

## I've Been Admitted...Now What?

**1. Have you applied for Housing?** Students planning to live on campus must complete a Student Residence Request Form and return it with a non-refundable \$50.00 Application Fee, and a \$150 prepayment. This payment will be refunded to you after the close of registration. All students must pay the \$50.00 Application fee regardless of Financial Aid Award (loans, scholarships, rehabilitation aid, etc.). Applications without the application fee will be returned as incomplete. You may pay by cash, credit card or check at the University Cashier's office. You may also pay the \$150 prepayment by money order in Room 216 of Grambling Hall. The priority deadline for each term is: Fall- July 1; Spring -December 1; Summer - May 1. Applications received after the deadlines are not guaranteed to receive room assignments.

**Wondering what to bring to your new "home away from home"?** You should visit <http://www.gram.edu/Student%20Services/housing/faq.asp>, and click "What Should I Bring?"

Grambling State University Residential Life 403 Main Street - Box 4249 Grambling, LA 71245  
318-274-2504 (office) – 318-274-4004 (fax)

**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](http://www.fafsa.gov) to complete the application. For more details, you may visit <http://www.gram.edu/Financial%20Aid/steps.asp>. Note: If you plan to enroll during the summer, you must also complete the prior year's FAFSA. **(For example, for fall 2017 the 2017-2018 FAFSA should be completed. It will cover fall 2017 and spring 2018. If you plan to enroll for summer 2017, you should complete the 2016-2017 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/sprcalendar.asp>.

### 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/registrar/procedures.asp>

**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](http://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 2746253 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).