

Registration and Enrollment Information

Advisement: Academic advisement is scheduled to start April 7, 2008. 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.
- Student 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 designated PIN station, 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: Fall 2008 registration is scheduled to open, for continuing students, on April 14, 2008. Please check the Academic Calendar for appropriate registration, enrollment and drop/add deadlines for the Fall 2008 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 Fall 2008 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: April 14 – September 5, 2008

- April 14 - Open for Continuing Graduate Students, Seniors, Athletes & ADA Students
- April 15 - Open for all Continuing Students
- May 5 - Available for New Graduate Students and Re-admitted Students

Enrollment: All students must financially enroll by **AUGUST 1, 2008**. 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 Fall 2008: AUGUST 1, 2008

Late Registration: Late registration for the Fall 2008 term is August 4 – September 5, 2008. 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 Fall 2008 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.
- 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. Fall 2008 course withdrawal is September 8, 2008 through November 7, 2008. 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 – September 5, 2008

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 FALL 2008 APPLICATIONS – JULY 29, 2008

Financial Aid

All students who are interested in receiving financial aid for the 2008-2009 school year must complete a Free Application for Student Financial Aid (FASFA) either online or through the mail.

The Priority Deadline for the Fall 2008 term is March 1, 2008.

Tuition & Mandatory Fees 2008 -2009

Undergraduate

Tuition (12-18 Hrs)	\$8,164/Semester	\$16,328/Year
Student Center Fee	\$ 100/Semester	\$ 200/Year
Technology Fee	\$ 100/Semester	\$ 200/Year
Library Capital Improvement Assessment	\$ 80/Semester	\$ 160/Year
Student Health Center Fee	\$ 50/Semester	\$ 100/Year
Student Activity Fee	\$ 25/Semester	\$ 50/Year

Total **\$8,519/Semester** **\$17,038/Year**

Graduate

Tuition	\$ 680 per credit hour
Student Center Fee	\$ 100/Semester \$ 200/Year
Technology Fee	\$ 100/Semester \$ 200/Year
Library Capital Improvement Assessment	\$ 80/Semester \$ 160/Year
Student Health Center Fee	\$ 50/Semester \$ 100/Year
Student Activity Fee	\$ 25/Semester \$ 50/Year

Notes:

- ❑ The tuition rate for undergraduate students is \$680/credit hour for 1-11 credit hours.
- ❑ Undergraduate tuition rate for greater than 18 hours is an additional \$452/credit hour.
- ❑ Technology Fee is \$12/credit hour with a maximum of \$100.
- ❑ Medical insurance is mandatory for all international students and graduate students living on campus.
- ❑ Medical insurance is optional for off-campus graduate students.
- ❑ Supplemental insurance is optional for all students.
- ❑ Insurance must be requested each semester before the end of the drop/add period.

Room and Board Schedule 2008-2009

Residence Halls

Holmes	\$1,985/Semester	\$3,970/Year (Available beginning Spring 2009)
Merner	\$1,985/Semester	\$3,970/Year (Available beginning Spring 2009)
Pfeiffer	\$1,985/Semester	\$3,970/Year
Beckwith *	\$2,492/Semester	\$4,984/Year (Single Room)
Beckwith *	\$2,021/Semester	\$4,042/Year (Double Room)
Ware Hall	\$2,492/Semester	\$4,984/Year (Single Room)
Ware Hall	\$1,985/Semester	\$3,970/Year (Double room)
Brawley Hall*	\$2,582/Semester	\$5,164/Year (Five, Six Bedroom)
Brawley Hall*	\$2,642/Semester	\$5,284/Year (Four Bedroom)

*Formerly New Residential Apartments

Board (Meal Plans)

Panther Platinum	\$1,575/Semester	\$3,150/Year	21 Meals/Week	(3 Meals/Day)
Panther Gold	\$1,351/Semester	\$2,702/Year	14 Meals/Week	(2 Meals/Day)
Panther Silver	\$ 935/Semester	\$1,870/Year	10 Meals/Week	
Block 50	\$ 278/Semester	\$ 556/Year	50 Meals/Semester	
Block 25	\$ 153/Semester	\$ 306/Year	25 Meals/Semester	

Financial Enrollment 2008-2009

Enrollment

Fall 2008 April 14 - August 1, 2008

Late Enrollment

Fall 2008 August 4 - August 24, 2008 (**\$50 late fee applies**)
August 25- September 5, 2008 (**\$100 late fee applies**)

Applying Financial Aid Towards 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

Fall 2008

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://cauoraapp.cau.edu>

Credit Card Payments

Visa, MasterCard, Discover, and American Express

Personal Checks, Cashier's Checks, and Cash

Include student social security number on all check payments.

- A \$25 returned check fee applies.
- Once a student presents an insufficient-fund check to the University, we will no longer accept personal checks as payment.

Wire Transfer Information

Bank Name: Wachovia Bank

ABA Number: 061000227

Account Number: 2052700624460

Account Name: Clark Atlanta University Operating Account

Reference: Student name and 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.

Fall 2008

First Payment.....October 1, 2008

Second Payment....November 1, 2008

Spring 2009

First Payment.....March 1, 2009

Second Payment....April 1, 2009

Annual Payment Plan

The Annual Payment Plan is available for students to make ten (10) easy monthly installments. The first payment is due July 1, 2008, and the last payment date is April 1, 2009. A \$125.00 service fee is charged for this plan.

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

Direct Deposit of Refunds

Students may elect to have their refunds directly deposited to their bank account or their cash pay card. Students must complete appropriate authorization forms and submit to the Office of Student accounts.

Cash Pay Card

Students who do not elect to have their refunds deposited into a personal bank account will be provided a Bank of America Cash Pay Card. This card will be used for refunds throughout matriculation at Clark Atlanta University unless direct deposit information is provided. This card will be issued to the student after the refund is processed. Cash Pay Cards can be picked up at 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.

Availability of Refunds

The regular schedule for student refunds is Thursdays and Fridays.

Please Note: Students who have not signed up for direct deposit will be issued a Cash Pay card. Direct deposit forms can be picked up in the Office of Student Accounts. These forms **MUST** be submitted with a voided check or valid information from the banking institution.

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.

Fall 2008 Schedule

<i>DATE</i>	<i>CHARGE</i>	<i>REFUND</i>
<i>Prior to August 30, 2008</i>	<i>0%</i>	<i>100%</i>
<i>August 30 – September 12</i>	<i>20%</i>	<i>80%</i>
<i>September 13 – September 19</i>	<i>40%</i>	<i>60%</i>
<i>September 20 – September 26</i>	<i>60%</i>	<i>40%</i>
<i>September 27 – October 3</i>	<i>80%</i>	<i>20%</i>
<i>October 4 and after</i>	<i>100%</i>	<i>0%</i>

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 (Relocated To Student Center, Multipurpose Room- Rear)

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

Each student should refer to the Clark Atlanta Student Handbook for a full discussion of the Act and its provisions.

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 fall term of the academic year**. The University will honor all written requests for nondisclosure for only one (1) academic year; therefore, authorization to withhold Directory Information must be filed annually.

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 – 9:00 a.m. to 6:00 p.m., Monday - Thursday; 9:00 a.m. to 5:00 p.m., Friday
