CLARK ATLANTA UNIVERSITY

SPRING 2010

Registration and Enrollment Information

View Spring 2010 Class Schedule Information

https://cauoraapp.cau
Registration and Enrollment Information

Advisement: Academic advisement is scheduled to start November 2, 2009. Currently enrolled students at Clark Atlanta University should be advised by their program chair/advisor. Transient students should be advised according to the process at their home institution.

- All students are required to meet with their Academic Advisor and select primary and alternate courses for registration. Advisors should encourage students to list as many alternates as possible.
- Students should have course reference numbers (CRNs) listed on the Web Registration form before attempting to register. It is recommended that you list the Course Subject and Course Code in case the section or CRN you request is not available.
- The Web Registration form must be signed by the appropriate advisor or department chair and the student in order to receive the registration PIN.
- Students must bring the signed and approved Web Registration form to the Office of the University Registrar, along with picture identification, in order to receive their registration PIN.
- Students are required to secure permission in advance for any course that is designated by permission only. The permission must be presented to the Office of the University Registrar in order for the student to be given access to register for the course online.

Registration: Spring 2010 registration is scheduled to open for continuing students on November 9, 2009. Please check the Academic Calendar for appropriate registration, enrollment and drop/add deadlines for the Spring 2010 term. All students must log on to https://cauoraapp.cau.edu to register for courses. The Web will remain open for students until the end of the late registration period. Students who are registered and enrolled by the end of the late registration period will have the opportunity to drop/add classes online thru the end of the drop/add period. Any student who is not registered and enrolled by the end of the late registration period will not be allowed to enroll for the Spring 2010 term.

- ALL students must be cleared by the Student Health Center prior to registration.
- ALL students must have a FASFA on file in the Office of Student Financial Aid in order to register for classes.
- ALL students must have a “Zero” balance in the Office of Student Accounts in order to register for classes.

Registration Dates: November 9, 2009 – January 22, 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9</td>
<td>Open for Continuing Graduate Students, Seniors</td>
</tr>
<tr>
<td>November 10</td>
<td>Open for all Continuing Students</td>
</tr>
<tr>
<td>November 23</td>
<td>Available for New Graduate Students and Readmitted Students</td>
</tr>
</tbody>
</table>

Enrollment: All students must financially enroll by December 4, 2009. Once courses have been registered, you must officially enroll. Enrollment (fee payment) must be completed with the Office of Student Accounts via the mail, telephone, internet, or in person by the appropriate deadline as indicated on the Calendar. All tuition and fees must be paid, or classes and registration will be cancelled for students who are not officially enrolled.

Enrollment Deadline Spring 2010: December 4, 2009

Late Registration: Late registration for the Spring 2010 term is January 11 – January 22, 2010. Late fees will apply; consult the fee schedule below for more information.

Drop/Add Period:
- Only students who are officially registered and enrolled for the Spring 2010 term may participate in the drop/add period.
- All students must use https://cauoraapp.cau.edu to drop/add courses for the term.
- Students should consult with their academic advisor or department chair to determine courses needed to drop/add.

Spring 2010 Enrollment Deadline – December 4, 2009
Document valid at the time of publication information subject to change.
Courses that are dropped during this period ONLY will not appear on the student’s transcript. Tuition costs are adjusted based on the student’s actual schedule.

Changes to a student’s schedule may have an impact on his/her financial aid award.

**Course Withdrawal:** A student may withdraw from a course beginning the first business day after the end of the drop/add period. Spring 2010 course withdrawal period January 25, 2010 through March 22, 2010. Students who submit an application to withdraw from a course by this date to the Office of the University Registrar will receive a final grade of “W” for the course(s) requested. A course withdrawal form can be picked up from the Office of the University Registrar located in Trevor Arnett, Room 102. **Withdrawal from a course will not result in a refund of tuition to the student.**

**Cross Registration:** Students at Clark Atlanta University may cross register for courses within the Atlanta University Consortium Schools. Undergraduate Students may take courses at Spelman and Morehouse Colleges, and Graduate Students may take courses at Morehouse School of Medicine and the Interdenominational Theological Center (ITC). Students wishing to take courses through Cross Registration in the AUC must take the following steps:

- Fill out an AUC Cross Registration Form (exception: Morehouse School of Medicine and ITC).
- Get appropriate approvals from the host school faculty and the home school advisor for the course.
- Students cannot take courses through cross registration if the course is scheduled at Clark Atlanta University.
- ALL students must submit their completed and approved Cross Registration Form to the Office of the University Registrar by the end of the drop/add period.
- The Office of the University Registrar will process the request for cross registration and will register the course for the student.
- Undergraduate students wishing to take courses must ensure that their schedule of courses does not exceed 18 hours when the application is submitted.
- Students must also keep in mind that courses at Spelman College are generally four (4) credit hours and must take them into consideration when requesting cross registration.
- A student who receives permission to register and enroll in excess of 18 credit hours will have additional tuition and fees assessed.

**DEADLINE FOR AUC CROSS REGISTRATION – January 22, 2010**

**ARCHE Cross Registration:** Students at Clark Atlanta University may also cross register for courses through the ARCHE consortium of schools. A student interested in cross registration through the ARCHE program must contact the Cross Registration Coordinator in the Office of the University Registrar for an application. Students requesting cross registration through ARCHE must remember the following:

- All ARCHE applications must be submitted with all required supporting documents (i.e., Immunization records) by the deadline for the term. The deadline for each term can be found on the back of the Application.
- NO LATE applications will be accepted.
- ARCHE schools have the right to approve and/or deny a request for cross registration based upon their institutional policies.
- Students must not attend any course requested through cross registration in ARCHE without confirmation by their home school coordinator.
- Students must adhere to the policies of the host school while attending class(es).

**DEADLINE FOR ARCHE SPRING 2010 APPLICATIONS – December 1, 2009**

**Financial Aid**

All students who are interested in receiving financial aid for the 2010-2011 school year must complete a Free Application for Student Financial Aid (FASFA) either online or through the mail.
### Tuition & Mandatory Fees 2009-2010

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Semester</th>
<th>Year</th>
<th>Graduate</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12-18 Hrs)</td>
<td>$8,164</td>
<td>$16,328</td>
<td>Tuition $680/credit hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Center Fee</td>
<td>$100</td>
<td>$200</td>
<td>Student Center Fee</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$100</td>
<td>$200</td>
<td>Technology Fee</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Library Capital Improvement Assessment</td>
<td>$80</td>
<td>$160</td>
<td>Library Capital Improvement Assessment</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>$50</td>
<td>$100</td>
<td>Student Health Fee</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$25</td>
<td>$50</td>
<td>Student Activity Fee</td>
<td>$25</td>
<td>$50</td>
</tr>
</tbody>
</table>
| **Total** | **$8,519** | **$17,038** | **The tuition rate for undergraduate students is $680/per credit hour for 1-11 credit hours.**
| | | | **Undergraduate tuition rate for 19+ hours is an additional $452/credit hour.** |

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brawley Hall*</td>
<td>$2,582</td>
<td>$5,164</td>
</tr>
<tr>
<td>Brawley Hall*</td>
<td>$2,642</td>
<td>$5,284</td>
</tr>
<tr>
<td>Beckwith Hall</td>
<td>$2,492</td>
<td>$4,984</td>
</tr>
<tr>
<td>Beckwith Hall</td>
<td>$2,021</td>
<td>$4,042</td>
</tr>
<tr>
<td>Bumstead Hall</td>
<td>$2,492</td>
<td>$4,984</td>
</tr>
<tr>
<td>Bumstead Hall</td>
<td>$1,985</td>
<td>$3,970</td>
</tr>
<tr>
<td>Holmes Hall</td>
<td>$2,235</td>
<td>$4,470</td>
</tr>
<tr>
<td>Merner Hall</td>
<td>$2,235</td>
<td>$4,470</td>
</tr>
<tr>
<td>Pfeiffer Hall</td>
<td>$2,235</td>
<td>$4,470</td>
</tr>
<tr>
<td>Ware Hall</td>
<td>$2,492</td>
<td>$4,984</td>
</tr>
<tr>
<td>Ware Hall</td>
<td>$1,985</td>
<td>$3,970</td>
</tr>
</tbody>
</table>

*Formerly New Residential Apartments

<table>
<thead>
<tr>
<th>Meal Plans</th>
<th>Semester</th>
<th>Year</th>
<th>Number of Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Unlimited</td>
<td>$1,600</td>
<td>$3,200</td>
<td>Unlimited Meals plus $25 flex dollars</td>
</tr>
<tr>
<td>Panther Gold</td>
<td>$1,600</td>
<td>$3,200</td>
<td>14 Meals/Wk plus $125 flex dollars</td>
</tr>
<tr>
<td>Panther Silver</td>
<td>$1,400</td>
<td>$2,800</td>
<td>10 Meals/Wk plus $250 flex dollars</td>
</tr>
<tr>
<td>Block 130</td>
<td>$1,100</td>
<td>$2,200</td>
<td>130 Meals plus $150 flex dollars</td>
</tr>
<tr>
<td>Block 50</td>
<td>$278</td>
<td>$556</td>
<td>50 Meals/Semester</td>
</tr>
<tr>
<td>Block 25</td>
<td>$153</td>
<td>$306</td>
<td>25 Meals/Semester</td>
</tr>
</tbody>
</table>

***The above tuition and fees are subject to change.***
Financial Enrollment 2009-2010

Enrollment

Spring 2010  November 9, 2009 – December 4, 2009
   December 5, 2009 – January 10, 2010

Late Enrollment

Spring 2010  January 11, 2010 – January 22, 2010 ($100 late fee applies)

Applying Financial Aid Toward Financial Enrollment

- New freshmen and transfer students must submit a completed MPN and entrance interview form to the Office of Student Financial Aid. Students who fail to do so will not be able to use these funds to financially enroll.
- A completed Plus loan application and an approval from the lender must be on file in OSFA in order to use these funds for financial enrollment.
- FWS cannot be used to assist with financial enrollment.

Steps to Financial Enrollment

ALL STUDENTS MUST FINANCIALLY ENROLL (FEE PAYMENT).

Entering Freshmen/Transfer Students

Spring 2010

1. In order to avoid standing in line during the late enrollment process, students should financially enroll once their course registration is completed during orientation.

2. Please refer to the payment information section for payment options. To pay online, refer to the continuing students’ section.

Continuing Students

1. Enroll online- (To avoid standing in line.)
   - 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* or
   - Scroll to the bottom of page
   - Pay online
   *Enroll Me button will not appear if you have a balance due.

2. No Payment Due
   - If amount due is a credit or zero, enroll online.

3. Amount Due
   - If an amount is due, pay online or return the top portion of the invoice along with payment (please refer to payment information section for payment options).

4. Enroll in person or by phone with the Office of Students Accounts.
Payment Options

Online Payments
Check, Credit or Debit Card
Log on to https://cauorapp.cau.edu

Credit Card Payments
Visa, MasterCard, Discover, and American Express

Personal Checks, Cashier's Checks, and Cash
Include student identification (900) number on all check payments.
☐ A $25 returned check fee applies.
☐ Once a student presents an insufficient-fund check to the University, personal checks are not accepted as payment.

Wire Transfer Information
Bank Name: Wachovia Bank
ABA Number: 061000227
Account Number: 2052700624460
Account Name: Clark Atlanta University Credit Card Account
Reference: Student name and 900 identification number

Tuition Payment Plans
Tuition payment plans are available to help satisfy financial obligations. We offer two payment plans for the convenience of the student. To sign up for one of the tuition payment plans call 877-278-9201 to speak with a Customer Service Representative. Once the plan is set up and the student makes appropriate payments, the student will need to confirm payment arrangements with Student Accounts by the close of business to become financially enrolled by the enrollment deadline.

Semester Payment Plan
The Semester Payment Plan is available with 80% of the student's total fees due at Enrollment (80% can include Financial Aid). The remaining balance of 20% is due in two installments. A $100.00 service fee is charged for this plan.

Spring 2010
First Payment……..March 1, 2010
Second Payment….April 1, 2010

Annual Payment Plan
Enrollment into the Annual Payment Plan is only available during the Fall semester.

If students fail to complete financial enrollment, their classes will be cancelled.

Please Note: If students fail to pay their balance in full for the semester in which the charges are incurred, they will not be allowed to register for classes for the following semester until all obligations have been met.

Credit Balance Refunds

Availability of Refunds
Financial aid disbursements will occur on the 10th day of class in order to comply with federal regulations regarding certification of class attendance. Funds generally are not applied to students’ accounts until the financial enrollment process has been completed. Since this usually occurs after the start of classes, students should have resources to sustain themselves until funds are credited and refunds have been processed. Loan funds for first-time borrowers are not disbursed until the 30th day of class, per federal regulations.

Disbursement date (10th class day): 01/27/2010
Refund date: 02/05/2010
The regular schedule for student refunds is Thursdays and Fridays.

**Direct Deposit of Refunds**
Students may elect to have their refunds directly deposited to their bank account. Students must complete appropriate authorization form and submit to the Office of Student accounts.

**Exceptions**
- Credits from external scholarships may need approval from donor before refund is processed.
- Institutional scholarships are nonrefundable.
- Credits from credit card payments will be refunded to the **SAME card** that was used to make payment.
- Personal check payments will be refunded fourteen (14) business days after the account shows a credit balance.

**Please Note:** Students must complete an authorization form, attach a voided check or documentation from his/her banking institution, verifying the routing and account number, and submit both to the Office of Student Accounts. Authorization forms are available in the Office of Student Accounts.

Students who do not sign up for direct deposit will receive refunds by check, first mailed to the student's local address. If no local address is on the student's account, the refund will be mailed to his/her permanent address. Students are responsible for ensuring their address is current. Address changes and updates can be made on Bannerweb.

Students will not be able to pick up refunds in the Office of Student Accounts. **ALL CHECKS WILL BE MAILED.** Receiving a refund by check generally takes longer than direct deposit; therefore, students are highly encouraged to use the direct deposit option.

**Parent Plus Refunds** are normally available on Fridays after 3:00 p.m. during nonpeak times in the semester. These refunds can be picked up by parents only with valid picture identification or will be mailed to the parents on Mondays.

"**Important**"
**Parent Plus Loan Refunds** - Students will not be allowed to pick up Parent Plus refunds.

**Withdrawal from the University**
Please refer to the chart below, which outlines the percentages of charges and refunds should a student withdraw from the University. The return of Title IV refunds is determined based on the day the student began the withdrawal process from the University.

**Spring 2010 Schedule**

<table>
<thead>
<tr>
<th>DATE</th>
<th>CHARGE</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 23</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>January 23-February 5</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>February 6-February 12</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>February 13-February 19</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>February 20-February 26</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>February 27 and after</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Please note:** Upon withdrawal from the University, a student may have an outstanding balance. If the balance is not paid, the account will be turned over to a collection agency for collecting the amount owed to the University. The student will be responsible for any attorneys' fees and other reasonable costs and charges necessary for the collection of any unpaid amount.
Fee Summary/Glossary

Tuition
All students are required to pay tuition based on number of hours enrolled.

Student Center Fee
This fee is assessed to assist in paying debt service, maintaining, operating, equipping, and improving the student center and acquiring or constructing additions. This fee is mandatory and nonrefundable.

Student Activity Fee
This fee is assessed to cover services that directly involve or benefit students for certain extracurricular activities, including, but not limited to, cultural programs, recreational activities, artistic and lecture programs. This fee is mandatory and nonrefundable.

Student Health Center Fee
This fee is assessed to help maintain, operate, equip, and improve the student health facility on campus. This fee is mandatory and nonrefundable.

Technology Fee
This fee is assessed to help support the provision of computer services to students. This fee is mandatory and nonrefundable.

Library Capital Assessment Improvement
This fee is assessed to all students to assist in paying for improvement and maintenance to the student library. This fee is mandatory and nonrefundable.

Late Registration Fee
This fee is assessed to students who fail to complete registration and enrollment on the date specified. This fee is mandatory and nonrefundable.

Financial Enrollment (FEE PAYMENT)
This process officially enrolls students into the University by making fee payment. This requires students to satisfy financial obligations associated with course registration. All students must complete financial enrollment, even if no payment is due. If a student fails to complete financial enrollment, his/her classes will be dropped. To complete this process, follow instructions outlined under steps to financial enrollment.

The Office of Student Accounts is responsible for maintaining records related to monies due to the University for the rendering of services. In addition, the office is responsible for collecting, billing, recording, receipting and depositing of all funds for the University for transactions relating to students.

Office of Student Accounts
204 Haven-Warren Hall
Phone: 404.880.8033
Fax: 404.880.6317
Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.
Family Educational Rights and Privacy Act

Directory Information
In its discretion, the University may disclose, publish, or provide Directory Information concerning a student without consent or a record of disclosure. Directory Information shall include: a student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and other similar information.

Students may withhold Directory Information by notifying the Office of the University Registrar in writing within 10 calendar days after the first scheduled day of classes of the academic year.

The Office of the University Registrar is responsible for the maintenance of all student academic records for Clark Atlanta University. Students having any questions regarding the FERPA laws or the disclosure of directory information should contact the Office of the University Registrar.

Office of the University Registrar
102 Trevor Arnett Hall
Phone: 404.880.8938
Fax: 404.880.6083
Office Hours – Monday - Friday 9:00 a.m. - 5:00 p.m.