CLARK ATLANTA UNIVERSITY

OFFICE OF THE UNIVERSITY REGISTRAR

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.
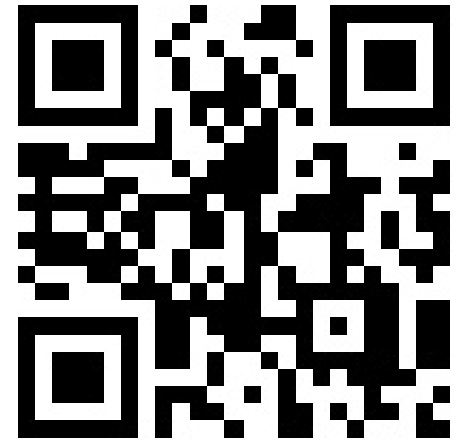
FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Instructions for completing a FERPA form:

BannerWeb > Student Records & Financial Aid > FERPA

ENROLLMENT VERIFICATION

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
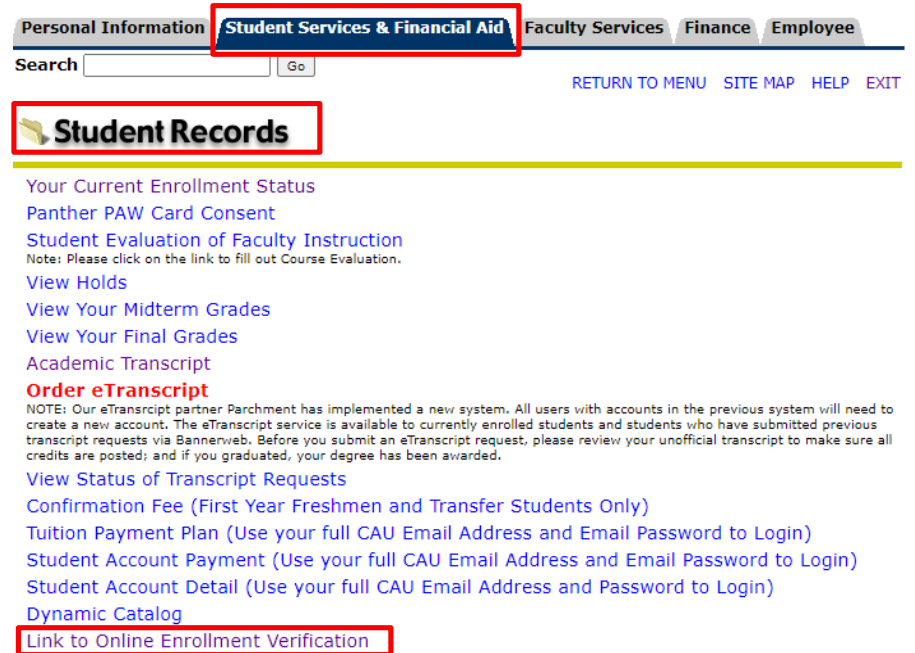
Before August 27, 2023
Request via Registrar Webpage

Also used if forms need to be completed.

After August 27, 2023
Request via BannerWeb

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	**2** Add to Cart	**3** Payment	**4** Delivery	**5** Receive
Advisement	Course Registration Housing Meal Plan Fees	Financial Aid Loans Payment Plans Scholarships/Grants Credit/Debit Card	Move In Eat/Sleep Go to Class	Semester Grades
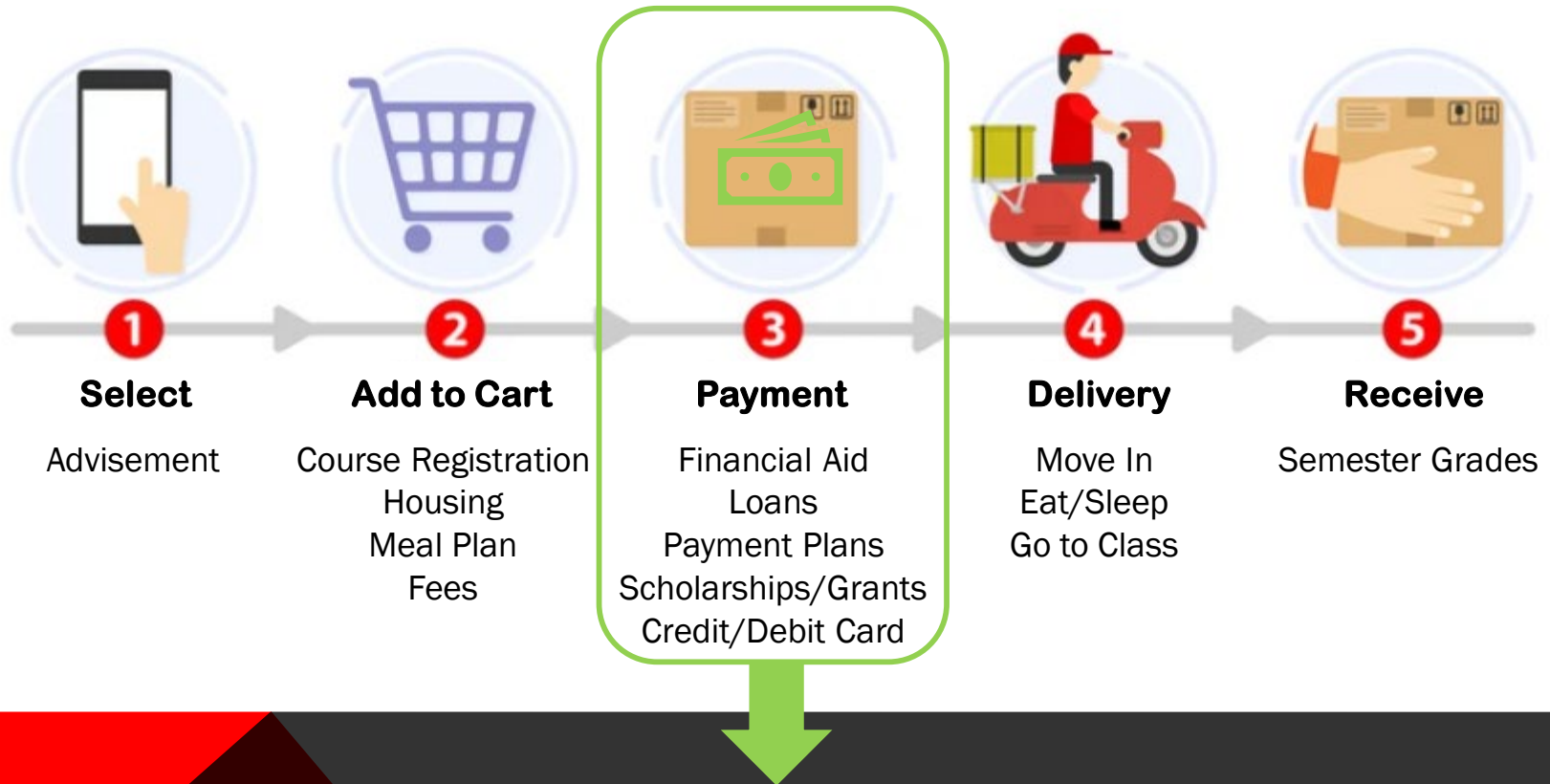
Once this step is complete
student is Enrolled.

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HOW DO I KNOW IF I AM ENROLLED?

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.

VETERAN AFFAIRS AT CLARK ATLANTA UNIVERSITY

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.

VA DOCUMENTS REQUIRED

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
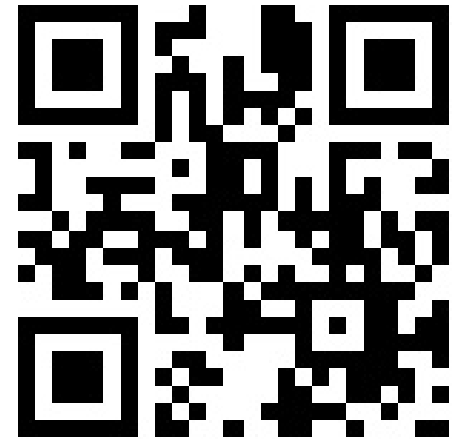
CLARK ATLANTA UNIVERSITY
VA CERTIFYING OFFICIAL

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.

DEGREE WORKS

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

Data refreshed 06/07/2023 10:50 PM

Student ID		Select Student		Degree
900111111	×	Last, First Middle	⌄	Bachelor of Arts

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   ⌄

Credits required: 122   Credits applied: 0   Catalog year: 2022-2023   GPA: 0.000

DEGREE WORKS COURSE REQUIREMENTS

Minor in Psychology   INCOMPLETE

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.

		Course	Title	Grade	Credits	Term	Repeated
✓	Social Psychology (3)	CPSY 315	Social Psychology	A	3	Fall 2020	
○	History and Systems of Psychology (3)	**Still needed:**	**1** Class in **CPSY 377** ☑				

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:

Term	CRN	Section	Seats open	Meeting times
Fall 2023	20463	01	-4 (out of 45)	W 04:20pm - 06:50pm

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DEGREE WORKS COURSE REQUIREMENT STATUS

Minor in Psychology INCOMPLETE

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.

		Course	Title	Grade	Credits	Term	Repeated
⊘	Social Psychology (3)	CPSY 315	Social Psychology	A	3	Fall 2020	
○	History and Systems of Psychology (3)	**Still needed:**	**1** Class in **CPSY** 377 ☑				
⊘	Abnormal Psychology (3)	CPSY 385	Abnormal Psychology	A	3	Spring 2021	
○	Learning (3)	**Still needed:**	**1** Class in **CPSY** 413 ☑				
◐	Psychology Elective (3)	CPSY 358	Human Sexuality	IP	(3)	Spring 2022	
◐	Psychology Elective (3)	CPSY 330	African-Centered Psychology	IP	(3)	Spring 2022	

○ Still Needed   ◐ In Progress   ✓ Complete

DEGREE WORKS COURSE OUTLIERS

Fall Through

Credits applied: 0   Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
CBIO 111L	General Biology I Lab	P	0	Spring 2023	
CUGS 098	Undergraduate Seminar	P	0	Spring 2023	

Insufficient

Credits applied: 0   Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
CBIO 111	General Biology I & Lab	F	0	Fall 2022	(R)
CGED 100	1st Yr Sem (Psychology)	F	0	Fall 2022	
CHUM 228C	The Early Period to 1914	F	0	Fall 2022	
CMAT 104	Finite Mathematics	W	0	Fall 2022	
CSTA 101	Fundamentals of Speech	F	0	Fall 2022	(R)

DEGREE WORKS COURSE IN-PROGRESS / PREREGISTERED

In-progress and Preregistered

Credits applied: 19   Classes applied: 7

Course	Title	Grade	Credits	Term	Repeated
CCIS 100WE	Info. Tech. & Computer(Online)	IP	(3)	Summer 2023	
CHIS 201	United States,Africa & World	IP	(3)	Summer 2023	
CFLS 101	Elementary Spanish	IP	(3)	Fall 2023	
CGED 100	1st Yr Sem (Psychology)	IP	(1)	Fall 2023	
CHUM 230C	Modern Period:WWI to Present	IP	(3)	Fall 2023	
CMAT 104	Finite Mathematics	IP	(3)	Fall 2023	
CPHI 231	Ethics & Human Values	IP	(3)	Fall 2023	

QUICK ACCESS TO COMMON REGISTRAR SERVICES

Registrar Services

VA Application

FERPA Form

Enrollment Verification

VA Website

FERPA Information