KENTUCKY STATE UNIVERSITY
Spring 2015 Registration Clearance Form

Student Name__________________________________________ Date:__________________________

Student ID Number:___________________________ Telephone Number:_________________________

Email Address: ________________________________________________________________________

Step 1. Validate and Resolve Student Accounts Receivable [MANDATORY REQUIREMENT]

In order to ensure that all students are counseled and properly informed about their outstanding balances owed to the institution, ALL STUDENTS are required to meet with a representative from the BURSAR’S office.

__________________________________________________             _________________________
Bursar Office Attendant Signature     Date

Step 2. Negotiate Financial Aid [OPTIONAL REQUIREMENT]

Student has met with financial aid officer and obtained sufficient amount of financial aid to cover spring balance due [may also mean that student has secured enough money (i.e. alternative loans, third-party funds, additional federal aid, etc.) to cover current and outstanding balance.]

__________________________________________________             _________________________
Financial Aid Attendant Signature     Date

Step 3: Update Contact Information [MANDATORY REQUIREMENT]

Student has submitted his/her updated contact information via the Office of the University Registrar’s web-based form. The data has been received and BANNER updated to reflect the changes.

__________________________________________________             _________________________
University Registrar Attendant Signature     Date

Step 4. Clear Holds [MANDATORY REQUIREMENT]

Student has resolved all holds including (but not limited to) Academic, Financial, Financial Aid, Registration (Address), Disciplinary, Immunization, etc.

__________________________________________________             _________________________
Student One-Stop Shop Attendant Signature    Date

Step 5. Seek Academic Advising [MANDATORY REQUIREMENT]

Student has presented his/her student ID [and/or other valid proof of identity] as proof of identity and discussed his/her courses for the upcoming semester. If steps #1- #4 have been satisfied and appropriately signed off by staff, enter the schedule into WIRED/BANNER. If any of the steps #1 - #4 remain unresolved, a tentative schedule is developed. The advisor will hold the schedule for entry upon the student’s satisfaction of all holds and presentation of required approvals. Once the student resolves the holds, the advisor is permitted to enter the student's register schedule which creates tuition assessment for the 2015 spring semester.

__________________________________________________             _________________________
CAPS or Faculty Advisor Attendant Signature     Date
Step 6. Housing and/or meal Assessment and Assignment [OPTIONAL REQUIREMENT]

If the student plans to live on campus and has cleared all holds, the student is permitted to apply for and be assigned on-campus housing. The student has been reminded, should she/he owe a balance to the institution, the student will be disallowed the opportunity to move into the facility until the balance owed is paid and/or sufficient financial arrangements are made.

__________________________________________________             _________________________
Residence Life Attendant Signature     Date

Step 7. Tuition Assessment and Final Review [MANDATORY REQUIREMENT]

It has been confirmed that the student has registered for classes and made housing arrangements [optional]. A review of the student’s spring 2015 financial aid demonstrates that the student will have enough funds to cover the outstanding spring balance owed to the institution. Please note, if after further review, the student does not have sufficient funds, the classes are to be removed and housing arrangements cancelled.

Payment Installment Option (PIO):  4 ____ 12______ N/A________

It has been confirmed that the student has registered for classes and made housing arrangements [optional]. A review of the student’s spring 2015 financial aid demonstrates that the student WILL NOT have sufficient funds to cover the outstanding spring balance owed to the institution. Since the student does not have a balance owed for the fall semester, the PIO program was presented as an option to complete the financing of his/her education. If the student has completed all of the documentation required to participate, the student will be allowed to move forward in the process.

__________________________________________________             _________________________
Bursar Office Attendant Signature      Date

Step 8. Parking [OPTIONAL REQUIREMENT]

If the student has a vehicle that he/she would like to park on campus, the attendant has advised the student of the University’s parking policy. Before the parking pass is provided, ALL REQUIRED DOCUMENTATION must be provided to the Department of Campus Safety.

__________________________________________________             _________________________
Campus Safety Attendant Signature     Date

Step 9. Kentucky State University Student ID Card Validation [MANDATORY REQUIREMENT]

The student has successfully completed the registration process and is now considered an enrolled student. The attendant has taken great care to remind the student that should additional charges be added to his/her respective account (e.g. add a class, book charges, etc.), that he/she is responsible for the charges and may be in jeopardy of losing one’s classes, housing, and meal plan. The completed form is returned to the Division of Business and Finance by Residence Life.

__________________________________________________             _________________________
Residence Life Attendant Signature     Date