

# SUMMER AND FALL 2016 ADVISEMENT, REGISTRATION, AND ENROLLMENT



## 7 STEP ENROLLMENT PROCESS

**OFFICE OF THE UNIVERSITY REGISTRAR**

**102 TREVOR ARNETT HALL**

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/bncaproduct/twbkwbis.P\\_WWWLogin](https://cauoraapp.cau.edu/pls/bncaproduct/twbkwbis.P_WWWLogin)

Step 4. Secure Campus Housing by visiting the CAU Housing Portal

<http://residencelife.cau.edu/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

<http://www.cau.edu/division-of-finance/student-accounts/index.html>

Step 7. Pickup Panther PAW Card

[https://cauoraapp.cau.edu/pls/bncaproduct/twbkwbis.P\\_WWWLogin](https://cauoraapp.cau.edu/pls/bncaproduct/twbkwbis.P_WWWLogin)

# Advisement, Registration and Enrollment

Who?	What?	When?	Where?
Graduate Students Seniors, Juniors Athletes, Sophomores and Freshmen	Step 1. Advisement	Beginning March 28, 2016	Departmental Offices and Office of Academic Success and Enrichment
Graduate Students Seniors, Juniors Athletes, Sophomores and Freshmen	Step 2. Alternate/Registration PIN Pickup	Beginning March 28, 2016	Departmental Offices and Office of Academic Success and Enrichment
Graduate Students Seniors, Athletes	Step 3. Registration	Beginning April 11, 2016 <i>(Graduate Students Seniors, Juniors and Athletes)</i>	BANNER Web
Juniors, Sophomores and Freshmen		Beginning April 12, 2016 <i>(Sophomores and Freshmen)</i>	
All Students	Step 4. Secure Campus Housing	March 29, 2016 <i>(Housing portal opens for sophomores.)</i>	Residential Life
	Step 5. Financial Aid Award	April 11, 2016 <i>(Housing portal opens for new students.)</i>	BANNER Web/Office of Financial Aid
	Step 6. Enrollment	April 19, 2016 <i>(Housing portal opens for Upper-Classmen.)</i>	BANNER Web Or Visit CAU Website
	Step 7. Panther PAW Card	The Enrollment Process continues through August 3, 2016	Panther PAW Office Student Center - 3 <sup>rd</sup> Floor

# 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

### **New International Students**

- Complete Biographical Data Form
- Submit Copy of Passport
- Registrar for New Student Orientation
- Submit Financial Guarantees
- Submit Immunization Forms

### **Continuing International Student**

- Pre-Register for Fall 2016
- Checkout with Office of Multicultural Affairs
- Update Biographical Data Form

## 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> 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 as 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>
- ❑ 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 as 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.

# Steps 6: Financial Enrollment

- 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.*
- 1<sup>st</sup> Cancellation of Classes for Students Not Financially Enrolled for Fall 2016
  - **August 2, 2016 (\$100 late fee will be assessed).**
- 2<sup>nd</sup> 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 30134

## UNDERGRADUATE TUITION AND FEES 2016-2017

TUITION AND FEES	FALL	SPRING	YEAR
Tuition 12-18 hours	\$9,940	\$9,940	\$19,880
Student Center Fee	\$108	\$108	\$216
Technology Fee	\$114	\$114	\$228
Library Fee	\$300	\$300	\$600
Sustainability Fee	\$5	\$5	\$10
Health Center Fee	\$26	\$26	\$52
Athletic Fee	\$35	\$35	\$70
Student Activity Fee	\$75	\$75	\$150
Total w/o insurance	\$10,603	\$10,603	\$21,206
Student Insurance **	\$499	\$692	\$1,191
Total with insurance	\$11,102	\$11,271	\$22,373

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

RESIDENCE HALL	SEMESTER	YEAR	DESCRIPTION
Beckwith Hall	\$2,748	\$5,496	One bedroom
Beckwith Hall	\$2,228	\$4,456	Two bedroom
Brawley Hall 1st Floor	\$3,107	\$6,214	Five, Six Bedroom
Brawley Hall 1st Floor	\$3,178	\$6,356	Four Bedroom
Brawley Hall 2nd &3rd Floor	\$3,262	\$6,524	Five, Six Bedroom
Brawley Hall 2nd &3rd Floor	\$3,337	\$6,674	Four Bedroom
Brawley Hall 4th Floor	\$3,281	\$6,562	Five, Six Bedroom
Brawley Hall 4th Floor	\$3,355	\$6,710	Four Bedroom
Merner Hall	\$2,698	\$5,396	Double Room
Pfeiffer Hall	\$2,698	\$5,396	Double Room
Holmes Hall	\$2,699	\$5,398	Double Room
CAU Suites	\$2,675	\$5,350	Four bedroom
CAU Suites	\$2,950	\$5,900	Two bedroom
CAU Suites	\$3,470	\$6,940	Super Suite -2 bed
Heritage Commons	\$3,470	\$6,940	Four bedroom
Heritage Commons	\$4,480	\$8,960	Two Bedroom

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

MEAL PLANS	SEMESTER	YEAR	DESCRIPTION
Platinum Unlimited *	\$1,930	\$3,860	Unlimited Meals + \$100 dining bucks
Gold	\$1,930	\$3,860	14 Meals per week + \$200 dining bucks
Silver **	\$1,657	\$3,314	10 Meals per week + \$250 dining bucks
Block 130	\$1,310	\$2,620	130 Meals per semester + \$150 dining bucks
Block 60 ***	\$746	\$1,492	60 Meals per semester + \$150 dining bucks
Block 30	\$413	\$826	30 meals per semester + \$100 dining bucks
Dining Bucks 250	\$250	\$500	\$250 dining bucks

\* 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

Hours Registered	Tuition Amount	Mandatory Student Fees							Total Fees	Total tuition and fees per semester	Total tuition and fees per year
		Activity	Athletic	Health	Sustain.	Library	Tech.	Stud. Ctr.			
1	\$861.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$1,524.00	\$3,048.00
2	\$1,722.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$2,385.00	\$4,770.00
3	\$2,583.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$3,246.00	\$6,492.00
4	\$3,444.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$4,107.00	\$8,214.00
5	\$4,305.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$4,968.00	\$9,936.00
6	\$5,166.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$5,829.00	\$11,658.00
7	\$6,027.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$6,690.00	\$13,380.00
8	\$6,888.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$7,551.00	\$15,102.00
9	\$7,749.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$8,412.00	\$16,824.00
10	\$8,610.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$9,273.00	\$18,546.00
11	\$9,471.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$10,134.00	\$20,268.00
12	\$10,332.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$10,995.00	\$21,990.00
13	\$11,193.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$11,856.00	\$23,712.00
14	\$12,054.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$12,717.00	\$25,434.00
15	\$12,915.00	\$75.00	\$35.00	\$26.00	\$5.00	\$300.00	\$114.00	\$108.00	\$663.00	\$13,578.00	\$27,156.00

# 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, 3<sup>rd</sup> 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**
  - ❑ June 1, 2016
  - ❑ June 1, 2016
  - ❑ June 1 - 3, 2016
  - ❑ **June 3, 2016**
  - ❑ June 22-24, 2016
  - ❑ July 4, 2016
  - ❑ July 5, 2016
  - ❑ July 5, 2016
  - ❑ July 22, 2016
  - ❑ July 25-29, 2016
  - ❑ July 29, 2016
  - ❑ July 30, 2016
- Classes begin - First Day of Summer 2016**
- 1<sup>st</sup> Cancellation of Classes for Students not Financially Enrolled for Summer 2016
  - First Day of Late Registration Summer 2016 (Late fee applied - \$50)
  - ADD/DROP Period for Students Registered for Summer 2016
  - Final Cancellation of Classes for Students Registered for but Not Financially Enrolled for Summer 2016**
  - Mid-Semester Examinations for Summer 2016
  - Independence Day
  - Classes Resume Summer 2016
  - Official Course Withdrawal Period End Summer 2016
  - Last Day of Classes Summer 2016
  - Final Examinations Summer 2016
  - Summer Session 2016 Ends
  - Residence Halls Close at Noon

# Important Dates Fall 2016

## ❑ August 1, 2016

- ❑ August 2, 2016
- ❑ August 11, 2016
- ❑ August 12-15, 2016
- ❑ August 13, 2016
- ❑ August 17, 2016  
for Fall 2016
- ❑ August 17, 2016
- ❑ August 17, 2016
- ❑ August 17, 2016
- ❑ August 26, 2016

## 1<sup>st</sup> Cancellation of Classes for Students Not Financially Enrolled for Fall 2016

Late registration fee for returning students \$100.00 begins.

New Students Campus Housing Move-In

### ***CAU Experience (New Students)***

Returning Students Campus Housing Move-In

2<sup>nd</sup> Cancellation of Classes for Students Not Financially Enrolled

Classes Begin Fall 2016

ADD/DROP Period Begins

AUC Cross-Registration Begins

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