

From the Office of the Bursar

Welcome to WebAdvising and Self Service!

WebAdvising: Union College WebAdvising is the online advising system used by all students and faculty. Students use WebAdvising to schedule classes and to access Self Service Financial Aid and Self Service Student Finance.

Self Service: Students and authorized users are able to view, print and make student account payments all from one site. The Bursar's Office uses the **Self Service portal** as the official billing platform for the College. Billing statements are only available electronically using this portal. Billing and payment information is updated daily, and financial aid, miscellaneous charges and student health insurance waivers are updated weekly.

Student Access: Students can access Self Service through their WebAdvising account by logging in to WebAdvising at <https://webadvising.union.edu/> using their Union email and password. Once a student has established their account, they should log in and grant parents proxy access to their online student billing and financial aid information. Additional information about how to use Self Service can be found at [Self Service Help](#).
<https://union.teamdynamix.com/TDClient/1831/Portal/KB/ArticleDet?ID=112789>

Proxy Access: All students are asked to set up authorized Users (Proxies) for Self Service so that private financial information can be viewed and shared. This process is extremely important as billing is done entirely online and if a parent isn't granted proxy access they will not receive billing or other student account emails. Under FERPA regulations, the Bursar's Office cannot discuss a student account with anyone who has not been granted proxy access. Additional information about how to log into Self Service can be found at [Self Service Help](#).
<https://union.teamdynamix.com/TDClient/1831/Portal/KB/ArticleDet?ID=112789>

Important:

- The Bursar's and Financial Aid offices are unable to grant Self Service access to parents. This access can only be granted by your student.
- Parents and Students can reset their own password when necessary.
- If you have more than one child attending Union, you can only view the accounts of student(s) who have granted you access.
- If your Self Service account is locked out, it will automatically unlock in 10 minutes.

For Self Service questions, call the ITS help desk (518) 388-6400 or email helpdesk@union.edu.

For student billing access questions, call (518) 388-6106 or email bursar@union.edu.

For financial aid access questions, call (518) 388-6123 or email finaid@union.edu.

Monthly Payment Plan Options

The Bursar's Office offers monthly payment plans using CASHNET, our third-party payment partner, to help families budget their annual college expenses. Cashnet administers the online billing statements and other related information for Union students and will submit your monthly payments to Union directly. Any changes in your plan should be directed to CASHNET.

Things to consider when setting up your plan:

1. You control the monthly payment amount and length of plan that fits your budget.
2. To calculate your plan starting balance, please consider how much the student will receive in scholarships and financial aid as well as any funds from outside sources such as family members, friends or 529 plans.
3. Use the final total annual costs and choose one of the plan options that is best for you. Union offers 8, 9, or 10-month plan.
4. The Bursar's office may assist in calculating a payment plan but is not responsible for any payment plan shortages that don't meet the annual student billing plus incidentals.
5. Once a payment plan is established, it is highly recommended that the student account be reviewed periodically to be sure it will have adequate funds to cover any incidental charges added throughout the school year.
6. There is a \$45 application fee for enrollment but no interest is charged while making payments.
7. All 2021-22 plans end with the last payment due April 1.

PLANS TO COVER THE ENTIRE 2021-22 ACADEMIC YEAR:

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|-----------------|--------------------|-----------------------------|
| • 10-month plan | Starts July 1 | Must sign up by July 15 |
| • 9-month plan | Starts August 1 | Must sign up by August 1 |
| • 8-month plan | Starts September 1 | Must sign up by September 1 |

PLANS TO COVER 2022 WINTER AND SPRING TERMS:

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|----------------|-------------------|---------------------------|
| • 5-month plan | Starts January 1 | Must sign up by January 1 |
| • 4-month plan | Starts February 1 | Must sign up by January 1 |