



# EXPECT GREATNESS.

Delaware State University **New Student  
Orientation and Enrollment** | Fall 2016

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## Orientation Sessions

<b>Session I</b>	—	June 9-10	<b>Session IV</b>	—	June 28-29
<b>Session II</b>	—	June 14-15	<b>Transfer Session I</b>	—	June 13
<b>Session III</b>	—	June 21-22	<b>Transfer Session II</b>	—	June 23

## Dear New Student:

It's time to arrive for fall 2016! If you plan to attend Delaware State University in the fall, **you must attend New Student Orientation**. Enclosed are forms and information you will need to prepare for your entry into DSU. Full details on New Student Orientation are posted on the DSU website, so be sure to check the site as your arrival day approaches: [desu.edu/orientation](http://desu.edu/orientation).

## What is New Student Orientation?

New Student Orientation is designed to welcome and orient all admitted students entering the University for the first time. It introduces you to the campus, where you will learn about Delaware State University's academic programs, meet faculty members, register for classes with your academic advisor, learn about all of our support services, and make new friends with other incoming students. All new students must attend New Student Orientation.

## How do I register for New Student Orientation?

If you have not already registered, please visit [desu.edu/orientation](http://desu.edu/orientation) to complete the online registration form to attend New Student Orientation and pay your fee online through QuikPAY no later than the deadlines below. The registration fee is \$150 (\$100 for transfer students). **The fee is nonrefundable.** For QuikPAY instructions, please see Page 4.

### Your online registration and fee are due no later than:

<b>June 3</b> for Session I	<b>June 15</b> for Session III	<b>June 6</b> for Transfer Session I
<b>June 8</b> for Session II	<b>June 22</b> for Session IV	<b>June 16</b> for Transfer Session II

### Please review carefully the enclosed orientation information before registering:

- Arrival instructions
- Hotel, transportation and parking information
- New Student Checklist

## New Student Orientation Arrival Instructions

New Student Orientation "**Check-in**" will take place in the lobby of the Wellness and Recreation Center (*Building #5*) from 7:30 a.m. to 8:30 a.m. on day one. You will receive a packet of information that will include the schedule of activities for the two-day event at check-in. You will not be able to check in for New Student Orientation if your orientation fee has not been paid. The opening session will begin promptly at 9 a.m. on day one.

## Where can I park during New Student Orientation?

Parking for New Student Orientation is permitted in the lots listed below.

**Lot 1**—Stadium Parking Lot (recommended) | **Lot 4**—Jenkins/Evers Hall Lot | **Lot 16**—Education & Humanities Building

## What are some of the activities?

Upon arrival, you will receive a schedule of activities for New Student Orientation, which will include:

- Academic advising and class scheduling
- Taking pictures for your University ID
- Learning about academic policies and procedures
- Receiving information about student organizations, community service and other ways to become involved to enhance your experience at DSU
- Satisfying financial obligations for the fall semester

## Who may I bring to Orientation?

Please see the New Student Orientation schedule at-a-glance (*on Page 5*). For more detailed information on the activities for students and their guests (parents, guardians or others), go to [desu.edu/orientation](http://desu.edu/orientation). You will receive a detailed schedule of events when you check in.

At DSU, we realize that families are in transition when students leave home for college. Orientation to DSU life is important to help parents, guardians or other guests understand and support their students. Orientation activities are offered to both students and their guests.

Siblings are important during your transition to college, and we know that this is an exciting time for all family members. However, New Student Orientation is designed specifically for you and your parents or guardians. Younger siblings and other family members may not find the sessions of interest, and we do not recommend they attend. We suggest that you bring no more than two guests. Please indicate on your registration form the number of guests (one or two) who will accompany you and include the designated fees (\$35 per guest). The guest fee covers admission and meals. Your payment must be made in advance, not on the day of the event. Information on how to make a payment can be found on Page 4.

## Do I need to prepare for the Placement Test?

Yes. Prior to orientation you will take the online placement test(s). We will use your placement test(s) results to place you in your mathematics and English courses (English placement is dependent upon your verbal SAT score) and advise you in selecting a course schedule suited to your declared major. **Students who do not complete placement testing prior to June 1 will be unable to attend the University during the fall semester.** You will receive a postcard with more detailed information about online placement testing and log-in credentials.

We recommend that you prepare by reviewing the suggested sites below and getting a good night's sleep before you take your placement test.

- Math Placement Test:** <https://www.khanacademy.org/math>
- English Placement Test:** <https://www.oxfordenglishtesting.com/Default.aspx?menuId=1>  
<http://transparent.com/learn-english/proficiency-test.html>
- Reading Placement Test:** <http://www.test-preparation.ca/ndrt-practice/>

**The Delaware State University family looks forward to seeing you at fall 2016 New Student Orientation!**

## Mission Statement

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

# Fall 2016 New Student Orientation **REGISTRATION**

## Registration and payment must be received by:

**Session I**  
June 3

**Session II**  
June 8

**Session III**  
June 15

**Session IV**  
June 22

**Transfer Session I**  
June 6

**Transfer Session II**  
June 16

### STEP

# 1

## CONFIRM YOUR ATTENDANCE

Submit your **Admissions Acceptance Agreement and New Student Orientation Instruction Form** found in your acceptance packet to the Office of Admissions. We accept forms via fax, scan or postal mail. Contact information is provided at bottom right.

### STEP

# 2

## CALCULATE YOUR FEES

All fees are nonrefundable. The student fee covers fall 2016 New Student Orientation activities, materials and meals.

<input type="checkbox"/> Student Registration	\$150.00
<input type="checkbox"/> Transfer Student Registration	\$100.00
<input type="checkbox"/> ____ Guests @ \$35 per Guest (limit 2)	\$ ____ .00
<b>Total:</b>	<b>\$ ____ .00</b>

### STEP

# 3

## COMPLETE REGISTRATION AND PAYMENT

Visit [desu.edu/orientation](http://desu.edu/orientation) to register for orientation (attendance is mandatory) and pay your orientation fees. All fees are nonrefundable.

### Preferred Forms of Payment

- Credit Card     Debit Card

### Accepted Forms of Payment

- Personal Check     Cashier's Check     Money Order

- ✓ **If paying by personal check, credit card or debit card, please submit online via QuikPAY via the Pay Your Fees link under Resources at the bottom of the front page of the DSU website — [desu.edu](http://desu.edu).** (Out-of-state checks must be certified.) Please read the online QuikPAY instructions at right.
- ✓ **Please make payment in the form of a cashier's check and money order payable to Delaware State University and send to:**

Delaware State University | Office of the Cashier | 1200 North DuPont Highway, Dover, DE 19901-2277  
Phone: 302.857.6220 | Fax: 302.857.6249

## How to Make a Payment Via QuikPAY

- Step 1:** Log on to [desu.edu](http://desu.edu)
- Step 2:** Select: "Pay Your Fees" link under Resources at the bottom of the front page of the DSU website
- Step 3:** In the "Login as Guest Box"

- ✓ Enter: **Student ID**
- ✓ Click: **Login**
- ✓ Click: "Yes, continue to **NetNet QuikPAY**"
- ✓ Select: **Make a payment** (*Note: In the next step, there will not be an option for New Student Orientation; select **Tuition & Other University Fees.***)
- ✓ Click: "Pay" for Tuition & Other University Fees
- ✓ Select term: **Fall 2016**
- ✓ Enter payment amount: **\$150** for freshman or **\$100** for transfer student  
Payment method: (select your method)  
Select: Continue (proceed to enter your payment information)

## Questions?

Contact the Office of Admissions  
1200 North DuPont Highway,  
Dover, DE 19901-2277  
Phone: 302.857.6351  
Fax: 302.857.6352  
[admissions@desu.edu](mailto:admissions@desu.edu)  
[desu.edu](http://desu.edu)

# New Student Orientation Schedule at a Glance

Members of the Office of Admissions staff will greet you in the lobby of the Wellness and Recreation Center (*Building #5*) and your parents in the lobby of the Martin Luther King Jr. Student Center (*Building #3*). Once you've checked in, you will receive a packet of information that you will need to use during New Student Orientation. **It is important that you arrive on time and complete each session, as each aspect of the day is required so that you may enroll.** It is important to complete any necessary aspects of your enrollment process —submit signed documents to Financial Aid, satisfy financial obligations with Student Accounts, submit completed health forms to the Office of Student Health Services and give your final official high school transcript to the Office of Admissions.

## Welcome Session

The president and other senior administrators will be on hand to welcome you to the Delaware State University family. The Office of Admissions team will explain the New Student Orientation schedule to you and will also address any questions or concerns about New Student Orientation that you or your parents may have at that time.

## Financial Aid and Student Information Session

During this session, students and parents will have an opportunity to hear from the executive directors of the Offices of Financial Aid and Student Accounts about the process of obtaining federal and private funding to attend school and how to satisfy your financial obligations to the University. It is important to satisfy your bill on or before August 5.

## Placement Testing

All students are required to complete online placement test(s) by June 1. We will use your placement test(s) results to place you in your mathematics and English courses (English placement is dependent upon your verbal SAT score) and advise you in selecting a course schedule suited to your declared major.

You will receive a postcard with more detailed information about online placement testing and log-in credentials.

## What You Need To Know About DSU

Heads of various departments — the registrar, the chief of police, the director of Student Leadership and Activities, the director of Housing and Residential Education, the director of the Student Health Center, etc. — will inform you of how their areas will impact your life while you are attending DSU. They will also share specific rules of conduct and cultural norms that you will need to be aware of while living in Hornet country.

## Learn More About Your Departments and Majors

You will have an opportunity to visit the departments in which you wish to major. Deans, chairs and advisors will be present to introduce you to your field of study and the opportunities that await you as a graduate from the program. You will also create a class schedule.

## Student to Student

During this session, you will have an opportunity to meet with our student leaders—members of our Student Government Association, Mr. and Miss DSU, class presidents, etc. They will present DSU from the students' perspective and invite you to get involved in leadership positions, community service efforts and more.

## Meals

In between sessions, we promise to feed you! Lunch will be in the Village Café, where we are proud to offer you a varied, all-you-can-eat menu.

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# New Student Orientation Travel Information\*

We hope that the following information assists you in making your travel plans to attend New Student Orientation.

## Hotel Information

**Any guests who are attending New Student Orientation must make suitable arrangements at local hotels.**

Best Western Galaxy Inn.....	302.735.4700
Comfort Suites Dover.....	877.424.6423, 302.736.1204
Comfort Inn & Suites.....	800.521.2121, 302.677.0505
Days Inn.....	302.674.8002
Dover Downs Hotel and Conference Center.....	800.711.5882, 302.857.2140
Dover Inn.....	302.674.4011
Fairfield Inn.....	302.677.0900
Hampton Inn.....	302.736.3500
Hilton Garden Inn.....	302.674.3784
Holiday Inn.....	888.465.4329, 302.747.5050
Holiday Inn Express.....	888.HOLIDAY, 302.678.0600
MainStay Suites.....	302.678.8383
Microtel Inn & Suites.....	302.674.3800
Red Roof Inn.....	302.730.8009
Residence Inn.....	302.677.0777
Sleep Inn.....	302.735.7770

## Students Traveling by Train or Bus

All train travelers must get off in Wilmington, DE, and take the 301 DART bus to Dover. Make sure you take the bus that stops at the DSU campus, not near it, especially if you're transferring buses. Upon arrival, proceed to the lobby of the Wellness and Recreation Center (*Building #5*).

## Buses

Greyhound..... 800.231.2222, 302.736.5183

For a Greyhound station, please call Fleet Services at 302.857.6274 between 8 a.m. and 4:30 p.m., Monday through Friday. The bus terminal is not a scheduled stop unless there is a request for drop-off or pickup. Therefore, it is advisable for students to schedule their arrival in Dover after 7:30 a.m. and no later than 3 p.m. After normal operating hours, students need to make their own arrangements to get to campus.

DART First State..... 800.553.3278

## Taxi Service

City Cab..... 302.734.5968

\*DSU does not necessarily recommend these establishments; this is a listing of local hotels and services for your convenience.

# New Student CHECKLIST

Before the excitement of New Student Orientation, please take the following steps to ensure your successful transition as a student at Delaware State University (DSU). This checklist will assist you in the orientation process and help avoid time-consuming delays. To ensure that your orientation visit goes smoothly, please read the following instructions carefully. If you have further questions, please contact the Office of Admissions at 302.857.6351 or [admissions@desu.edu](mailto:admissions@desu.edu).

## STEP

# 1

## COMPLETE THE FINANCIAL AID PROCESS

- If you have not done so already, please complete the 2016-17 Free Application for Federal Student Aid (FAFSA) **immediately**. **Many scholarships require the completion of the FAFSA in order to qualify, so ensure that this step is completed.** The application is filed at [fafsa.ed.gov](http://fafsa.ed.gov). The DSU school code is: 001428.
- Review your Student Aid Report (SAR) and check for verification selection from the Department of Education. If you have been selected for verification, you will need to submit copies of your federal IRS tax return transcripts, W2s, verification worksheet and additional information as requested. All required verification documents may be obtained through [desu.edu/financial-aid-forms-publications](http://desu.edu/financial-aid-forms-publications).
- Access your electronic financial aid information through the Delaware State University Web system:
  - Step 1:** Log on to [my.desu.edu](http://my.desu.edu)
  - Step 2:** Banner Self Service
  - Step 3:** Student ID and PIN
  - Step 4:** Select Financial Aid
    - ✓ Financial Aid Status
    - ✓ Enter Aid Year (2016-2017 Aid Year)
    - ✓ Access the following information:
      - Outstanding documents
      - Award information
      - Academic progress
      - Financial aid history
- You may apply for your W.D. Ford Direct Stafford Loan through the following website: [studentloans.gov](http://studentloans.gov).
- Maintain records of all documents and correspondence related to your financial aid.
- If you are unable to access your personal information, you may select [desu.edu/financialaid](http://desu.edu/financialaid) and access general information as well as download necessary forms.
- Contact the Office of Financial Aid at 302.857.6250 if you have further questions, or email your question to [faid@desu.edu](mailto:faid@desu.edu).

Office of Financial Aid | 1st Floor, Administration Building, Bldg. #40 | 302.857.6250 | fax 302.857.6251 | [faid@desu.edu](mailto:faid@desu.edu)



**STEP****2****SATISFY STUDENT ACCOUNT**

You will be registering for your fall 2016 courses (12 or more credit hours is considered full-time). A bill will be generated once you have selected and registered for your courses. After you have registered for your courses, log on to [my.desu.edu](http://my.desu.edu) to view your account summary by selected term.

**Payment is due in full by August 5.** If you are unable to pay your balance in full, you can make satisfactory payment arrangements with the Nelnet Business Solutions Tuition Payment Plan. You must continue to communicate with the offices of Student Accounts and Financial Aid to gain clearance to attend classes (and move into the residence halls if applicable).

**Please note: See page 16 of this booklet for a cost-to-attend-DSU worksheet. The worksheet should only be used to estimate the cost of attendance. Please keep in mind that costs may vary based on each student's unique situation.**

**Methods of Payment Accepted at DSU**

- Cash
- Cashier's/certified check
- Credit card (Discover, MasterCard, Visa)
- Debit card with logo

**Methods of Payment Accepted by the Tuition Payment Plan**

- ACH (Automatic debit from savings or checking account)
- Credit card (American Express, Discover, MasterCard, Visa)
- Debit card with logo

**Satisfying your financial obligation means:**

1. All financial aid, scholarships, grants and loans have been accepted, awarded and posted to your account, and you have a \$0 balance.
2. The Nelnet Business Solutions Tuition Payment Plan has received the enrollment fee and first installment payment for the Tuition Payment Plan for the outstanding fall 2016 balance.

Please Note: Once you are enrolled in the Tuition Payment Plan, it will take **10 business days** to be officially cleared.

3. Your account is paid in full or you have made satisfactory payment arrangements through the Tuition Payment Plan on or before August 5.

**Office of Student Accounts | 1st Floor, Administration Building, Bldg. #40 | 302.857.6240 | [studentaccounts@desu.edu](mailto:studentaccounts@desu.edu)**

**All full-time students must submit a completed health form to the Office of Student Health Services.** All new students are required to submit a completed Student Health Form **by the time they attend New Student Orientation**. **Commuter students must have their health forms on file in the Office of Student Health Services by July 1.** New students who plan to live on campus will not be permitted to move into the residence halls without a completed health form on file in the Office of Student Health Services. The health evaluation and required immunization/screening section of the form must be completed and signed by a health care provider.

The health form must be filled out clearly and completely with the following information:

### 1. Report of Medical History

*(To be completed by the student or parent/legal guardian.)*

- Family history
- Personal history
- Signed and dated (by student if over 18 years of age)
- Parental consent for treatment if the student is under the age of 18  
*(parent signature is required)*

### 2. Health Evaluation

*(Sections 2-4 must be completed by a health care provider.)*

- A completed physical exam is required
- Immunization requirements:
  - 2 measles, mumps and rubella (MMR) vaccines or serological evidence (blood test) of your immunity; a tetanus/diphtheria (Td) booster within the last 10 years —Tdap to replace a single dose of Td for booster immunization with at least 2-5 years since last dose of Td to prevent pertussis (whooping cough).
- Tuberculosis screening (Mantoux or PPD test) All incoming students are required to have a TB risk assessment within the 6 months prior to campus arrival. Persons with any risk factors must have either the 2-step Mantoux Tuberculin Skin Test (TST) or interferon Gamma Release Assay (IGRA), unless a previous positive test has been documented. A chest X-ray is required if TST or IGRA is positive. IGRA and chest X-ray require a copy of results.
- Meningitis vaccine (Booster dose required if vaccine received before age 16.)

**ANY STUDENT FAILING TO COMPLY WITH THE HEALTH POLICY WILL NOT BE CLEARED TO MOVE INTO UNIVERSITY HOUSING AND WILL BE INELIGIBLE TO RECEIVE SERVICES AT THE STUDENT HEALTH CENTER.**

**All original forms must be mailed directly to the Office of Student Health Services. Do not mail health forms to other departments.** Faxed copies will **NOT** be accepted. Students are advised to keep a copy of the health form for their records. Students bringing the health form with them to campus must bring all original forms to the Office of Student Health Services; please do not submit forms to other offices. If you have any questions concerning the health form, contact the Office of Student Health Services.

**Student Health Services | Student Health Center, Bldg. #21 | 1200 North DuPont Highway, Dover, DE 19901 | 302.857.6393**

## STUDENT HEALTH INSURANCE

The Affordable Care Act, federally mandated health care legislation, requires that all individuals have health insurance coverage. In order to meet this federally mandated requirement, students can be enrolled into their parents' plan (if they are under 26 years of age) or purchase their own health insurance. Delaware State University provides access to a cost-effective insurance plan through AIG that meets the minimum requirements for colleges offering student health insurance. **All full-time undergraduate students are automatically billed for the Student Health Insurance Plan each semester through their student account and must take one of the following two actions.**

- **WAIVE DSU's Student Health Insurance Plan.** Students who already have insurance coverage that meets the federal requirements — including those under the age of 26 who are enrolled in their parents' plan — can opt out of the University's Student Health Insurance Plan. Once a waiver has been submitted and approved by the AIG insurance company, Student Accounts will remove the charge for the Student Health Insurance Plan premium.
- **ENROLL IN DSU's Student Health Insurance Plan.** Full-time students without health insurance, or enough insurance coverage that meets the federal requirements, must enroll in the plan to activate their coverage and receive an insurance ID card.
- Students can complete a waiver request or enroll into the plan at [studentinsurance.com/schools/DE/DESU](http://studentinsurance.com/schools/DE/DESU). *After the designated deadline, students who did not submit a waiver will be enrolled into the plan until the next waiver/enrollment period.*

For additional information, refer to the Student Health Services Web page: [desu.edu/student-affairs/student-health-services](http://desu.edu/student-affairs/student-health-services).



# Delaware State University Student Health Form

**All students are required to file all four pages of this form with Student Health Services**

- ✓ **SECTION 1 is to be completed and signed by YOU. All information must be in English. Please print clearly.**
- ✓ **SECTIONS 2–4 must be completed and signed by a HEALTH CARE PROVIDER ONLY.**

All of the information provided is strictly for the use of the Student Health Center and will not be released without student consent. **To protect your privacy, return this form to: Delaware State University, Student Health Center, 1200 North DuPont Highway, Bldg. #21, Dover, DE 19901.** Faxed copies will not be accepted.

Last	First	Middle Initial
Street Address	City	State
ZIP	Telephone No.	Email Address / /
DSU Student ID No. / /	Social Security No.	Date of Entry / /
Date of Birth	Country of Birth	If not born in the USA, indicate the date you entered this country

**Boarder:**  Check here if you plan to stay in campus housing      **Semester Entering:**     Fall     Spring  
**Commuter:**  Check here if you plan to live off campus      **Status:** (Select all that apply)     Full-time     Part-time     Graduate     Undergraduate

### Emergency Contact Information

Last	First	Telephone/Cell No.
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## Section 1: Report of Medical History

FAMILY HISTORY						FAMILY HEALTH	YES	NO	RELATIONSHIP
Relationship	Age	State of Health	Occupation	Age at Death	Cause of Death				
Mother						Tuberculosis			
Father						Diabetes			
Sister						Kidney Disease			
Sister						Arthritis			
Brother						Heart Disease			
Brother						Stomach Disorders			
						Asthma			
						Epilepsy			

PERSONAL HISTORY

HAVE YOU HAD?	YES	NO	HAVE YOU HAD?	YES	NO	HAVE YOU HAD?	YES	NO	HAVE YOU HAD?	YES	NO
Scarlet Fever			Insomnia			Back Problems			STDs		
Measles			Anxiety Attacks			Hernia			Chronic Rash		
German Measles			Depression			Stomach Problems			Anemia		
Mumps			Recurrent Headache			Intestinal Problem			Weakness/Paralysis		
Chicken Pox			Recurrent Colds			Constipation			Frequent Urination		
Malaria			Fainting			Recurrent Diarrhea			Shortness of Breath		
Dental Problems			Tuberculosis			Weight Gain			Chest Pain/Pressure		
Sinusitis			Asthma			Weight Loss			Palpitations		
Eye Problems			Chronic Cough			Colitis			Convulsion/Seizure		
Surgery			Rheumatic Fever			Cancer			Cancer		
Appendectomy			Jaundice			Tobacco Use			FEMALES ONLY		
Tonsillectomy			Concussions			Tumor			PMS Symptoms		
Hernia Repair			Fractures			Diabetes			Heavy Flow		
Other			Joint Disease			Low Blood Sugar			Severe Cramps		
Gallbladder Problems			Joint Injury			Dizziness/Vertigo			Irregular Periods		
									Ovarian Cyst		

\*If you will be under age 18 at the time of enrollment, it is very important that the Student Health Services have permission from either your parents(s) or guardian(s) to provide medical care until your 18th birthday. Please have one or both of them sign the following consent form:

I hereby grant permission to the Student Health Services of Delaware State University to render medical care to my dependent \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signed Date Your signature indicates permission for the Student Health Services to obtain urgent and emergency care if you are not available. This care may be provided at the hospital and any other health care institution in the area.

Student Signature	Date
Reviewed by DSU Health Center Staff	Date

Last First Middle Initial

**Section 2: Physical Examination (Completed within last year)**

/ /  
Date of Physical Exam

Height Weight BMI Blood Pressure Pulse RR

Urine Dipstick:  Normal  Abnormal Explain: \_\_\_\_\_

Vision: Right 20/ \_\_\_\_\_ Left 20/ \_\_\_\_\_  Corrected  Uncorrected  Glasses  Contacts

Allergies ( List all Allergies )

Medications ( List all Medications )

	NORMAL	ABNORMAL	IF ABNORMAL, PROVIDE EXPLANATION
1. Head, Eyes, Ears, Nose or Throat			
2. Neurological			
3. Respiratory			
4. Cardiovascular			
5. Gastrointestinal			
6. Musculoskeletal			
7. Metabolic/Endocrine			
8. Genitourinary			
9. Hernia			
10. Skin			

**Recommendations for Physical Activity:**

- Exercise programs and use of fitness equipment:  Unlimited  Limited
- Recreational (intramural) Sports Flag Football, Basketball, Softball, Soccer, Dodgeball:  Unlimited  Limited
- Tryout/walk-on for varsity sports (list sports) \_\_\_\_\_
- Is this patient now under treatment for any medical or emotional condition?  Yes  No

If yes, please explain

Optional: Enclose treatment plan

**Health Care Practitioner (Physician, Nurse Practitioner, PA):**

Last First Title

Address City

State ZIP Phone

Signature Date

### Section 3: Tuberculosis (TB) Risk Assessment

Persons with any of the following risk factors are candidates for either Mantoux tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) within 6 months prior to campus arrival, unless a previous positive test has been documented. A chest X-ray is required if TST or IGRA is positive. **All questions must be answered even if TST is performed.**

- Recent close contact with someone with infectious TB disease:  Yes  No
- Foreign-born (outside continental U.S.) from (or travel\* to/in) a high-prevalence area, e.g., Africa, Asia, Eastern Europe, or Central or South America:  Yes  No
- Fibrotic changes on a prior chest X-ray suggesting inactive or past TB disease:  Yes  No
- HIV/AIDS:  Yes  No
- Organ transplant recipient:  Yes  No
- Immunosuppressed (equivalent of >15 mg/day of prednisone for >1 month or TNF-antagonist):  Yes  No
- History of illicit drug use:  Yes  No
- Resident, employee, or in a high risk of progressing to TB disease if infected (e.g., correctional facilities, nursing homes, homeless shelters, hospitals, and other health care facilities):  Yes  No
- Medical condition associated with increased risk of progressing to TB disease if infected, e.g., diabetes mellitus, silicosis, head, neck or lung cancer, hematologic or reticuloendothelial disease such as Hodgkin's disease or leukemia, end stage renal disease, intestinal bypass or gastrectomy, chronic malabsorption syndrome, low body weight—i.e., 10% or more below ideal for the given population:  Yes  No
- Does the student have signs of active tuberculosis disease?  Yes  No

**If the answer to all of the above questions is NO, no further action is required.**

**If the answer is YES to any of the above questions, a 2-step TST or an IGRA is required.**

■ Tuberculin Skin Test (TST): 2 TST steps required

(TST result should be recorded as actual millimeters (mm) of induration, transverse diameter; if no induration, write "0". The TST interpretation should be based on mm of induration as well as risk factors.)\*\*

Date Given: \_\_\_/\_\_\_/\_\_\_ Date Read: \_\_\_/\_\_\_/\_\_\_ Result: \_\_\_ mm of induration Interpretation\*\*:  Positive  Negative

Date Given: \_\_\_/\_\_\_/\_\_\_ Date Read: \_\_\_/\_\_\_/\_\_\_ Result: \_\_\_ mm of induration Interpretation\*\*:  Positive  Negative

■ Interferon Gamma Release Assay (IGRA)

Date Obtained: \_\_\_/\_\_\_/\_\_\_ Method:  QFT-G  QFT-GIT  Other **\*\* Enclose copy of lab report**

Result:  Negative  Positive  Intermediate

■ Chest X-ray: (Required if TST or IGRA is positive)

Date of chest X-ray: \_\_\_/\_\_\_/\_\_\_ Result:  Normal  Abnormal **\*\* Enclose copy of X-ray report**

■ Medication Treatment Plan:

Drug: \_\_\_\_\_ Dose: \_\_\_\_\_ Frequency: \_\_\_\_\_

Treatment completion date: \_\_\_/\_\_\_/\_\_\_

**Health Care Provider Signature (Physician, Nurse Practitioner, PA):**

Signature

/ /

Date

Last

First

Middle Initial

**Section 4: Immunizations (Required)**

**M.M.R. (Measles, Mumps, Rubella)**

Delaware State University requires evidence of immunity to measles, mumps and rubella for all students entering the University. Students born before Jan. 1, 1957, are exempt from the MMR requirement. Two doses required. Dose 1 given at age 12 months or later. Dose 2 given at age 4–6 years or later and at least one month after first dose.

**MMR Dates:** #1  / /  #2  / /

**Measles Dates:** #1  / /  #2  / /  or Antibody Titer: \*Enclose copy of lab report for Titers

**Mumps Dates:** #1  / /  #2  / /  or Antibody Titer: \*Enclose copy of lab report for Titers

**Rubella Dates:** #1  / /  #2  / /  or Antibody Titer: \*Enclose copy of lab report for Titers

**Polio (Poliomyelitis)**

Initial Dates of polio series: #1  / /  #2  / /  #3  / /  \*\* If polio series is not completed, enclose copy of lab report for Titers

Last booster: \_\_\_\_\_

**Tetanus-Diphtheria-Pertussis**

Completed primary series of tetanus-diphtheria-pertussis immunizations:  / /

Received tetanus-diphtheria booster within last 10 years:  / /

Booster: Tdap to replace a single dose of Td.

Tdap booster:  / /

**Meningococcal Meningitis Vaccine**

Dose #1:  / /

Dose #2:  / /

**New CDC Recommendations (3/11)**

All adolescents and teens ages 11 through 18 years should be vaccinated with Menactra™ or Menveo®, as should unvaccinated young adults 19 through 21 years who are attending college. Booster doses will be necessary for those who got their first dose before age 16 years.

**Recommended Immunizations**

**HEPATITIS A Dates:** #1  / /  #2  / /

**HEPATITIS B Dates:** #1  / /  #2  / /  #3  / /

**HEPATITIS B Surface Antibody Result:**  Reactive  Nonreactive  / /  Enclose copy of lab report

**COMBINED HEPATITIS A and B Dates:** #1  / /  #2  / /  #3  / /

**VARICELLA (Chicken Pox) Dates:** #1  / /  #2  / /  or history of disease

**Antibody Date Titer:**  Reactive  Nonreactive  / /  Enclose copy of lab report

**HPV (Gardasil) Dates:** #1  / /  #2  / /  #3  / /

**Note: If you are a student entering the health professions or you are an education major, some of these immunizations or proof of immunity (antibody titer) are required for clinical training or student teaching.**

**Health Care Provider Signature (Physician, Nurse Practitioner, PA):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLY FOR RESIDENTIAL HOUSING

An important step in your upcoming enrollment is applying online for housing and paying your housing deposit. **Interested students must first pay the nonrefundable \$200 traditional housing deposit if intending to live on campus.** On April 25, the housing applications will be available online, and **those who have paid their deposit will be sent a Welcome email to their DSU email account providing step-by-step instructions on how to apply for housing online** (see step one of your acceptance letter from the Admissions Office for instructions to set up your DSU email account). Housing applications should be submitted by **July 15**. Assignments will be made according to date of submission. Please visit [desu.edu/housing](http://desu.edu/housing) for further assistance.

**Deposit amounts are as follows.** There is also a nonrefundable application fee for University apartments.

- **First-Year & Warren-Franklin Hall Applicants: \$200 deposit**
- **DSU Living and Learning Commons Applicants (available to transfer students only with at least 24 credit hours): \$200 deposit**
- **University Village/Courtyard Apartments Applicants (available to transfer students only): \$300 deposit + \$100 nonrefundable application fee**

**Applicants for apartment-style housing must have earned at least 30 credit hours.**

**Submission of the housing application is acknowledgment that you have read and agree to the Terms and Conditions of the University Housing/Dining Contract (visit the Housing and Residential Education Web page and click on “Terms and Conditions”).** Upon move-in, the deposit becomes a damage/security deposit and is only refundable after the student completes his/her housing contract commitment and it has been determined that there are no outstanding charges on the student’s account.

Housing is based on availability on a first-come, first-served basis. As residence space fills, we try to match student criteria as closely as possible. Remember to apply early to increase your chances of getting your preferences. Room changes are subject to space availability and will not be made on the basis of race, national origin, religious affiliation or sexual orientation. We also recommend that students — not parents — complete the application. **Submission of a housing application does not guarantee assignment to a requested building/apartment/suite. All information on the application will be considered confidential.**

**Important:** For the fall and spring semesters, you will not be permitted to move into campus housing unless you have satisfied your financial obligations and submitted a completed student health form by the published deadlines. New student move-in happens on day one of Welcome Days. **You will receive a clearance slip from the Office of Admissions to grant full clearance into the residential hall once all enrollment steps have been completed.**

### How to Pay Your Housing Deposit

Housing deposits for University halls or apartments and the nonrefundable application fee for University apartments may be paid online. Please do not select the “Tuition/Traditional Housing” payment option for payment of the deposit. Please follow the instructions below on how to pay your housing deposit.

Select **traditional housing deposit** if applying for traditional housing (*new freshmen and transfer applicants with less than 24 transferable credit hours must select traditional housing*). Transfer students desiring to apply for the DSU Living and Learning Commons must have at least 24 or more credit hours and are required to pay the \$200 traditional housing deposit.

If applying for apartment-style housing (at least 30 credit hours), select **University Village deposit or University Courtyard deposit**. There is a \$400 nonrefundable deposit for apartment-style housing.

#### Step by Step: Paying Your Housing Deposit

**Step 1:** Log on to [desu.edu](http://desu.edu)

**Step 2:** Select: “**Pay Your Fees**” link under Resources at the bottom of the front page of the DSU website

**Step 3:** In the “**Login as Guest Box**”

- |  |  |
|--|--|
| ✓ Enter: <b>Student ID</b>                                 | ✓ Select: <b>Payment Method</b> from the drop-down box   |
| ✓ Click: <b>Login</b>                                      | ✓ Click: Continue  |
| ✓ Click: “ <b>Yes, connect to NelNet QuikPAY</b> ”         | ✓ Provide Information: Complete your credit card, bank information or both ( <i>must use the option you choose above</i> ) |
| ✓ Click: “ <b>Pay</b> ” <b>Traditional Housing Deposit</b> | ✓ Click: Confirm to submit your payment  |
| ✓ Term: <b>Fall 2016</b>                                   | ✓ You will receive an email confirmation for your payment  |
| ✓ Enter: Deposit payment amount                            |  |

### Disability/Special Needs for Housing

For disability-related needs, please forward documentation and a statement of need for review to the Office of Student Accessibility Services, William C. Jason Library, 1200 North DuPont Highway, Dover, DE 19901. **For more information, please contact the Office of Student Accessibility Services at 302.857.7304.**

**STEP****5****OBTAIN DSU STUDENT IDENTIFICATION CARDS (IDS)**

All Delaware State University students are issued DSU ID cards. ID cards serve as keys to the residence halls and debit cards for meal plans, books, and laundry and print vouchers. They are used to gain access to the campus and must be on your person at all times while on campus. Photos for ID cards will be taken during New Student Orientation and distributed during Welcome Week once all new student clearances have been met.

**Identification (ID) Office | 1st Floor, Administration Building, Bldg. #40 | 302.857.7345**

**STEP****6****CONTACT CAMPUS POLICE** *(if applicable)***Cars on Campus**

Commuter students must register their motor vehicle with the Delaware State University Police Department. Students must bring their vehicle insurance, registration and driver's license to the Campus Police Building as well as register their vehicle at [desu.thepermitstore.com](http://desu.thepermitstore.com).

Freshmen who live on campus are not permitted to have vehicles on campus. However, if you are a new freshman who plans to live on campus and you have extenuating circumstances that require the use of a vehicle, please contact Harry W. Downes Jr., director of Public Safety/chief of police, at 302.857.7911.

**Campus Police | Campus Police Building, Bldg. #52 | 302.857.7911**

**STEP****7****SUBMIT A FINAL HIGH SCHOOL TRANSCRIPT** *(if applicable)*

You must submit an official (sealed) copy of your final high school transcript to the Office of Admissions on or before the day that you attend New Student Orientation. You must also submit final official college transcript(s) from every college attended. Should you miss this deadline, understand that you will not be considered eligible to receive federal financial assistance. Furthermore, a registration hold will be placed on your academic file, and you will not be permitted to continue with enrollment. A hold will also be placed on your student identification card — inactivating your ability to use it in any way.



# Academic CALENDAR

## Fall 2016 Semester

July 5 (Tuesday) .....	Fall Payment Due Date
August 25 (Thursday) .....	Residence Halls Open for New Students Only
August 25 (Thursday).....	Faculty & Staff Institute
August 26-28 (Friday-Sunday).....	Welcome Days
August 27 (Saturday) .....	Residence Halls Open for Returning Students
August 29 (Monday) .....	Classes Begin @ 8 a.m.
August 29 (Monday) .....	Late Registration Begins
September 5 (Monday) .....	Labor Day (University Closed)
September 7 (Wednesday) .....	Last Day for Adding Classes
September 7 (Wednesday) .....	Last Day to Change Course(s) to Audit Status
September 7 (Wednesday) .....	Late Registration Ends
September 8 (Thursday).....	Documentation for Non-Attendance Submission Begins
September 8 (Thursday) .....	Effective Date for \$10 Per Drop Processing Fee
September 8 (Thursday) .....	Effective Date for Receiving a Grade of "W" for Dropped Courses
September 8 (Thursday) .....	General Faculty Meeting
September 9-30 (Friday-Friday) .....	Academic Early Alert
September 15 (Thursday) .....	Convocation
September 15 (Thursday).....	Applications & Audits for December Commencement Due
October 3-7 (Monday-Friday) .....	Midterm Evaluations Administered
October 6 (Thursday) .....	Last Day to Remove Incompletes
October 8 (Saturday) .....	Fall Open House
October 8 (Saturday) .....	Parents & Family Day
October 9-16 (Sunday-Sunday).....	Homecoming Week
October 10 (Monday) .....	Mid-Term Grades Due in Chairs' Offices
October 15 (Saturday).....	Homecoming Game
October 17-24 (Monday-Friday).....	Academic Advisement Period
October 30-November 25 (Sunday-Friday).....	Fall Course Evaluations
October 31 (Monday).....	Financial Aid SAP Appeal Due for Spring 2017
November 7 (Monday).....	Priority Pre-Registration
November 8-23 (Tuesday-Wednesday).....	Pre-Registration for Spring and Summer 2017
November 4 (Friday).....	Financial Aid 60% Completion Date
November 8 (Tuesday).....	Election Day (University Closed)
November 15 (Tuesday).....	Exit Interview for December Graduates
November 16 (Wednesday) .....	Last Day to Drop Classes/Withdraw from the University
November 23 (Wednesday).....	Residence Halls Close @ 8 p.m.
November 24-27 (Thursday-Sunday) .....	Thanksgiving Recess
December 5 (Monday).....	Spring Payment Due Date
December 8 (Thursday) .....	Last Day of Classes
December 9 (Friday) .....	Reading Day
December 12-16 (Monday-Friday) .....	Final Examinations
December 16 (Friday) .....	Winter Recess Begins (Students)
December 16 (Friday).....	Residence Halls Close @ 8 p.m.
December 17 (Saturday).....	December Commencement
December 19 (Monday) .....	Final Grades Due
December 26-January 2 (Monday-Monday).....	Winter Recess (University Closed)

# 2016-2017 Student Worksheet

## ESTIMATED CHARGES PER SEMESTER\*

Tuition and fees	In-State Commuter	In-State Boarder	Out-of-State Commuter	Out-of-State Boarder
Tuition	\$3,351	\$3,351	\$7,654	\$7,654
Student Activity Fee	\$135	\$135	\$135	\$135
Wellness Fee	\$225	\$225	\$225	\$225
Technology Fee	\$55	\$55	\$55	\$55
Registration Fee	\$50	\$50	\$50	\$50
Student Health Insurance**	\$520	\$520	\$520	\$520
Distance Education Fee (\$35 per online course)	\$	\$	\$	\$
Labs	\$	\$	\$	\$
Room (Choose one residence hall)				
Tubman/Laws/Conwell (offline)/ Jenkins/Evers Halls		\$3,488		\$3,488
Wynder Tower/Warren-Franklin Hall		\$3,745		\$3,745
The Commons (only available to transfer and returning students who meet requirements)		\$3,995/2 bedroom \$4,995/1 bedroom		\$3,995/2 bedroom \$4,995/1 bedroom
Board (Meal plan options) <i>Dormitory students must select a plan:</i>				
7 Day All-Access Meal Plan 150 Flex Dollars***	\$1,997	\$1,997		\$1,997
5 Day All-Access Meal Plan 150 Flex Dollars***	\$1,923	\$1,923		\$1,923
Traditional 19 PLUS 100 Flex Dollars***	\$1,922	\$1,922		\$1,922
Traditional 15 PLUS 100 Flex Dollars***	\$1,858	\$1,858		\$1,858
Traditional 10 PLUS 100 Flex Dollars***	\$1,705	\$1,705		\$1,705
120 Block Plan 150 Flex Dollars***	\$960	\$960****	\$960	\$960****
75 Block Plan 150 Flex Dollars***	\$670	\$670****	\$670	\$670****
50 Block Plan 150 Flex Dollars***	\$500	\$500****	\$500	\$500****
Total Charges (per semester)				

\* Please note that these charges are subject to change. Typically, there is a modest increase to tuition and fees each year. See [desu.edu/tuition](http://desu.edu/tuition) for current pricing.

\*\* Students with adequate health insurance coverage may opt/waive out of this fee at [studentinsurance.com/Schools/DE/DESU/](http://studentinsurance.com/Schools/DE/DESU/). Please have your insurance card to complete the process.

\*\*\* Flex Dollars are funds that can be used at times that are not designated as meal times. \*\*\*\* In addition to commuters, available only to student residents of Courtyard Apartments.

## FINANCIAL AID ASSISTANCE

	Fall semester	Spring semester
Federal Pell Grant		
Federal Supplemental Educational Opportunity Grant (FSEOG) Program		
Aid to Needy Students of Delaware (ANS)		
Federal (W.D. Ford) Subsidized Loan		
Federal (W.D. Ford) Unsubsidized Loan		
Federal (W.D. Ford) Parent PLUS Loan		
Alternative/Private Loan Funding		
Inspire Scholarship (Delaware)		
University Scholarships		
Other Scholarships		
Total Financial Assistance		

## TOTALS

	Fall semester	Spring semester
Total Charges		
Total Financial Assistance		
Balance Due		
Account Credit		

### Additional notes:

- If receiving grants or scholarships from external sources (agencies, employers or organizations), please forward a copy of the letter/voucher to both the Office of Student Accounts (fax: 302.857.6249) and the Office of Financial Aid (fax: 302.857.6251). The mailing address for both is 1200 North DuPont Highway, Dover, DE 19901.
- Your Tuition Payment Plan budget is the balance due after all financial aid and scholarships have been deducted from the total charges (tuition, fees, on-campus room and board). If the Tuition Payment Plan is selected, the balance due would represent your budget. To enroll in the Tuition Payment Plan, log on to [my.desu.edu](http://my.desu.edu).
- All computer labs require that a student has a print voucher. Print vouchers are nonrefundable at the end of a semester. The cost to print is \$0.05 per page (black-and-white).
- A resident of the traditional residence hall and the University Village apartments may require a laundry voucher, which is nonrefundable at the end of each semester. Cost per load: washer \$1.25, dryer \$1.

# Financial Aid & Student Accounts **SERVICES**

## Becoming financially cleared

In order for you to be considered financially cleared by the University, your current financial obligation must be paid in full or you must enroll in the NelNet Business Solutions® Tuition Payment Plan for your current semester's outstanding balance.

**Failure to make payment arrangements before the end of your scheduled orientation session will result in the inability to move into the residence hall, and all classes, room and board (if applicable) will be deleted.**

### NELNET BUSINESS SOLUTIONS® TUITION PAYMENT PLAN

Delaware State University is pleased to offer you the Tuition Payment Plan administered by NelNet Business Solutions® as an interest-free alternative to paying each semester's (fall, spring, summer I or summer II) tuition and expenses in full prior to the fall term (payment due July 10), the spring term (payment due December 10) or summer sessions (payment due upon enrollment).

Enroll in the Tuition Payment Plan for each academic semester and get these great benefits:

- Manageable Payments — You can spread your payments over 6, 5, 4, 3 or 2 months beginning in May for the fall semester and beginning in October for the spring semester.
- No Interest Payments — The Tuition Payment Plan is interest free. It can be used on its own or in conjunction with loans, grants and/or scholarships.
- MYFacts — The plan offers 24-hour access to manage your account online.
- Convenient Online Statements — You will receive your statements via email each month.
- Automatic reoccurring monthly payments via ACH or credit card (includes debit cards) processed on the 5th of every month.

#### PAYMENT COMMITMENT

Once you are enrolled in the Tuition Payment Plan, an automatic payment will be deducted on the 5th of every month by NBS until your plan ends. If your initial payment fails or is returned, your payment plan will automatically terminate and you must re-enroll. If you receive additional funding to cover your remaining financial obligation to the University, please send an email to [studentaccounts@desu.edu](mailto:studentaccounts@desu.edu) to ensure your plan is canceled or adjusted. The NelNet Business Solutions late fee is \$35 and the returned payment fee is \$30.

#### NONPAYMENT

If your payment is received after the 5th, you will be assessed a late payment fee for each late payment. A hold will be placed on the student account and the student ID card will be placed on hold until your payment is received. If you miss two consecutive payments, your account will be terminated from the plan and you will not be permitted to enroll on the plan until the beginning of the next semester. Once your account is terminated the following may occur:

- Deactivation of your student identification card and access to University services

#### HOW DO I ENROLL IN THE PLAN?

- Go to [my.desu.edu](http://my.desu.edu)
- Click "QuikPAY"
- In the "Login as Student" Box
- Enter: Student ID & PIN Number
- Click "Login"
- Click "Yes, continue to NelNet QuikPAY"
- Select the payment plan you wish to enroll in (middle of page)

#### Fall 2016 enrollment dates

Last day to enroll online	Number of payments
May 23	6
June 23	5
July 23	4
August 23	3
September 23	2

*The first payment and an enrollment fee are due upon enrollment.*

- Removal of future enrollment
- Student accounts hold placed on your account which will prevent you from enrolling and receiving University services
- Reinstatement fee for future enrollment
- Inability to request official University transcripts

#### ENROLLMENT INTO NBS TUITION PAYMENT PLAN AFTER DEFAULT STATUS

You will be eligible to have your future enrollment reinstated once your current semester's financial obligation has been satisfied in its entirety. In addition, you must pay a \$150 reinstatement and \$150 nonpayment fee up front not to include coverage by any type of financial aid. The fee must be paid prior to the Office of Records and Registration entering your future enrollment.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving federal financial aid. Delaware State University makes its standard applicable to all federal, state and institutional funds. The satisfactory academic progress applies to all terms regardless of whether financial aid was received. Satisfactory academic progress will be evaluated for all students (full- or part-time) annually (at the end of each first summer session). Students re-admitted must also meet the Satisfactory Academic Progress standards to receive financial aid.

Satisfactory Academic Progress (SAP) is a process to review the academic record and progression time to degree for a student who is receiving federal financial aid. The review is compared to defined criteria as determined by the academic institution. The criteria consist of when the review occurs, how the review occurs and the consequences of not meeting the SAP review criteria.

### When SAP is Reviewed

The University's Satisfactory Academic Progress (SAP) review will take place at the end of the first summer session.

### SAP GPA Criteria

First-year students must have at least a 1.7 GPA and complete 60% of attempted course work to meet the requirements of the University SAP policy. The policy will require upperclassmen who receive Federal Financial Aid to maintain a 2.0 after the completion of 4 consecutive or non-consecutive semesters and complete at least 70% of the attempted course work.

### GPA Chart

Hours Attempted	Cumulative Grade Point Average
1 – 29	1.70, but 2.0 after 4 semesters
30- 59	1.80, but 2.0 after 4 semesters.
60 – 89	2.00

*Delaware State University's SAP calculation will include all hours attempted.*

### SAP Appeal Process

Students who do not meet these requirements will be cited for not meeting the University SAP policy and will be denied access to Federal Financial Aid. You will be able to appeal by submitting a complete and signed "Undergraduate Petition for Reinstatement of Financial Aid Eligibility" form to the Office of Financial Aid.

## SOCIAL SECURITY NUMBER AND TUITION STATEMENTS

The Delaware State University Office of Records and Registration must have your Social Security number on file to provide a 1098-T form. This form may be used to file taxes and report eligible charges at Delaware State University.

## GETTING TO THE STUDENT SERVICES PORTAL

When all of the steps below are followed, you will have access to all of your personal financial aid information. You will have access to your overall status of financial aid, your financial aid eligibility, government service websites, tools in which to email the Financial Aid Office and, most importantly, your financial aid award letter.

### How do I create/reset my PIN

1. Go to [my.desu.edu](http://my.desu.edu)
2. Click "Create/Reset PIN" link
3. Read and follow the instructions posted on the website.

### Go to our website at my.desu.edu

1. Look for and click on the "Banner Self Service" icon in the upper right hand corner
2. You will be asked for your Delaware State University-issued ID number and PIN
3. Enter the information in the fields provided and click on the "Login" button
4. Click on the "Financial Aid" tab

### How to Access My Financial Aid Status

With your overall status of financial aid, you will have access to your cost of attendance, your academic transcripts and the status of your academic progress (SAP).

5. Click on the first entry "Financial Aid Status"
6. Select the aid year from the drop-down box and click the submit button
7. You can view your unsatisfied student requirements, financial aid award, satisfactory academic progress and financial aid history.

### How to Access My Award Information

With your award information, you will have access to your "Account Summary," your "Award," your "Award Payment Schedule," and your "Award and Loan Application History."

5. From the Financial Aid menu, click on the third link "Award"
6. Click on "Award by Aid Year;" select 2016-2017 aid year
7. Click on "Award Overview" (an overview of your total financial aid award)

### How to Email Financial Aid

By emailing the Office of Financial Aid, you will be able to ask us any question that pertains to your financial aid.

5. Click on the fourth entry "Email Delaware State University's Financial Aid Office"

### How to Access General Financial Aid links

5. From the Financial Aid menu, click on the fifth link, "General Financial Aid"

# A Navigational Guide Through Your Student Services Portal

## TUITION AND FEES:

### How do I get current info?

- Go to my.desu.edu
- Click "Financial Aid home page"
- Click "Tuition and Fees"

## STUDENT BILL:

### How Do I View/Print My Student Bill?

- Go to my.desu.edu
- Click "Banner Self Service"
- Enter User ID (With an Uppercase "D")
- Enter PIN Number
- Select "Student Records"
- Select "Account Summary by Selected Term"
- Select Term (From the drop-down menu)
- Click "Submit"

### How Do I View/Print My Student Bill on letterhead via QuikPAY?

- Go to my.desu.edu
- Click "QuikPAY"
- In the "Login as Student" Box
- Enter Student ID (With an Uppercase "D")
- Enter PIN Number
- Click "Login"
- Click "Yes, continue to NelNet QuikPAY"
- Click "View Accounts" (From menu on the left)
- Click "Current Statement or Statement History"
- Click on the Printable PDF icon

## NAVIGATING QUIKPAY:

### How Do I Make a Payment via QuikPAY?

- Go to my.desu.edu
- Select "QuikPAY" icon
- In the "Login as Student" Box
- Enter: Student ID & PIN Number
- Click "Login"
- Click "Yes, continue to NelNet QuikPAY"
- Select Make a Payment
- Click "Pay" for Tuition and Other University Fees
- Select Term from the drop-down box
- Enter Payment Amount
- Select Payment Method from the drop-down box
- Click "Continue"
- Provide Information: Complete your credit card or bank information (must use the option you choose above)
- Click Confirm to submit your payment
- You will receive an email confirmation for your payment.

### How Do I Make a Housing Deposit via QuikPAY?

- Go to my.desu.edu
- Select "QuikPAY" icon
- In the "Login as Student" Box
- Enter: Student ID & PIN Number
- Click "Login"
- Click "Yes, continue to NelNet QuikPAY"
- Select Make a Payment

- Click "Pay" for the appropriate housing deposit
- Select Term from the drop-down box
- Enter Payment Amount
- Select Payment Method from the drop-down box
- Click "Continue"
- Provide Information: Complete your credit card or bank information (must use the option you choose above)
- Click Confirm to submit your payment
- You will receive an email confirmation for your payment.

## REQUESTING VOUCHERS:

### How Do I Request a Book Voucher?

- Go to my.desu.edu
- Click "Book Voucher"
- Click "Request"
- Select Correct Term
- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Enter Requested Amount (Without \$ sign or voucher will automatically void itself)
- Click "Login"

### How Do I Know if the Book Voucher is on My Account?

- Go to my.desu.edu
- Click "Book Voucher"
- Click "Status"
- Select Correct Term
- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Click "Login"

### How Do I Request a Laundry Voucher?

- Go to my.desu.edu
- Click "Laundry Voucher"
- Click "Request"
- Select Correct Term
- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Enter Requested Amount (Without \$ sign or voucher will automatically void itself)
- Click "Login"

### How do I Know if the Laundry Voucher is on My Account?

- Go to my.desu.edu
- Click "Laundry Voucher"
- Click "Status"
- Select Correct Term
- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Click "Login"

### How Do I Request a Print Voucher?

- Go to my.desu.edu
- Click "Print Voucher"
- Click "Request"
- Select Correct Term

- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Enter Requested Amount (Without \$ sign or voucher will automatically void itself)
- Click "Login"

### How do I Know if the Print Voucher is on My Account?

- Go to my.desu.edu
- Click "Print Voucher"
- Click "Status"
- Select Correct Term
- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Click "Login"

## HOW DO I REQUEST A COMMUTER MEAL PLAN?

- Go to my.desu.edu
- Click "Commuter Meal Plan"
- Click "Request"
- Enter ID Number (Uppercase "D")
- Enter PIN Number
- Select Meal Plan
- Click "Login"

## HOW DO I COMPLETE MY EXIT INTERVIEW?

- Go to studentloans.gov
- Click "Log In"
- Type in all requested information (you must log in using your FAFSA PIN); click "Log In"
- Select "Counseling Demo"
- Select "Exit Counseling Option"
- Once you are in the system, follow all steps until you have finished.

## HOW DO I PRINT MY 1098-T TAX FORM?

- Go to my.desu.edu
- Click "Banner Self Service"
- Enter User ID (With an Uppercase "D")
- Enter PIN Number
- Select "Student Records"
- Select "Tax Notification"

## HOW DO I ENROLL IN DIRECT DEPOSIT?

- Go to my.desu.edu
- Click "QuikPAY"
- In the "Login as Student" Box
- Enter: Student ID & PIN Number
- Click "Login"
- Click "Yes, continue to NelNet QuikPAY"
- Click "Direct Deposit"
- Enter your banking information
- Click "Add"

# Understanding Your Loans

## WILLIAM D. FORD FEDERAL STAFFORD LOANS

William D. Ford Federal Stafford Loans allow you to borrow money for your education. Student loans, unlike grants and work-study, are borrowed funding that must be repaid, with interest, similar to auto loans and mortgages. Loans are also legal obligations, so before you apply for a student loan, think about the amount that must be repaid over the years. For more information regarding Federal Student Loans, please visit the [StudentAid.gov](https://studentaid.gov) website.

### There are two types of Stafford Loans: Subsidized and Unsubsidized

#### Federal Subsidized

- U.S. Department of Education pays interest while borrower is enrolled at least half time (6 credit hours) or during grace and deferment periods
- Have a financial need as determined by your FAFSA application

#### Federal Unsubsidized

- Interest begins to accrue immediately after the first disbursement, unlike the subsidized Stafford loan.
- You must be enrolled at least half time (6 credits).
- A financial need as determined by your FAFSA application is not a requirement. However, the borrower must have a completed FAFSA on file.

*For current interest rates, please visit our website at [desu.edu](https://desu.edu) and select Financial Aid.*

Stafford Loan Annual Maximums			
Year in School	Dependent Undergraduate	Independent Undergraduate*	Graduate or Professional Student
First Year	<b>\$5,500</b> (maximum of \$3,500 can be subsidized)	<b>\$9,500</b> (maximum of \$3,500 can be subsidized)	<b>\$20,500</b> (all funds are unsubsidized)
Second Year	<b>\$6,500</b> (maximum of \$4,500 can be subsidized)	<b>\$10,500</b> (maximum of \$4,500 can be subsidized)	<b>\$20,500</b> (all funds are unsubsidized)
Third Year and Beyond	<b>\$7,500</b> (maximum of \$5,500 can be subsidized)	<b>\$12,500</b> (maximum of \$5,500 can be subsidized)	<b>\$20,500</b> (all funds are unsubsidized)

Approximately 1.068% origination and insurance fees will be deducted from each disbursement.

*\*A dependent student whose parent applied and was denied for a Parent PLUS loan is eligible for an increase in the unsubsidized portion of his or her Stafford Loan.*

## WILLIAM D. FORD DIRECT STAFFORD LOAN | Entrance Counseling and Master Promissory Note

### Entrance Counseling

Once you have decided to apply for the Federal Stafford Loan, please begin with Entrance Counseling:

1. Please log on to the website [studentloans.gov](https://studentloans.gov) and follow ALL steps listed:
2. Click "**Log In**"
3. Type in all requested information; click "**Log In**" (students will need their PIN number assigned by FAFSA to complete this step)
4. Select "**Complete Counseling**"
5. Choose "**Entrance Counseling**" on the "**Choose Loan Counseling Type**" menu
6. Add Delaware State University in "**Select Schools to Notify**" and choose undergraduate in "**Select Student Type**"
7. Read all information listed; click "Next" to move on. You must answer all questions to complete this process.
8. Once completed, please print this confirmation page for your records.

### Master Promissory Note

After completion of the Entrance Counseling, the borrower must complete a Master Promissory Note. Please follow the steps listed below:

1. Select "**Complete Master Promissory Note**"
2. Select the type of loan you are completing
3. Read over the information listed and complete ALL steps until you reach the end. Please print the completed MPN.

\*There may be options that must be expanded to view.

- **PLEASE NOTE:** For questions regarding the completion of the Entrance Counseling or MPN, contact the Department of Education at 1.800.557.7394. Concerns regarding Delaware State University's financial aid process should be directed to our office by phone at 302.857.6250, by fax at 302.857.6251 or by email at [faid@desu.edu](mailto:faid@desu.edu). For more information on the William D. Ford Federal Direct Stafford Loan, please log on to [direct.ed.gov](https://direct.ed.gov) for details.



## WILLIAM D. FORD DIRECT PARENT PLUS LOAN

Federal (Parent) PLUS loans are loans that parents can obtain to help pay the cost of education for their dependent undergraduate children. Parents (i.e. biological, adoptive and/or step-parent) of dependent students can borrow from the PLUS loan program. The Parent PLUS loan is subject to credit approval. **The FAFSA is required to receive the Parent PLUS loan. Currently there is an interest rate of 6.84%.**

In order to initiate the PLUS loan application process, parents must complete the Direct Plus Loan request on the web at [www.studentloans.gov](http://www.studentloans.gov). Once the parent completes a PLUS loan request, a credit check will be performed. Parents will receive written confirmation of the credit check result. If a parent borrower is approved for the Parent PLUS loan, the Direct PLUS Loan Master Promissory Note (MPN) will need to be completed. The parent may borrow up to the cost of attendance minus any other financial aid that the student is receiving. **Should the parent borrower be denied the Parent (PLUS) loan for credit reasons, the student may be eligible to receive a Federal Unsubsidized Stafford Loan up to his or her maximum eligibility. Upon receipt of either the hard copy or electronic denial letter, the Financial Aid Office will award the student the unsubsidized loan.**

### Terms and conditions:

- Repayment period begins 60 days after the loan is fully disbursed (however, the parent may contact the Department of Education for possible deferment options).
- The borrower (parent) and student must be a United States citizen or an eligible non-citizen\*.
- The borrower (parent) must not be in default on a federal student loan.
- The borrower (parent) must not owe a refund on a federal education grant.
- The student must be enrolled at least half-time (6 credit hours).
- The student must be making Satisfactory Academic Progress standards (see the Delaware State University Student Handbook for SAP policy requirements).
- The government will automatically deduct a 4.272% origination fee from each PLUS loan disbursement.

### \*Generally a person is considered an eligible non-citizen if you are:

- A permanent U.S. resident with a Permanent Resident Card (I-551)
- A conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any of the following designations: "Refugee", "Asylum Granted", "Parolee" (I-94 confirms paroled for a minimum of one year status has not expired), "Victim of human trafficking", "T-visa holder" (T-1, T-2, T-3, etc.) or "Cuban-Haitian Entrant."

### Application process:

Once you have decided to apply for the Direct Parent PLUS Loan, please begin the process by completing the steps listed below:

1. Please log on onto the website: [studentloans.gov](http://studentloans.gov)
2. Click "Log In"
3. Type in all requested information; click "Log In" (Parents will need their PIN number assigned by FAFSA to complete this step.)
4. Select "Request a Direct PLUS Loan"
5. Select loan type "Parent PLUS"
6. Read all information listed; click "Continue" to move on. You must complete ALL steps until you reach the end.

- **PLEASE NOTE:** For questions regarding the completion of the MPN, contact the Department of Education at 1.800.557.7394. Concerns regarding Delaware State University's financial aid process should be directed to our office by phone at 302.857.6250, by fax at 302.857.6251, or by email at [faid@desu.edu](mailto:faid@desu.edu).

## ALTERNATIVE LOAN OPTIONS

An alternative education loan can bridge the gap between the actual cost of your education and the limited amount the government allows you to borrow in its programs. Eligibility for alternative student loans often depends on your credit score; therefore, the borrower (the student) will most likely need a co-signer.

Due to the overall costs of college, some students choose to apply for an alternative education loan when grants, scholarships and federal guaranteed loans are not enough to cover the total cost. When trying to determine the best way to finance your education, you should consider each and every type of financial aid that is available. Be sure to only use alternative education loans after you've exhausted all other forms of financial aid such as grants, scholarships and federal student loans.

If you decide to borrow an alternative education loan, make sure you know what your fees and interest rate will be up front. Make sure you read your Truth in Lending Statement and Private Loan Self-Certification Form. These statements will include how much it will actually cost to repay your loan.

**To access an all inclusive historical list, please visit [desu.edu/financial-aid/alternative-loans](http://desu.edu/financial-aid/alternative-loans) and click on Alternative Loan Spreadsheet.**

*Delaware State University does not endorse any of these lenders or their products. We strongly suggest you do your own research to find the loan that is best for you.*

# MAJORS

## and Concentrations

### College of Agriculture and Related Sciences

#### Department of Agriculture and Natural Resources

Agriculture  
Agri-Business  
Agriscience Education  
Animal & Poultry Science  
Equine Business Management  
General Agriculture  
Plant Science: Agronomy  
Plant Science: Horticulture  
Pre-Veterinary Science  
Natural Resources  
Environmental Science\*  
Fisheries Management  
Wildlife Management

#### Department of Human Ecology

Consumer Science  
Food & Nutritional Sciences\*  
Didactic Program in Dietetics  
Nutritional Science  
Food Science  
Textiles & Apparel Studies\*

### College of Arts, Humanities and Social Sciences

Integrated Studies  
Africana Studies (minor only)  
Law Studies (minor only)  
Women's and Gender Studies (minor only)

#### Department of English and Foreign Languages

English\*  
Theatre Arts (minor only)

#### Department of History, Political Science and Philosophy

History\*  
Philosophy (minor only)  
Political Science\*

#### Department of Mass Communications

Mass Communications  
Convergence Journalism  
Public Relations & Advertising  
Radio/Television/Film Production

#### Department of Psychology

Psychology\*

#### Department of Sociology and Criminal Justice

Criminal Justice\*  
Sociology\*

#### Department of Visual and Performing Arts

Art Education\*  
New Media in Arts  
Studio Art\*  
Music\*  
Music Industry  
Music Education (comprehensive)

### College of Business

#### Department of Accounting, Economics and Finance

Accounting\*

#### Department of Business Administration

Aviation  
Aviation Management  
Professional Pilot  
Entrepreneurship (minor only)  
Hospitality & Tourism Management\*  
Casino Operations Management  
Management\*  
Business Economics\*  
Finance and Banking\*  
General Management  
Human Resource Management\*  
Management Information Systems\*  
Marketing\*

#### Department of Sport Management

Sport Management  
Coaching Management (minor only)  
Recreation Management (minor only)

### College of Education, Health & Public Policy

#### Department of Education

Early Childhood Education (Birth–2)  
Elementary Education (K–6)  
Middle Level Education (6–8)  
Physical Education (K–12)  
Science Education

#### Department of Nursing

Nursing

#### Department of Public & Allied Health Sciences

Public Health  
Movement Science  
Health & Exercise Science  
Pre-Health Professional

#### Department of Social Work

Social Work

### College of Mathematics, Natural Sciences and Technology

#### Department of Biological Sciences

Biological Sciences  
Cell/Molecular/Biotechnology  
General Biology  
Health Professions  
Forensic Biology  
Forensic Science (minor only)  
Biology (minor only)

#### Department of Chemistry

Chemistry\*  
Chemistry/Pre-Professional

#### Department of Computer and Information Sciences

Computer Science\*  
Information Technology\*

#### Department of Mathematical Sciences

Mathematics\*  
Mathematics Education

#### Department of Physics and Engineering

Physics\*  
Electrical and Electronics Engineering  
Technology  
Engineering Physics  
Bioengineering  
Electrical Engineering  
Optical Engineering

### University College

General Education

### College

#### Department

Major  
Concentration

*\*A major or concentration that can be pursued as a minor*

# Living on campus

# **SURVIVAL GUIDE**

Plan to live on campus? Consider bringing these items for a more comfortable stay

## **SCHOOL SUPPLIES**

- Scissors
- Calculator
- Index Cards
- Notebooks
- Stapler
- Tape
- Money for Books
- Book Bag

## **TOILETRIES**

- Shower Shoes
- Bathroom Caddy
- Shower Cap
- Bath Robe
- Bath Towels
- Wash Cloths
- Soap
- Toothpaste
- Toothbrush
- Facial Cleanser
- Razor/Shaver
- Cotton Balls
- Cologne/Perfume
- Shampoo
- Shaving Cream
- Deodorant
- Mouthwash
- Feminine Hygiene Products
- Hair Dryer
- Curling Iron

## **ROOM ITEMS**

- Band-Aids
- Aspirin/Ibuprofen
- Cold/Allergy Medicine
- Peroxide
- Isopropyl/Rubbing Alcohol
- Lamp *(No halogen bulbs)*
- Bed Sheets and Blankets *(Twin 80" long)*
- Twin Pillows
- Laundry Detergent
- Laundry Bag/Basket
- Cleaning Supplies
- Telephone
- Alarm Clock
- Flashlight/Batteries
- Toilet Paper
- Paper Towels
- Iron/Ironing Board
- Sewing Kit
- Tissues
- Air Freshener
- Power Strip  
*(14 gauge or lower — must be 3-prong and 10 feet or less in length)*
- Multi-plug Adapter *(Must have surge protector)*
- Trash Can
- Umbrella
- Rain Coat
- Broom/Dust Pan

## **PROFESSIONAL WEAR**

- Dark Business Suit (Men and Women)

## **PROHIBITED ITEMS**

- Toaster Oven\***
- Hot Plate/George Foreman Grill**
- Microwaves/Ovens/Cooking Appliances\***  
*(Not permitted in any residence hall facilities.)*
- Refrigerator\*** *(Not permitted in any residence hall facilities unless the following guidelines are met: doctor notes approved by Health Services. Unit size must not exceed 12 cubic feet.)*
- Incense or Candles** *(of any kind)*
- Space Heater** *(Open coil space heaters, radiators or kerosene heaters are not permitted.)*
- Air Conditioning Units**
- Coffee Pot**
- Multi-plug Adapter** *(Only UL (Underwriters Laboratories) certified multi-plug adapters with circuit breakers are permitted to be possessed and/or used inside the residence halls.)*
- Halogen Lamps** *(Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing and is unable to be tampered with and is 50 watts or less are acceptable.)*
- Hoverboards**

\*These items are available to you in the kitchen area of all of our traditional residence halls.



**Expect  
Greatness.**

## **New Student Orientation and Enrollment | Fall 2016**

**Session I** — June 9-10      **Session IV** — June 28-29  
**Session II** — June 14-15    **Transfer Session I** — June 13  
**Session III** — June 21-22   **Transfer Session II** — June 23

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### **OFFICE OF ADMISSIONS**

1200 North DuPont Highway  
Dover, Delaware 19901-2277  
302.857.6351  
302.857.6352 (fax)  
**admissions@desu.edu**

**desu.edu**

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 [DelStateUniv](https://twitter.com/DelStateUniv)

 [youtube.com/delawarestateu](https://youtube.com/delawarestateu)

 [DelStateUniv](https://www.instagram.com/DelStateUniv)

Delaware State University is committed to assisting all members of its community with safety and security. Information about campus security and personal safety, including crime prevention, University police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period and disciplinary procedure, is available on the DSU website at [desu.edu/public-safety](https://desu.edu/public-safety). If you would like a booklet with this information, you can contact a representative of the DSU Police Department at 1200 North DuPont Highway, Campus Police Building, Dover, DE 19901 or by phone at 302.857.7911.

It will be the policy of Delaware State University to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, disability, veteran status, national origin or any other characteristic protected by applicable law. ©Delaware State University 2/16