

REGISTRATION AND ACADEMIC RECORDS

Office of the University Registrar and Student Records
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The mission of the Office of the University Registrar is to support educational processes and academic programs by providing and protecting academic records for the purpose of enrollment and degree certification.

The vision of the Office of the University Registrar is to provide excellent customer service to internal and external constituents by increasing the overall efficiency and effectiveness of the operations through the use of technology, while maintaining the integrity of academic records and ensuring the privacy and security of those records.

The University Registrar coordinates and posts to BannerWeb class schedules, student course registration, and enrollment verification. The University Registrar is responsible for degree certifications and graduation clearances and assists students by providing services related to maintenance and security of academic records, including official transcripts.

University Calendar System

Clark Atlanta University follows the semester system in which the academic year is divided into two instructional semesters (Fall and Spring) of approximately 15 weeks each.

Semester System

The fall semester usually begins in late August and ends in mid-December. The spring semester usually runs from mid-January to early May. There is a vacation break between the semesters and one week spring break during the spring semester.

Summer Session

The Clark Atlanta University hosts a Summer Session which is available to students taking courses to make up deficiencies or to accelerate progress to completion of their degrees. The University publishes the schedule of courses with information on admissions, programs, tuition and fees, and availability of financial aid.

CAU's Academic Calendar and summer session information including admissions, programs and schedule of courses, tuition and fees, and availability of financial aid can be obtained on the University's website (www.cau.edu (<http://www.cau.edu>)).

Registration Policy

All students are required to complete registration before classes begin. The registration process results in a student's schedule of classes for a specific term and ensures the student has properly reserved a seat in a set of courses. Students must use the BannerWeb student self service registration page to register for all classes. Students must pick up registration materials from the Office of the University Registrar, have registration forms approved by the department chair or advisor, and register for courses by the end of the late registration period as defined in the University's Academic Calendar. If a student has not financially enrolled by

the designated date, course registration will be cancelled by the University and the student will not be considered as currently enrolled.

Students will have the opportunity to drop and/or add courses at the beginning of each term during the specified dates. The last day for Drop/Add Period is specified in the University's Academic Calendar. Course adjustments after this date shall not be permitted. After this period students are allowed to withdraw from courses through the end of the withdrawal period as listed in the University's Academic Calendar. Students who are not properly registered and enrolled will not be permitted to attend classes or take examinations.

Early/Pre-Registration

All students are encouraged to pre-register online through BannerWeb using their ID and registration PIN, which must be obtained from their respective advisors. Early/pre-registration occurs multiple times throughout the year and allows students to submit course requests in advance of the upcoming semester. Early registration also permits faculty and program administrators to review course requests and ensure appropriate student registration. Upon approval, students officially register by posting courses onto BannerWeb (self-service). Students needing assistance with posting courses are forwarded to the Office of the University Registrar for official registration posting.

For early/pre-registration dates, students must access the University's academic calendar posted on the CAU website. All course offerings can be viewed on BannerWeb. Once early/pre-registration is completed, class schedules may also be viewed on BannerWeb.

To assist students with the early/pre-registration process, the Office of the University Registrar has created instructions for early/pre-registration procedures. Students receive these instructions via their CAU e-mail prior to early/pre-registration. Students may also visit the CAU website for registration instructions.

Cross Registration

Cross-registration at the Atlanta University Center (AUC)

Undergraduate students of Clark Atlanta University may cross-register for courses at all the AUC schools with the exception of Morehouse School of Medicine. Graduate students of Clark Atlanta may cross register for courses at Morehouse School of Medicine. Students who want to cross-register must pick up a cross-registration form from their department. Completely fill out the information requested, specifically indicating the subject/course to be taken at the "host" institution. Once the form is complete, the student must get the approvals of his/her advisor and the other required signatures as indicated. The student must then turn it in to the Office of the University Registrar in order to be registered for the class. All cross-registration forms must be submitted by the end of the Drop/Add Period each term. Forms submitted after this date will not be accepted.

Cross-Registration Outside of the Atlanta University Center

Students from colleges and universities outside the AUC may take both undergraduate and graduate courses at Clark Atlanta University through the Atlanta Regional Consortium for Higher Education (ARCHE) affiliation. These students must apply for ARCHE cross-registration through their "home" institution. Their "home" institution must approve this application before they will be allowed to register at Clark Atlanta. This application must show evidence that the student has completed the appropriate prerequisites for the courses to be taken at CAU. It is the responsibility of the student to secure acceptance at his/her home institution for the

transfer of academic credit. Once students submit the application to their "home" institution, the application is forwarded to CAU for acceptance and registration. Clark Atlanta has the right to deny cross-registration to any student based upon the rules and regulations governing registration and enrollment at CAU.

A Clark Atlanta University student may cross-register at a participating ARCHE school. The Clark Atlanta student must follow the same guidelines as stated above. An ARCHE school has the right to deny cross-registration to any CAU student based upon the rules and regulations governing their registration and enrollment. Clark Atlanta students must be in Good Academic Standing in order to be approved for cross-registration.

The Atlanta Regional Consortium for Higher Education (ARCHE)

Institutions belonging to the ARCHE Consortium allow their students to cross-register for courses at other ARCHE colleges and universities on a space-available basis at the end of host institutions' registration periods. For students' approved to cross-register for courses at host institutions, the school of matriculation remains the students' home institution. Cross-registration requires a recommendation from the home institution and the approval of the designated representative of the host institution. Contact the University Registrar for registration deadlines.

- To be eligible for ARCHE cross-registration, students must be in Good Academic Standing, be financially enrolled, and be approved to register by the Chief Academic Officer at their home institutions. Cross-registered students must pay any special fees, (e.g., laboratory fees) to the host institution.
- Courses proposed for ARCHE cross-registration must not be offered concurrently at students' home institutions, and students must have completed all course prerequisites.
- Students may not cross-register for more than eighteen (18) credits during their matriculation to graduation.
- Students may cross-register for a maximum of two (2) courses per term, and the combined course load may not exceed the full-time allowable course load for the home institution.

Matriculation at Other Institutions (Transient Status)

Clark Atlanta University graduate students in Good Academic Standing with a minimum cumulative GPA of 3.0 and does not have an outstanding student account balance may be approved to participate in selected programs (e.g., Boston University Early Medical School Admission Program, the Atlanta Regional Consortium for Higher Education (ARCHE), Study Abroad) that require them to matriculate at other regionally approved colleges and universities in approved transient status.

Transient students are subject to all rules and regulations of the host institution. Students seeking transient status from Clark Atlanta University must adhere to the following procedures:

1. **Registration:** Complete the Clark Atlanta University Transient Permission Form obtained from the University Registrar.
2. **Advisement:** Obtain coordination signatures from the student's Department Chair or Academic Advisor for courses that are equivalent to Clark Atlanta University courses.
3. **Approval:** Obtain the approval signature of the Clark Atlanta University Dean of Graduate Education prior to enrolling at the transient institution.

4. **Transcript:** Transient students must submit an official transcript to the University Registrar immediately upon return to Clark Atlanta University.

All final grades for the approved courses completed in transient status will be included in the student's Clark Atlanta University grade point average.

Student Records

Privacy of Student Records

Release of information is governed by the guidelines of the Family Education Rights and Privacy Act (The Act). Within certain limits students have the right to prohibit the release of personal data without their permission.

Family Educational Rights and Privacy Act (FERPA)

Clark Atlanta University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes students' right of privacy, a policy regarding the confidentiality of the information which becomes a part of their permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University to protect students' rights and privacy and its responsibility to society.

Students have the right upon request to the proper official to know of the existence and content of all materials that are in their official records kept by the University and to inspect and review such records except personally signed confidential documents placed in the file before January 1, 1975.

Students shall have the opportunity for a hearing by appropriate officials to challenge the content of their University records, to ensure that the records are accurate, not misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate or misleading or otherwise inappropriate data contained therein. The information listed below is considered "directory information" and may be released without permission from students. Students, however, do have the right to direct that any request must be filed in writing with the Office of the University Registrar. Directory Information includes:

- Student's Name
- Address
- Telephone Number
- E-mail
- Date and Place of birth
- Major field of study
- Dates of attendance
- Current enrollment status
- Degrees and awards received
- Most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students who desire that any or all of the above information not be released must complete a Request to Prevent Disclosure of Information Form in the Office of the Registrar within five (5) working days after the close of the official registration period. All other information is considered confidential

and may be released only under specific conditions. A full copy of the University's policy may be obtained in the Office of the University Registrar.

- **Telephone Requests:** In response to telephone requests, the University releases only students' enrollment status and previously published directory data. If callers require additional data, students must provide written authorization for release of such information. A copy of each authorization will be on file in the student's permanent record.
- **Faculty Requests:** Faculty will be granted access to students' academic records for the purpose of advisement and related matters. However, faculty must follow the appropriate guidelines with regard to release of information as required by the FERPA laws.
- **Student Requests:** No student will be given information about another student without written consent.
- **Parent or Guardian Requests:** The Act governs release of data to parents and guardians. The Act places the control of academic data in the hands of students.

Change of Name and Address

Every student is responsible for notifying the Office of the University Registrar of any change of name and address. Failure to do so can cause serious delay in the handling of student records and in notifying students in emergencies. Currently enrolled students may update their address online using the BannerWeb student self-service personal information page. Nonenrolled students must submit a written request and only the student has the authority to change his/her address. Name-change requests must also be submitted in writing and be accompanied by official documentation of the change. This documentation may be one of the following: marriage license, social security card, or official legal disposition of the change. A copy of this document must be on file in the student's official record.

Academic Transcript

An academic transcript is a record of the student's academic history while matriculating at Clark Atlanta University. All courses and final grades that were taken while at CAU are documented on the transcript.

- **Official Transcript:** The official transcript is a record of a student's academic history. It bears the signature of the Registrar, the official seal of the University, and a release of information statement. Students may request official transcripts to be sent to colleges, universities, places of employment, and approved institutions. The Office of the University Registrar processes all requests within 5 - 10 business days; however, some requests may take longer to process due to other factors. Consistent with the provisions in the FERPA act, all requests will be processed within 31 days from the date of receipt. There is a nominal fee for all official transcript requests.
- **Unofficial Transcript:** The unofficial transcript for internal distribution and student use is a true copy of the student's official academic record. It does not contain the Registrar's signature or the University seal. A currently enrolled student may print an unofficial copy of his/her transcript utilizing the BannerWeb student self-service student-records page. The Office of the University Registrar processes all requests within 5 - 10 business days; however, some requests may take longer to process due to other factors. In accordance with FERPA, all requests will be processed within 31 days from the date of receipt. There is nominal fee for all unofficial transcript requests.

Transcript Requests

All transcript requests must be made online or in writing via mail or in person to the Office of the University Registrar. The following minimum information must be provided:

- Student name (while at Clark Atlanta University)
- Student ID number or Social Security number
- Date of initial enrollment
- Date of graduation (if applicable)
- Status while enrolled (undergraduate/graduate/summer)
- Name of transcript recipient
- Address to which transcript is to be sent
- Student's original signature

Note: Fax and/or e-mail requests for transcripts will not be accepted or processed.

Release of Academic Transcript

Students with outstanding financial obligations to the University or delinquent Perkins Loan payments may be denied release of an academic transcript. A new request for transcript must be made after the financial hold has been cleared.

Official Withdrawal from Clark Atlanta University

Under exceptional circumstances (e.g., medical or family emergencies), students may need to withdraw from the University. Students must complete a University Withdrawal Form, which is available from the Office of the University Registrar. In order to complete the University withdrawal process, students are required to obtain clearance signatures and dates from the following:

1. the Academic Advisor or Chair of the student's major department
2. the School Dean
3. the Dean of Graduate Education
4. the Vice President for Enrollment Services and Student Affairs
5. the Director of Residence Life
6. the Director of the Robert W. Woodruff Library
7. the Director of Financial Aid
8. the Director of Student Accounts
9. the University Registrar.

The University Registrar will include the completed University Withdrawal Form with the student's academic records. The date of the University Registrar's signature is the student's official date of withdrawal from the University. If the student has received support from Federal Title IV Financial Aid programs for the term in which the student is withdrawing, the official date of withdrawal from the University must be used to determine any required "Return of Title IV" funds to the Department of Education and the student's remaining financial obligation to the University. The University Registrar will post "W's" to the student's academic transcript for all courses in which the student is currently enrolled.

Release of Diplomas

Diplomas are not released to students until all grades (including transfer grades) and test scores have been posted to the transcript. All final financial obligations to Clark Atlanta University, including the Financial Aid Exit Counseling, must also have been satisfied through the Office of

Student Accounts and the Office of Financial Aid before a student's diploma can be released.

Note: Per the official Clark Atlanta University policy, students must complete all degree or certificate requirements in order to participate in Commencement activities.