Registration Information for Online Students – Fall 2019
Monday-Tuesday, August 19-20, 2019

Undergraduate Admissions – Applications may be submitted online: http://web.saumag.edu/admissions/apply/
Phone: (870)235-4040
e-mail: admissions@saumag.edu

Graduate Studies – https://web.saumag.edu/graduate/
Phone: (870)235-4150
e-mail: gradstudies@saumag.edu

Advising/Registration for Freshmen, Pre-Nursing Students, Non-Degree Seeking Students, and Students Assigned to the Advising Center
Phone: (870)235-5175
e-mail: sw-advising@saumag.edu
E-registering will also be available by completing the form at: http://web.saumag.edu/advising/e-advising/

Advising/Registration for Students Assigned to a Faculty Advisor/Undergraduate Students with 30+ Hours
Advisors will be available in their offices on Monday and Tuesday for advising and registration. Please contact your advisor via telephone or e-mail or you may Web register on MySAU if you are eligible.

College Professional Advisors will also be available to assist undergraduate students with 30+ hours:

<table>
<thead>
<tr>
<th>College Advisor</th>
<th>College</th>
<th>E-mail</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>Heather Shaw</td>
<td>College of Education &amp; Rankin College of Business</td>
<td><a href="mailto:heathershaw@saumag.edu">heathershaw@saumag.edu</a></td>
<td>870-235-5226</td>
</tr>
<tr>
<td>Amy Womack</td>
<td>College of Liberal &amp; Performing Arts</td>
<td><a href="mailto:amywomack@saumag.edu">amywomack@saumag.edu</a></td>
<td>870-235-5390</td>
</tr>
<tr>
<td>Greg Taylor</td>
<td>College of Science &amp; Engineering</td>
<td><a href="mailto:gregtaylor@saumag.edu">gregtaylor@saumag.edu</a></td>
<td>870-235-4183</td>
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Course Schedule – http://mysau.saumag.edu

Book Cards/Charges – Please e-mail studentaccounts@saumag.edu with your request.

Textbooks – You can order your textbooks online at: https://saumag.bncollege.com/shop/saumag/home

Financial Aid & Student Accounts – If you are unable to secure your schedule on MySAU* please e-mail Financial Aid (Undergraduate: financialaid@saumag.edu Graduate: saugradstudent@saumag.edu) and/or Student Accounts (studentaccounts@saumag.edu).

*Please see payment information.

Payment Information – Fall 2019

Once registered, payment arrangements must be made to secure the schedule. To avoid a $50.00 fee, payment arrangements must be made by the priority deadline of August 23, 2019 for the fall semester. Students who do not make payment arrangements by 4:00 pm on August 28, 2019 will have their schedules deleted and will have until September 3, 2019 to be reinstated* or you will not be able to attend during the Fall 2019 semester.

Making Payment Arrangements
Please read the following to determine your status and appropriate options to make payment arrangements.

❖ If you have a zero balance or credit:
  • You can log-in to MySAU to secure your schedule.**
  OR
  • You may go to the cashier and submit your signed "Statement of Account" to secure your schedule.

❖ If you live on-campus and have a balance less than $2,500.00:
  • You may go to the cashier and submit your signed "Statement of Account" to secure your schedule.

❖ If you plan to make payment in full to secure your schedule:
  • You can log-in to MySAU to make a payment using a credit/debit card and secure your schedule.**
  OR
  • You may go to the cashier, make payment, and submit your signed "Statement of Account" to secure your schedule.

❖ If you need to make financial arrangements (you do not meet the balance criteria above):
Please contact the Financial Aid and/or Student Accounts offices by e-mail, in-person, or by telephone. Alternatively, you can also set up a payment plan using MySAU.**

*Deregistration/Reinstatement Policy*

1. Students will be deregistered for non-payment after the 4:00 pm (CDT) payment deadline on August 28, 2019. Students may have their schedule reinstated by September 3, 2019 at 4:00 pm. **Students cannot be reinstated after September 3, 2019.**
2. To be reinstated students must make financial arrangements with the business office/student accounts. **Students using financial aid should visit with the financial aid office prior to making financial arrangements with the business office/student accounts.**
3. Once financial arrangements have been made with the business office/student accounts, the schedule will be reinstated.
4. A notice of reinstatement will be sent to the student, advisor, and faculty members via e-mail.

**Please note that the last day to create a new schedule is August 28, 2019. After August 28, 2019, new schedules will not be created and only reinstatements of schedules deleted through deregistration will occur from August 28 – September 3, 2019.**

**How to Check your Balance and Make Financial Arrangements (access your Statement of Account)**

- If you are not already in MySAU, access MySAU by clicking **MySAU** on the homepage or going to the direct link (https://mysau.saumag.edu).
- Log-in to **MySAU** and select **Campus Connect**
- Acknowledge **Payment Deadlines**
- Select **Account Options**
- Select **Review Financial Aid** and select the year. After reviewing financial aid, ensure that the **Date Accepted column** has a date for all financial aid awards.
- Select the **Account Options** menu and select **Review/Pay Account**
- Select **Fall 2019**
- Your bill (statement of account) should be displayed, including balance information. You can print your statement of account.
- Scroll to the bottom of the page for options to save your schedule. **(Please note: Partial Payment option will not save your schedule).**
  - Select **Make Payment by Credit/Debit Card** to pay your account.
  - Select **Payment Plan** to make a payment plan to secure your schedule. **Turn off your browser’s pop-up blocker.**
  - Select **Save My Schedule** if you have sufficient financial aid and do not need to make payment to save your schedule.

**MySAU Log-In Information**

- If you do not know your username and/or password, select **View My Login Information.**
  - Complete the form to access your username.
  - Your initial password is: UpperCaseFirstInitial + UpperCaseMiddleInitial + UpperCaseLastInitial + Last6ofSSN + !
    - To reset your password on the login page for **MySAU**, select **I forgot my password.**
    - Complete the form to reset your password.

**First Day of Class**

**MySAU** is a single sign-on portal that will give you access to several of your student accounts. You will be able to access, student e-mail, BlackBoard (online course management system), and Campus Connect (student information system). Please remember to check your student e-mail frequently.

- To access your course(s):
  - Log-in to **MySAU** (see access information in the payment information section)
  - Click **BlackBoard.**
  - This should take you to BlackBoard.
  - If this is your first online class at SAU, you will need to complete the **SAU Online Student Primer** before you will be allowed to access your courses (100% must be obtained on the module quizzes).
    - The primer can be completed before the first day of class.
  - Upon completion of the primer, your online courses should be available in approximately 1-2 hours.