Records and Registration FAQs

Frequently Asked Questions: Records and Registration

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When do classes begin?

Refer to the my.desu.edu [16] page under the "Academic Calendars" section for specific dates.

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When do classes end?

Refer to the my.desu.edu [16] page under the "Academic Calendars" section for specific dates.

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When is the last day to add classes?

Refer to the my.desu.edu [16] page under the "Academic Calendars" section for specific dates.

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When is the last day to drop?

Refer to the my.desu.edu [16] page under the "Academic Calendars" section for specific dates.

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How do I obtain a transcript?

Go to my.desu.edu [16] page and click on the "Request a Transcript" link located on the left side of the page under the title "General Information".

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When is the last day to withdraw from the university?

Refer to the my.desu.edu [16] page under the "Academic Calendars" section for specific dates.

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When will final grades be posted?

Final grades are posted to all students' transcripts approximately 3 business days after grades are due in the Registrar's Office. See the "Academic Calendars" section on the my.desu.edu [16] page for more specific dates.

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Do I have to pay for these courses today?

All courses must be paid for prior to the removal for nonpayment date. This information can be acquired through the my.desu.edu [16] page under "Academic Calendars".

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What do I do if my PIN has been disabled?

You have to reset your PIN (Personal Identification Number) yourself. Go to my.desu.edu [16] and on the left side of the page under the title "Account Information," click on "Create/Reset PIN". Follow all of the instructions on the page. Remember the new PIN must be exactly 6 characters long and must contain at least 1 letter, 1 number and a special character.

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How to withdraw?

Come to the Office of Records and Registration to complete a withdrawal form; turn in your student identification card to the Office of Student Accounts, and make sure any outstanding balance is paid in full. If you have received a Stafford Subsidized or

Stafford Unsubsidized loan while attending DSU, you must complete an exit interview at www.studentloans.gov [18]. If you have received a Federal Perkins or Nursing Loan, you must complete an exit interview at www.mycampusloan.com [19].

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Where do I go for advisement?

Based on your major, you need to contact the chair of that department to be directed to the appropriate faculty member.

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Where do I obtain my alternate PIN?

Your advisor is the person who can provide you with your alternate PIN (Personal Identification Number).

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Where do I get a printed copy of my schedule?

All schedules are obtained from the student's self-service account. Go to my.desu.edu [16] page and click on the Login link.

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What do I do if my class is closed?

You need to submit an add/drop slip (with the student's, instructor's and advisor's signature) to the Registrar's Office in order to be added to the course.

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What do I do if I try to register and get the message "pre-requisite needed" and/or "test-score error"?

You need to submit an add/drop slip (with the student's, instructor's and advisor's signature) to the Registrar's Office to be added to the course.

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