OFFICE OF THE UNIVERSITY REGISTRAR

TEVOR ARNETT HALL
OFFICE HOURS – 9:00 AM – 5:00 PM
MONDAY – FRIDAY
EMAIL: REGISTRAR@CAU.EDU
PHONE NUMBER: 404-880-8938
THE OFFICE OF THE UNIVERSITY REGISTRAR

The Office of the University Registrar provides administrative support services to current and former students by maintaining timely and accurate records of the academic progress and accomplishments of Clark Atlanta University students and former students of Clark College and Atlanta University.
MOST COMMON SERVICES

The Office of the University Registrar offers many student services. The most common processes you may need are listed below:

- Bannerweb Password Resets
- Course Withdrawals (Online)
- Enrollment Verification (Online)
- Major/Minor/Concentration Changes
- Ordering Transcripts (Online)
- Transfer Credits

For a listing and instructions on all of our student processes, visit the Registrar webpage of the CAU website: https://www.cau.edu/registrar/index.html

Bookmark this page!
FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Clark Atlanta, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information for your education records.

However, Clark Atlanta may disclose appropriately designated “directory information” without the written consent, unless you have advised Clark Atlanta to the contrary in accordance with Clark Atlanta procedures.
FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Instructions for completing a FERPA form:

BannerWeb > Student Records & Financial Aid > FERPA
We are a member of the National Student Clearinghouse. Students obtain Enrollment Verification through Self-Service BannerWeb or the Registrar Webpage.

The company that is verifying your enrollment can contact the National Student Clearinghouse at 703-742-4200 or go to www.studentclearinghouse.org
SELF-SERVICE ENROLLMENT VERIFICATION

**Before August 27, 2023**
Request via Registrar Webpage

**After August 27, 2023**
Request via BannerWeb

*Also used if forms need to be completed.*

Students must be enrolled before we can provide Enrollment Verification.
REGISTERED VS. ENROLLED

A financially enrolled student has all financial obligations completed. Think of a purchase you’ve made on Amazon:

1. **Select**
   - Advisement

2. **Add to Cart**
   - Course Registration
   - Housing
   - Meal Plan
   - Fees

3. **Payment**
   - Financial Aid
   - Loans
   - Payment Plans
   - Scholarships/Grants
   - Credit/Debit Card

4. **Delivery**
   - Move In
   - Eat/Sleep
   - Go to Class

5. **Receive**
   - Semester Grades

Once this step is complete student is Enrolled.
HOW DO I KNOW IF I AM ENROLLED?

Student Records

Your Current Enrollment Status
Panther PAW Card Consent
Student Evaluation of Faculty Instruction
Note: Please click on the link to fill out Course Evaluation.
View Holds
View Your Midterm Grades
View Your Final Grades
Academic Transcript

Order eTranscript
NOTE: Our eTranscript partner Parchment has implemented a new system. All users with accounts in the previous system will need to create a new account. The eTranscript service is available to currently enrolled students and students who have submitted previous transcript requests via Bannerweb. Before you submit an eTranscript request, please review your unofficial transcript to make sure all credits are posted, and if you graduated, your degree has been awarded.
View Status of Transcript Requests
Confirmation Fee (First Year Freshmen and Transfer Students Only)
Tuition Payment Plan (Use your full CAU Email Address and Email Password to Login)
Student Account Payment (Use your full CAU Email Address and Email Password to Login)
Student Account Detail (Use your full CAU Email Address and Password to Login)
Dynamic Catalog
Link to Online Enrollment Verification
ADVANCED COURSES

Students with Advanced Placement (AP), International Baccalaureate (IB), or Dual Enrollment Courses must submit all transcripts and scores to Admissions at admissions@cau.edu.

Admissions will forward the information to our office. Once all credits are applied, the Registrar’s Office will send an email of completion.
The role of Veteran’s Services is to monitor each veteran student’s enrollment status and academic progress. Our office does not determine eligibility for benefits or have access to any student’s Department of Defense VA records.

Initial certifications of enrollment are submitted prior to the beginning of each term. Changes in enrollment status that affect a student’s VA educational benefits are reported as they occur. The number of certifiable credit hours determines the level of benefits the student may receive. The University notifies the Department of Veterans Affairs through the electronic submission of the 22-1999 form.

All degree programs and majors at Clark Atlanta University have been approved by the VA as eligible for educational benefits. You must be either a degree-seeking student or a transient student seeking a degree at another institution to qualify for educational benefits at Clark Atlanta University.
Documents needed for a student veteran or the dependent of a veteran to claim their educational benefits are:

- Certificate of Eligibility VA Form 22-1990 or 22-1990b or 22-1990e (Application for Educational Benefits)
- VA Form 28-1905 (for VA Ch 31 Vocational Rehabilitation benefits)
- VA Form 2384-1 Notice of Basic Eligibility (NOBE) (for VA Ch 1606 or 1607 benefits)
- VA Form 22-1995 Change of Program or Training
APPLYING FOR VETERANS EDUCATIONAL BENEFITS

Applying for Veterans Educational Benefits Students looking to utilize Veteran Affairs Educational Benefits must have a processed application on file with the Department of Veteran Affairs.

For information on applying for benefits, please go to the Veterans Affairs website at: http://www.benefits.va.gov/gibill/.

Please be certain to save a copy of the application for Veterans Educational Benefits for your records as well as the confirmation email that the application was received. You must also provide a copy of the application to the VA Certifying Official at Clark Atlanta University.
APPLYING FOR VETERANS EDUCATIONAL BENEFITS AT CAU

Please be sure to fill out the VA-application for new students on our website at CAU.EDU

- Click on Administration in the right hand corner of the home page
- Click on Registrar's Office
- Click on Veteran Affairs
- Click on Veteran Affairs Application-New Students and follow all directions
Mr. Brodrick Walker, Assistant Registrar-Academic Compliance and Certification

Location: Office of the University Registrar, Trevor Arnett Hall, Room 102

Email: bwalker@cau.edu or studacctva@cau.edu

Mr. Walker’s primary goal is to assist students receiving VA Educational Benefits by:

- Processing educational benefit forms such as enrollment certifications.
- Advising students on procedures pertaining to their educational benefits.
Ellucian Degree Works™ provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors negotiate curriculum requirements at CAU.

- Clear and consistent degree plans
- More transparent articulation of transfer credits
- Personalized information
- Up to date status of degree completion progress
- Improved retention and graduation rates
- More timely degree certification
HOW TO LOG INTO DEGREE WORKS

1. Click the **BannerWeb** link at the bottom of the University webpage (www.cau.edu)
2. Click **Enter Secure Area**
3. Enter your 900#, PIN and select **Login**
4. Click **Student Services and Financial Aid**
5. Click **Panther Path Degree Works**
6. If prompted, login with your CAU Email Address and Password
### DEGREE WORKS STUDENT DATA & DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Data refreshed 05/07/2023 10:50 PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>9001111111</td>
</tr>
<tr>
<td>Select Student</td>
<td>Last, First Middle</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</table>

**Advanced search**

- **Level**: Undergraduate
- **Classification**: Freshman
- **Major**: English
- **Program**: BA in English
- **School**: School of Arts and Sciences

- **Est. Graduation Date**: 18-MAY-26
- **Overall GPA**: 0.000
- **Academic Standing**: Academic Warning
- **Transfer**: No
- **Holds**: Student Accounts Hold

### Major in English

- **Incomplete**: INCOMPLETE

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits required:</td>
<td>122</td>
</tr>
<tr>
<td>Credits applied:</td>
<td>0</td>
</tr>
<tr>
<td>Catalog year:</td>
<td>2022-2023</td>
</tr>
<tr>
<td>GPA:</td>
<td>0.000</td>
</tr>
</tbody>
</table>
Degree Works Course Requirements

Minor in Psychology

- Credits required: 18
- Credits applied: 12
- Course catalog year: 2020-2021
- GPA: 4.000

Unmet conditions for this set of requirements:

- 18 credits are required. You currently have 12, you still need 6 more credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Psychology (3)</td>
<td>CPSY 315</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>History and Systems of Psychology (3)</td>
<td>Still needed: 1 Class in CPSY 377</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Information

CPSY 377 - 3 Credits - History/Systems of Psychology

Philosophical antecedents of the concepts of modern psychology. Students explore the life and works of significant personalities in the field of psychology and trace major theoretical viewpoints in the historical development of modern psychology. Prerequisite: CPSY 211.

Prerequisites:

- CPSY 211 with a minimum grade of C

Sections:

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Section</th>
<th>Seats open</th>
<th>Meeting times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>20463</td>
<td>01</td>
<td>-4 (out of 45)</td>
<td>W 04:20pm - 06:50pm</td>
</tr>
</tbody>
</table>
# DEGREE WORKS COURSE REQUIREMENT STATUS

## Minor in Psychology

**Status:** INCOMPLETE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Psychology (3)</td>
<td>CPSY 315 Social Psychology</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>History and Systems of Psychology (3)</td>
<td>Still needed: 1 Class in CPSY 377</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abnormal Psychology (3)</td>
<td>CPSY 385 Abnormal Psychology</td>
<td>A</td>
<td>3</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Learning (3)</td>
<td>Still needed: 1 Class in CPSY 413</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology Elective (3)</td>
<td>CPSY 358 Human Sexuality</td>
<td>IP</td>
<td>(3)</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>Psychology Elective (3)</td>
<td>CPSY 330 African-Centered Psychology</td>
<td>IP</td>
<td>(3)</td>
<td>Spring 2022</td>
</tr>
</tbody>
</table>

**Credits required:** 18  
**Credits applied:** 12  
**Catalog year:** 2020-2021  
**GPA:** 4.000

Unmet conditions for this set of requirements:

- 18 credits are required. You currently have 12, you still need 6 more credits.

- Social Psychology (3)
- Abnormal Psychology (3)
- Learning (3)
- Psychology Elective (3)
## DEGREE WORKS COURSE OUTLIERS

### Fall Through

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO 111L</td>
<td>General Biology I Lab</td>
<td>P</td>
<td>0</td>
<td>Spring 2023</td>
<td></td>
</tr>
<tr>
<td>CUGS 098</td>
<td>Undergraduate Seminar</td>
<td>P</td>
<td>0</td>
<td>Spring 2023</td>
<td></td>
</tr>
</tbody>
</table>

### Insufficient

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO 111</td>
<td>General Biology I &amp; Lab</td>
<td>F</td>
<td>0</td>
<td>Fall 2022</td>
<td>(R)</td>
</tr>
<tr>
<td>CGED 100</td>
<td>1st Yr Sem (Psychology)</td>
<td>F</td>
<td>0</td>
<td>Fall 2022</td>
<td></td>
</tr>
<tr>
<td>CHUM 228C</td>
<td>The Early Period to 1914</td>
<td>F</td>
<td>0</td>
<td>Fall 2022</td>
<td></td>
</tr>
<tr>
<td>CMAT 104</td>
<td>Finite Mathematics</td>
<td>W</td>
<td>0</td>
<td>Fall 2022</td>
<td></td>
</tr>
<tr>
<td>CSTA 101</td>
<td>Fundamentals of Speech</td>
<td>F</td>
<td>0</td>
<td>Fall 2022</td>
<td>(R)</td>
</tr>
</tbody>
</table>
### In-progress and Preregistered

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCIS 100WE</td>
<td>Info. Tech. &amp; Computer(Online)</td>
<td>IP</td>
<td>(3)</td>
<td>Summer 2023</td>
<td></td>
</tr>
<tr>
<td>CHIS 201</td>
<td>United States, Africa &amp; World</td>
<td>IP</td>
<td>(3)</td>
<td>Summer 2023</td>
<td></td>
</tr>
<tr>
<td>CFLS 101</td>
<td>Elementary Spanish</td>
<td>IP</td>
<td>(3)</td>
<td>Fall 2023</td>
<td></td>
</tr>
<tr>
<td>CGED 100</td>
<td>1st Yr Sem (Psychology)</td>
<td>IP</td>
<td>(1)</td>
<td>Fall 2023</td>
<td></td>
</tr>
<tr>
<td>CHUM 230C</td>
<td>Modern Period: WWI to Present</td>
<td>IP</td>
<td>(3)</td>
<td>Fall 2023</td>
<td></td>
</tr>
<tr>
<td>CMAT 104</td>
<td>Finite Mathematics</td>
<td>IP</td>
<td>(3)</td>
<td>Fall 2023</td>
<td></td>
</tr>
<tr>
<td>CPHI 231</td>
<td>Ethics &amp; Human Values</td>
<td>IP</td>
<td>(3)</td>
<td>Fall 2023</td>
<td></td>
</tr>
</tbody>
</table>
QUICK ACCESS TO COMMON REGISTRAR SERVICES

Registrar Services

VA Application

FERPA Form

Enrollment Verification

VA Website

FERPA Information