 2023](#)
- [Fall 2022](#)

### Account Activity

Spring 2026			Balance 0.00
Description	Last Activity Date	Amount	
Student Refund - Electronic	01-20-2026	104.23	
Community Scholars - 3	01-19-2026	-500.00	



### Student To Do

[View To Dos](#)

2

### Student Grades

[View Student Grades](#)

### Related Links

[CSC Home](#)

[Student Academic Calendar](#)

[Academic Programs](#)

[Admissions Office](#)

[Business Office](#)

[Paying For College](#)

[Campus Directory](#)

[Start/Financial Aid Office](#)

[Housing & Residence Life](#)

[Records Office](#)

### To Do - Financial Aid

#### **i** CSC-FAFSA 2026-2027

As of October 1, 2025, students can complete their 2026-2027 FAFSA using their 2024 tax information. Please complete your FAFSA by October 1, 2025. By completing the 2026-27 FAFSA you are applying for financial aid for Fall 2026, Spring 2027, and Summer 2027.

If you have any questions feel free to contact START at [start@csc.edu](mailto:start@csc.edu).

### To Do - Student

#### **+** Summer Graduation Application

The graduation application for Summer 2026 is open. If you are planning to graduate in the summer, please make sure you have completed all requirements. Please complete and submit this form no later than April 7, 2026. If you are not planning on graduating in the summer, do not fill out this application.

[Summer 2026 Graduation Application](#)

### Student Records

[Home](#) / [Student Grades](#)

#### View Grades

Fall 2026

Career: Undergraduate

Course	Catalog Number
CJ	338
CJ	441
CJ	444

Title
COMMUNITY CORRECTIONS
ETHICAL ISSUES IN CRIM JUSTICE
FORENSIC STUDIES II

Course Grade
TBA
TBA
TBA

Current GPA: TBA Academic Standing:

Current GPA: TBA Academic Standing:

Course	Grade
CJ	TBA
CJ	TBA

Course	Grade
FORENSIC STUDIES II	TBA
ETHICAL ISSUES IN CRIM JUSTICE	TBA

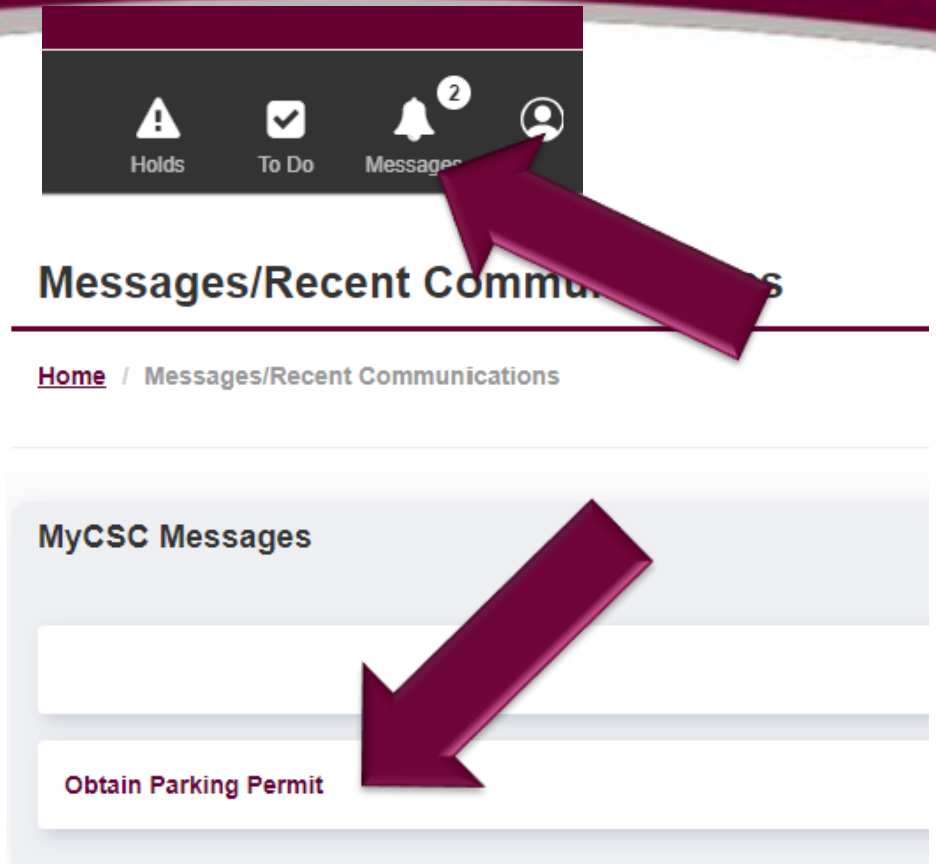
Course Grade
TBA
TBA

Related Links: These items take the students to each of the departments' websites.



# Parking Permit

- 1<sup>st</sup> Permit “FREE.”
  - 2<sup>nd</sup> or additional ones - \$20
- Must fill out an application before August 17, 2026
- Living on Campus?
  - Students will receive at their Floor Meeting during Move-In Days
- Living Off Campus?
  - Stop by the business office after August 19, 2026, to pick up yours.
  - Please allow 24 hours to process before coming to pick up your permit



- Information Needed for Application
  - Make, Model, Year, Color, Plate, and State Issued



# Funding & Paying for Your Education CHECKLIST

- Complete FAFSA
  - Accept all Financial Aid items
  - Complete scholarship thank-you notes
  - Complete all To-Do items on MyCSC Dashboard
- 
- Set up Direct Deposit
  - Review the bill and make a plan to pay
  - Set up Payment Plan (if needed)
  - Manage Guest Access



# CONTACT US – We are here to help you!

Location –

Crites Hall, Room 115

Monday thru Friday

8 AM to 4 PM

## **Business Office**

Phone: 308.432.6240

Email: [businessoffice@csc.edu](mailto:businessoffice@csc.edu)



# QUESTIONS?

