



## Parents Checklist

For students taking WVU Extended Learning classes Spring 2009.

- 1. Students who have been approved to take college classes must fill out the HS ACCESS form (go to : [www.elearn.wvu.edu](http://www.elearn.wvu.edu) and click on students then ACCESS students).
- 2. Make sure the ACCESS form is from Extended Learning because it should be mailed to PO Box 6900, Morgantown, WV 26506-6800
- 3. Make sure that the parent, student and guidance counselor sign the registration and return it to school or send it in. Once the registration is processed the billing procedure begins.
- 4. The first billing notifications for the SPRING 2009 term will be sent to MIX on **Tuesday, November 25, 2008.**
- 5. The 60% payment deadline for the SPRING 2009 term is **Saturday, January 10, 2009.**
- 6. The payment deadline for the remaining 40% is **Friday, February 20, 2009.**
- 7. As a reminder, you can access your student account information electronically through the STAR Information System. Also, **paper bills are no longer issued unless requested by the student through STAR.** This means that you will be responsible for checking your Mountaineer Information Xpress e-mail account for date-sensitive e-mails regarding upcoming tuition and fee and/or room and board payment deadlines. You will also be responsible for checking your student account status on the STAR Information System to obtain the correct amount that you owe and to make payment before all due dates if you wish to avoid late penalties.