

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.

Payment Due Dates	Fall term	July 15th
	Spring term	December 15th
	All other terms	10 days prior to start date

Billing notifications are sent to the student's WVWC email address

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

Billing Packet

Accessible online at 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.

Textbooks

Starting July 1st, textbooks are available via our virtual bookstore. Please visit www.ecampus.com and follow the instructions for more information.

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.)

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

Staff

- Austin Light, Student Accounts Coordinator
- Jennifer Woods, Student Accounts Clerk

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

Sincerely,



Austin Light
Student Accounts Coordinator

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

Student Account 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 2026-2027 academic year would have as follows:

- username **smith.jd.2026**
- e-mail **smith.jd.2026@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 to Login or scan the following QR code (See page 4 for password)

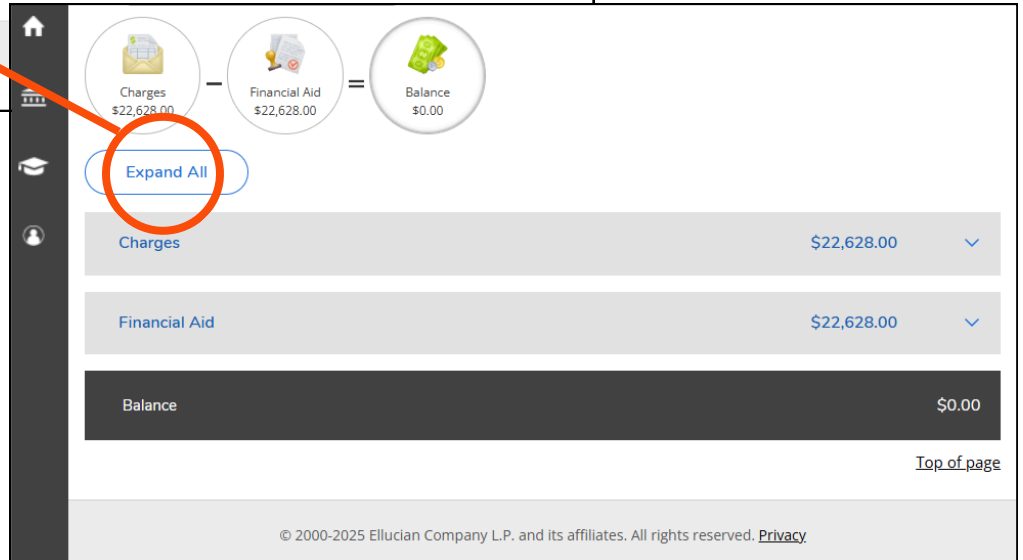
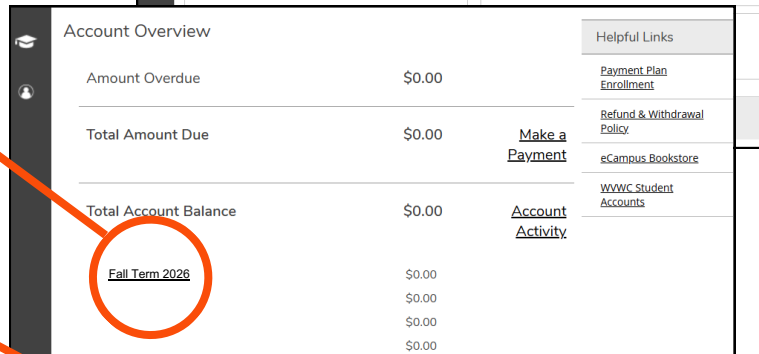
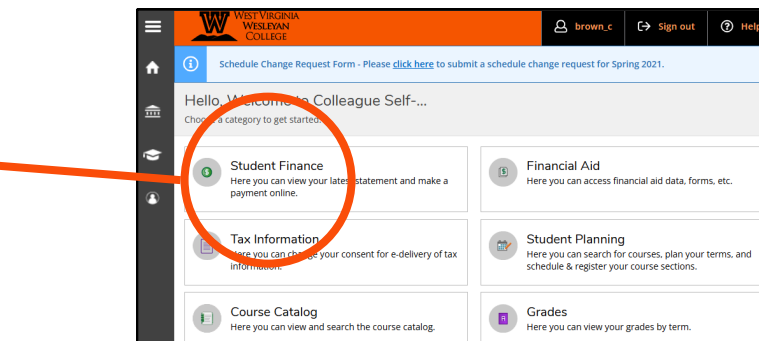


1

2

3

4



5

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.

6

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.

7

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.

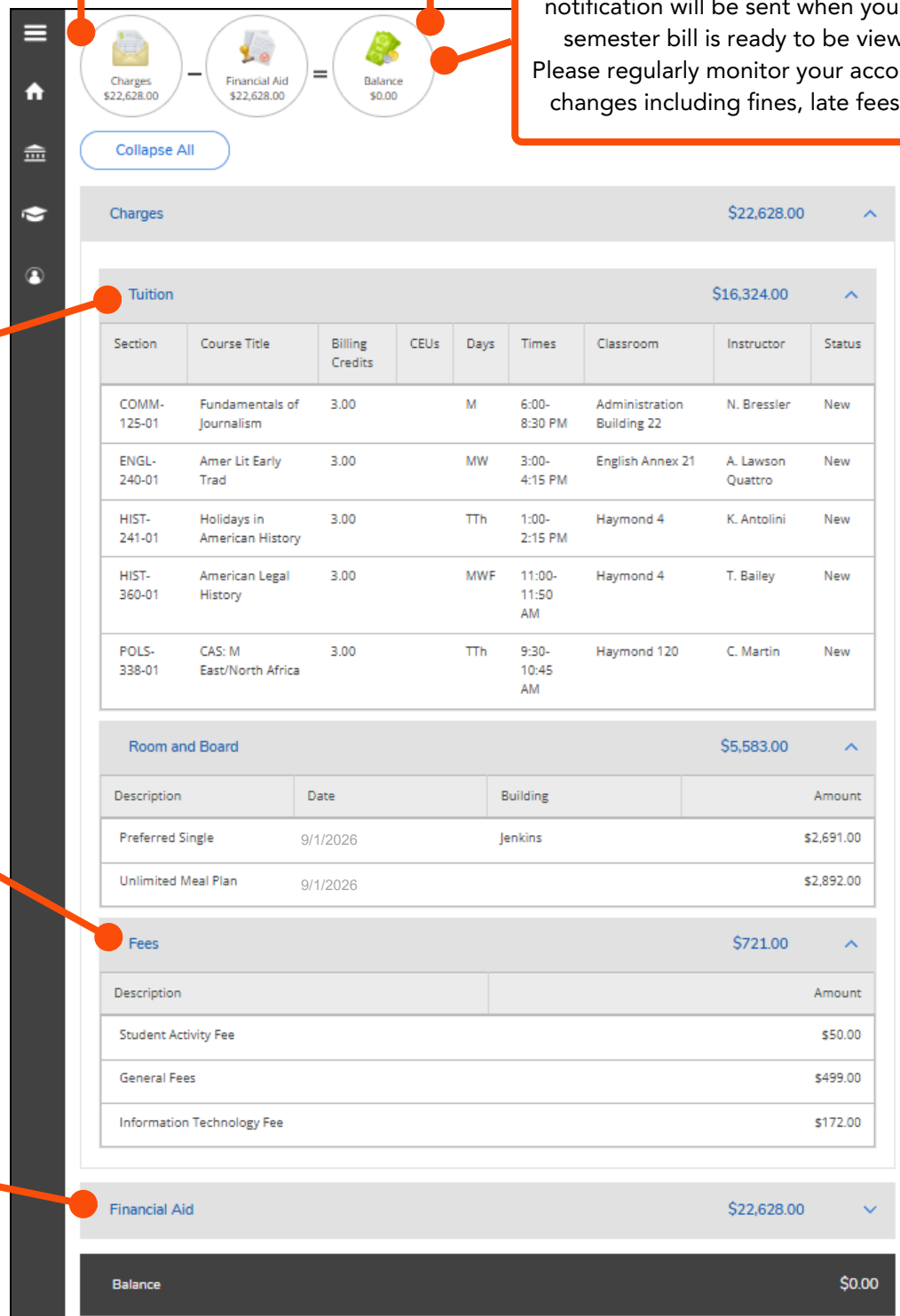
8

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.

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.



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 \$22,628.00
 - Tuition:** \$16,324.00

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:** \$5,583.00

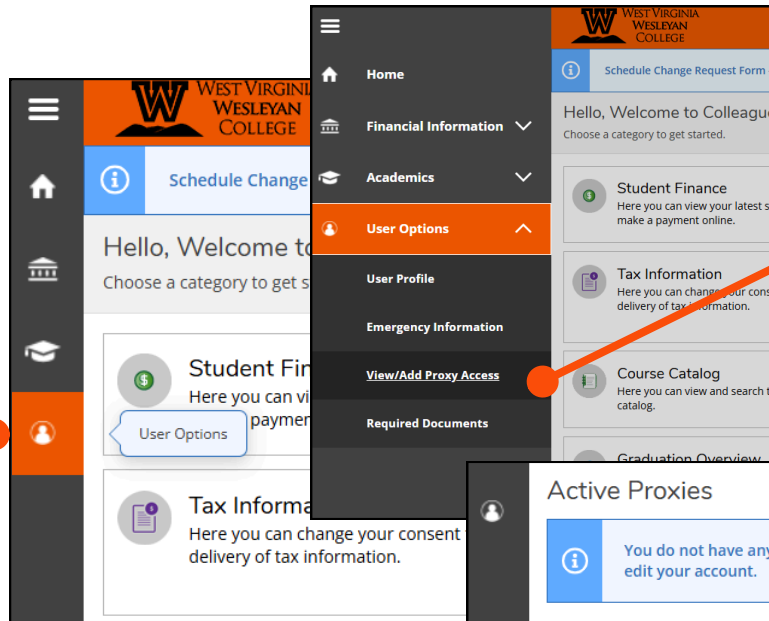
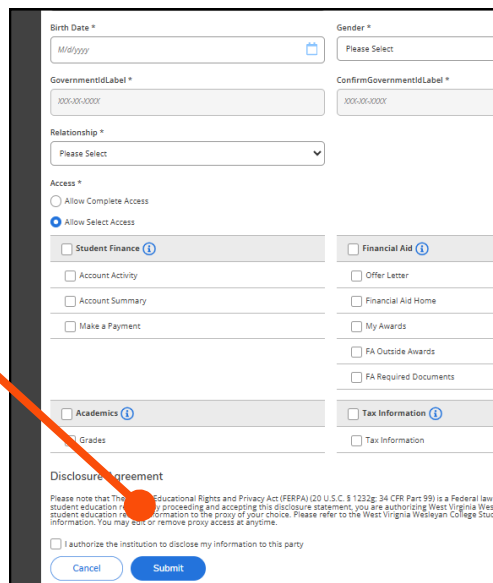
Description	Date	Building	Amount
Preferred Single	9/1/2026	Jenkins	\$2,691.00
Unlimited Meal Plan	9/1/2026		\$2,892.00
 - Fees:** \$721.00

Description	Amount
Student Activity Fee	\$50.00
General Fees	\$499.00
Information Technology Fee	\$172.00
- Financial Aid:** \$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 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 *i*

Account Activity

Account Summary

Make a Payment

Academics *i*

Grades

Financial Aid *i*

Offer Letter

Financial Aid Home

My Awards

FA Outside Awards

FA Required Documents

Tax Information *i*

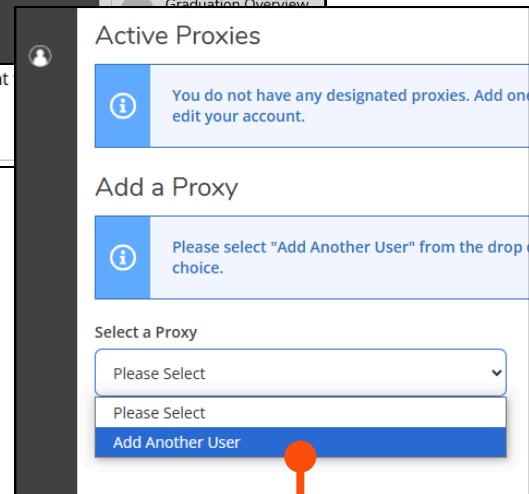
Tax Information

Disclosure Agreement

Please note that The Family 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 that is maintained by an educational institution. By proceeding and accepting this disclosure statement, you are authorizing West Virginia Wesleyan College to disclose your personally identifiable information to the proxy of your choice. Please refer to the West Virginia Wesleyan College Student Information. You may edit or remove proxy access at anytime.

I authorize the institution to disclose my information to this party

Cancel Submit

Active Proxies

i You do not have any designated proxies. Add one to edit your account.

Add a Proxy

i Please select "Add Another User" from the drop down choice.

Select a Proxy

Please Select

Please Select

Add Another User

