Registration Tips:

- Register before the term begins to avoid a late registration fee ($150)
- Meet with your academic advisor to select your courses. Academic advisor’s signature is required.
- Returning Students who do not have a balance or restrictions may register online.
- To register online go to: www.bobcat.stu.edu

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

Graduate Students registering for more than 18 credits per semester must receive 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)

Official & Unofficial Transcripts
Degree & Certificate Applications

Instructions:
www.stu.edu/bobcatenrollmentcenter
Electronic Transcript Request
Graduation Information
Applications are also available at MyBobcat:
www.bobcat.stu.edu
WebAdvisor/Academic Profile (Transcript)
Transcript Request
Apply for Graduation (NEW)

Additional Information:

Financial Missing Documents:

- Complete your FAFSA
- Request a Stafford Loan
- Request a PLUS Loan
- Request a Parent PLUS Loan
- Required Loan Exit Counseling
- Federal Perkins Loan Master Promissory Note
- Satisfactory Academic Progress (SAP) Appeal Form

Selected for 2014-2015 Financial Aid Verification

IRS 2013 Tax Transcript IRS.GOV or call 1-800-908-9946 AND Signed 2013 Amended Tax Return 1040X
1024A
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DEPENDENT Student Verification Worksheet
Low Income Form for DEPENDENT Students
INDEPENDENT Student Verification Worksheet
Low Income Form for INDEPENDENT Students
Identity and Statement of Education Purpose

Are you and/or your parent a Florida Resident?

For dependent students:
- Parent’s Florida Driver’s License (photo must be visible) or a 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 or at least 30 hours per week for a 12-month period

Not expired with issued date prior to 08/15/13
Spring 2015 - Deadline: Jan. 31

DYNAMIC FORM Tips:

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)
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) www.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

Direct Deposit is Mandatory for Refunds

1) www.stu.edu/BobcatEnrollmentCenter
2) “Forms” "Direct Deposit Form"
(When updating bank account information, please use the same form.)
Apply for On-Campus Parking
1) www.stu.edu
2) Students
3) Additional Services
4) Parking Application
5) Login

Upon completion of your application you must do the following:
6) ALL students must provide proof of class registration and valid student ID to collect their decal.
7) Please go to the gatehouse with your valid proof of insurance, driver’s license, vehicle registration and class schedule to collect a decal.

Parking decals available at the Main Entrance.

Student Health Insurance $790
Full-time law, undergraduate and (all) international students, will be automatically enrolled in the University Health Insurance Plan. With the exception of all International students, UG and LS students may get the school insurance waived if proof of coverage is provided by the corresponding deadline.
1) www.stu.edu/BobcatEnrollmentCenter
2) “Forms”
3) Student Health Insurance (Enroll or Waive)
Login: Username = Student ID Number
Password = Date of Birth
Academic Insurance Solutions 1-888-776-9920

Proof of Health Insurance Deadlines:
A6/Fall Semester - Sept. 4, 2014
A7 Semester - Oct. 29, 2014

Spring Deadlines for New Students Only

*Supplemental Plan $110
All part-time students and Graduate domestic students will be automatically enrolled in the Supplemental Plan. These students may voluntarily enroll in the Health Insurance Plan offered for Spring 2015 ONLINE ($790).
*The Supplemental Plan is mandatory for all students without exceptions.

STU Health & Wellness Clinic 305-628-6691

Online Payments:
1) www.stu.edu
2) MyBobcat
3) Left Hand Side Menu Click “Make a Payment”
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 - Higher One, Inc.
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 Spring Tuition payments over 6 monthly installments, beginning December 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 Tuition Pay consultant.

Enrollment Deadlines:
14/FL - July - April: Oct. 1, 2014
(10 or 6 months plan)
15/SP - Dec. - May: Feb. 27, 2015
(6 months plan)
15/SP - Jan - May: Jan. 23, 2015
(5 months plan)

Spring 2015 Semester
A1: Jan. 10 – March 13
SP: Jan. 12 – May 8
A2: March 14 – May 15

Summer 2015 Semester
S1: May 18– June 26
A3: May 18 – July 17
S3: May 18 – Aug. 7
S6: June 29 – Aug. 7

Spring 2015 Important Deadlines
www.stu.edu/BobcatEnrollmentCenter
(January - May)

Spring 2015 Add/Drop Deadlines
The withdrawal deadlines with 100% refund are:
Undergraduate:
A1, SP & A2 Terms - Jan. 22, 2015
Registered for A2 Term Only Mar. 25, 2015
Graduate:
A1, SP Terms - Jan. 22, 2015
A2 Term - Mar. 25, 2015

The withdrawal deadlines with “W” grade are:
(No Refunds)
A1 Term - Feb. 27, 2015
SP Term - Apr. 10, 2015
A2 Term - Apr. 30, 2015

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 add/drop period.