Bobcat Enrollment Center

Registration Tips:

Meet with your academic advisor to select your courses. Academic advisor's signature is required.

Returning students who do not have a balance or a restriction may register online.
To register online go to: **https://bobcat.stu.edu**

Undergraduate students registering for more than 18 credits per semester must receive approval from their school Dean.

Graduate students registering for more than 9 credits within one A-term require approval from their school Dean.

CADIVI Letter Requirements:

1. Registration Statement (https://bobcat.stu.edu)
2. Enrollment Verification (https://bobcat.stu.edu)
3. Proof of Final Grades (gradereport@stu.edu)

Late Registration Fee ($150):
A1 - Jan7th * SP - Jan 14th * A2 - March 18th

Are you a **New** or **Returning** student?
Program of study: _____

Restrictions:

Academic Enhancement
Admissions
Business Office
Grad. Writing
Probation GPA _____
Suspension GPA_____

Financial Aid
- 2012-2013 FAFSA
- Missing Financial Aid Documents
- Award Letter

Payment Options
- Cash Check Payment Plan
- Credit Cards: Visa, Master Card, Discovery (No American Express)

Registration Statement
- Account/Billing

Business Office MPN

Record Release Form Picture ID

Financial Missing Documents: Yes No

Complete your FAFSA School Code 001468
Request your PIN www.pin.ed.gov
2012-13 FAFSA www.fafsa.ed.gov
Request a Stafford Loan www.stu.edu/faforms
2012-13 Direct Stafford Loan Request Form
Direct Stafford Loan Master Promissory Note
Direct Stafford/Plus Loan Entrance Counseling
Request a Graduate Plus Loan
2012-13 Direct GRAD PLUS Loan Request Form
Direct GRAD PLUS Loan Master Promissory Note
Request a Parent Plus Loan
2012-13 Direct Parent PLUS Loan Request Form
Direct PLUS Loan Master Promissory Note

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Federal PERKINS Loan Master Promissory Note
Required Loan Exit Counseling
Federal Perkins Exit Loan Counseling
Direct Stafford/GRAD PLUS Loan EXIT Counseling

Selected for Verification: Yes No

Additional Forms (if required)
Order IRS Tax Transcript and/or Account Transcript online or call 1-800-908-9946
2012-2013 DEPENDENT Student Verification Worksheet
2012-2013 Low Income Form for DEPENDENT Students
2012-2013 INDEPENDENT Student Verification Worksheet
2012-2013 Low Income Form for INDEPENDENT Students
2012-2013 Work Study Waitlist Form

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Satisfactory Academic Progress (SAP) Appeal Form

Are you and/or your parent a Florida Resident?

For dependent students:

Parent's Florida Drivers License (photo must be visible) or State of Florida identification card
Parent's Florida Homestead Exemption
Parent's voter's registration card
Parent's Court document establishing Florida domicile
Parent's Florida vehicle registration
Parent's proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

Not expired with Issued date prior to 08/15/11
Deadlines: 12/FL Sept. 24 or 13/SP Jan. 31

DYNAMIC FORM Tips:

(www.stu.edu/faforms)

Username Format:
1) Minimum Length - eight
2) Must contain at least one letter
3) Alphanumeric characters and symbols acceptable
4) Must not contain Unicode characters (i.e. combinations using ALT+0000-1024)

Password Format:
1) Minimum length - eight
2) Must contain characters from each of three groups
   - Lower case letters (i.e. a, b, c)
   - Upper case letters (i.e. A, B, C)
   - Numbers (i.e. 1, 2. 3)
   - Alphanumeric characters or symbols (i.e. @, $, &)
3) Must not contain Unicode characters (i.e. combinations using ALT+0000-1024)

Dependent Verification Worksheet
(Student logs in first and provides Parent's email to allow Parent to complete his/her section)

Parent Plus Loan Request Form
(Parent logs in first and provides Student's email to allow Student to complete his/her section)
There must be two accounts:

Student Account	**Parent Account**
Username/Password	Username/Password
Student Email Account	Parent Email Account

How to find Books online?

1) **https://bobcat.stu.edu** (login required)
2) "Academic Profile"
3) "My Class Schedule"
4) Select Term (dropdown menu)
5) Click on each class title for book information

Do you have Direct Deposit? Yes No

1) **www.stu.edu/BobcatEnrollmentCenter**
2) "Forms"
   "Direct Deposit Form"/"Direct Deposit *Change* Form"

Apply for On-Campus Parking

1) www.stu.edu
2) Quick Links
3) **Parking Application**
   Apply for On-Campus Parking

Upon completion of your application you must do the following:

4) ALL students must provide proof of class registration and valid student id to collect their decal.

5) Please go to the gatehouse with your valid proof of insurance, driver's license and vehicle registration to collect decal.

NOTE: Parking decals are available at the Main Entrance.

Student Health Insurance

All full-time law and undergraduate students as well as international graduate students, will be automatically enrolled in the University Health Insurance Plan. With the exception of International students all UG and LS students may get the school insurance waived if proof of coverage is provided. Part-time students and Graduate domestic students may enroll voluntarily.

Fall/A6 Semester-Sept. 1st, 2012
A7 Semester-Oct. 26th, 2012
Spring/A1 Semester-Jan. 18th, 2013
A2 Semester-Mar. 21st, 2013

1) www.mybobcatstudentinsurance.com
2) Login: Username = Full School email address.
   Password = Student ID.
3) Contact GM-Southwest, Inc. 1800-477-4415

Annual Academic Year 08/01/12-07/31/13	$1,013
Spring Semester 01/03/13-07/31/13	**$578**
Summer Semester 05/08/2013-07/31/13	$240

Online Payments:

1) www.stu.edu
2) Quick Links
3) **Make a Payment**
   Pay tuition, fees, & more
4) Select Payment Option*
   TU-Tuition/Room/Board (login required)
   Other (No login required)
5) Enter Personal Information
6) Select Payment Type: **Tuition**
7) Amount: **Example 40.00**
8) Contact Information
9) Click here to pay
10) Credit Card Information
11) Continue
12) Confirmation Page (keep for your records)

Tuition Payment Plan - SallieMae

Online Payments:
Payment will reflect on your account within 48 hrs.

Check Payments: Returned check fee $50

Credit Cards: Visa, Master Card & Discovery (No American Express)

The Tuition Payment Plan offers you the opportunity to spread your annual tuition payments, interest-free, over 10 monthly installments, beginning July 5th, or your Fall Tuition payments over 6 monthly installments, beginning July 5th.

1) www.stu.edu/BobcatEnrollmentCenter
2) "Forms"
3) Tuition Payment Plan

One time Enrollment Fee of $75 (per plan)

For more information, please call 1-800-635-0120 to speak with a TuitionPay consultant.

Payment Plan Enrollment Deadlines:
Fall 2012 - Oct. 29th
Spring 2013 - Jan. 19th
Summer 2013 - April 5th

Spring 2013 Semester

A1: January 5 - March 8
SP: January 7 - May 3
A2: March 9 - May 10

Summer 2013 Semester

A3: May 13 - July 13
S1: May 13 - June 21
S3: May 13 - Aug. 2
S6: Jun. 24 - Aug. 2

Bobcat Enrollment Center
St. Thomas University

16401 NW 37th Ave Miami Gardens, FL 33054
Ph: 305-474-6900 * Fax: 305-474-6930
E-mail: BobcatEnrollmentCenter@stu.edu

Important Deadlines
www.stu.edu/BobcatEnrollmentCenter
(Jan. 2013 - Aug. 2013)

Spring 2013 Add/Drop

The withdrawal deadline with 100% refund are:
Undergraduate:
A1, SP, A2 Terms - January 16, 2013
Registered for A2 Term Only - March 20, 2013
Graduate:
A1, SP - January 16, 2013
A2 - March 20, 2013

The withdrawal deadline with "W" grade (no refunds) are:
A1 Term - February 22, 2013
SP Term - April 3, 2013
A2 Term - April 26, 2013

Students who withdraw after the 8th day of the semester are responsible for 100% of the cost of tuition. Students will incur a $10 add/drop fee for adding and/or dropping courses after the add/drop period.