REGISTRATION PROCESS

IV.   Finalize/Complete Registration

Finalize registration for this semester through your [Self-Service Banner](#) account.

A. If you plan to use federal financial aid, please view your financial aid status as outlined below:
1. Click "Financial Aid"
2. Click "Award for Aid Year"
3. From the drop-down menu, choose the 2022-2023 aid year
4. Click the "Terms and Conditions" tab. Read the statement and click "I accept"
5. Click the "Awards" tab. Here you can view your loan offer (decline/accept)
6. Click the "Resource/Communications" tab. Here you will need to put "yes" for each statement.

B. After completing the Financial Aid process (if applicable), please complete the enrollment process based on your funding type:

Please review your account for accuracy and follow the instructions below to complete enrollment.
   All prior term balances must be (0) zero to complete enrollment for the current term

I want to pay my tuition and fees in full.
Step 1: Log on to Banner Self-Serve (SSB)
Step 2: Click on "Enter Secure Area"
Step 3: Enter your Banner ID and PIN
Step 4: Click on "Student"
Step 5: Click on "Student Accounts" and Select a Term
Step 6: Click on "Account Summary for Current Term"
Step 7: Select Term: SUSLA-Spring 2023 and click "Submit"
Step 8: Select "Pay Now" and transition to CASHNET payments
Step 9: Make a payment
Step 10: Enter the payment amount due and verify checkout total
Step 11: Select the type of credit of card: AMERICAN EXPRESS, VISA, MASTERCARD, DISCOVER
Step 12: Enter your credit card number, expiration date and amount.
Step 13: Click on "Submit"

Once you have made your payment return to SSB, review the "Financial Responsibility Policy" and click "Complete Enrollment". You have completed the registration process. Print this page for your records.

==I have enough financial aid to pay my balance in full.==
Step 1: Log on to Banner Self-Serve (SSB)
Step 2: Click on "Enter Secure Area"
Step 3: Enter your Banner ID and PIN
Step 4: Click on "Student"
Step 5: Click on "Student Accounts" and Select a Term
Step 6: Click on "Account Summary for Current Term"
Step 7: Select Term: SUSLA-SPRING 2023 and click "Submit"

Please review your account carefully. If the "Current Due net of Authorized Financial Aid and Memos" is a negative amount (-1,000.00), review the "Financial Responsibility Policy" and click "Complete Enrollment". You have completed the registration process. Print this page for your records.

==I have financial aid, but not enough to pay my balance in full.==

If the "Current Due net of Authorized Financial Aid and Memos" is a positive amount (1,000.00), you must pay the account balance to enroll for the FALL 2021 term.

Step 1: Log on to Banner Self-Serve (SSB)
Step 2: Click on "Enter Secure Area"
Step 3: Enter your Banner ID and PIN
Step 4: Click on "Student"
Step 5: Click on "Student Accounts" and Select a Term
Step 6: Click on "Account Summary for Current Term"
Step 7: Select Term: SUSLA-SPRING 2023 and click "Submit"
              To pay by credit card, click on "Pay Now" and transition to CASHNET payments
Step 8: Make a payment
Step 9: Enter the payment amount due and verify checkout total
Step 10: Select the type of credit of card: AMERICAN EXPRESS, VISA, MASTERCARD, DISCOVER
Step 11: Enter your credit card number, expiration date and amount.
Step 12: Click on "Submit"

Once you have made your payment, review the "Financial Responsibility Policy" and click "Complete Enrollment". You have completed the registration process. Print this page for your records.

Please note, there is a non-refundable $35.00 enrollment fee. Prior to enrolling, be sure your tuition, fees, housing, meals and Other related charges are posted to your account. It is important that you read and understand the terms and conditions.

Payments must be made timely via CASHNET.

Step 1: Log on to Banner Self-Serve (SSB)
Step 2: Click on "Enter Secure Area"
Step 3: Enter your Banner ID and PIN
Step 4: Click on "Student"
Step 5: Click on "Student Accounts" and Select a Term
Step 6: Click on "Account Summary for Current Term"
Step 7: Select Term: SUSLA-SPRING 2023 and click "Submit"
Step 8: Select "Pay Now" and transition to CASHNET payments
Step 9: Select "Payment Plans"
Step 10: Follow the prompts for enrolling into the CASHNET Installment Payment Plan

Once you have made your payment, review the "Financial Responsibility Policy" and click "Complete Enrollment". You have completed the registration process. Print this page for your records.

If you need to make payment arrangements, please visit Instructions for Paying Fees Online | Southern University Shreveport Louisiana (susla.edu)

Should you encounter any difficulties with this process, you will need to follow up with the Bursar's Office at bursar@susla.edu.