All outstanding balances must be paid in order to access registration. Students may verify financial aid awards by checking BANNER Web under Student Services and Financial Aid.
New Students for the Spring 2018 semester have to register for New Student Orientation

- New International Student Orientation is January 11, 2018
- New Student Orientation for Graduate Students is January 12, 2018
- New Student Orientation for Undergraduate Students is January 16, 2018
- If you have questions regarding New Undergraduate Student Orientation, please contact orientation@cau.edu.
7-Step Registration and Enrollment Process

**Step 1.** Complete the academic advising process with your assigned departmental advisor or contact Academic Enrichment Services at (404) 880-6055 or success@cau.edu

**Step 2:** Pickup Registration/Alternate PIN from Academic Advisor

**Step 3.** Register for Classes via Banner Web
https://cauoraapp.cau.edu/pls/bncaprod/twbkwbis.P_WWWLogin

**Step 4.** Secure Campus Housing by visiting the CAU Housing Portal
https://CAU.starrezhousing.com/StarRezPortal

**Step 5.** Verify Financial Aid Award via Banner Web
http://www.cau.edu/financialaid/index.html

**Step 6.** Verify Financial Enrollment with Student Accounts

**Step 7.** Pickup Panther PAW Card
https://cauoraapp.cau.edu/pls/bncaprod/twbkwbis.P_WWWLogin
Advisement, Registration and Enrollment

<table>
<thead>
<tr>
<th>Who?</th>
<th>What?</th>
<th>When?</th>
<th>Where?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students, Seniors, Juniors, Student-Athletes, Sophomores, and Freshmen</td>
<td>Step 1. Advisement</td>
<td>Beginning October 23, 2017</td>
<td>Departmental Offices and Office of Academic Success and Enrichment</td>
</tr>
<tr>
<td>Graduate Students, Seniors, Juniors, Student-Athletes, Sophomores, and Freshmen</td>
<td>Step 2. Alternate/Registration PIN Pickup</td>
<td>Beginning October 23, 2017</td>
<td>Departmental Offices and Office of Academic Success and Enrichment</td>
</tr>
<tr>
<td>Graduate Students, Seniors, Student, and Athletes</td>
<td>Step 3. Registration</td>
<td>Beginning October 23, 2017 (Graduate Students Seniors, and Athletes)</td>
<td>BANNER Web</td>
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<tr>
<td>Freshmen</td>
<td></td>
<td>Beginning October 30, 2017 (Freshmen)</td>
<td></td>
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<tr>
<td>Juniors and Sophomores</td>
<td></td>
<td>Beginning November 6, 2017 (Junior and Sophomore)</td>
<td></td>
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<tr>
<td>All Students</td>
<td>Step 4. Secure Campus Housing</td>
<td>Beginning November 6, 2017</td>
<td>Residence Life</td>
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<td></td>
<td>Step 5. Financial Aid Award</td>
<td>Beginning November 1, 2017</td>
<td>BANNER Web/Office of Financial Aid</td>
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<tr>
<td></td>
<td>Step 6. Enrollment</td>
<td>October 23, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Enrollment Process continues through January 16, 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Documents Needed

Freshmen and Sophomores

- Use the following as deemed applicable
  - Core Curriculum Requirements
  - Academic Plan
  - Academic Transcript – BANNER Web
  - Web-Registration Form
  - Transfer Evaluation Forms (where applicable)
  - Academic Improvement Recommendation Form
  - Degree Works (if accessible).

Juniors and Seniors

- Use the following as deemed applicable
  - Academic Plan
  - Academic Transcript – BANNER Web
  - Web-Registration Form
  - Transfer Evaluation Forms (where applicable)
  - Third-Year Review
  - Degree Works (if accessible).
  - Application for Graduation
  - Students with 88 credits or more should complete the Fall 2017 or Spring 2018 application for graduation.
# Documents Needed

## International Students
**Office of International Programs**

### New International Students
- Complete Biographical Data Form Information
- Submit Copy of Passport
- Register for New Student Orientation
- Submit Financial Guarantees/Documentation
- Submit Immunization Forms

### Continuing International Students
- Pre-Register for Spring 2018
- Checkout with Office of International Programs
- Update Biographical Data Form Information
- Meet with Academic Advisor

## Graduate Students
*Consult with your assigned advisor.*
## Electronic Thesis and Dissertation Submission and Review Process

**Clark Atlanta University**

**Graduate Programs**

**May 2018**

### Submission Deadline | Thesis/Dissertation Submitted to: | Graduation Date
--- | --- | ---
October 2-November 6, 2017 | Committee Chair, Committee Members, and Department Chair | May 2018
December 11, 2017 | School Dean | May 2018
February 26, 2018 | Office of Graduate Programs | May 2018

**Completion Deadline**—Note: The student’s submission may be returned for corrections/updates at each submission step.*

The Graduate Programs deadline for reviewed documents to be cleared/approved (all required corrections reflected) for final processing is April 27, 2018, 5:00 p.m. EST. The final document (one approved copy, printed on 20lb weight, 100% cotton, watermarked paper) must reach Graduate Programs no later than May 2, 2018, 5:00 p.m. EST. Any documents received after these deadlines will be considered for the next semester’s completion deadlines.
Step 1: The Advising Session

- Review, discuss, and update Academic Plan.
- Discuss satisfactory academic progress.
- Complete Third-Year Advising Review (Junior Review) for graduation clearance.
- **Complete Fall 2017 or Spring 2018 application for graduation.**
- Discuss mid-term progress.
- Assist with course selection.
- Complete the Web-Registration Form.
- Discuss post-graduation goals.
Step 2: Alternate/Registration PIN Pickup

- Students will receive the Alternate/Registration Personal Identification Number (PIN) for registration upon completion of the advising session.

- Students are able to register for courses during their designated week via BANNER WEB upon receipt of the Alternate/Registration PIN.
  - Graduate Students, Seniors, and Student-Athletes – October 23 – October 27, 2017
  - Freshmen – October 30 – November 3, 2017
  - Sophomores and Juniors – November 6 – November 10, 2017
Step 3: Registration
Quick Reference Sheet

- Students may register via BANNER WEB.
- Web Registration requires a CAU student ID number, Permanent PIN number, and the Alternate/Registration PIN number that is issued each semester.

(Instructions to access BANNER WEB.)

- Students are advised to print class schedules to verify the accuracy of courses entered.
- If necessary, corrections can be made using BANNER WEB.

- Select Login to Secure Area.
- Enter User ID #.
- Enter you Permanent PIN # and click Login.
- Select and click Student Services and Financial Aid.
- Select and click Registration.
- Click Select Term for the appropriate semester (Spring 2018).
- Enter Alternate/Registration PIN.
- Select courses.
- Select Student Detailed Schedule and print course schedule.
- Print a copy of your schedule; review it for accuracy.
- Before you exit BANNER Web Registration, look at your fees.
- Always select and click the “EXIT” button to exit BANNER Web Registration properly.
Step 4: Secure Campus Housing

For Continuing students

- Go to the Office of Student Accounts to Pay the Room Reservation Fee for Brawley Hall. Please note that the room reservation fee does not guarantee a specific room on campus.
- Go to the leasing office (American Campus Community) located at the CAU Suites to pay Room Reservation Fee for Heritage Commons and the CAU Suites.
- Go to https://CAU.starrezhousing.com/StarRezPortal to select room (Follow directions on portal.)
- Begin the application process by logging into the portal with your student email credentials (User name is your “first name.last name” and the password is the same an your email password).
- Update your emergency contact info, create a profile, select a meal plan, choose a room and roommate and finally sign your Housing Contract. You will receive a confirmation email once you are complete.
- Finally, select a meal plan, choose a room and/or roommate, and sign your lease.

For New students

- Pay the Confirmation Fee. Please note that the Confirmation Fee does not guarantee a specific room on campus.
- Review how to use the portal by clicking the link “How to Apply on the Portal.”
- Go to https://CAU.starrezhousing.com/StarRezPortal
- Begin the application process by logging into the portal with your student email credentials (user name is your first name.last name and the password is the same an your email password).
- Then update your emergency contact info, create a profile, choose a room and roommate and sign your Housing Contract. You will receive a confirmation email once you are complete.
Important Campus Housing Dates

- Portal opens for **New Students & Continuing Students**—November 6, 2017
- Space is very limited
- **Residence Hall Open for All Students**—January 13, 2018 at Noon
Step 5: Financial Aid Process

- Complete FAFSA for Fall 2018 by February 1 – CAU Priority Deadline
- Check BANNER Web for missing documents/requirements
- Check BANNER Web for Financial Aid Award
- Consult with Financial Aid Advisor for additional processing
- Ask about Financial Literacy Seminars to assist with money and debt management for college and beyond
Steps 6: Financial Enrollment

Financial Enrollment is automated for the following students:

- Undergraduate students with 12 credit hours or more.
- Graduate students with 6 credit hours or more.

All other students, including third party payers, must contact the Office of Student Accounts to complete financial enrollment.

Late Registration Begins

- December 4, 2017 ($100 late fee will be assessed).

1st Cancellation of Classes for Students Not Financially Enrolled for Spring 2018


2nd Cancellation of Classes for Students Not Financially Enrolled for Spring 2018


Students must complete the financial enrollment process prior to checking into the residence halls and attending classes.
## Undergraduate Tuition and Fees 2017-2018

### Undergraduate Tuition and Fees 2017-2018

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Fall</th>
<th>Spring</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Tuition 12-18 hours</td>
<td>$10,238</td>
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<td>Student Center Fee</td>
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<td>$108</td>
<td>$216</td>
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<tr>
<td>Technology Fee</td>
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<td>$114</td>
<td>$228</td>
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<tr>
<td>Library Fee</td>
<td>$325</td>
<td>$325</td>
<td>$650</td>
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<tr>
<td>Sustainability Fee</td>
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<td>$5</td>
<td>$10</td>
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<tr>
<td>Health Center Fee</td>
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<td>$26</td>
<td>$52</td>
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<tr>
<td>Athletic Fee</td>
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<td>$55</td>
<td>$110</td>
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<tr>
<td>Student Activity Fee</td>
<td>$75</td>
<td>$75</td>
<td>$150</td>
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<tr>
<td>Total w/o insurance</td>
<td>$10,946</td>
<td>$10,946</td>
<td>$21,892</td>
</tr>
<tr>
<td>Student Insurance **</td>
<td>$499</td>
<td>$692</td>
<td>$1,191</td>
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<tr>
<td>Total with insurance</td>
<td>$11,445</td>
<td>$11,638</td>
<td>$23,083</td>
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</tbody>
</table>

Tuition for 1-11 hours: $853 per hour  
Tuition for hours over 18: $612 per hour

### Residence Hall

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Semester</th>
<th>Annual</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckwith Hall</td>
<td>$2,750</td>
<td>$5,500</td>
<td>One bedroom</td>
</tr>
<tr>
<td>Beckwith Hall</td>
<td>$2,250</td>
<td>$4,500</td>
<td>Two bedroom</td>
</tr>
<tr>
<td>Brawley Hall 1st Floor</td>
<td>$3,250</td>
<td>$6,500</td>
<td>Five, Six Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 1st Floor</td>
<td>$3,350</td>
<td>$6,700</td>
<td>Four Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 2nd &amp; 3rd Floor</td>
<td>$3,250</td>
<td>$6,500</td>
<td>Five, Six Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 2nd &amp; 3rd Floor</td>
<td>$3,350</td>
<td>$6,700</td>
<td>Four Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 4th Floor</td>
<td>$3,250</td>
<td>$6,500</td>
<td>Five, Six Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 4th Floor</td>
<td>$3,350</td>
<td>$6,700</td>
<td>Four Bedroom</td>
</tr>
<tr>
<td>Memer Hall</td>
<td>$2,700</td>
<td>$5,400</td>
<td>Double Room</td>
</tr>
<tr>
<td>Pfeiffer Hall</td>
<td>$2,700</td>
<td>$5,400</td>
<td>Double Room</td>
</tr>
<tr>
<td>Holmes Hall</td>
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<td>Double Room</td>
</tr>
<tr>
<td>CAU Suites</td>
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<td>Four bedroom</td>
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<tr>
<td>CAU Suites</td>
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<td>Two bedroom</td>
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<td>CAU Suites</td>
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<td>Super Suite -2 bed</td>
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<tr>
<td>Heritage Commons</td>
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<td>Four bedroom</td>
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<td>Heritage Commons</td>
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<td>Two Bedroom</td>
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</table>

### Meal Plans

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Semester</th>
<th>Annual</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Unlimited</td>
<td>$1,969</td>
<td>$3,938</td>
<td>Unlimited Meals + $100 dining bucks</td>
</tr>
<tr>
<td>Gold</td>
<td>$1,969</td>
<td>$3,938</td>
<td>14 Meals per week + $200 dining bucks</td>
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<tr>
<td>Silver</td>
<td>$1,690</td>
<td>$3,380</td>
<td>10 Meals per week + $250 dining bucks</td>
</tr>
<tr>
<td>Block 130</td>
<td>$1,356</td>
<td>$2,672</td>
<td>130 Meals per semester + $150 dining bucks</td>
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<tr>
<td>Block 60</td>
<td>$761</td>
<td>$1,522</td>
<td>60 Meals per semester + $150 dining bucks</td>
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<td>Block 30</td>
<td>$500</td>
<td>$1,060</td>
<td>30 meals per semester + $150 dining bucks</td>
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<tr>
<td>Block 20</td>
<td>$333</td>
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<td>20 meals per semester</td>
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<tr>
<td>Dining Bucks 250</td>
<td>$250</td>
<td>$500</td>
<td>$250 dining bucks</td>
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</tbody>
</table>

1. Required for all freshmen  
2. Minimum for sophomores  
3. Minimum requirement for residential juniors, seniors and graduate students  
4. Minimum requirement for non-residential juniors and seniors
# Graduate Tuition and Fees 2017-2018

<table>
<thead>
<tr>
<th>Hours Registered</th>
<th>Tuition Amount</th>
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<th>Athletic</th>
<th>Health</th>
<th>Sustain.</th>
<th>Library</th>
<th>Tech.</th>
<th>Stud. Ctr.</th>
<th>Total Fees</th>
<th>Total tuition and fees per semester</th>
<th>Total tuition and fees per year</th>
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<td>$708.00</td>
<td>$14,013.00</td>
<td>$28,026.00</td>
</tr>
</tbody>
</table>
Steps 7: Panther PAW Card

- **Continuing Students’** Panther PAW Cards are reactivated 2 hours after completion of financial enrollment.

- Students are officially enrolled for the term after all steps have been completed.

- **All students must be financially enrolled to receive a Panther Paw Card.**

- **New Students** must complete the Panther PAW Card Agreement and The Money Network Consent. (Follow steps below.)
Steps 7: Panther PAW Card (continued)
(New Students for Spring 2018)

- Log onto BANNER Web.
- Select Enter Secure Area.
- Enter your user ID & PIN.
- Select Student Services and Financial Aid.
- Select Student Records.
- Select Panther PAW Card Consent.
- Read the Panther PAW Consent Form and check the box.
- Select Student Records again.
- Select Money Network Consent and Change Form if you are due a refund. This will determine how you want to receive your refund.
- Read the Money Network Consent requirements and make a selection.
- Select Money Network Consent if you are due a refund. This will determine how you want to receive your refund.
- Read the Money Network Consent requirements and make a selection.
- Once you have completed the above steps, wait two hours then go to the Panther PAW Office, Henderson Student Center, 3rd Floor to take your photo and receive your CAU ID card. You must also bring an ID card (driver’s license, passport, etc.)
Important Dates Spring 2018

- November 13, 2017: Tuition Payment Plan Begins and Student Health Insurance Waiver Rollover
- November 13, 2017: ARCHE Cross-Registration
- November 27, 2017: AUC Cross-Registration
- December 4, 2017: Late Registration Fee ($100.00) Begins for Continuing Students
- January 9, 2018: Faculty and Staff Opening Institute
- January 11, 2018: New International Student Orientation
- January 12, 2018: New Graduate Student Orientation
- January 15, 2018: Martin Luther King, Jr. Holiday Observance
- January 16, 2018: Cancellation of Classes for Students Not Financially Enrolled for Spring 2018
- January 16, 2018: New Student Orientation
- January 17, 2018: First Day of Classes
- January 17, 2018: Mandatory Daily Posting of Class Attendance in Banner by Faculty Begins
Important Dates Spring 2018

- **January 26, 2018**
  - **Final Cancellation of Classes for Students Not Financially Enrolled for Spring 2018**
  - Official DROP/ADD Period Ends for Students Registered for Spring 2018
  - Course Withdrawal Period Begins (Ends May 2, 2018 at 5:00 p.m.)

- **January 30, 2018**
  - Faculty Complete Entry of Student Attendance in Banner Web (8:00 a.m.)

- **February 12, 2018**
  - Spring 2018 Census

- **March 5-9, 2018**
  - Mid-Semester Examinations

- **March 12-16, 2018**
  - Spring Break

- **March 19-23, 2018**
  - Founders Week

- **March 30, 2018**
  - Good Friday

- **April 2-6, 2018**
  - Early Advising, Registration, and Housing Opens for Summer and Fall 2018

- **May 2, 2018**
  - Last Day of Classes
  - Course Withdrawal Period Ends

- **May 3-4, 2018**
  - Reading Period

- **May 7-11, 2018**
  - Final Examinations Week

- **May 11, 2018**
  - Spring Semester Ends