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.
7 Step Registration and Enrollment Process

**Step 1.** Complete the academic advisement process with your assigned departmental advisor or contact Academic Enrichment Services

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

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

**Step 4.** Secure Campus Housing by visiting the CAU Housing Portal
[http://residencelife.cau.edu/StarRezPortal](http://residencelife.cau.edu/StarRezPortal)

**Step 5.** Verify Financial Aid Award via Banner Web
[http://www.cau.edu/financialaid/index.html](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](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>
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</thead>
<tbody>
<tr>
<td>Graduate Students&lt;br&gt;Seniors, Juniors&lt;br&gt;Athletes, Sophomores&lt;br&gt;and Freshmen</td>
<td>Step 1. Advisement</td>
<td>Beginning March 28, 2016</td>
<td>Departmental Offices&lt;br&gt;and Office of Academic Success and&lt;br&gt;Enrichment</td>
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<tr>
<td>Graduate Students&lt;br&gt;Seniors, Juniors&lt;br&gt;Athletes, Sophomores&lt;br&gt;and Freshmen</td>
<td>Step 2. Alternate/Registration PIN Pickup</td>
<td>Beginning March 28, 2016</td>
<td>Departmental Offices&lt;br&gt;and Office of Academic Success and&lt;br&gt;Enrichment</td>
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<tr>
<td>Graduate Students&lt;br&gt;Seniors, Athletes</td>
<td>Step 3. Registration</td>
<td>Beginning April 11, 2016 (Graduate Students&lt;br&gt;Seniors, Juniors and Athletes)</td>
<td>BANNER Web</td>
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<tr>
<td>Juniors, Sophomores&lt;br&gt;and Freshmen</td>
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<td>Beginning April 12, 2016 (Sophomores and Freshmen)</td>
<td>Residential Life</td>
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<tr>
<td>All Students</td>
<td>Step 4. Secure Campus Housing</td>
<td>March 29, 2016 (Housing portal opens for sophomores.)</td>
<td>BANNER Web/Office of Financial Aid</td>
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<td></td>
<td>Step 5. Financial Aid Award</td>
<td>April 11, 2016 (Housing portal opens for new students.)</td>
<td>BANNER Web Or Visit CAU Website</td>
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<td>Step 6. Enrollment</td>
<td>April 19, 2016 (Housing portal opens for Upper-Classmen.)</td>
<td>Panther PAW Office Student Center - 3rd Floor</td>
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</table>
Documents Needed

Freshmen and Sophomores

- Use the following as deemed applicable
  - Core Curriculum Requirements
  - Academic Plan
  - Academic Transcript
  - Web-Registration Form
  - Transfer Evaluations 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 Evaluations Forms (where applicable)
  - Third-Year Review
  - Degree Works if accessible
  - Application for Graduation
  - Students with 88 credits or more should complete the Summer 2016, Fall 2016 or Spring 2017 application for graduation.
# Documents Needed

## International Students

**Office of Multicultural Affairs**  
**Bishop Cornelius Henderson Student Center**

<table>
<thead>
<tr>
<th>New International Students</th>
<th>Continuing International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Biographical Data Form</td>
<td>Pre-Register for Fall 2016</td>
</tr>
<tr>
<td>Submit Copy of Passport</td>
<td>Checkout with Office of Multicultural Affairs</td>
</tr>
<tr>
<td>Registrar for New Student Orientation</td>
<td>Update Biographical Data Form</td>
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<tr>
<td>Submit Financial Guarantees</td>
<td></td>
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<tr>
<td>Submit Immunization Forms</td>
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</tr>
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</table>

## Graduate Students

*Consult with your assigned advisor.*
Step 1: The Advisement Session

- Review, discuss and update Academic Plan.
- Discuss satisfactory academic progress.
- Complete Third-Year Advisement Review (Junior Review) for graduation clearance.
- **Complete Fall 2016 or Spring 2016 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 advisement session.
- Students are able to register for courses via BANNER WEB upon receipt of the Alternate/Registration PIN.
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 your Permanent PIN # and click Login.
- Select and click Student Services and Financial Aid.
- Select and click Registration.
- Click Select Term for the appropriate semester (Summer 2016 or Fall 2016).
- 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 Returning students

- Go to the Office of Student Accounts to Pay the Room Reservation Fee for Brawley Hall.
- 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 [http://residencelife.cau.edu/StarRezPortal](http://residencelife.cau.edu/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.
- The first 200 students for Brawley Hall will pay a discounted room reservation fee of $125.00. The regular fee is $ 250.00.
- Finally, select a meal plan, choose a room and/or roommate, and sign your lease.

For New students

- Pay the Confirmation Fee.
- Review how to use the portal by clicking the link “How to Apply on the Portal”.
- Go to [http://residencelife.cau.edu/StarRezPortal](http://residencelife.cau.edu/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 **Sophomores** – March 29
- Portal opens for **New Students** – April 11
- Portal opens for **Upper-Classmen** – April 19
- **New students** check in – August 11
- **Returning students** move in – August 13
Step 5: Financial Aid Process

- Complete FAFSA.
- 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.
Financial Enrollment is automated for the following student:

- 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.

1st Cancellation of Classes for Students Not Financially Enrolled for Fall 2016
- August 2, 2016 ($100 late fee will be assessed).

2nd Cancellation of Classes for Students Not Financially Enrolled for Fall 2016
- August 17, 2016.

Students must complete the financial enrollment process prior to checking into the residence halls and attending classes.
## Undergraduate Tuition and Fees 2016-2017

Clark Atlanta University  
223 James P Brawley Drive  
Atlanta, GA 30313-4

### Undergraduate Tuition and Fees 2016-2017

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Year</th>
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<td>Tuition 12-18 hours</td>
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<td>Student Center Fee</td>
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<td>$108</td>
<td>$216</td>
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<td>Technology Fee</td>
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<tr>
<td>Library Fee</td>
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<td>$300</td>
<td>$600</td>
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<tr>
<td>Sustainability Fee</td>
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<td>Health Center Fee</td>
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<td>Athletic Fee</td>
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<td>Student Activity Fee</td>
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<tr>
<td>Total w/o insurance</td>
<td>$10,603</td>
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<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>$11,102</td>
<td>$11,371</td>
<td>$22,373</td>
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</tbody>
</table>

Tuition for 1-11 hours $828 per hour
Tuition for hours over 18 $594 per hour

All undergraduate students with the exception of International students, Student Athletes, and on-campus graduate students may waive the health insurance with proper coverage.

### Residence Hall

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Semester</th>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckwith Hall</td>
<td>$2,748</td>
<td>$5,496</td>
<td>One bedroom</td>
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<tr>
<td>Beckwith Hall</td>
<td>$2,228</td>
<td>$4,456</td>
<td>Two bedroom</td>
</tr>
<tr>
<td>Brawley Hall 1st Floor</td>
<td>$3,107</td>
<td>$5,214</td>
<td>Five, Six Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 1st Floor</td>
<td>$3,178</td>
<td>$4,356</td>
<td>Four Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 2nd &amp; 3rd Floor</td>
<td>$3,262</td>
<td>$4,674</td>
<td>Five, Six Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 2nd &amp; 3rd Floor</td>
<td>$3,337</td>
<td>$4,674</td>
<td>Four Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 4th Floor</td>
<td>$3,281</td>
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<td>Five, Six Bedroom</td>
</tr>
<tr>
<td>Brawley Hall 4th Floor</td>
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<tr>
<td>Pfeiffer Hall</td>
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<td>$2,950</td>
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<tr>
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### Meal Plans

<table>
<thead>
<tr>
<th>Meal Plans</th>
<th>Semester</th>
<th>Year</th>
<th>Description</th>
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<tbody>
<tr>
<td>Platinum Unlimited *</td>
<td>$1,930</td>
<td>$3,850</td>
<td>Unlimited Meals + $100 dining bucks</td>
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<tr>
<td>Gold</td>
<td>$1,930</td>
<td>$3,850</td>
<td>14 Meals per week + $200 dining bucks</td>
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<tr>
<td>Silver **</td>
<td>$1,657</td>
<td>$3,314</td>
<td>10 Meals per week + $250 dining bucks</td>
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<tr>
<td>Block 130</td>
<td>$1,310</td>
<td>$2,620</td>
<td>130 Meals per semester + $150 dining bucks</td>
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<tr>
<td>Block 60 ***</td>
<td>$746</td>
<td>$1,492</td>
<td>60 Meals per semester + $150 dining bucks</td>
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<td>Block 30</td>
<td>$413</td>
<td>$856</td>
<td>30 meals per semester + $100 dining bucks</td>
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<tr>
<td>Dining Bucks 260</td>
<td>$250</td>
<td>$500</td>
<td>$250 dining bucks</td>
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</table>

* Required for all freshmen  
** Minimum requirement for sophomores  
*** Minimum requirement for residential juniors, seniors and graduate students
Graduate Tuition and Fees 2016-2017

Clark Atlanta University
223 James P Brawley Drive
Atlanta, GA 30134

GRADUATE TUITION AND FEES 2016-2017

<table>
<thead>
<tr>
<th>Hours Registered</th>
<th>Tuition Amount</th>
<th>Activity</th>
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<th>Health</th>
<th>Sustain</th>
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<th>Tech.</th>
<th>Stud. Ctr.</th>
<th>Total Fees</th>
<th>Total tuition and fees per semester</th>
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<td>$663.00</td>
<td>$13,578.00</td>
<td>$27,156.00</td>
</tr>
</tbody>
</table>
Steps 7: Panther PAW

- **Returning Students’** Panther PAW Cards are reactivated 2 hours after completion of official 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  (continued)

(New Students)

- 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 Summer 2016

- **May 31, 2016**
  - **Classes begin - First Day of Summer 2016**

- **June 1, 2016**
  - 1st Cancellation of Classes for Students not Financially Enrolled for Summer 2016

- **June 1, 2016**
  - First Day of Late Registration Summer 2016 (Late fee applied - $50)

- **June 1 - 3, 2016**
  - ADD/DROP Period for Students Registered for Summer 2016

- **June 3, 2016**
  - **Final Cancellation of Classes for Students Registered for but Not Financially Enrolled for Summer 2016**

- **June 22-24, 2016**
  - Mid-Semester Examinations for Summer 2016

- **July 4, 2016**
  - Independence Day

- **July 5, 2016**
  - Classes Resume Summer 2016

- **July 5, 2016**
  - Official Course Withdrawal Period End Summer 2016

- **July 22, 2016**
  - Last Day of Classes Summer 2016

- **July 25-29, 2016**
  - Final Examinations Summer 2016

- **July 29, 2016**
  - Summer Session 2016 Ends

- **July 30, 2016**
  - Residence Halls Close at Noon
August 1, 2016
- 1st Cancellation of Classes for Students Not Financially Enrolled for Fall 2016

August 2, 2016
- Late registration fee for returning students $100.00 begins.

August 11, 2016
- New Students Campus Housing Move-In

August 12-15, 2016
- CAU Experience (New Students)

August 13, 2016
- Returning Students Campus Housing Move-In

August 17, 2016
- 2nd Cancellation of Classes for Students Not Financially Enrolled for Fall 2016

August 17, 2016
- Classes Begin Fall 2016

August 17, 2016
- ADD/DROP Period Begins

August 17, 2016
- AUC Cross-Registration Begins

August 26, 2016
- Last day for AUC Cross-Registration
Important Dates Fall 2016

- **August 26, 2016**  Final Cancellation of Classes for Students Not Financially Enrolled for Fall 2016
- **August 26, 2016**  Official DROP/ADD Period Ends for Students Registered for Fall 2016
- **August 26, 2016**  Course Withdrawal Period Begins
- **September 5, 2016**  Labor Day Holiday
- **September 13, 2016**  Opening Convocation
- **October 3-7, 2016**  Mid-Semester Examinations
- **October 31, 2016**  Course Withdrawal Period Ends
- **November 24-25, 2016**  Thanksgiving Holiday
- **November 30, 2016**  Last Day of Class
- **December 1-2, 2016**  Reading Period
- **December 5-9, 2016**  Final Examinations Week
- **December 9, 2016**  Fall Semester Ends