

Mail-In and On-Site Registration Form

Mail-In Registration: Complete both sections of this form and fax or mail to: Office of Records & Registration
 Delaware State University
 1200 N Dupont Highway
 Dover, DE 19901-2277

On-Site Registration: In-person Registration at the Dover Campus will be held until the last day to add classes. Please visit our website regarding important registration deadlines. The fees below are applicable to Summer I and II 2014 only. All tuition and fees are due upon registration. Before enrollment, all undergraduate students need to report to the Office of Mentoring and Advising (library, room 204; phone number: 302-857-7203). Undergraduate Non-Degree Seeking students may take up to 12 credit hours. Graduate Non-Degree Seeking students may take up to 9 credit hours. Non-Degree Seeking students who need to take additional credits are strongly advised to apply as degree seeking students through the Office of Admissions.

Fees are due upon registration

For **Undergraduate Registration**, Senior Citizens (62 & over) must pay:

- | | |
|--------------------|---------------------|
| Registration fees | Technology fee |
| Lab fees (if any) | Wellness Center fee |
| Books and supplies | |

Undergraduate Fees*

***During the summer sessions, students can only take as many as 10 credit hours for each session.**

- In-State: \$177.00/credit hour
- Out-of-State: \$403.00/credit hour
- Registration fee: \$50.00
- Technology fee: \$55.00
- Wellness fee: \$225.00 (Pro-rated based on total number of credit hours)
- (Plus any lab fees that may apply)

Graduate Fees

- | | |
|--|---|
| In-State: \$417.00/ credit hour | Doctoral: \$528.00/credit hour |
| Out-of-State: \$920.00/credit hour | Full time Activity fee (>6 cr.): \$ 60.00 |
| Registration fee: \$60.00 | Part Time Activity fee (<6 cr.): \$30.00 |
| Technology fee: \$55.00 | |
| Wellness fee: \$225.00 (Pro-rated based on total number of credit hours) | |

Make check or money orders payable to:

Delaware State University

Make payments online at my.desu.edu and click on QuickPay

Go to my.desu.edu ->Select QuickPAY ->Select: Make a payment -> Select: I am a Student (Account Type) -> Enter Student ID #: & Pin -> Select: Payment Method: You have options, click on the drop down arrow -> Connection Confirmed: Select yes (connecting to NelNet) -> Select: Make a payment Select Payment Options -> Tuition/Traditional Housing/click pay -> Enter Payment Amount: ->Select Term; enter payment amount -> Provide Information -> Complete by providing your credit card, bank information or both (must use the option you choose in step 5).

Office of the Records and Registration (Main Campus)
Phone: (302) 857-6375
Fax: (302) 857-6379

3931 Kirkwood Hwy
(302) 254-5334
(302) 254-5350

Georgetown
(302) 500-7011
(302) 500-7012

Non-Degree Seeking Student Form

Office of Records and Registration
 Phone (302)857-6375/ Fax (302)857-6379

SECTION 1- PERSONAL DATA

***Mandatory Fields. This form will not be processed if fields are not completed.**

*First: _____ *Middle: _____ *Last: _____

*Address: _____ *City/State/Zip: _____

Student ID#: _____ *Social Security#: _____ *Phone: () _____

*DOB: ____/____/____ (mm/dd/yyyy) *Gender: ___M___F *Email Address: _____

*Citizenship _____

*Race: Are you Hispanic or Latino? ___ Yes ___ No

Please select one or more of the following categories: ___ American Indian or Alaska Native ___ Asian ___ Black or African American ___ Native Hawaiian or Other Pacific Islander ___ White

*DECLARATION OF INTENT

Have you attended Delaware State University before? Check one: ___ Yes ___ No

If yes, give last date of attendance: _____ and number of credits already taken as a non-degree seeking student: _____

Reasons for requesting enrollment (check one box only):

- Personal enrichment
- Professional/Occupational enrichment
- State certification requirements
- Future pursuit of a degree at Delaware State University
- Current/Future pursuit of a degree at another institution

***STATEMENT OF RESIDENCY MUST BE COMPLETED** by applicants who are residents of the state of Delaware:

I have maintained continuous residency in the state of Delaware from _____(mm/yy) to _____(mm/yy).

The latest year for which I have filed a federal tax form (1040) as a Delaware resident is _____.

SECTION 2 - COURSE SELECTION *The University reserves the right to cancel courses due to insufficient enrollment.*

Term: FALL _____ SPRING _____ SUMMER _____ YEAR _____

CRN/Dept#/Course/ # of Credit(s)

- | | | | | | |
|----|-------|-------------------------|------------|----------------------------------|------------|
| 1. | _____ | Advisor Signature _____ | Date _____ | Chair/Instructor Signature _____ | Date _____ |
| 2. | _____ | Advisor Signature _____ | Date _____ | Chair/Instructor Signature _____ | Date _____ |
| 3. | _____ | Advisor Signature _____ | Date _____ | Chair/Instructor Signature _____ | Date _____ |
| 4. | _____ | Advisor Signature _____ | Date _____ | Chair/Instructor Signature _____ | Date _____ |

*Student Signature _____ Date: _____

**Dean Signature _____ Date: _____

(*Required for all graduate students and for all registration transactions after the last day to add classes)