



CLARK ATLANTA UNIVERSITY
OFFICE OF GRADUATE RECRUITMENT AND ADMISSIONS
FALL & SPRING ENROLLMENT CHECKLIST
(You must follow the steps in order)

Congratulations on your acceptance to the **Graduate School at Clark Atlanta University!** Now that you have been admitted, the following **Five (5) NEXT REQUIRED STEPS** (completed in order) are critical to ensure your successful matriculation (enrollment) as a future Graduate Panther Scholar.

STEP 1: Financial Confirmation. The Graduate Admissions Office **MUST** financially confirm all new graduate students before moving forward in the enrollment process. **To be financially confirmed, ALL new students to Clark Atlanta University must pay a ONE-TIME non-refundable CONFIRMATION FEE of \$150.** You are not an official student of Clark Atlanta University until this fee is paid. You will accept your admittance to Clark Atlanta University Graduate School by paying the confirmation fee. This out-of-pocket student expense is paid after you receive your acceptance letter. Student loans or any other financial award money cannot be applied to pay this fee. This fee must be paid before you can receive your **PERMIT TO REGISTER**. If you are a readmit student and attended Clark Atlanta University in the past, you are not required to pay this fee.

Please keep in mind that you will not have access to your CAU email address until the Office of Technology Services creates one for you after you have paid the confirmation fee (confirmed your seat). Therefore, please allow (3 -5) business days to activate your email account after the graduate confirmation fee is paid. Click the link below to make a payment. You must use your student ID (username) and pin (in your acceptance letter) to access the portal.

<https://studentssb-prod.ec.cau.edu/StudentSelfService/login/auth>

- **Spring entry confirmation fee deadline is December 1**
- **Fall entry confirmation fee deadline is July 15**

STEP 2: Verify your Financial Aid and Scholarship Awards (Note: Scholarships are awarded on a **first-come, first-served** basis. All new graduate students must have a FAFSA on file. If you have not already done so, please immediately complete the [Free Application for Federal Student Aid \(FAFSA\)](#)).

We strongly encourage you to use the IRS Data Retrieval tool while completing the FAFSA. CAU's school code is 001559. If you have completed your FAFSA and have not received or are not aware of the status of your award package, please reach out to the Office of Financial Aid:

- 1st point of contact: Mrs. Palmira Wakhisi, Associate Director of Financial Aid: pwakhisi@cau.edu
- To submit ANY Financial Aid documents that are requested:
 - Email: FinAid@cau.edu

STEP 3: Email Activation: Three (3-5) business days after paying the confirmation fee, use these instructions to set up your CAU email account:

Navigate to <https://studentssb-prod.ec.cau.edu/StudentSelfService/login/auth>

- Enter your User ID (Student ID) and PIN (in Acceptance letter)
- Click on "Student Profile"
- Write down the information for the CAU email address

Return to www.cau.edu and scroll to the bottom of the page to find "[My Password Portal](#)"

- Enter Domain User Name (first part of your email address before @ sign) and click Continue
- Enter 900 number, security verification, and click Continue
- Enter New Password, Confirm New Password, security verification, and click Reset Password
- Password requirements: minimum 13 characters, must contain at least one of the following Letters, 1-Lowercase Letter, and 1 number and/or special character

After you successfully reset your password, you must register for Multi-Factor Authentication (MFA):

- Navigate to www.cau.edu
- Scroll down to the bottom of the page and click on MyCAU
- Enter your CAU email address as your login name
- Click CAU Ellucian Experience

Refer to the following link for assistance with MFA registration: [Multi-Factor Authentication Help](#)

After MFA registration is complete, and you successfully log in, you will see the MyApps portal where you can access your email, BannerWeb, Canvas, and other apps.

STEP 4: Registration

Here's a quick guide to help you through the registration process after your departmental advisor has advised you and you've received your registration pin:

1. Sign into MyCAU (located at the bottom of CAU.edu homepage)
2. Navigate to the "Students" section.
3. Click on "Register for Classes."
4. Choose the term.
5. Enter your registration PIN.
6. Click on the CRN (Course Registration Number) of each course you wish to register for.
7. Click "Add Course" for each course.
8. Once you've added all your desired courses, click "Submit."

You should see all your courses registered, and the process will be complete.

STEP 5: Housing Information (*only if applicable*) and Student Health Requirements

There may be graduate student housing available for the Fall and Spring semesters. The Housing Portal will open in April for the fall semesters. All new graduate students registered for courses AND financially confirmed can log on to the Housing Portal to complete a housing application. Housing for graduate students is limited. Visit:

<https://www.cau.edu/studentlife/Residential%20Life%20and%20Student%20Development/index.html> to access the Residence Life webpage. Click “Apply Now for Housing” to complete a housing application. If you have any questions, please contact the Office of Residence Life and Student Development at (404) 880-8074 or residencelife@cau.edu.

Student health: completed immunization forms must be submitted. Please visit https://msmportal.pointnclick.com/login_dualauthentication.aspx to access the immunization forms.

Immunizations for Tetanus/Diphtheria (TDAP/TD), 2 doses of MMR, and Menactra/Menomune/Menveo (completed after age 16) are required, along with one Tuberculosis Skin Test completed within 12 months of enrollment. Please contact Student Health Services at (404) 880-8322.

STILL, HAVE QUESTIONS? Please reach out! We are here for you!

Clark Atlanta University

Office of Graduate Admissions and Recruitment Email: graduateadmission@cau.edu or by phone: 404-880-8483

Address: 223 James P. Brawley Drive, SW Atlanta, GA 30314

NOTE: Failure to complete the items outlined AS LISTED above may cause a delay in your enrollment, including housing assignment.