

Dear Student,

Welcome to West Virginia Wesleyan College! We are pleased you've decided to join our campus community. Please read this entire document, as it contains important information about your financial student account.

<b>Payment Due Dates</b>	<b>Fall term</b>	July 15th
	<b>Spring term</b>	January 1st
	<b>All other terms</b>	10 days prior to start date

*Billing notifications are sent to the student's WWC email address*

<b>Payment Options</b>	<b>Payment in full by due date</b>	<ul style="list-style-type: none"> <li>• <b>Credit/debit cards</b> (2.85% processing fee, subject to change) are accepted through Self-Service</li> <li>• <b>E-check</b> (\$1.00 processing fee – subject to change) is available through Self-Service</li> <li>• <b>Cash is accepted only in person</b> – please do not mail cash</li> </ul>
	<b>Monthly payment plan</b>	<p>Starting July 1st, visit <a href="http://selfservice.wvc.edu">selfservice.wvc.edu</a> to enroll. Please see the "How to Enroll in a Payment Plan" guide at <a href="http://wvc.edu/student-accounts/">wvc.edu/student-accounts/</a></p> <ul style="list-style-type: none"> <li>• Students must enroll in a plan every semester</li> <li>• 4 or 5-month payment plan options are available</li> <li>• Automatic payments begin on August 1st &amp; January 1st</li> <li>• Monthly payments may be made via credit/debit card or e-check</li> </ul> <p><b>Enrollment should be completed before July 15th and January 1st</b></p>
	<b>Private or Parent Loan</b>	Please contact the Office of Financial Aid at <b>304.473.8080</b> for lending options



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## Billing Packet

Accessible online at [www.wvwc.edu/student-accounts](http://www.wvwc.edu/student-accounts) which includes the following documents:

- Welcome Letter with financial information regarding payment options and information on due dates, textbook purchases, and office contact methods.
- Online account information, including setting up your Self-Service account and accessing your email.
- How to Access and Understand Your Bill
- Proxy request instructions to give designated individuals access to protected student information.

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## Textbooks

Starting July 1st, textbooks are available via our virtual bookstore. Please visit [www.ecampus.com](http://www.ecampus.com) and follow the instructions for more information.

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## Staying Informed

**Students WVWC email addresses will be used for all future official correspondence from campus offices.** Students are responsible for checking Self-Service or contacting the Office of Student Accounts regularly to monitor changes to their accounts resulting from any of the following changes:

- Financial Aid
- Housing/Campus Life
- Course Schedule
- Fines (housing/campus life, campus safety/security, etc.)
- Late Fees (\$500 late payment, \$50 late pre-registration, etc.)

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## Office of Student Accounts Information

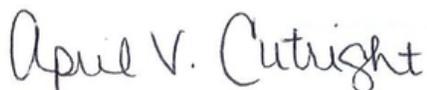
- **Administration Building** Main Floor
- **Summer Office Hours:** 8-4pm M-Th, Closed Friday
- **Phone:** 304.473.8569
- **Email:** [studentaccounts@wvwc.edu](mailto:studentaccounts@wvwc.edu)

## Staff

- April Cutright, *Director of Administrative Services*
- Emily Rosier, *Assistant Director of Administrative Services*

Again, we welcome you to our home among the hills and look forward to working with you this summer and beyond!

Sincerely,



April V. Cutright  
Director of Administrative Services



## How to **Login** to Your Student Account & Email

**Student Account** [selfservice.wvwc.edu](http://selfservice.wvwc.edu) **Email** <http://email.wvwc.edu>

### How to Login for the first time

**Username** **lastname.fm.beginningyear**

For example, John Doe Smith who begins at WVWC during the 2025-2026 academic year would have as follows:

- username **smith.jd.2025**
- e-mail **smith.jd.2025@wvwc.edu**

**Password** **MMDDHomeCityIDIDID**

- **MMDD** is your two-digit birth month and two-digit birth day.
- **HomeCity** is your home city with each word capitalized, no spaces or punctuation.
- **IDIDID** is the last six digits of your WVWC ID number.
- If you are unsure of your ID number, it may be found in the top corner of your acceptance letter or financial aid award.

**For example:** if you were born on February 14th, are from Port St. Lucie, FL, and have the ID number 123456, your password would be:

**0214PortStLucie123456**

### How to Change Your Password

**Network** Visit **helpdesk.wvwc.edu**

- Under **Password Management**
- Click on **How Can I Change My WVWC Network Password** drop down menu.
- **log in with your credentials**, you will be prompted for a new password.
- If you wish to change your email password at the same time, check the box for that option.

*Passwords must be at least 12 characters in length and contain 3 of the following 4 characters: Uppercase character, lower case character, number, and special characters such as punctuation marks.*

**Email** Visit **http://email.wvwc.edu**

- Click the user icon located in the upper-right corner of the page.
- Click the Manage your Google Account link.
- Click the Security link in the left navigation pane.
- Click the Password link (in the **Signing in to Google** section).
- Follow the rest of the instructions provided by Google.



## How to Access and Understand Your Bill

Visit [selfservice.wvwc.edu](https://selfservice.wvwc.edu) to Login or scan the following QR code (See page 4 for password)

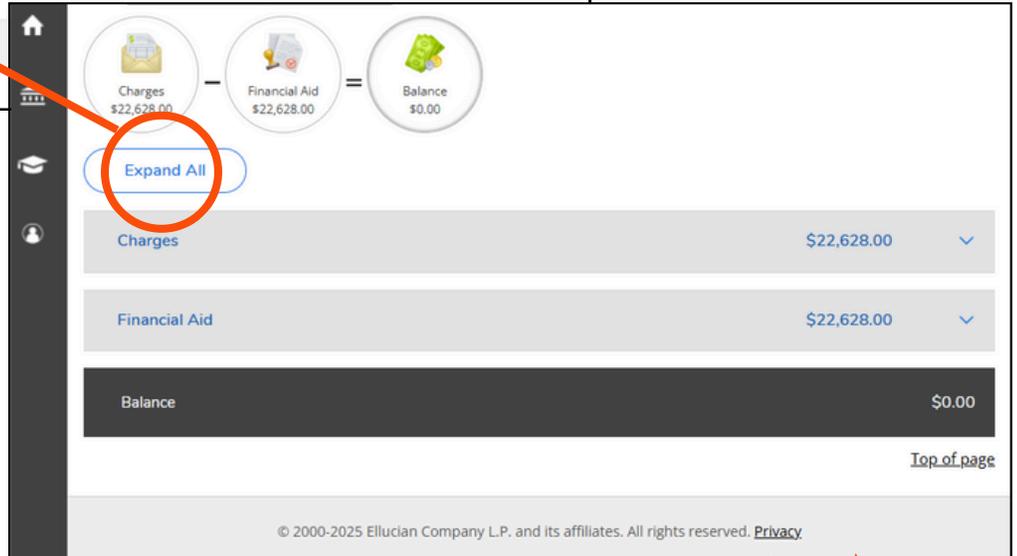
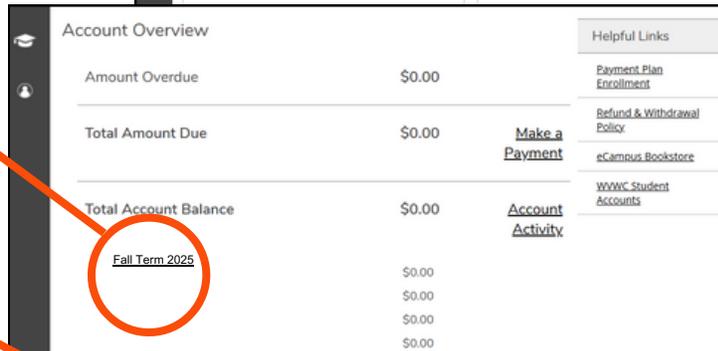
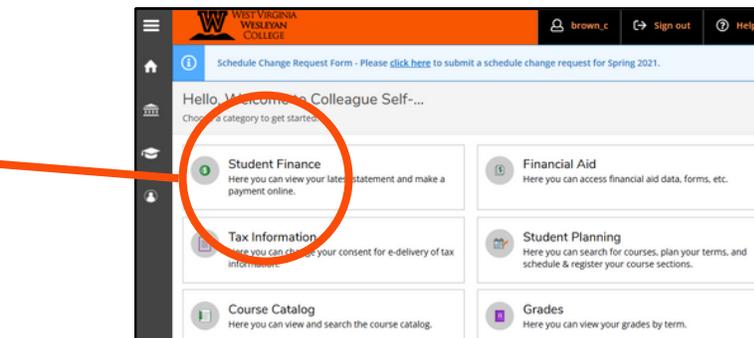


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2

3

4



## Balance

This amount is the total charges minus your financial aid. If this number is negative, it means there is a credit on your account. This can be used for books or can be refunded.

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## Semester Balance

Each semester is billed separately. Email notification will be sent when your new semester bill is ready to be viewed. Please regularly monitor your account for changes including fines, late fees, etc.

## Tuition

Under this tab is a list of all the courses that are included in the cost of your tuition. This includes regular tuition and any overload fees.

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## Fees

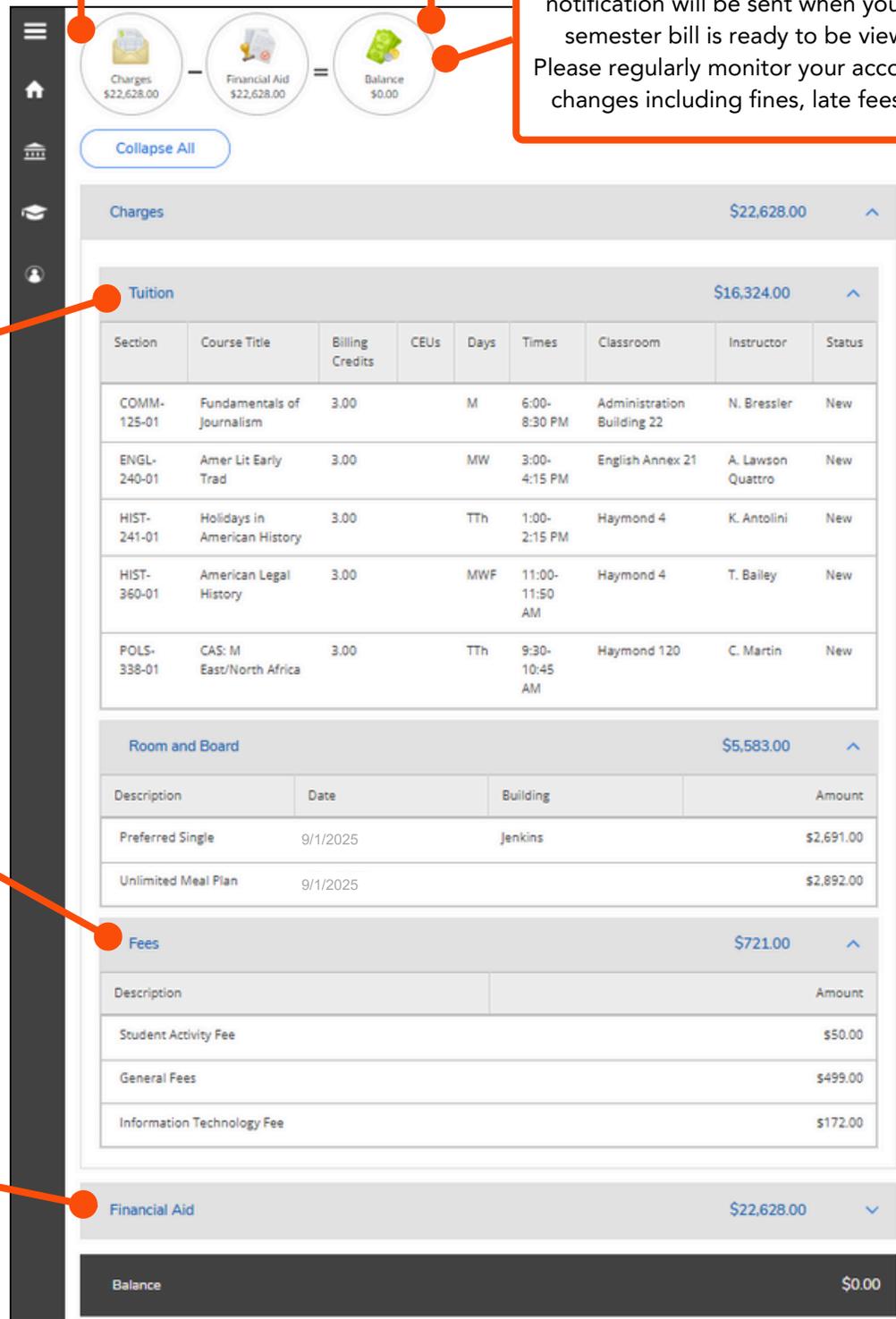
This area includes mandatory fees that all students pay and other fees that could be assessed to your account. Please reference the student handbook or course catalog.

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## Financial Aid

This is a breakdown of your financial aid award. If you have questions about these items, please reach out to the Financial Aid Office at 304-473-8080.

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The screenshot displays a student account summary with the following components:

- Summary:** Charges: \$22,628.00; Financial Aid: \$22,628.00; Balance: \$0.00.
- Charges:** Total of \$22,628.00.
- Tuition:** Total of \$16,324.00. Includes a table of courses:

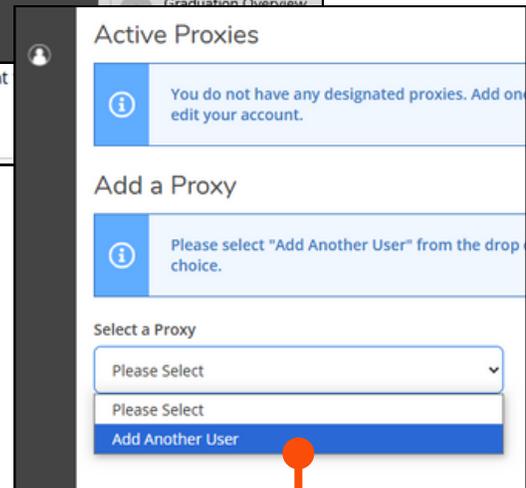
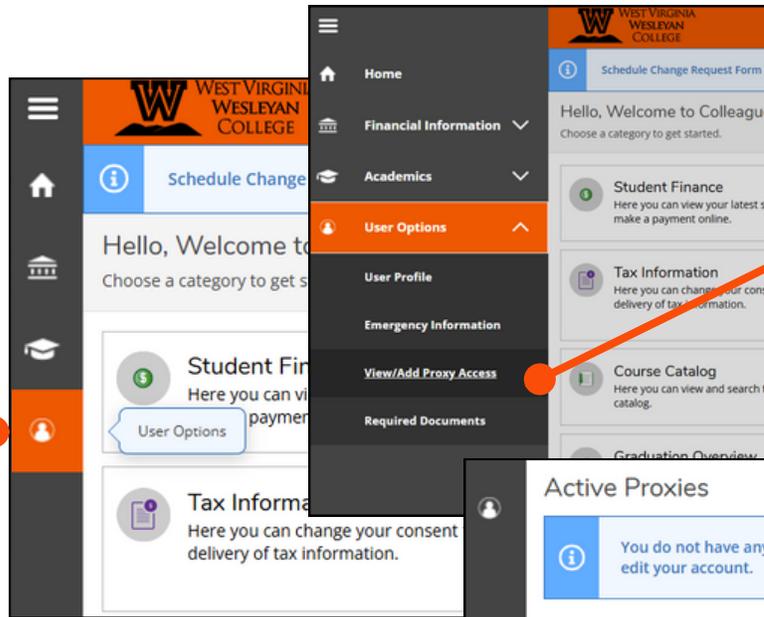
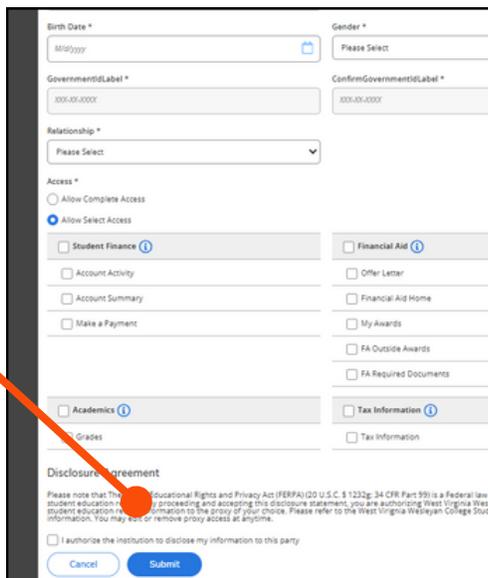
Section	Course Title	Billing Credits	CEUs	Days	Times	Classroom	Instructor	Status
COMM-125-01	Fundamentals of Journalism	3.00		M	6:00-8:30 PM	Administration Building 22	N. Bressler	New
ENGL-240-01	Amer Lit Early Trad	3.00		MW	3:00-4:15 PM	English Annex 21	A. Lawson Quattro	New
HIST-241-01	Holidays in American History	3.00		TTh	1:00-2:15 PM	Haymond 4	K. Antolini	New
HIST-360-01	American Legal History	3.00		MWF	11:00-11:50 AM	Haymond 4	T. Bailey	New
POLS-338-01	CAS: M East/North Africa	3.00		TTh	9:30-10:45 AM	Haymond 120	C. Martin	New

- Room and Board:** Total of \$5,583.00. Includes Preferred Single (\$2,691.00) and Unlimited Meal Plan (\$2,892.00).
- Fees:** Total of \$721.00. Includes Student Activity Fee (\$50.00), General Fees (\$499.00), and Information Technology Fee (\$172.00).
- Financial Aid:** Total of \$22,628.00.
- Balance:** \$0.00.

## How to Provide Proxy Access to Parents & Guardians

1. Click on User Options.
2. Click on View/Add Proxy Access.
3. Click below "Select a Proxy" then Click Add Another User.
4. Complete the form and click submit.

This allows students to grant specific permissions to others to view or manage certain aspects of their student records. Visit [selfservice.wvwc.edu](https://selfservice.wvwc.edu) to Login or scan the following QR code (See page 4 for password)

Birth Date \*  
MM/DD/YYYY

GovernmentIDLabel \*  
XXXX-XX-XXXX

Relationship \*  
Please Select

Access \*

Allow Complete Access

Allow Select Access

Student Finance

Account Activity

Account Summary

Make a Payment

Academics

Grades

Financial Aid

Offer Letter

Financial Aid Home

My Awards

FA Outside Awards

FA Required Documents

Tax Information

Tax Information

Disclosure Agreement

Please note that this disclosure is required by the Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of personally identifiable information concerning students. By proceeding and accepting this disclosure statement, you are authorizing West Virginia Wesleyan University to disclose your personally identifiable information to the proxy of your choice. Please refer to the West Virginia Wesleyan College Student Information System for more information. You may add or remove proxy access at anytime.

I authorize the institution to disclose my information to this party.

Cancel Submit

