

**SHAW UNIVERSITY**  
**FISCAL CLEARANCE PROCEDURES FOR SUMMER SCHOOL -2010**  
**REGULAR RALEIGH DAY**  
**THURSDAY, MAY 20 – FRIDAY, MAY 21, 2010**  
**10:00 A.M.- 4:00 P.M.**  
**C.C. SPAULDING GYMNASIUM**

**STUDENTS YOU ARE RESPONSIBLE FOR READING AND ADHERING TO THE INSTRUCTIONS AND POLICIES PRINTED IN THIS DOCUMENT.**

The Residence Halls will open for Summer School on Thursday, May 20, 2010. All students must be cleared financially before a room is assigned. Summer Housing Reservation Fee: \$ 25.00

**DROP / ADD - TUESDAY, JUNE 1, 2010**

**Students who are not cleared will proceed as follows:**

1. All cash paying students must proceed to STATION IV.
2. Students with financial aid award must proceed to STATION III, except those that are applying for loans.

NOTE: Having a financial aid award does not guarantee fiscal clearance. Students are responsible for balances not covered by financial aid.

**EXPRESS CLEARANCE:**

Students who are PRE-CLEARED will report to STATION VI (I.D.CARD VALIDATION) Located on the 2<sup>nd</sup> floor-Willie E. Gary Student Center. Report to the residence hall for room assignment.

**STATION I – FINANCIAL AID**

Students who do not have a financial aid award but wish to receive financial aid should report to the financial aid station.

**STATION II-HOUSING CLEARANCE**

Off Campus Housing Application.

**STATION III – STUDENT ACCOUNTS**

Student Accounts will determine from the financial aid award letter if the student has qualified for enough aid to cover the cost for the spring term. If the award indicates that the student is not totally funded, the student **must** pay the balance.

## STATION IV – CASHIER

## STATION V – UNIVERSITY HEALTH CENTER

University Health Center Personnel will determine if students have met medical requirements. If requirements have not been met, students will be required to meet them by the deadline designated. Failure to meet health requirements will jeopardize one's enrollment.

## STATION VI – I.D. CARD VALIDATION (2<sup>nd</sup> Floor-Willie E. Gary Student Center)

All students are required to have a valid picture I.D. Students without an I.D. will have to pay for their meals until they are fiscally cleared.

### **PLEASE NOTE THE FOLLOWING:**

- Students without validated I.D. cards will be denied access to the dining hall and will be responsible for paying for their meals until cleared. **Off campus students are to secure and complete an Off Campus Application at station-II.**
- Students who failed to register for classes during the registration periods designated will not be allowed to proceed in the Clearance Process until class registration is complete.
- Students who register for less than six (6) hours will have their financial aid award adjusted according to financial aid policies.
- After **Tuesday, June 1, 2010**, any student who has failed to clear up any matters relating to finances will be administratively dismissed and removed from the residence hall.
- **Add/Drop Procedures:** Students who fail to resolve matters relating to finances at the University by the last date to add/drop (**June 1, 2010**) will be dropped from the rolls of the University. After a name is purged, the student **will not** be reinstated, and the student must leave the University. Students will be billed for the time spent at the university.
- **Students are responsible** for making sure that they are officially registered in classes. Again, students are responsible for seeing to it that they are officially registered for classes. Being registered for class means that the student's name is on the official class roster and in the Registrar's system by the last day to add/drop. **DO NOT WAIT UNTIL THE LAST MINUTE TO ADD/DROP.**

- **Duplicate Student I.D. Cards** – The first duplicate I.D. card will cost \$10.00 and any duplicate thereafter will cost \$50.00. Students who need a duplicate I.D. card must report to the Office of Student Affairs, located on the second floor of Willie E. Gary Student Center and obtain an Authorization Form to be taken to the Cashier’s Office for payment.. The Cashier’s Office is located on the first floor of Tyler Hall. The student must then return to the Office of Student Affairs to have his/her I.D. card made.
- **Replaced Room Key(s)** – Students who lose their room key are required to have a lock change and receive a new room key. The cost for this service is \$110.00 and the student must report to his/her respective Residence Manager to initiate this process.
- **Off Campus Students** – The Off Campus Application Form is required to be filled out to live off campus. The validated copy of this form must be presented to Student Accounts.
- **Withdrawing from the University** – Once a student registers for classes, a bill will be automatically generated for the classes. If a student leaves the University and does not drop the classes, the student will still have a bill. **DO NOT LEAVE THE UNIVERSITY WITHOUT PROPERLY WITHDRAWING.** Contact personnel in the Counseling Center, First Year Programs, Registrar’s Office and/or Academic Advising Center for further instructions regarding this matter.
- **Satisfactory Academic Progress (SAP)** – The Higher Education Act of the U.S. Department of Education requires Shaw University to develop and apply a consistent standard of academic progress. To qualify for federal and state aid, a student must maintain satisfactory academic progress in the course of study the student is pursuing. Shaw University has developed its Satisfactory Academic Progress Policy to comply with the statutory requirements that a student must make satisfactory academic progress to be eligible for federal aid (Pell Grant, Federal Supplemental Education Opportunity Grant-FSEOG, Stafford Loans – subsidized and unsubsidized, PLUS Loan and the Federal Perkins Loan), State Aid, State Contractual Fund – SCF), and Scholarships. Students who fail to maintain satisfactory progress may not receive financial aid unless an appeal has been approved. For more details, please go to [www.shawuniversity.edu](http://www.shawuniversity.edu), click on Academics, Courses Catalog, Undergraduate Catalog, and then thoroughly read pp. 16-20.
- **Full-time Status** – Students are considered to be full-time when maintaining a course load of six (6) or more credit hours. When a student’s course loads falls below six (6) credits, financial aid awards will be adjusted to reflect the change.
- **Students are responsible** for knowing the name, office location, e-mail address and telephone number of his/her advisor. Please consult with the Academic Advising Center for assistance. (919)582-4990 or (919)582-4978.
- **Students are responsible** for making sure that the institution is informed about any change in his/her address. The University will send information to the address that is on file.
- **Students are responsible** for reading and responding to e-mails, campus bulletins posted around the campus, and any other written correspondence, listening to telephone voice messages, listening to announcements on the intercom system in the residence halls, etc.
- **PLEASE NOTE: Students must be enrolled for six (6) credit hours or more in order to receive a student loan or year round Pell Grant.**

**CLASSES WILL BEGIN MONDAY, MAY 24, 2010**