

Clark Atlanta University



All Students Registration & Financial Enrollment Process Guide

Step 1: Academic Advisement

- Academic Advisement is the first step in the Registration process.
- Assistance is given with course selection and completing the Web-Registration Form by your academic advisor.
- **Academic Advisors for New Students are assigned by the Office of Enrollment Support Services & Student Retention.**
- **Important Notice**
 - Upon completion of Step 1, you should have a completed Web-Registration Form with the signature of the advisor.
- **Proceed to Step 2: PIN Pickup**

Step 2: PIN Pickup

- Pick up Personal Identification Numbers (PIN) or Alternate/Registration (PIN) in the Office of the University Registrar – Trevor Arnett Hall
- When you have received your PIN, you are ready to register for courses via BANNERWEB
- **Proceed to Step 3: Continuing Students**
- **Proceed to Step 4: First-year students (Classes are manually registered by the Office of Enrollment Support Services & Student Retention)**

Step 3: Registration

- To Register **Use Web site** <https://cauoraapp.cau.edu/>
- Enter Username (Student ID#)
- Enter PIN
- Log on the <https://cauoraapp.cau.edu/>
- Click on **SCHOOL SERVICES**
- Click on **ADMINISTRATIVE SERVICES**
- Click on **STUDENT SERVICES & FINANCIAL AID**
- Click on **REGISTRATION**
- Click on **SELECT TERM** (Select the current term then click **SUBMIT TERM**)
- Click on **ADD/DROP CLASSES**

- Enter Alternate/Registration PIN
- Re-enter Alternate/Registration PIN
- Enter CRNs and click on **SUBMIT CHANGES**
- ***Should you experience difficulty with Web registration, you may call (404) 880-8834.***

Print class schedules and verify the accuracy of courses entered.

- **Proceed to Step 4: Financial Aid**
- **Proceed to Steps 5 & 6: International Students Only**

Step 4: Financial Aid

FINANCIAL AID STEP 1 – You must request a PIN number (personal identification number) from the U.S. Department of Education when completing the Free Application for Federal Student Aid (FAFSA). If you are a dependent student, one parent should apply for a PIN. You may apply for a PIN number at www.pin.ed.gov.

FINANCIAL AID STEP 2 – Each year, to qualify for financial aid, you must complete a Free Application for Federal Student Aid (FAFSA). You may access the FAFSA application at www.fafsa.ed.gov. Our priority filing date is March 1. Please note, to qualify for financial assistance, you must complete and submit a FAFSA annually.

FINANCIAL AID STEP 3- After your FAFSA has been submitted, you should receive an answer called a Student Aid Report (SAR). The Office of Student Financial Aid and Scholarships will receive the same copy electronically as long as you have listed CAU (**Federal School Code #001559**) in the school section. If you do not receive your SAR within four (4) weeks, you should contact the Federal Government at **1-8004FED-AID**. You may have to re-submit it.

FINANCIAL AID STEP 4- Once you are admitted as a degree-seeking student at CAU, you will be assigned an active e-mail account. It is your responsibility to monitor and read all correspondence from the Office of Financial Aid and Scholarships.

FINANCIAL AID STEP 5- To view your financial aid awards, you must log on to www.cau.edu and click the Banner Web tab.

1. Enter Secure Site
2. Log in with 900 # and PIN
3. Student Services and Financial Aid
4. Financial Aid
5. My Award Information
6. Award by Aid Year—i.e., 2008-09

If you have not been awarded, please proceed to Financial Aid Step 6.

FINANCIAL AID STEP 6- To view any outstanding requirements to complete your financial aid award,

1. Log in Banner Web using Financial Aid Step 5, 1 and 2
2. Student Services and Financial Aid
3. Financial Aid
4. My Eligibility
5. Student Requirements

Review and submit any required documents needed. **Any missing documents will delay the processing of financial aid awards and loan disbursements.**

FINANCIAL AID STEP 7- ENTRANCE LOAN COUNSELING – If you are a first-time borrower, you **must** complete Entrance Counseling before your loan will be disbursed. We offer this session online as a convenient means of satisfying federal requirements. You may complete this process by following the steps below:

www.cau.edu Students → Financial Aid → Loan Counseling and select entrance loan counseling.

FINANCIAL AID STEP 8- MASTER PROMISSORY NOTE (MPN) – Once you have accepted your Federal Subsidized and/or Unsubsidized Stafford loan, you must complete an MPN with your lending institution.

To sign your MPN, follow the steps below:

www.cau.edu Students → Financial Aid → Apply for Loans

You must choose the lender of your choice.

FINANCIAL AID STEP 9- Make copies of all submitted documents and keep in a financial aid folder.

This office uses your [student cau.edu](mailto:student@cau.edu) e-mail as a means of official communication.

- **Proceed to Step 5: Housing and Meal Plan Selection or**
- **Proceed to Step 6: If Housing or Meal Plan is not applicable**

Step 5: Housing and Meal Plan Selection (if applicable)

Step 6: Financial Enrollment (Payment for tuition, fees, or meal plan or housing)

PLEASE LOGIN ONTO BANNERWEB TO COMPLETE THE ENROLLMENT PROCESS.

***Please Note:** If a student fails to complete enrollment, their classes will be dropped and it will be necessary to restart the registration process by reselection of classes for the current term. In some instances, the ability to reregister will need prior approval of financial aid, student accounts, or the Registrar's offices.*

Billing Information (revise section)

All tuition and fees must be paid by the dates published each semester on the online Academic Calendar. Failure to meet payment deadlines may result in course cancellation. Billing statements will be initially mailed to all students for the upcoming Fall 2011 semester no later than July 15, 2011. All subsequent billing will be mailed or emailed monthly to the address on record or your University issued Student CAU email address. Please be sure to activate your CAU email address as soon as possible as this is the University's official method of communicating with students.

Sallie Mae Tuition Payment Plan (add section)

Students who have selected to enroll in the Sallie Mae Tuition Plan will receive monthly invoices regarding your installment plan payment. Failure to comply with the terms of your Sallie Mae Tuition Plan agreement will result in the cancellation of the payment plan.

Tuition Payment Plans are subject to change if additional charges are assessed to the student's account after the initial set up of a payment plan. Notification will be sent to the email address of the "Payer" on record. Acknowledgement of the change in payment budget must be accepted by the Payer to activate the revised payment plan. **Failure to accept the revised tuition payment plan will result in a remaining balance on the student's account.**

Any cancellation in payment plan or failure to accept a revised payment plan agreement will result in a hold being placed on the student's account at the end of the term which will prevent the student from registering for a future term.

Payment Information (revise section to add information below)

Tuition Payment Plan

Clark Atlanta University is offers two payment plan options with Sallie Mae.

Option One: Semester Plan

This plan is offered to students each semester to assist in paying the remaining balance for a current semester. The student will have the option of selecting the following:

(5) Payment Option: Balance is paid over 5 equal monthly payments beginning August 1 through December 1 for the Fall Semester and January 1 through May 1st for the Spring Semester.

(4) Payment Option: Balance is paid over 4 equal monthly payments beginning September 1 through December 1 for the Fall Semester and February 1 through May 1 for the Spring Semester.

How to Enroll in Sallie Mae Tuition Payment Plan

Students will have to set up this plan by logging into banner Web. After logging into Banner Web, follow these steps to enroll in the Sallie Mae Tuition Pay Plan:

1. Select **Student Services and Financial Aid**
2. Select **Student Records**
3. Select **Sallie Mae Tuition Payment Plan**

Option Two: Prior Balance Payment Plan

This plan is offered (**on an exception basis only**) to students who may have a balance from a prior term but may have sufficient funds to cover a current term. This plan offers the student the flexibility to settle a previous balance by making monthly payments for up to twelve months. Plans are set up at the discretion of the staff in student accounts. Arrangements for this plan must be made by contacting the Office of Student Accounts directly at (404) 880-8033.

Fees Associated with the Sallie Mae Tuition Plan

Each of the payment plan options requires a payment of an enrollment fee in the amount of **\$70**. The first month installment payment will also be due at the time of enrollment.

Step 7: Panther PAW Card

- Panther PAW Cards are automatically reactivated one (1) hour after completion of official enrollment.
- You are officially enrolled for the term after all steps have been completed.

Step 8: CAU E-mail Account

ALL Clark Atlanta University Students are required to have a CAU Student E-mail Account. This will be the official mode of communication for announcements, current information and emergencies. It is imperative that you check your CAU e-mail often.

Go to <https://cauoraapp.cau.edu/>
Click on STUDENT E-MAIL & follow instructions
Mailbox/username: first name . last name
Password: Permanent PIN.

Do you still need help accessing your CAU E-mail Account? Contact OITC (Office of Information Technology & Communications) by calling (404) 880-8954.

Step 9: CAU Record on Banner Web

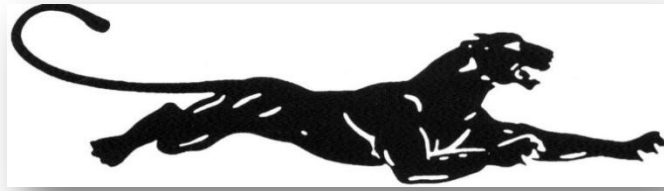
To view and print your schedule of classes, access Banner Web through the CAU home page www.cau.edu .

Web Registration requires your CAU student ID#, Permanent PIN#, as well as your Registration PIN# (issued each semester).

Note: First-time, first-year students (freshmen), may view their class schedules online. Schedules for first-year students can only be changed with the assistance of the Office of Enrollment Support Services & Student Retention. To view and print your schedule, Registration PIN # IS NOT REQUIRED.

Select Log in to Secure Area
Enter User ID# (not your Social Security #)
Enter Permanent PIN# and click Log in
Select and click Student Services and Financial Aid
Select and click Registration
Click Select Term for the appropriate semester
Select Student Detailed Schedule and print course schedule
Print a copy of class schedule; review for accuracy
Before you exit Banner Web Registration, look at your fees.

Always select and click the "EXIT" button to exit Banner Web Registration



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