

Business Office

Credit Card Processing Fee – To continue managing rising processing costs, effective **April 21, 2026** a **3% credit card processing fee** will be applied to all payments made by credit card. To avoid this fee, make payments free of charge via electronic check utilizing a checking or savings account. You are also able to make cash or check payments in person and or they can mail a check to the Business Office.

Account Holds – Access to Web registration can be prevented by holds. Log in to BannerWeb to address their holds. To avoid incurring a late-payment fee, a hold on a student account, and delays in housing, registration, and other areas, individuals are urged to pay fees when due.

Failure to make satisfactory financial arrangements can result in a hold on a student account, which can result in delay of graduation, denial of registration privileges, removal from class, and/or the withholding of transcripts.

Payment Plans – Centenary accepts payments online 24/7. Students can make online payments, view account balances, and enroll/manage monthly payment plans. Students are encouraged to view student accounts through BannerWeb.

Webpage: www.centenary.edu/businessoffice

Financial Aid

It's time to file your 2026-27 FAFSA – The FAFSA must be filed each year. If you haven't already done so, please file your 2026-27 FAFSA now by going to www.studentaid.gov.

2026-27 Award Packages – We will start working on next year's award packages in the next few weeks. When your award package is ready, you will receive an email notice with instructions on how to accept your award package on BANNERWEB. Some students may receive notice early while other students may not receive notice until after the spring semester is over. If you have any questions about this process, please don't hesitate to stop by our office or email us at finaid@centenary.edu.

Louisiana TOPS Students – Please be reminded that to keep your TOPS Scholarship eligibility for next year, you must pass at least 24 credit hours for the academic year with at least a 2.5 cumulative GPA (If you have under 48 hours earned, then a 2.3 cumulative GPA is required). This includes last fall, this spring, May and summer school (not the August term). Summer school courses taken at any Louisiana college or university will count towards the 24 credit hours. If you do not meet the 24 hours requirement, you will permanently lose your TOPS Scholarship eligibility.

Webpage: www.centenary.edu/financialaid

Registrar's Office

Banner Web (Self-Service Banner) – Self-Service Banner (SSB) is the official portal for grades because it is the secure, institution-approved interface that displays real-time data directly from the official academic records stored in Banner. Canvas may show assignment grades, but only SSB shows official mid-term and final grades.

Degree Works – the domain was recently upgraded to improve system performance, reliability, and long-term stability. Students are strongly encouraged to view degree audits to verify accuracy of academic records. Any discrepancies should be reported to the Registrar's Office.

Graduation – Students with intentions of completing degree requirements Spring 2026, May 2026 or Summer 2026 must submit the graduation application and *Degree Works Electronic Degree Audit Review Acknowledgement Form* (signed by your academic advisor) no later than **March 17, 2026**. This action will prompt our office to initiate the degree audit review process and release the results via email to the student and his/her academic advisor(s).

Registration – Summer, August and Fall 2026 is scheduled to open on March 23, 2026. ALL students will have a registration hold placed on their records that must be removed by the primary academic advisor. In addition to the registration hold, please be reminded additional holds may exist on student accounts, some of which will prevent registration for Summer, August and Fall 2026.

Webpage: www.centenary.edu/registrar

Please share your feedback on our service. Let us know [here](#).

Monthly Recap/Important Dates & Deadlines

March 1 – Business Office holds will be applied for past due accounts

March 11 – Summer, August and Fall 2026 class schedules visible on Banner Web

March 13 – Mid-term grades due

March 16 – Advising Week begins for Summer, August and Fall 2026

March 17 – Spring 2026 graduation application submission deadline

March 23 – Group 1 Registration opens

March 24 – All Module Payments Due

March 30 – Last day for dropping courses or changing enrollment status

March 30 – Group 2 Registration opens

Help US help Students!

Join a special student focus group designed to advise our offices on:

- Establishing best practices to communicate with students
- Testing documents and forms to ensure clear instructions
- Providing in-depth feedback on the student experience
- Sharing opinions, needs and perceptions

Interested? Email registrar@centenary.edu