

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/>

- Log on to BannerWeb (<https://cauoraapp.cau.edu/>)
- Enter Username (Student ID#)
- Enter PIN
- Click on **STUDENT SERVICES & FINANCIAL AID**
- Click on **REGISTRATION**
- Click on **ADD/DROP CLASSES**
- **SELECT TERM** (Select the current term then click **SUBMIT TERM**)
- 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 Affairs→ 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 Affairs→ 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)

TO COMPLETE FINANCIAL ENROLLMENT WHEN THERE IS NO PAYMENT DUE OR CREDIT BALANCE AVAILABLE, ENROLL ONLINE:

- Log on to <https://cauoraapp.cau.edu/>
- Enter Secure Area
- Click-Student Services & Financial Aid
- Click-Student Records
- Click-Account Summary by Term
- **Click Enroll Me Button***
- ***Enroll me button will not appear if you have a balance due. In this case,** proceed to the Office of Student Accounts to complete the enrollment process.

TO COMPLETE ENROLLMENT WHEN PAYMENT IS DUE:

- Enter Secure Area
- Click-Student Services & Financial Aid
- Click-Student Records
- Click-Account Summary by Term
- Scroll to the bottom of the page
- Pay online using credit or debit card or check
- Once balance is paid in full and amount due is zero, return to Student Records
- Click Account Summary by Term
- **Click Enroll Me Button***
- ***Enroll me button will not appear if you have a balance due. In this case,** proceed to the Office of Student Accounts to complete the enrollment process.
- ***Check online 24 hours or the next business day after completion of enrollment to verify status.***
- ***Print an account summary. It should read:***
CONGRATULATIONS! YOU ARE ENROLLED.

You may always enroll in person or by phone with the Office of Student Accounts (404) 880-8033.

Step 7: Panther PAW Card

- Panther PAW Cards are automatically reactivated (2) hours 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/> (Banner Web Homepage)
- Click on STUDENT E-MAIL & follow instructions
- Your Mailbox/username: has been provided (normally "firstname.lastname")
- Your Password: has been provided (*contact Office of Information Technology & Communications at (404) 880-6482 for assistance*)

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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