



VIRTUAL REGISTRATION PROCESS

IV. Finalize/Complete Registration

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

- A. Once logged in, if you have accepted your financial aid award, you will need to complete the following:
 - a. Select the "Student" tab.
 - b. Select "Students Accounts"
 - c. Select "Payments and Payment Plan"
 - d. From the drop menu, select "SUSLA-Fall 2021"
 - e. Review the "Financial Responsibility" Section
 - f. Click "Complete Enrollment"

- 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-FALL 2021 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-FALL 2021 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-FALL 2021 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.

I have 33% or more of my tuition and fees and want to enroll in a CASHNET Installment Payment Plan (IPP) for the remaining balance due.

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-FALL 2021 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.

Once you have ended the academic (major) advising session and have a class schedule, if you have registration-related questions, need assistance with completing registration or paying fees click the appropriate link below to join an enrollment management Zoom session.

Business Office	https://sus.zoom.us/j/92439817639
Financial Aid	Students will be referred to the financial aid Zoom session upon completion of adding classes in Self-Service Banner.
Registrar's Office	https://sus.zoom.us/j/92439817639