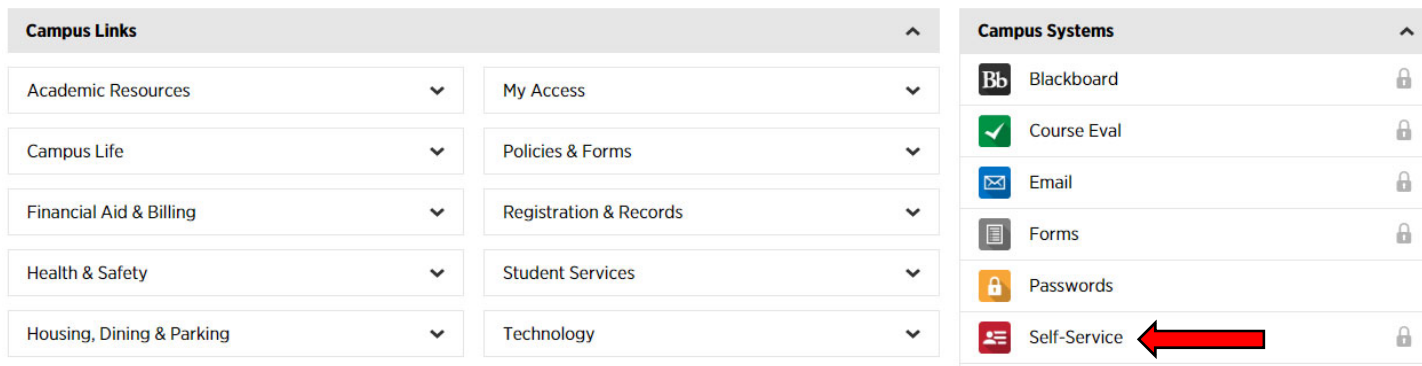


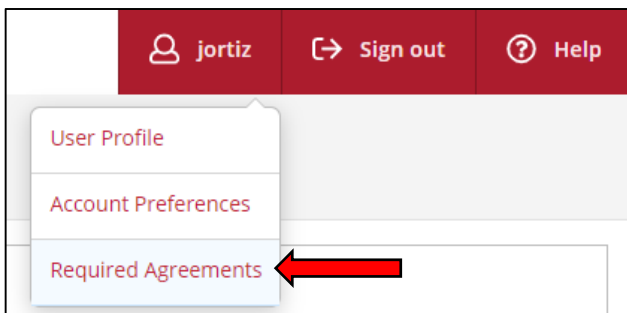
Financial Responsibility Acknowledgement

Students are required to read and accept the financial responsibility acknowledgement prior to each registration period, which is typically in November and April of each academic year. Failure to do so will result in your registration being blocked. Please follow the steps below to access and agree to the financial responsibility acknowledgement through Self-Service.

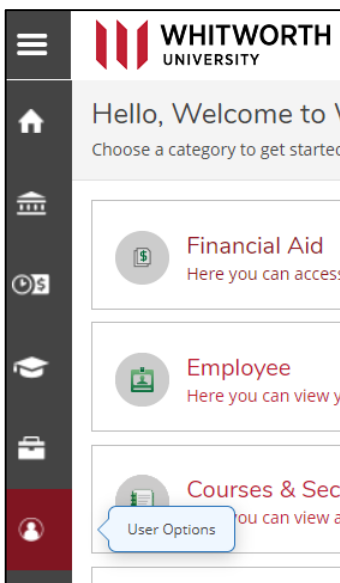
1. Access Self-Service by going to Pirate Port and clicking on the Self-Service link under “Campus Systems”.



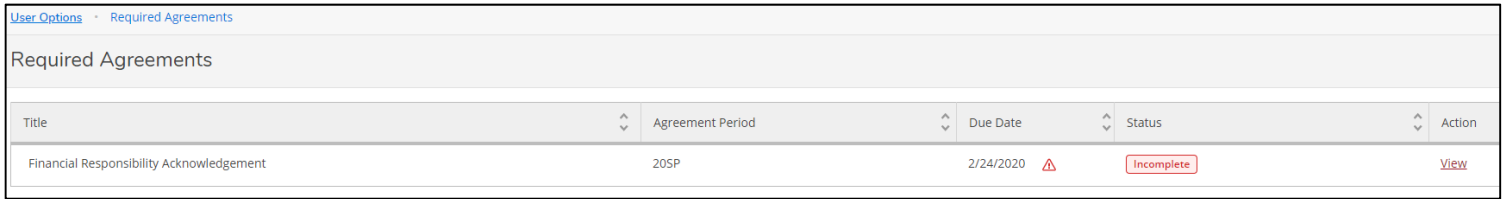
Once in Self-Service, click on your user name on the top right corner of the screen and then click on “Required Agreements”.



You can also access “Required Agreements” by clicking on the user options menu on the left side of the screen, as seen below.




2. Once you click on “Required Agreements”, you should see the financial responsibility acknowledgement with an agreement period of the current term along with a due date and a status.



Title	Agreement Period	Due Date	Status	Action
Financial Responsibility Acknowledgement	20SP	2/24/2020	Incomplete	View

NOTE: The due date will always be the final day of the registration period. In order to register for courses, you will need to read and agree to the agreement before you register. Once the due date has passed, you will still be required to read and agree to the agreement in order to proceed with any registration.

3. Click on “view” in order to see the details of the financial responsibility acknowledgement.



Due Date	Status	Action
2/24/2020	Incomplete	View

4. Once you have read the details of the financial responsibility acknowledgement, click on “I Agree” at the bottom of the agreement in order to change the status from “incomplete” to “complete”.



5. After you have clicked on “I Agree”, you will see a prompt on the top right corner asking if you would like a copy of the agreement. You can choose to print the agreement but it is not required. You will always have a copy of the financial responsibility acknowledgement details by accessing the agreements page using steps 1 and 2.

