

I've Been Admitted...Now What?

1. Have you applied for Housing?

Students planning to live on campus must complete an Application for On-Campus Housing and return it with a \$200.00 payment which includes a non-refundable \$50.00 Application Fee and \$150.00 Room Reservation Fee. All students must pay the \$200.00 fee regardless of Financial Aid Award (loans, scholarships, rehabilitation aid, etc). Applications without the \$200.00 fee will not be processed until this fee is paid. You may pay by cash, credit or debit card or money order at the University Cashier's Office (please do not send personal checks). **The priority deadline for each term is: Fall-July 1; Spring -December 1; Summer - May 1.** Applications received after the priority deadlines are not guaranteed to receive assignments and the Reservation Fee is forfeited.

You can mail or fax applications to:

Grambling State University
Departmental of Residential Life
P. O. Box 540
Grambling, LA 71245
318-274-2504 (office) – 318-274-4004 (fax)

Wondering what to bring to your new “home away from home”? You should visit <http://www.gram.edu/student-life/residential-life/docs/what%20to%20bring%20update.pdf> and click “What Should I Bring?”

2. Have you applied for Financial Aid?

You should complete the Free Application for Federal Student Aid (FAFSA). The priority deadline is April 1st. Go to www.fafsa.gov to complete the application. For more details, you may visit <http://www.gram.edu/finaid/>. **Note: If you plan to enroll during the summer, you must also complete the prior year's FAFSA. (For example, for fall 2016 the 2016-2017 FAFSA should be completed. It will cover fall 2016 and spring 2017. If you plan to enroll for spring 2016 or summer 2016, you should complete the 2015-2016 FAFSA.)**

3. When Should I Plan to Arrive on Campus?

Please use the Academic Calendar to plan your arrival on campus. The academic calendar can be found at <http://www.gram.edu/academics/calendar/>.

4. Complete Academic Advisement

Contact your advisor in the department of your major, to complete the Academic Advisement Contract. Be sure to get your alternate pin number from your advisor so you

will be able to enter your schedule on Banner Web. If you have a registration hold on your account, you must clear the hold before you can enter classes on Banner Web. Registration Procedures can be found at:

<http://www.gram.edu/offices/registrar/procedures/>

Note: All new students must be advised before registering for classes on the web.

- 5. Add Classes on Banner Web:** Go to www.gram.edu; click **Banner Web**. Enter your user ID (which is your G# and please use capital "G") and PIN (your 6-digit birthdate); click **Login**. Select **Enter Secure Area** and click the **Student** tab. Select **Registration** from the menu. Then click **Select Term** to select the proper term. From that same Registration Menu, click **Add or Drop Classes** or **Look Up Classes** to find sections of needed classes. Follow instructions on the screen. Students may make schedule adjustments on Banner Web
- 6. Payment of Fees (fee sheet):** If you are eligible for web payment, go to the Registration Menu and click **Accept/Pay Fees** and follow the instructions. Print a copy of your fee sheet when finished and be sure the status on your fee sheet says "**REGISTERED**". If you have a registration hold, you must clear it before getting a fee sheet on Banner Web.

Students may also pay at the cashier's window, by telephone using credit card (318 274-6253 or 2671), by check or credit card on Banner Web (Registration Menu), or setting up a payment plan using eCashier. *If you pay by check, credit card, or eCashier on Banner Web, you must return to the Registration Menu and click Accept/Pay Fees to get a fee sheet. Verify that your status shows "Registered".*

- 7. Obtain your "G" Card:** Take picture for your "G" card. Returning students must have their cards validated for the semester. Students must present a validated fee schedule/bill (fee sheet) to receive the "G" card. A replacement fee of \$25.00 will be charged for a lost or stolen "G" card. The "G" card office is located in Jones-Jones Hall-1st Floor.
- 8. YOU ARE NOW ENROLLED AT GRAMBLING STATE UNIVERSITY**
A computer printout reflecting an academic schedule is not evidence of official enrollment. Tuition and fees must be paid before a student can be considered officially enrolled. The only acceptable evidence of official enrollment is the appearance of the student's name on the **FINAL** class roster and a validated fee schedule/bill or the official fee sheet from the web.

Note: You are not required to apply for re-admission unless you do not enroll for one regular semester (fall or spring).