How to Set Up a Payment Plan

Go to www.cau.edu- select Banner Web at the bottom of the screen
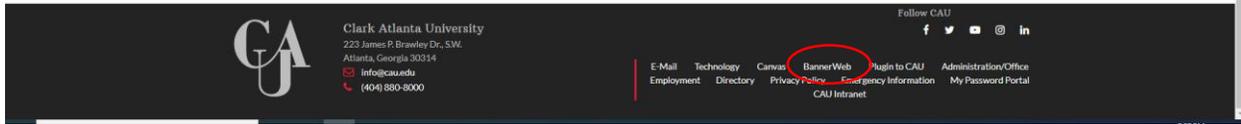
Step 1. Select Enter Secure Area

Enter Secure Area
CANVAS
Apply for Admission
General Financial Aid
Class Schedule
Course Catalog
PeopleAdmin
Friends of Clark Atlanta University
Student Email
CAU Info Tech Service Desk

RELEASE: 8.9.1

© 2020 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its su
Use of this software is limited to Ellucian licensees, and is subject to the terms and

Step 2. Enter your user id number and pin number. Your user id is your student identification number.

Select Login

HELP   EXIT

User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN) then click Login or Enter.
When you are finished, please Exit and close your browser to protect your privacy

User ID: 900123456
PIN: ••••••

[Login] [Forgot PIN?]

RELEASE: 8.9.1

© 2020 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written
license agreements between Ellucian and such licensees.

Step 3: Select Student Services and Financial Aid

Personal Information
View address information; review name or social security number change information; Change your PIN; Participate in on-line surveys (one or more survey is available at this time).

Student Services & Financial Aid
New Financial Aid Policy **(Effective Fall 2009)**

•Financial aid disbursements will occur on the 10th day of class in order to comply with federal regulations regarding certification of class attendance.
•Financial aid disbursements will not occur until the drop/add process has been completed and NA's (non-attendance) have been recorded by members of the faculty.
•The financial aid eligibility status of Title IV recipients is affected by the number of credits for which they are enrolled, i.e., full-time, three-quarter time, half-time, and less than half-time.

REMINDER:

•Since financial aid disbursements occur after the start of classes, students should have resources to sustain themselves until funds are credited and refunds have been processed.

The following services are now available via Single-Sign-On to the **National Student Clearinghouse Student Self-Service Website**

• Printing a Proof or Verification of Enrollment, which can be mailed by the student to a health insurer, housing provider, or other organization needing a proof of enrollment.
•Viewing the electronic notifications and deferment forms that have been sent to the student's lenders.

•Viewing a list of the student's lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.

The National Student Clearinghouse is the company who verifies your enrollment information can be contacted at 703-742-4200 or www.studentclearinghouse.org. If you would like to receive a letter from the Office of the University Registrar please complete the Counter Request Form and bring it to 102 Trevor Arnett Hall, fax it to 404-880-6083 or email it to registrar@cau.edu.

Step 4: Select Student Records

Personal Information	Student Services & Financial Aid	Finance	Employee

Search [_____] [Go]

RETURN TO MENU   SITE MAP   HELP   EXIT

Student Services & Financial Aid

Panther Path Degree Works (NEW)
Panther Path 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.

Registration
Look-up classes to add, add/drop classes, view student schedules by day & time, student detail schedule, withdrawal information, check registration status, link to online enrollment verification.

Student Records
Check your current enrollment status; View holds; Enroll in a SallieMae Tuition Payment Plan; Display grades and transcripts; Review charges and payments; Make Credit Card or Check Payments; Select or Change a Meal Plan.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

FERPA
Determine who can/cannot have access to your educational records.

Step 5: Select Tuition Payment Plan

CLARK ATLANTA UNIVERSITY

| Personal Information | **Student Services & Financial Aid** | Finance | Employee |

📁 Student Records

Your Current Enrollment Status

Panther PAW Card Consent

Student Evaluation of Faculty Instruction
Note: Please click on the link to fill out Course Evaluation.

Graduate Student Tuition Deposit (New Graduate Students Only).

View Holds

View Your Midterm Grades

View Your Final Grades

Academic Transcript

New eTranscript
NOTE: The eTranscript service is available to currently enrolled students and students who have submitted previous transcript requests via Bannerweb. Before you submit an eTranscript request, please review your unofficial transcript to make sure all credits are posted; and if you graduated, your degree has been awarded.

Request Printed/Official Transcript

View Status of Transcript Requests

Pay by Credit Card

Tuition Payment Plan

Confirmation Fee

Dynamic Catalog

Link to Online Enrollment Verification
The following services are now available via Single-Sign-On to the **National Student Clearinghouse Student Self-Service Website**

- Printing a Proof or **Verification of Enrollment**, which can be mailed by the student to a health insurer, housing provider, or other organization needing a proof of enrollment.
- Viewing the electronic notifications and deferment forms that have been sent to the student's lenders.
- Viewing a list of the student's lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.
- Viewing the student's enrollment information held on file by the National Student Loan Clearinghouse (e.g., enrollment information provided by the school.) Also, the student can find out when the school is scheduled to send in their next enrollment update transmission.
- Viewing enrollment information that has been sent to the student's credit card providers, health insurers, student housing providers and other organizations, either as requested by the student, or as requested by the service provider with the consent of the student.

Tax Notification

Link to Insurance Waiver

RELEASE: 8.9.1

© 2020 Ellucian Company L.P. and its affiliates.

Step 6: You will be redirected to the payment portal. Enter your student identification number and pin number. Select the LOGIN Button.

Step 7: Once you log into the payment portal, select Payment Plans at the top of the page.

Step 8: Select Enroll Now to start the payment plan process.

Payment Plans

Manage Plans   Plan History

You are not yet enrolled in a payment plan for the current term.

There are active plans for which you may be eligible to enroll.

Enroll Now

Step 9: Select the term from the drop down. Once the term has been selected, proceed by clicking select.

Payment Plan Enrollment

Select — Schedule — Agreement

Select Term | Select Term ▾ | Select

Select Term
Fall 2020

Step 10: There are 2 options on this page to proceed with establishing your payment plan

1. **You can select DETAILS and it will take you to screen 10A below. This option allows you to verify the conditions of the payment plan.**
OR
2. **If you do not want to verify the conditions of the plan, proceed by clicking SELECT on this page and it take you to screen 10B.**

Screen 10A - You can proceed by clicking select on this screen.

Step 11 Select your payment method. Click Continue to proceed.
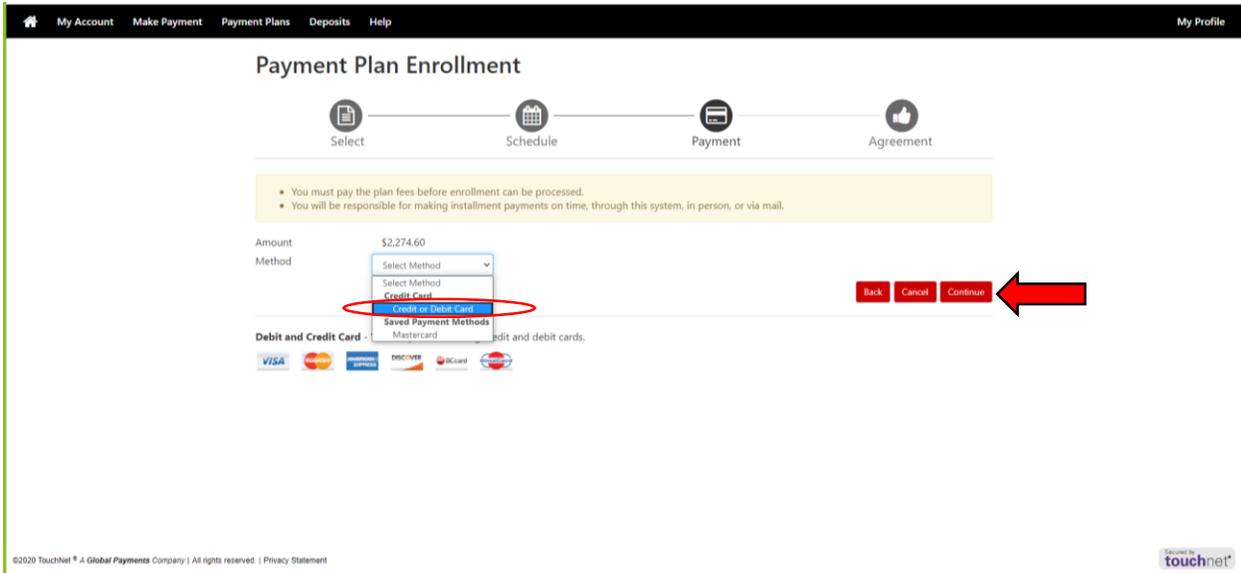
Step 12: Enter your card number and select Continue to proceed.
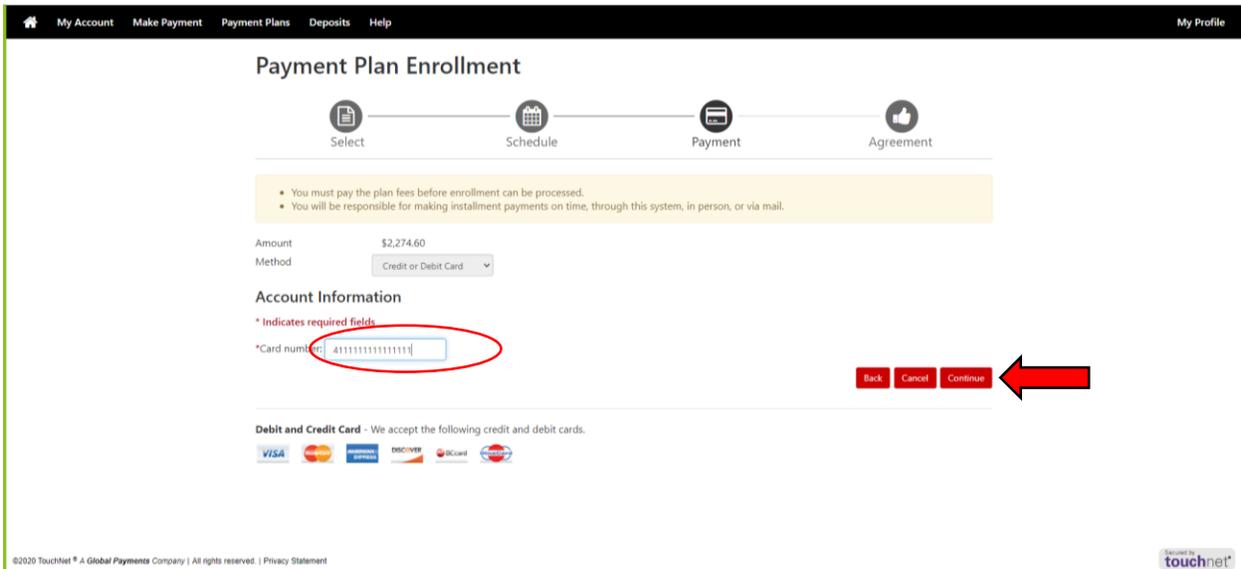
Step 13: Enter the remainder of your credit card information. If you would like to save this card in your profile for future payments, you can save it here. Select Continue.

Step 14: Scroll through the terms and conditions, select the box indicating that you agree to the terms and conditions. Select Continue to proceed.

Step 15: Once payment has been processed successfully, a receipt will populate on the screen and you will also receive an email confirming payment. You have the option to print.

Congratulations!! You have now completed the financial enrollment process. Your status will be updated on Banner Web in an hour. Please verify your enrollment status by following these steps:

Log in to Banner Web – Student Services and Financial Aid- Student Records – Your Current Enrollment Status