



CLARK ATLANTA UNIVERSITY
OFFICE OF GRADUATE ADMISSIONS AND RECRUITMENT
SPRING 2021 AND FALL 2021 GRADUATE ADMITTED STUDENT CHECKLIST
(You must follow steps in order)

Congratulations on your acceptance to **Graduate School** at **Clark Atlanta University!** Now that you have been admitted, the following **Six (6) NEXT REQUIRED STEPS** (completed in order) are critical to ensure your successful matriculation (enrollment) as a future Graduate Panther Scholar.

STEP 1 Financial Confirmation. All new graduate students **MUST** be financially confirmed **by the Graduate Admissions Office** before moving forward in the enrollment process. **To be financially confirmed ALL new students must do at least one (a, b, c) of the following.** Please be sure to connect with your assigned recruiter or graduateadmissions@cau.edu once you have completed this step or if you have any questions or need assistance.

- a. **Immediately complete the Free Application for Federal Student Aid (FAFSA)** www.studentaid.gov . Complete your for **FAFSA 2020-2021 for the Spring 2021 semester** and/or **FAFSA 2021-2022 for the Fall 2021 academic year** We strongly encourage you to use the IRS Data Retrieval tool while completing the FAFSA. **CAU's school code 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 **or** Fax: 404-880-8070
- b. **You have been offered and accepted an institutional tuition scholarship.** All graduate admissions institutional scholarships are offered for the Fall entering semester only (with a few exceptions). **Students must have a minimum entering 3.0 GPA for consideration.** Scholarships are awarded on a first come first serve basis. Preference is given to students who meet the established application deadline. **As a United Negro College Fund (UNCF) member institution, we encourage all students who are seeking scholarship assistance to register and apply for opportunities at <https://www.uncf.org/scholarships>.**
Note: To be considered for institutional funding and scholarships, YOU MUST complete the FAFSA for 2020 – 2021 (Spring 2021 semester enrollment) and/or the FAFSA for 2021-2022 if you intend to be enrolled in the Fall 2021 semester.
- c. **You can confirm and verify another funding source.** If you are planning to pay cash, have a tuition waiver, and/or wish to do a payment plan, please reach out directly to Mrs. Sarah Hall at shall@cau.edu or graduateadmissions@cau.edu. We will work with you to confirm those arrangements with financial services and update your account accordingly.

STEP 2 Student Email Activation. After you have financially confirmed (Step 1), a student email address will be issued. **Please allow seven (7) business days after you have financially confirmed for your email to be activated.** See page 4 for instructions to establish your email account. If assistance is needed to reset your password contact OITC helpdesk via email at support@cau.edu or (404) 880-6482 option 2.

STEP 3 Academic Advisement. Graduate student advisement is done with your assigned departmental academic advisor (*after acceptance into the program, you will receive this information from your academic department*). If you are not sure of who that is, reach out to graduateadmissions@cau.edu or your recruiter who will connect you with the right individual. Your academic advisor will give you the exact courses to register for and will give you your assigned 'Registration PIN' so that you will be able to access Banner Web and register for your assigned courses. **Note:** *You cannot move on to advisement until you are financially confirmed (step 1).*

Step 4 Register for Assigned Courses. Login to Banner Web (the credentials to do this are provided in your acceptance letter) to register for classes. Once in Banner, use the '**Registration PIN**' given to you by your advisor and register for the assigned courses. If you have any problems, please contact your academic department for assistance.

- **Spring 2021 Registration is OPEN NOW effective December 7, 2020**
- **Fall 2021 Registration OPENS approximately April 4, 2021**

STEP 5 Verify your Financial Aid and Scholarship Awards (Spring 2021/ available now & Fall 2021/ available April 4, 2021)

- Navigate to www.cau.edu
- Scroll down to the bottom of the page and click on Banner Web
- Click "Enter Secure Area"
- Enter your User ID (Student ID) and PIN (in Acceptance letter) to review your financial aid status/award
- Select "Student Services & Financial Aid", select "Financial Aid"
- Select, "My Award Information"
- Select "Award By Aid Year," select appropriate school year from the drop-down menu, and click Submit
- Select the tab "Accept Award Offer" and continue on the page to either Accept or Decline full or partial amounts of your financial aid; then click the Submit button to finalize your decision.

STEP 6 Confirm your Enrollment. Once you have registered for your courses and accepted your aid/awards, you should log in to Banner Web and verify that you are financially cleared/enrolled:

- Log onto Banner Web
- Enter Secure Area
- Enter your User ID (900#) and PIN (the credentials provided in your acceptance letter).
- Enter Student Services and Financial Aid
- Enter Student Records
- Confirm your Current Enrollment Status
 - **If you are financially cleared & enrolled**, the message will read – **Congratulations you are enrolled**

- If you are NOT financially cleared & enrolled, the message will read – **Currently, you are not enrolled** (If you get this message and are not clear of the reason, please reach out to graduateadmissions@cau.edu or your assigned recruiter for assistance.)

STEP 7 Housing Information (only if applicable). There is no graduate student housing available for the Spring 2021 semester. The Housing Portal will open for the 2021 Fall semester in April. All new graduate students who are registered for courses AND financially confirmed will be able to 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. For daily updates on Residence Life, students are encouraged to follow the department on Twitter at [@reslifecau](https://twitter.com/reslifecau)

Note: To move into the residence halls, completed immunization forms must be submitted. Please visit <http://www.cau.edu/studentaffairs/student-health.html> to access the immunization forms. Forms can be scanned to <https://cau.medicatconnect.com> or faxed to (404) 880-6010. 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. **Deadline for forms: July 1, 2021.** Please contact Student Health Services with any questions 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: 404-880-8427

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

Recruiters are assigned by last names:

- **Mr. Khalil Abdul-Aziz (A-G/ U-Z & International students)** can be reached at kaziz@cau.edu or 404-880-8427
- **Dr. Stacy Roberson (H-T)** can be reached at sroberson@cau.edu or 404-880-8318

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

STUDENT@CAU MAIL ACTIVATION

Email Activation: To activate your email account (**PLEASE ALLOW UP TO 7 DAYS AFTER FINANCIAL CONFIRMATION** (STEP 1):

- Navigate to www.cau.edu
- Scroll down to the bottom of the page and click on Banner Web
- Click “Enter Secure Area”
- Enter your User ID (Student ID) and PIN (in Acceptance letter)
- Click on “Personal Information”
- Click on View E-mail Address(es)
- Write down the information for the School email address
- Exit portal
- Navigate to www.cau.edu
- Scroll down to the bottom of the page and click on “My Password Portal”
- To establish a password, click on “Reset Password”
- 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: 1 capital letter, 1 lowercase letter, and 1 number and/or special character Must not contain any part of your name → Please allow one (1) hour for activation to be completed Student Email: After your confirmation fee has been paid, a student email address will be issued. Please allow seven (7) business days from confirmation fee payment to activate your email address. If assistance is needed to establish or reset your password, contact OITC helpdesk via email at support@cau.edu or (404) 880-6482 option 2.