



# Southern University and A&M College

## Registration & Financial Enrollment Process

### Step 1: Academic Advisement

- Academic advisement is the first step in the registration process.
- Assistance is given with course selection and completing the Web-Registration Form by academic advisors.
  - Academic advisement for new students (students with less than 36 credit hours) is done by advisors in the Center for Teaching & Learning Excellence.
- Upon completion of Step 1, students should have a completed Web-Registration Form with the signature of their academic advisor.

### Step 2: Registration PIN

- Students will receive their Registration PIN from their academic advisor.
- Once a student has a Registration PIN, they can register for courses via BANNERWEB
  - Continuing Students, Proceed to Step 3:
  - Students with less than 36 credit hours, Proceed to Step 4 (as classes are entered by academic advisors in the Center for Teaching & Learning Excellence)

### Step 3: Registration

- To register via BANNERWEB
  - Enter Username (Student ID#)
  - Enter PIN
  - Click on **STUDENT**
  - Click on **REGISTRATION**
  - Click on **ADD/DROP CLASSES**
  - Click on **SELECT TERM**
    - Select the current term then click **SUBMIT TERM**
  - Class Search
  - Enter CRNs and click on **SUBMIT CHANGES**
- For help with the registration process, please call the Office of the Registrar at (225) 771-5050.

### Step 4: Financial Aid

- **Financial Aid Step 1:** Students must request a PIN (personal identification number) from the U.S. Department of Education when completing the Free Application for Federal Student Aid (FAFSA).
  - For dependent students, one parent should apply for a PIN.
  - A PIN can be applied for at: [www.pin.ed.gov](http://www.pin.ed.gov)
- **Financial Aid Step 2:** Each year, to qualify for financial aid, students must complete a FAFSA.
  - Students may access the FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - The priority filing date is March 31.
  - To qualify for financial assistance, a FAFSA must be submitted annually.
- **Financial Aid Step 3:** After the FAFSA has been submitted, students should receive a

Student Aid Report (SAR). The Office of Financial Aid receives the same copy electronically as long as students list Southern University in the school section.

- Federal School Code: 00002025
- Students that do not receive a SAR within four (4) weeks should contact the Federal Government at 1-8004FED-AID.
- The FAFSA may need to be resubmitted.
- **Financial Aid Step 4:** Once an individual is admitted as a degree-seeking student at Southern University, the student is automatically assigned an active e-mail account (@subr.edu).
  - It is the responsibility of the student to monitor and read all correspondence from the Office of Financial Aid.
- **Financial Aid Step 5:** To view awards, students must log on to BANNERWEB via [www.subr.edu](http://www.subr.edu)
  - Once logged in:
    1. Enter Secure Site
    2. Log in with S-Number and PIN
    3. Click, "Student and Financial Aid"
    4. Click, "Financial Aid"
    5. Click, "My Award Information"
    6. Click, "Award by Aid Year" (i.e., 2014-15)
      - If there are no awards, please proceed to Financial Aid Step 6.
- **Financial Aid Step 6:** To view any outstanding requirements to complete the financial aid award:
  1. Log in Banner Web using Financial Aid Step 5, 1 and 2
  2. Click, "Student Services and Financial Aid"
  3. Click, "Financial Aid"
  4. Click, "My Eligibility"
  5. Click, "Student Requirements"
    - Review and submit any required documents needed.
    - Any missing documents will delay the processing of financial aid awards and loan disbursements.
- **Financial Aid Step 7: Entrance Loan Counseling:** First-time borrowers (students receiving loans) must complete Entrance Counseling before the loan will be disbursed.
  - Online sessions are offered as a convenient means of satisfying federal requirements.
  - This may be completed by visiting [www.studentloans.gov](http://www.studentloans.gov), logging in with the FAFSA PIN and selecting Entrance Loan Counseling.
- **Financial Aid Step 8: Master Promissory Note (MPN):** Students accepting Federal Subsidized and/or Unsubsidized Stafford loans must complete an MPN with their lending institution.
  - Only new borrowers or new students to Southern University must complete this process.
    - Visit [www.studentloans.gov](http://www.studentloans.gov) and log on using the FAFSA PIN and selecting Master Promissory Note.
- **Financial Aid Step 9:** Student should make copies of all submitted documents and keep in a specific financial aid folder.
- The Office of Financial Aid only uses official University email (@subr.edu) as the

official means of communication.

- If selecting Housing and a Meal Plan, Proceed to Step 5
- If Housing or a Meal Plan is not applicable, Proceed to Step 6

### Step 5: Housing and Meal Plan Selection (if applicable)

- Students desiring to live on campus must apply for lodging through the Office of Residence Life and Housing. On-campus residents are required to have a meal plan.
  - Housing applications can be found online at [www.subr.edu/housing](http://www.subr.edu/housing) or call the Office of Residence Life and Housing at (225) 771-3590.
- Commuter students desiring a meal plan must contact Campus Dining at (225) 771-2363.

### Step 6: Financial Enrollment (Payment of tuition and fees)

- Students should login to BANNERWEB to complete the enrollment process.
  - Students failing to complete enrollment will have their classes dropped and it will be necessary to restart the registration process by reselection of classes for the current term.
  - In some instances, the ability to reregister will need prior approval of financial aid, student accounts, or the Registrar's offices.
- Billing Information
  - All tuition and fees must be paid by the dates published each semester on the Academic Calendar.
    - Failure to meet payment deadlines may result in course cancellation.
  - Billing statements are emailed to students prior to the start of all semesters. All subsequent billing will be emailed monthly to the student's University email account.
- Students should note the following steps regarding the financial enrollment process in the Banner system:

From the Main Menu, click the "Student" link. From anywhere else within Banner, click the "Student" tab located at the top of the page.

The screenshot shows the Banner Self-Service System interface. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. The 'Student' tab is highlighted. Below the navigation bar is a search bar with a magnifying glass icon and a 'Go' button. To the right of the search bar are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is the 'Main Menu' section. A yellow horizontal line separates the main menu from the content below. The content includes a welcome message: 'Welcome, to the Southern University Self-Service System! Last web access on Aug 23, 2011 at 09:16 pm'. Below the welcome message are four links: 'Personal Information' (Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.), 'Student' (Apply for Admission, Register, View your academic records.), 'Financial Aid' (Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.), and 'Employee' (Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.). A red arrow points to the 'Student' link. At the bottom left, it says 'RELEASE: 8.2'. At the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

Clicking on the "Student" tab will bring up the "Student" page. From there students can access the "Student Accounts" page by clicking the link.

Personal Information **Student** Financial Aid Employee

Search   RETURN TO MENU SITE MAP HELP EXIT

### Student

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[Admissions](#)  
 Apply for Admission or Review Existing Applications  
[Registration](#)  
 Check your registration status, class schedule and add or drop classes  
[Student Records](#)  
 View your holds, grades, transcripts and account summary  
[Student Accounts](#) ←

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On the "Student Account" page, click "Account Detail by Term".

Personal Information **Student** Financial Aid Employee

Search   RETURN TO MENU SITE MAP HELP EXIT

### Student Account

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[Account Summary](#)  
[Account Summary by Term](#)  
[Account Detail for Term](#) ←  
[Statement and Payment History](#)  
[Select Tax Year](#)  
[Tax Notification](#)  
[View Holds](#)

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Select the current term from the drop down menu if it is not already selected, then click the submit button.

Personal Information **Student** Financial Aid Employee

Search   RETURN TO MENU SITE MAP HELP EXIT

### Select Term

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Select a Term:  ←

←

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Review the information on the Account Detail for Term page, after which scroll to the bottom of the page to accept the terms and conditions of the bill.

Personal Information **Student** Financial Aid Employee

Search   RETURN TO MENU SITE MAP HELP EXIT

### Account Detail for Term

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Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

**201140 Fall 2011 Term Detail**

Category Code	Description	Charge	Payment Balance	<input type="button" value="Pay Now"/>
FEE	Registration Fees	\$288.00		
MEA	Meal Plan	\$1,141.00		
NRF	Non-Refundable Reg Fees	\$124.50		
PHO	Phone	\$179.00		
TUI	Registration Tuition	\$2,124.50		
<b>Net Term Balance</b>			\$3,857.00	
<b>Net Balance for Other Terms:</b>			\$0.00	
<b>Account Balance:</b>			\$3,857.00	

Clicking Accept at the bottom of page is equivalent to signing the billing statement.

demand may result in the amount owed being transferred to the State of Louisiana Attorney General,s Office or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney,s fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.

- Any debt owed to the university as a result of the student,s failure to make required payments or failure to comply with the terms of the applicable program as governed by the Southern University General Catalogue will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by Southern University may result in such debts being transferred to the State of Louisiana Attorney General,s Office or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney,s fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.

Accept

[ [Select Another Term](#) | [Statement and Payment History](#) ]

RELEASE: 8.1

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Once everything successfully processes, students can repeat the above process with the exception of once they arrive at the “Account Detail for Term” page, they will be greeted by the “You have completed the registration process” message.

[Personal Information](#) **Student** [Financial Aid](#) [Employee](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Account Detail for Term

NOTE: You have completed the registration process.

 Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201140 Fall 2011 Term Detail

## Step 7: Southern University E-mail Account

- All Southern University students are provided an official University email account (@subr.edu) upon entering the University.
- The University email account is the official mode of communication for announcements, current information, and emergencies.
- Students should check their University email often.
- To access email:
  - Go to [www.subr.edu](http://www.subr.edu), “Students” tab, then click “Email Access”
    - Mailbox/username: first name\_last name\_00
    - Password: Permanent PIN.
- For help with Southern University email account, please contact the Office of Information Technology at (225) 771-HELP

## Step 8: Southern University Records on Banner Web

- To view and print your schedule of classes, access Banner Web through the SUBR home page [www.subr.edu](http://www.subr.edu) .
- Web Registration requires an S-Number (student ID number) and Permanent PIN
  - Students with less than 36 credit hours may view their class schedules online, but schedules for these students can only be changed with the assistance of the academic advisors in the Center for Teaching & Learning Excellence.
- Please note the following steps:
  - Select Log in to Secure Area
  - Enter S-Number
  - Enter PIN and click Log in
  - Select and click Student Services and Financial Aid
  - Select and click Registration
  - Click Select Term for the appropriate semester

- Select Student Detailed Schedule and print course schedule
- Print a copy of class schedule; review for accuracy
- Before you exit Banner Web Registration, look at your fees.
- Always select and click the “EXIT” button to exit Banner Web Registration