Students,

Welcome to America’s most diverse, contemporary HBCU!

In a time of great change, you’ve selected precisely the right University to help you steer your way toward the degree you want and the career you deserve. For 129 years, Delaware State University has been guiding young people toward becoming their very best selves — exceptional professionals and committed global citizens.

Here’s how we do it together:

- **A relentless focus on Student Success:** From financial aid to advising, tutoring to the classroom, we’ve built the wraparound support systems that will keep you on track to graduation from the very first day you step on campus.

- **Technological equity and digital instruction:** Every incoming Freshman starts with the devices they need (iPads or MacBooks) to be successful in their majors. Your faculty have the same technology and are striving toward a comprehensive digital learning environment.

- **A commitment to community:** When you become a part of the Hornet Nation, you join not just other students, but faculty, staff, and tens of thousands of alumni whose network spreads across America.

During the next four years, you will also have more opportunities than you can imagine. Study abroad: we have programs in 23 countries. Research: we involve our undergraduates in the cutting-edge laboratory work they need to be competitive. Service: we make a difference to the community by giving back. Cultural exchange: students learn from an internationally renowned faculty that hails from dozens of nations around the globe.

This is where it all starts, and we are incredibly proud that you have chosen to begin the adventure with us.

It all matters,

Tony Allen, Ph.D. | President

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FROM STRATEGIC ENROLLMENT MANAGEMENT

Welcome to Delaware State University, where we empower you to turn your dreams into reality. For 129 years we have served the State of Delaware, the nation and the world as one of the premier Historically Black Colleges and Universities (HBCU).

The Division of Strategic Enrollment Management provides comprehensive services and supports to all students — prospective and current students, both undergraduate and graduate, as well as alumni — while supporting the core mission of Delaware State University. From the initial contact through graduation, or the first career opportunity or graduate education, the Division of Strategic Enrollment Management team of professionals are committed to ensuring your success.

The Division of Strategic Enrollment Management consists of the Office of Admissions, Recruitment and Scholarships, Early College High School, Financial Aid, International Affairs, Registrar, Student Accounts and Veterans Affairs.

Delaware State University strives to be the most diverse, contemporary Historically Black College or University in the United States of America. We are totally committed to creating the environment where It All Matters. We are looking forward to serving you.

Welcome to Delaware State University.

Sincerely,

Antonio M. Boyle | Vice President of Strategic Enrollment Management
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**Delaware State University**

Delaware State University was founded in 1891 and is accredited by the Middle States Commission on Higher Education (MSCHE).

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 University website at www.desu.edu/police. If you would like a booklet with this information, you can contact a representative of the Delaware State University Police Department at 1200 North DuPont Highway, Campus Police Building, Dover, DE 19901 or by phone at 302.857.7911. For important consumer information, please visit www.desu.edu/consumer-information.

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 12/20
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. This checklist will assist you in the orientation process and help avoid time-consuming delays. To ensure that your orientation goes smoothly, please read the following instructions carefully. If you have further questions, please contact the Office of Admissions at admissions@desu.edu.

**STEP 1: COMPLETE THE FINANCIAL AID PROCESS**

- If you have not done so already, please complete the 2020-2021 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 [www.fafsa.gov](http://www.fafsa.gov). The Delaware State University 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 [www.desu.edu/admissions/tuition-financial-aid/forms-publications](http://www.desu.edu/admissions/tuition-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 (2020-2021 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: [www.studentaid.gov](http://www.studentaid.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 [www.desu.edu/financialaid](http://www.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.

Office of Financial Aid | 1st Floor, Administration Building, Bldg. #39 | 302.857.6250 | fax 302.857.6251 | faid@desu.edu
You will be registering for your spring 2021 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 to view your account summary by selected term.

Payment is due in full by December 11. 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).

Methods of Payment Accepted at Delaware State University

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

* Discover credit cards can be processed by the Cashier located on the first floor of the Claibourne D. Smith Administration Building.

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 Tuition Payment Plan has received the enrollment fee and first installment payment for the Tuition Payment Plan for the outstanding spring 2021 balance.

   Please Note: Once you are enrolled in the NelNet Tuition Payment Plan, you will immediately 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 December 11.
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 December 15. 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 — found at www.desu.edu/student-life/student-health-services — must be filled out clearly and completely with the following information:

<table>
<thead>
<tr>
<th>Report of Medical History</th>
<th>Health Evaluation</th>
<th>Online Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Section 1 and Section 3, Part I of the paper form are to be completed by the student or parent/legal guardian.)</td>
<td>(Sections 2, 3 (Parts II and III) and 4 of the paper form must be completed by a health care provider.)</td>
<td>(Students must also sign in to the Student Health Portal at <a href="https://desu.student-healthportal.com/Account/Logon">https://desu.student-healthportal.com/Account/Logon</a> and complete the following online forms:</td>
</tr>
<tr>
<td>□ Family history</td>
<td>□ A completed physical exam is required</td>
<td>□ Emergency contacts</td>
</tr>
<tr>
<td>□ Personal history</td>
<td>□ 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).</td>
<td>□ Medical history</td>
</tr>
<tr>
<td>□ Signed and dated (by student if over 18 years of age)</td>
<td>□ 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.</td>
<td>□ Immunization history</td>
</tr>
<tr>
<td>□ Parental consent for treatment if the student is under the age of 18 (parent signature is required)</td>
<td>□ Meningitis vaccine (Booster dose required if vaccine received before age 16.)</td>
<td>□ Notice of privacy practice</td>
</tr>
</tbody>
</table>

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/delivered directly to the Office of Student Health Services. Do not mail or bring health forms to other departments. Faxed copies will NOT be accepted. Students are advised to keep a copy for their records. 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

Delaware State University provides access for students to a cost-effective Student Health Insurance Plan (SHIP) through UnitedHealthcare. All full-time (12 or more credit hour) U.S. undergraduate students and all international students must complete an online student health insurance enrollment/waiver process each semester. Students who are able to demonstrate comparable coverage may be able to opt of the SHIP.

Students who submit a waiver application before the deadline will avoid mandatory enrollment in the SHIP and billing of the $390/semester* premium to their Student Account upon approval of the waiver. For students enrolling in the SHIP, the cost of the full $390/semester* insurance premium will be billed to their Student Account. *The cost of the SHIP annually is $780.

How to Apply for a WAIVER. If you have insurance coverage, you must apply for a waiver to opt out of the SHIP. Go to www.firststudent.com, select Delaware State University from the drop-down box, and click the “Waive Your School’s Insurance” link on the left-hand side under Student Tools. Click “Waive Now” in the blue box and log in to the waiver site using your Delaware State University student ID number (please include the letter D) and your date of birth (MM/DD/YYYY). Follow the instructions to complete the waiver application. Once complete, you will receive an on-screen confirmation and an email notifying you of the waiver request decision — approval, denial or pending verification that your coverage is equivalent to the SHIP. If pending, the status of your waiver application will be updated in 5 to 7 business days and you will be contacted by email.

How to ENROLL. If you do not have insurance coverage, you must enroll in the SHIP. This will allow you to get your insurance ID card sooner and will also prevent you from receiving future reminders about this waiver process. Go to www.firststudent.com, select Delaware State University from the drop-down box, and click the “Enroll Now—Health Insurance” link on the left-hand side under Student Tools. Log in to the waiver site using your Delaware State University student ID number (please include the letter D) and your date of birth (MM/DD/YYYY). Review the information and follow the on-screen directions. Once enrolled, you will receive an on-screen confirmation and an email confirmation.

For additional information, refer to www.desu.edu/student-life/student-health-services/student-health-insurance.
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. Those who have paid their deposit will be sent a Welcome email to their Delaware State University 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 University email account). Housing applications should be submitted by December 15. Assignments will be made based on availability and on a first-come, first-serve basis according to date of submission and are not guaranteed. Please visit www.desu.edu/housing for further assistance. NOTE: There is a waiting list for the University Village and Courtyard Apartments.

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

- First-Year & Warren-Franklin Hall Applicants: $200 deposit
- 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). 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 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.

Paying Your Housing Deposit

- Visit my.desu.edu
- Select the “Pay Your Housing Deposit” link in the list in the middle of the page
- Sign in as student (Use your Student ID and PIN — to set up your PIN, select Create/Reset PIN at the top left of the my.desu.edu page)
- Select “Yes, connect to NelNet QuikPAY”
- Select “View and Pay Accounts”
- Select “Pay Traditional Housing Deposit” (Term and total amount should pre-populate ($200))
- Select “Payment Method”
- Continue and enter your personal information

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 302.857.6898.
STEP 5

OBTAIN STUDENT IDENTIFICATION CARD (ID)

All Delaware State University students are issued University 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.

You are requested to upload two photos online in order to receive your University ID card:

- A photo of a valid government-issued ID.
- A photo with a plain passport-type white background to be used as your Delaware State University ID photo (we suggest you take a current picture in front of a white wall or plain white door. Please see the full requirements at www.desu.edu/orientation).

For instructions for uploading your photos, please visit www.desu.edu/orientation.

ID cards will be distributed during Welcome Week once all new student clearances have been met.

Identification (ID) Office | 1st Floor, Administration Building, Bldg. #39 | 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.

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. #51 | 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.
Microsoft Office 365 email activation instructions:

It is important for you to use your Delaware State University email account, through which you will receive official University information as well as student account and records information.

E-communication from the University will only be sent to your University-assigned account. It is important that you monitor this email account regularly, as you will be held responsible for any communication sent to this account.

1. Go to the Delaware State University Office 365 (www.outlook.com/students.desu.edu) login page. Enter your entire University student email address that was issued in your acceptance letter.

2. Your default password will be your student ID number (begins with D). If you are unable to log in using the information provided, please contact the IT Central Help Desk at 302.857.7028 for assistance.

3. Once you have successfully logged into Office 365, you should immediately go to my.desu.edu and click on Reset Email/Computer/Blackboard Account on the left-hand side of the page to set security questions and change your password.

4. You can now access your new email account and personalize it, such as setting up your personalized file sharing or forwarding emails to an alternate email address. Utilizing your Delaware State University student email will ensure your new electronic connection to the University. Please understand that your email information will be kept confidential and will not be shared outside of the University.

5. Another way to access your student email is to visit my.desu.edu. Click the Email icon on the right-hand side of the page. You will then be directed to the Office 365 website.

* If you have not used your email account in six months, your email account will expire. If your account has expired, you should visit any on-campus lab and log on using your entire University email address as the username, and your previous password. If you do not remember the password, you will need to call the Central Help Desk at 302.857.7028.
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.

**SERVICES AT A QUICK GLANCE**

**FINANCIAL AID**
- File the FAFSA — [www.fafsa.gov](http://www.fafsa.gov)  
  (Delaware State University’s school code is 001428.)
- Activate your University email — [my.desu.edu](http://my.desu.edu)
- Review your financial aid award — [my.desu.edu](http://my.desu.edu)  
  (select Banner Self Service)
- Complete the Stafford Loan Master Promissory Note and Entrance Counseling — [www.studentaid.gov](http://www.studentaid.gov)
- Parent PLUS loans — [www.studentaid.gov](http://www.studentaid.gov)
- Scholarships — [www.desu.edu/scholarships](http://www.desu.edu/scholarships)
- Satisfactory academic progress — [www.desu.edu/satisfactory-academic-progresssap](http://www.desu.edu/satisfactory-academic-progresssap)

**Office of Financial Aid**
1st Floor, Claibourne D. Smith Administration Building, #39  
302.857.6250 | faid@desu.edu

**STUDENT ACCOUNTS**
- Account summary — [my.desu.edu](http://my.desu.edu)
- Book voucher request — [my.desu.edu](http://my.desu.edu)
- Commuter meal plans request — [my.desu.edu](http://my.desu.edu)
- E-billing — [my.desu.edu](http://my.desu.edu)  
  (select Banner Self Service)
- E-payments — [my.desu.edu](http://my.desu.edu)  
  (select Banner Self Service)
- Enroll in direct deposit — [www.refundselection.com](http://www.refundselection.com)  
  (enter your personal code to get started)
- Enroll an authorized payer — [my.desu.edu](http://my.desu.edu)  
  (select Banner Self Service)
- Laundry voucher request — [my.desu.edu](http://my.desu.edu)
- Print voucher request — [my.desu.edu](http://my.desu.edu)
- Billing date — Fall: July 17, Spring: December 11
- NBS-Tuition Payment Plan — [my.desu.edu](http://my.desu.edu)  
  (select Banner Self Service)
- Tuition and Fees — [www.desu.edu/admissions/tuition-financial-aid/tuition-fees](http://www.desu.edu/admissions/tuition-financial-aid/tuition-fees)

**Office of Student Accounts**
1st Floor, Claibourne D. Smith Administration Building, #39  
302.857.6240 | studentaccounts@desu.edu
FINANCIAL AID ONLINE SERVICES

When all of the steps below are followed, you will have access to all of your personal financial aid information, including 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. Through the portal, you can also accept your award offer, accept its terms and conditions, and answer the Title IV Authorization and Hold My Credit Balance questions.

LOG IN TO THE PORTAL:

- Go to my.desu.edu
- Click the “Banner Self Service” icon
- Enter User ID (With an Uppercase “D”) & PIN number (First-time users should click the “Create/Reset PIN” link)
- Click “Login”
- Click the “Financial Aid” tab

You can now do the following!

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).

- Click on the first entry “Financial Aid Status”
- Select the aid year from the drop-down box and click the submit button
- View your unsatisfied student requirements, financial aid award, satisfactory academic progress and financial aid history.

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.”

- Click on the third link “Award”
- Click on “Award By Aid Year,” select the aid year
- Click on “Award Overview” (an overview of your total financial aid award)

ACCEPT TERMS AND CONDITIONS

- Click the “Award” link
- Click the “Award By Aid Year” link
- Click the gray “Terms and Conditions” tab
- Read the terms and conditions and click either the “Accept” or “Do Not Accept” button. (You must accept the terms and conditions to receive financial aid.)

ACCEPT YOUR AWARD

- Choose “My Award Information”
- Choose “Award By Aid Year”
- Choose the appropriate aid year from the drop-down box
- Click on the “Accept Award Offer” tab and select “Accept” or “Decline” for each fund
  - Accept the full award amount by selecting “Accept Full Amount of All Awards.”
  - Accept a partial amount by selecting “Accept” and entering the amount in the “Accept Partial Amount” field.

ACT ON TITLE IV AND HOLD MY CREDIT

- Choose “My Award Information”
- Choose “Award By Aid Year”
- Choose the appropriate aid year from the drop-down box
- Click on the “Resources/Additional Information” tab and answer the Title IV Authorization question and the Hold My Credit Balance question by selecting “Authorize” or “Decline.”

ACCESS GENERAL FINANCIAL AID LINKS

- Click on the fifth link, “General Financial Aid”

EMAIL THE OFFICE OF FINANCIAL AID

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

- Click on the fourth entry “Email Delaware State University’s Financial Aid Office”

USE STUDENTAID.GOV:

- Go to www.studentaid.gov
- Log in using your FSA credentials (PIN is your FAFSA PIN)

COMPLETE ENTRANCE COUNSELING

- Click “In school” then “Complete Loan Entrance Counseling”
- Click “Start” then select “Delaware State University” from the drop-down box and select “Notify this School,” then “Continue”
- Read all of the information and click “Continue” until you reach the end of the counseling

COMPLETE EXIT COUNSELING

- Hover over “Manage Loans,” then click “Complete Exit Counseling”

COMPLETE A MASTER PROMISSORY NOTE (MPN)

- Click “In school” then select “Complete a Loan Agreement (Master Promissory Note)”
- Select “Start” for the type of loan that pertains to you
- Read and complete all of the necessary information.
- Click “Continue” until you reach the end of the application.

APPLY FOR A PARENT PLUS LOAN

- Click “Parent”
- Click “Apply for a Parent PLUS Loan”
- Read and complete all of the necessary information.
- Click “Continue” until you reach the end of the application.

If you have difficulty logging on or completing these tasks, please call the Department of Education at 800.433.3243.
SELF-SERVICE MOBILE FINANCIAL AID PROCESS

Delaware State University offers a self-service mobile financial aid process to allow you to complete financial aid processes on your own time, on the device of your preference.

Create your account in four easy steps:

1. Do one of the following:
   - Log into Banner Self Service at my.desu.edu and select the “Submit Free Application for Federal Student Aid” link
   - Go to https://desu.verifymyfafsa.com/account/registerstudent
   - Scan the QR code below
2. Click “Create Account” link
3. Enter/confirm your student information
4. Click “Create Account” button

This is a one-time account creation. You’ll be asked for some basic information when creating your account. This information is used to validate your identity so that electronic signature can be used on future forms.

Once your account is created, any required tasks you need to complete will become available.

FINANCIAL AID TIME LINE

JANUARY

- Complete Delaware State University’s Returning and Transfer Student Scholarship Application online at www.desu.edu/scholarships
- Complete the FAFSA at www.fafsa.gov

FEBRUARY

- Complete the FAFSA at www.fafsa.gov
- Apply for outside scholarships
- Meet with your academic advisor
- Do you need to take summer classes?

MARCH

- Delaware State University FAFSA priority deadline is March 15.
- Returning and Transfer Scholarship deadline is March 15.
- Review your Student Aid Report

APRIL

- FAFSA verification documents are due to Financial Aid as soon as possible, but no later than April 30.

MAY

- Apply for Parent PLUS and private loans
- Update your mailing and email addresses before going home for the summer!

OCTOBER-DECEMBER

- Complete the FAFSA at www.fafsa.gov
MANAGE YOUR STUDENT ACCOUNT

Through the NelNet Enterprise Student Portal, you can manage your account, pay your student bill, set up an authorized payer and enroll in a payment plan — all in one place!

ACCESS THE PORTAL:

- Go to my.desu.edu
- Click the “Banner Self Service” icon
- Enter User ID (With an Uppercase “D”) & PIN number (First-time users enter your 6-digit mm/dd/yr birthdate. Forget your PIN? Please select “Forgot PIN”)
  - Click “Login”
  - Click the “Student Services” tab
  - Click the “NelNet Payment Portal” link (First-time users must verify personal information and answer security questions.)

You can now do the following!

VIEW YOUR ACCOUNT
(Select “View Details”)

PAY YOUR BILL VIA NELNET
(Select “Make a Payment,” then “Current Charges,” then “Current Term”)

SET UP A PAYMENT PLAN VIA NELNET
(Select “Set Up a Payment Plan,” then “Current Term”)

ADD AN AUTHORIZED PAYER
(Select “Add an Authorized Party”) Complete the information requested for the authorized person, then click “Save.” The authorized party will receive an email to set up an account with NelNet.

ENROLL IN BILLING SMS (TEXT) ALERTS
(Select “Register to Receive Text Services on Your Mobile Phone”)

VIEW/PRINT TRANSACTIONS
(Click “View Details,” then click the “Payments” tab)

VIEW TUITION & FEES

- Go to www.desu.edu/tuition
- Click “Tuition & Fees”

ENROLL IN DIRECT DEPOSIT

Via Bank Mobile:
- Go to www.refundselection.com
- Enter your personal code; if you do not have a code, select “Need a Code.”
- Select an option for how you would like your money to be deposited
- Select “Deposit to an Existing Account” to have the refund sent to your current bank account
- Select “Deposit to a Bank Mobile Vibe Account” if you would like to open an account with Bank Mobile
  * Bank Mobile will mail you a debit card.
  * Your refund will be deposited in 24 hours from the time the University makes the funds available.

WAIVE/ENROLL IN STUDENT HEALTH INSURANCE

- Go to my.desu.edu
- Click the “UHC Health Insurance Waiver” link in the left-hand menu
- Click the link in the left-hand menu to either waive or enroll in the insurance
- Read all information carefully and follow the steps to process your waiver/enrollment
- Submit your request prior to the deadlines listed on the site for efficient processing

The insurance waiver must be approved for the student health insurance fee to be removed from your student account.

PRINT YOUR BILL OR TAX FORM

- Go to my.desu.edu and click the “Banner Self Service” icon
- Enter User ID (With an Uppercase “D”) & PIN number and click “Login”
- Select “Student Records”

View/print your student bill:
- Select “Account Summary by Selected Term”
- Select Term and click “Submit”

Print your 1098-T tax form:
- Select “Tax Notification,” enter a tax year and click “Submit”

REQUEST A COMMUTER MEAL PLAN

- Go to my.desu.edu
- Click the “Commuter Meal Plan” link in the left-hand menu
- Click “Request” and select Correct Term
- Enter ID number (With an Uppercase “D”) & PIN number
- Select Meal Plan and click “Login”

You must have a credit on your account before submitting a commuter meal plan request. Once Financial Aid distributes funds, all commuter meal plans will no longer be eligible to complete a request.
Payment Methods
• Automatic bank payment (ACH)
• Credit card/debit card (An additional 2.75% fee will be assessed)

Cost to Participate
• $35 enrollment fee per semester (Fall, Spring or Summer)
• $30 returned payment fee for each returned payment
• Payments processed on the 5th of every month (Account payments will be authorized 2 to 5 business days prior to the 5th due date)

Simple Steps to Enroll
• Click on the “Banner Self Service” link
• Log in to Self Service using your “D” number and PIN
• Click on the “Student Services” tab
• Click on the “Nelnet Payment Portal” link

Before you click on the Submit button, please read carefully through the Final Review and the Terms and Conditions. An e-mail notification will be sent immediately (if an e-mail address was not provided for the person responsible for payment) confirming enrollment in the payment plan.

Target Dates to Enroll By:

<table>
<thead>
<tr>
<th>Target Dates to Enroll By:</th>
<th>Fall 2020 Payment plan available on March 3, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last day to enroll online</td>
</tr>
<tr>
<td>April 1</td>
<td>none</td>
</tr>
<tr>
<td>May 1</td>
<td>none</td>
</tr>
<tr>
<td>June 1</td>
<td>none</td>
</tr>
<tr>
<td>July 1</td>
<td>none</td>
</tr>
<tr>
<td>Aug 1</td>
<td>none</td>
</tr>
<tr>
<td>Sept 1</td>
<td>none</td>
</tr>
<tr>
<td>Oct 1</td>
<td>none</td>
</tr>
<tr>
<td>Nov 1</td>
<td>50%</td>
</tr>
<tr>
<td>Dec 1</td>
<td>50%</td>
</tr>
</tbody>
</table>

| Spring 2021 Payment plan available on November 1, 2020 |
| Last day to enroll online | Required down payment | Number of payments | Months of payments |
| Nov 1 | none | 6 | Nov-April |
| Dec 1 | none | 5 | Dec-April |
| Jan 1 | none | 4 | Jan-April |
| Jan 22 | none | 3 | Feb-April |
| Feb 24 | 50% | 2 | March & April |
| March 25 | 50% | 1 | April only |

| Summer 2021/Summer Academy 2021 Payment plan available on March 3, 2021 |
| Last day to enroll online | Required down payment | Number of payments | Months of payments |
| April 1 | none | 4 | April-July |
| May 1 | none | 3 | May-July |
| May 27 | 50% | 2 | June & July |
| June 25 | 50% | 1 | July only |

*Failure to satisfy your bill in full or enroll in a payment plan by the billing due date may result in a hold being placed on your account which will prevent access to meals and housing.

*The Office of Student Accounts reserves the right to make adjustments to your budget based on changes to the student account that may increase or decrease monthly payments. Please advise Student Accounts of additional payments made or credits applied at studentaccounts@desu.edu

University Bill Due Dates: Fall 2020-July 17, Spring 2021-Dec 11, Summer 2021-May 7

To see enrollment deadlines, required down payments, and other payment details, visit our website below. Please note that all down and full payments are processed immediately.

MyCollegePaymentPlan.com/desu
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 www.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 deferment periods
- Have a financial need as determined by your institution

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 is not a requirement. However, the borrower must have a completed FAFSA on file.

For current interest rates, please visit www.studentaid.gov.

Stafford Loan Annual Maximums

<table>
<thead>
<tr>
<th>Year in School</th>
<th>Dependent Undergraduate</th>
<th>Independent Undergraduate*</th>
<th>Graduate or Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>$5,500 (maximum of $3,500 can be subsidized)</td>
<td>$9,500 (maximum of $3,500 can be subsidized)</td>
<td>$20,500 (all funds are unsubsidized)</td>
</tr>
<tr>
<td>Second Year</td>
<td>$6,500 (maximum of $4,500 can be subsidized)</td>
<td>$10,500 (maximum of $4,500 can be subsidized)</td>
<td>$20,500 (all funds are unsubsidized)</td>
</tr>
<tr>
<td>Third Year and Beyond</td>
<td>$7,500 (maximum of $5,500 can be subsidized)</td>
<td>$12,500 (maximum of $5,500 can be subsidized)</td>
<td>$20,500 (all funds are unsubsidized)</td>
</tr>
</tbody>
</table>

Approximately 1.059% 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:

- Go to www.studentaid.gov
- Log in using your FSA credentials (PIN is your FAFSA PIN)
- Click “In school” then select “Complete Loan Entrance Counseling”
- Click “Start” then select “Delaware State University” from the drop-down box and select “Notify this School,” then “Continue”
- Read all of the information and click “Continue” until you reach the end of the counseling

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

- Click “In school” then select “Complete a Loan Agreement (Master Promissory Note)”
- Select “Start” for the type of loan that pertains to you
- Read and complete all of the necessary information. Click “Continue” until you reach the end of the application.

- PLEASE NOTE: For questions regarding the completion of the Entrance Counseling or MPN, contact the Department of Education at 800.433.3243. 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. For more information on the William D. Ford Federal Direct Stafford Loan, please log on to www.studentaid.gov for details.
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 7.08%.

In order to initiate the PLUS loan application process, parents must complete the Direct Plus Loan request on the web at www.studentaid.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 4.248% 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:

- Go to www.studentaid.gov
- Log in using your FSA credentials (PIN is your FAFSA PIN)
- Click “Parent”
- Click “Apply for a Parent PLUS Loan”
- Read and complete all of the necessary information. Click “Continue” until you reach the end of the application.

- PLEASE NOTE: For questions regarding the Direct Parent PLUS Loan, contact the Department of Education at 800.433.3243. 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.

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 www.desu.edu/admissions/tuition-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.
NOTICE OF NONDISCRIMINATION POLICY

Delaware State University forbids discrimination of any kind by any member of the University community, including visitors. In particular, Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault.

The University prohibits all forms of sexual misconduct by anyone in the University community (students, faculty, staff, visitors) and also prohibits any form of discrimination based on other characteristics or traits. Please see the Policy on Equal Opportunity, Harassment and Nondiscrimination and the Equity Resolution Process for Resolving Complaints and Violations.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to all programs at Delaware State University. While compliance with the law is everyone’s responsibility at the University, listed below are the staff members who have primary responsibility for Title IX compliance.

Dr. Stacy Downing, Vice President for Student Affairs, and Candy Young, Title IX Director,
Third Floor, Martin Luther King Jr. Student Center, 1200 N. DuPont Highway, Dover, DE 19901
302.857.6300; studentaffairs@desu.edu | 302.857.7698; csanders@desu.edu

Duties and responsibilities: Monitoring and oversight of overall implementation of Title IX Compliance at Delaware State University, including coordination of training, education, communications and administration of grievance procedures for faculty, staff, students and other members of the University community.

You may report a complaint concerning sexual misconduct or any other form of discrimination to the above staff members, any other administration official or the Delaware State University Police Department.

There also is a complaint form online which you may use to report a charge of discrimination or harassment (see the Title IX page in the Student Life section of the University website, www.desu.edu/student-life/titleIX).

Other important phone numbers:
• University Police EMERGENCY – 302.857.7911
• University Counseling – 302.420.5751 or 302.857.7381
• Delaware Victim Center – 800.842.8461
• National Sexual Assault Hotline – 800.646.HOPE
OFFICE OF STUDENT JUDICIAL AFFAIRS

The mission of Student Judicial Affairs is designed to protect Delaware State University students, the campus community, and to adjudicate cases of alleged student misconduct on and off campus in a fair and consistent manner.

Martin Luther King Jr. Student Center, Suite 306 | www.desu.edu/student-life/judicial-affairs
302.857.6470 | judicialaffairs@desu.edu

ALCOHOL & DRUG VIOLATIONS

What to know about being found responsible:

**ALCOHOL VIOLATION**

**First Offense**
- Disciplinary probation for one year
- Alcohol education
- $100 fine
- Parental notification (if under 21)

**Second Offense**
- Possible suspension from residence halls for one year
- Substance abuse referral
- $200 fine
- Parental notification (if under 21)

**Third Offense**
- Suspension from the University for one year. The student will be held responsible for the full cost of the residence hall for the remainder of the academic year.
- Parental notification (if under 21)

**DRUG VIOLATIONS**

Violation: Sale, trafficking, manufacturing, dispersing, and/or distribution of drugs

**First Offense**
- Expulsion

Violation: Illegal use, possession and consumption of drugs

**First Offense**
- Disciplinary probation for one year
- Substance abuse counseling/parental notification (if under 21)
- $200 fine

**Second Offense**
- Disciplinary suspension from the University for a maximum of one year
CAMPUS RESOURCES

PHONE NUMBERS

COLLEGES & DEPARTMENTS

Agriculture, Science and Technology

Main Number 302.857.6400
- Ag & Natural Resources, Dept. of 302.857.6410
- Biological Sciences, Dept. of 302.857.6510
- Chemistry, Dept. of 302.857.6530
- Computer & Info Sciences 302.857.6640
- Human Ecology, Dept. of 302.857.6440
- Mathematical Sciences 302.857.7051
- Physics & Engineering 302.857.6659

Business

Main Number 302.857.6900
- Acct., Econ. & Finance, Dept. of 302.857.6911
- Business Admin., Dept. of 302.857.6931
- Sport Mgmt., Dept. of 302.857.6600

Health and Behavioral Sciences

Main Number 302.857.6700
- Nursing, Dept. of 302.857.6750
- Psychology, Dept. of 302.857.6660
- Public & Allied Health, Dept. of 302.857.6703
- Social Work, Dept. of 302.857.6771

Humanities, Education & Social Sciences

Main Number 302.857.6628
- Art 302.857.6680
- Education, Dept. of 302.857.6720
- History, Pol. Sci. & Phil., Dept. of 302.857.6621
- Languages & Literatures., Dept of 302.857.6560
- Mass Communications 302.857.6680
- Music 302.857.6680
- Sociology & Crim. Just., Dept. of 302.857.6670

EMERGENCY PHONE NUMBER

302.857.SNOW (7669)

GENERAL PHONE NUMBERS

Admissions 302.857.6351
Alumni Relations 302.857.6050
Athletics 302.857.6697
Bookstore 302.857.6030
Career Services 302.857.6120
Cashier 302.857.6210
Child Development Lab 302.857.6731
Computer Help Desk 302.857.7028
Copy Center 302.857.6280
Continuing Education 302.857.6820
Counseling 302.857.7381
Financial Aid 302.857.6250
Health Center 302.857.6393
Hornet Newspaper 302.857.6398
Institutional Advancement 302.857.6055
International Affairs, Office of 302.857.6421
Judicial Affairs 302.857.6470
Library 302.857.6191
Police Department 302.857.7911
Post Office (Mail Center) 302.857.6276
Records Office 302.857.6375
Spiritual Life 302.857.7627
Student Accessibility Services 302.857.6898
Student Accounts 302.857.6240
Student Affairs 302.857.6300
Student Employment 302.857.6138

LOCATIONS

Georgetown 302.500.7011
Wilmington 302.857.8001

RESIDENCE HALLS & APARTMENTS

Evers Hall 302.857.6315
Jenkins Hall 302.857.6321
Living & Learning Commons 302.857.4337
Tubman-Laws Hall 302.857.6105
Warren Franklin 302.744.6335
Wynder Tower 302.857.6335
Courtyard Apartments 302.857.7966
University Village 302.857.8511

Student Government Association 302.857.6371
Student Leadership & Activities 302.857.6390
Student Success 302.857.7201
Testing Services and Programs 302.857.6144
Veterans Affairs 302.857.6376
Wellness and Recreation Center (WRC) 302.857.7785

COVID-19 EMERGENCY RELIEF FUND
desu.edu/studentrelief

COVID-19 EMERGENCY RELIEF FUND
desu.edu/studentrelief

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Delaware State University Police Department provides law enforcement services to the Delaware State University community. It is dedicated to delivering the highest level of service through student- and campus-oriented policing to promote a safe campus environment that fosters student success.

**Mission**

As one of the top university police departments, the Delaware State University Police Department will be renowned for a standard of service excellence in community policing that makes Delaware State University one of the safest college campuses in the nation.

The Delaware State University Police Department provides for the safety of its students, faculty and staff. To do this, the University has created a comprehensive, three-tiered security system:

- A fully certified police department, including 18 licensed law enforcement officers with all the powers of any municipal law enforcement agency.
- A fully staffed security force that provides around-the-clock coverage of the 400-acre campus.
- A group of student cadets, which provides evening escorts, assistance with University events and extra security within the student population.

**Parking on campus**

As a freshman residing on campus, students are not permitted to have their vehicles on campus. Commuting students must purchase a parking permit for their vehicle and abide by all the parking rules and regulations. To obtain parking permits, go to desu.thepermitstore.com and register your vehicle. After registering online, you must take your vehicle registration, insurance and driver's license to the Campus Police Building for verification.

**What is the Delaware State University Police Cadet Program?**

The Delaware State University Police Cadet Program consists of full-time students who are state certified police cadets. The police cadets work on a daily basis to provide evening escorts, assistance with University events and extra security within the student population. The Delaware State University Police Cadet Program is designed to be a meaningful learning experience for academic field placements. These patrollers will be the “eyes and ears” of the campus safety program and will be supervised by managers of the Delaware State University Police Department.

**SIGNING UP FOR THE UNIVERSITY’S EMERGENCY ALERT SYSTEM**

Delaware State University’s Emergency Alert system through 911 Cellular provides timely notification of any potential or actual emergency/threat that may exist — whether it is a weather event, an environmental mishap such as a chemical leak, a fire, a criminal threat or any other type of emergency.

In the case of any emergency/threat, the University will have the capability to contact you immediately via cell phone (both voice and text message), home or residence hall phone, email, Facebook and Twitter to inform you of what has transpired and what precautions are needed.

The Delaware State University Emergency Alert broadcasts messages to any and all means of contact provided; therefore, it is critically important for University community members to provide your personal contact information and update it when it changes.

**To log in to 911 Cellular:**

1. Go to the Delaware State University Police Department site at www.desu.edu/police. Click on the Mass Notification System link in the middle of the page.
2. Read the disclaimer and click on “Login Page” under Step 1 of the Login Instructions.
3. Type in your University email address and your password. *Note: If this is the first time accessing the system, enter your Delaware State University D number (“ALL UPPER CASE) as the password.
4. Click on Login.
5. Verify your contact information and update if necessary. Make sure your group is correct. For example, if you are a student you must select students group. Update your contact information.
6. If this is your first time accessing the system, change your password.
7. Click Update to save your changes.
8. If you are unable to access your account, please contact Roberto Brito at rbrito@desu.edu.

**Unsubscribing:**

Once you graduate or are no longer associated with the University, you can go to the bottom of the registration page and click on: (Click here to remove yourself).

It is important that you retain your login information to review and update your profile. Contact Delaware State University Police at 302.857.7092 if you have problems or questions.
Director’s Message

Dear Parents and Prospective Students:

The Office of Student Health Services welcomes you. In the Student Health Center, we provide quality and confidential medical care to the Delaware State University student. The health care team has a vast amount of experience and works diligently to meet your health care needs as well as assist you in making healthy lifestyle choices. We look forward to partnering with you in the maintenance of your health.

Michelle Fisher, FNP-BC

Mission

The mission of the Office of Student Health Services is to assist students in their academic goals and personal development by providing quality and confidential health care services. Striving to maintain a healthy campus community, emphasis is placed on the prevention of illness and the promotion of wellness through health education.

Purpose

To fulfill our mission, the Student Health Services staff will:

- Provide quality health care in a professional and caring environment
- Adhere to ethical, professional and legal standards
- Offer health promotional activities to assist students in making healthy lifestyle choices
- Refer students for services not available on campus
- Monitor for and respond to public health concerns

Student Health Contact Information

Office Visits by Appointment: Call 302.857.6393

Hours of Operation

- Monday– Friday: 8:30 a.m. – 4:30 p.m.
- Closed weekends and holidays
- For emergencies when the Health Center is closed, contact the Delaware State University Police Department by calling 302.857.7911.

Services

The following services are provided:

- Treatment for illness and injury
- Limited on-site diagnostic testing
- Available medications at no cost
- Health education
- Family planning services
- Off-campus health care referrals when deemed necessary.

Confidentiality

In compliance with federal and state regulations, no information will be given to any person (parent, friend, University faculty or staff) without the student’s written permission, EXCEPT in the following circumstances:

- Emergencies
- Parents or guardians of a student under the age of 18
- Certain communicable diseases that are required by law to be reported to public health officials and when there is a medical need to know.

Health Tips

- Seek care early: If you become ill, contact the Student Health Center ASAP to schedule an appointment (302.857.6393).
- If you have a chronic illness such as asthma and allergies, or are required to take a daily medication, make sure you have enough for the semester or a prescription with refills.
- Maintaining a balanced diet and getting enough sleep is important for your health.
- Practice good hand washing: hand washing is the easiest and the number one prevention against the spread of germs.
- All students should consider bringing a first-aid kit, sunscreen and insect repellent to campus, especially during the warm months.
- A healthy lifestyle enhances intellectual growth and development.
- The Student Health Center is not only the place to come when you are ill; it is the place to come if you have questions about your health. It is also the place to learn how to stay healthy and well. Your problems are considered individually, professionally and privately.
COUNSELING SERVICES

Under the auspices of the Vice President of Student Affairs, Counseling Services is designed to provide counseling and a wide range of personal development opportunities to help students maintain good mental health. These services are structured to assist students in utilizing the resources of the institution in order to maximize educational opportunities. Counselors are involved in helping students explore their needs, feelings, interpersonal relationships, and life goals.

- **Confidentiality**
  Counseling services are offered in private and the information discussed during counseling is held in confidence unless the information reveals an imminent threat to the health or safety of the individual or others.

- **Group Counseling**
  Counseling groups are available to students on an ongoing basis. Meetings may be weekly or bimonthly. Counselors facilitate the group activities and monitor the group's growth process. Groups may be formed in any area of the student's interest for therapeutic or educational purposes, or for a combination of the two.

- **Individual Counseling**
  Students have the opportunity to meet with a professional counselor and define individual concerns. Counselors work with students in terms of personal assessment, social development, and academic achievement. Counselors are helpful for students in active listening, exploring feelings, weighing alternatives, as well as making any appropriate referrals to on and off campus resources.

- **Peer Counseling Program**
  The Peer Counseling Program is a student-staffed outreach component of Counseling Services that provides support, information, and makes referrals to the professional counseling staff.

- **Substance Use/Abuse Counseling**
  Substance Abuse Counseling is provided by trained professional staff to help students examine their attitudes about alcohol and other drugs, and to help them privately assess how and why they use chemicals. Various strategies for successful rehabilitation are explored, and referrals to off-campus resources are available.

- **Sexual Assault Response Advocate Program (S.A.R.A.)**
  The prevention program provides on-call support for student victims of sexual assault and domestic violence, educational workshops, and campus-wide awareness events. The goal is to foster the development of healthy, respectful relationships among students.

- **Crisis Intervention**
  Counselors may be utilized for any occurrence on the campus that is highly volatile, and/or an emergency situation requiring immediate action where counseling skills are appropriate. They are also on-call during evenings and weekends by contacting Public Safety at 302.857.7911.

- **Student Personal Development Workshops**
  Workshops are designed to address student’s developmental needs and issues. They focus on non-academic factors that affect retention, and are intended to acquaint students with various topics which are related to “college survival.”

- **Personality Inventories**
  Counseling Services provides personality and interest inventories utilizing the Myers Briggs Type Indicator (MBTIs). The MBTI has a high rate of validity when used to assess variations in personality.

- **Consultation**
  The Counseling Services staff provides consultation and coordination with faculty and staff members within the guidelines of the American Counseling Association (ACA) and National Association of Social Workers (NASW) Code of Ethics. Additionally, counselors adhere to the guidelines of FERPA and HIPAA Federal Regulations where applicable.

**Office of Counseling Services Hours**
Monday—Friday, 8:30 a.m. – 4:30 p.m.
Evenings 7 p.m.—8:30 p.m. (for scheduled workshops only)

Cottage 504 (across the street from Tubman and Warren-Franklin residence halls)
Starting as early as freshman year, the Office of Career Services and Student Employment provides the resources to help students develop a strategic plan for locating internships, student employment, career options or graduate studies.

Martin Luther King Jr. Student Center, Suite 333 | 302.857.6120
careerservices@desu.edu
www.desu.edu/student-life/career-services

DIVE D.E.E.P.
INTO YOUR CAREER
With Delaware State University’s Career Services

CAREER SERVICES
AND STUDENT EMPLOYMENT

Starting as early as freshman year, the Office of Career Services and Student Employment provides the resources to help students develop a strategic plan for locating internships, student employment, career options or graduate studies.

Office of Career Services Hours
Office hours are Monday–Friday, 8:30 a.m.–4:30 p.m., year-round. Career Services has 30 minute appointments available for concentrated services.

TAKE THE FIRST STEP

The Office of Career Services strongly encourages you to utilize its services as early as the first semester of the freshman year. Its staff can help you develop a good understanding of what an employer expects before you graduate. For example, an internship can play an integral role in your ability to enter your field following graduation. Also, many employers use interns to fill their openings, so there are a great number of entry-level jobs that are never posted.

There are many other conversations regarding the labor market, establishing credentials, selling yourself on paper and in the interview, and other necessary preparations to be competitive.

HOW TO GET STARTED

- **Visit Us:** To be most prepared, come into the Career Services office to have your employability “diagnosed.”
- **Create and follow a 4-year plan:** The opportunity to explore career options or create a strategic plan for your career or graduate education is available to every student through Career Services. This experience should start as early as your freshman year and should continue regularly throughout your time in college. You need to have a plan!
- **Receive notifications about jobs/other recruiting activities:**
  - Be sure to use your Delaware State University email address.
  - Visit [www.desu.edu/career-services/student-services](http://www.desu.edu/career-services/student-services).
  - For Career Exploration or other job search websites, go to [www.desu.edu/career-services/online-resources](http://www.desu.edu/career-services/online-resources).
  - Follow @hornetcareerservices on Instagram.
Thank you for your interest in Delaware State University. On behalf of the Office of Student Success (OSS), we extend heartfelt greetings to you, the newest member of the Hornet family. You have made a very important decision that will impact the rest of your academic and professional careers.

Congratulations — Delaware State University is the best choice!

The relentless pursuit of excellence in the Office of Student Success is consistent with the University’s vision statement, “Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.”

OSS is the point of entry for all incoming freshmen and new transfer students. The Office of Student Success strives to provide a supportive student-centered environment in which students, faculty and staff work and study. Our Academic Advisors are excited to guide you on your educational journey from your first year through graduation. Our programs are designed to support your academic needs and to assist you in succeeding during your freshman year and beyond, as you persist toward graduation.

Our priority is to ensure that campus resources are fully accessible to you at every turn so that you can focus on the successful completion of your academic journey at Delaware State University.

The Office of Student Success offers:

- Professional Academic Advising
- Undergraduate Research, Experiential Learning and the Honors Program
- Individual Development Plans (IDP)
- Student Accessibility Services
- Integrated academic support which includes:
  - Tutorial Center
  - Writing Studio
  - Quantitative Reasoning Center
  - Supplemental Instruction
- Academic Programs (Student Success Sessions)
- Academic Services for Student Athletes
- Library Services

This is an exciting time to be a student at Delaware State University as we continue to grow and enhance our programs to national eminence. Through internships, research and innovation, we are committed to challenging, mentoring and providing an exceptional learning experience for our students. I encourage students to fully embrace and take full advantage of the rich learning environment available at Delaware State University.

I enthusiastically welcome you to campus and look forward to supporting you in making your career dreams a reality.

Best Regards,

Dr. Clytrice Watson, PhD
Associate Provost | Delaware State University
At Delaware State University, the Honors Program is about academic enrichment. Honors students receive individualized faculty and mentor attention, participate in stimulating honors courses and seminars, and choose from numerous research opportunities. The program is designed to prepare scholars with an education that fosters intellectual growth and academic achievement, while readying them to stand out with employers or be successful in graduate or professional schools after graduation.

**Curriculum**

The Honors Curriculum is a four-year program that begins with honors courses being offered in the fall semester of the freshman year. Curriculum categories are:
- 12 credits: Departmental honors courses including sections of general education courses.
- 6 credits: Interdisciplinary/multidisciplinary colloquia/seminars, independent honors research/study project and honors senior research thesis.

**Benefits of Membership**

- Specialized classes and smaller class sizes
- Cohort classes — Freshmen, sophomore, junior and senior courses/activities
- Priority advising period/registration
- Graduate school preparation: LSAT, MCAT, GMAT, GRE
- Summer research experiences for undergraduates
- Opportunities to attend and present at scholarly workshops and conferences
- Access to leadership development
- Inclusion in the Honors Program Living-Learning Community for freshmen
- Membership in the Honors Students Association

**Admission Criteria and Requirements**

A prospective honors student must have:
- Admission to Delaware State University without conditions
- A GPA of 3.25 or higher (on a 4.0 scale)
- An SAT combined score of at least 1050 in Mathematics and Critical Reading, with at least 450 in each section; OR an ACT composite score of at least 22 in Mathematics and Critical Reading.

To view the application requirements and apply for Honors Program admission, please visit [www.desu.edu/honors-program](http://www.desu.edu/honors-program).

**WILLIAM C. JASON LIBRARY**

The goal of the William C. Jason Library is to provide library resources and services to meet the academic needs of the Delaware State University community, to develop well-rounded and responsible citizens, and to encourage library users to discover their creative capacities. The library is committed to creating an environment for active learning, disciplinary research and scholarly collaboration, allowing the library to provide research resources and support access that follows an anytime, anywhere, any device philosophy. The library has:
- Over 220,000 books, monographs, and bound volumes.
- Access to over 115 databases.
- 90 computers for student use.
- 6 group study rooms and 18 smaller study rooms for student use.
- 3 language study rooms.

[www.desu.edu/library](http://www.desu.edu/library) | 302.857.6191

**STUDENT ACCESSIBILITY SERVICES**

The mission of Student Accessibility Services (SAS) is to provide equal opportunities and equal access to education, programs and activities for all students with disabilities at Delaware State University. In achieving this, SAS collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable and appropriate accommodative measures. SAS works collaboratively with University partners to foster a welcoming, diverse and inclusive University community.

[www.desu.edu/academics/student-accessibility-services](http://www.desu.edu/academics/student-accessibility-services) | 302.857.6898 | aksmith@desu.edu
The Office of Student Leadership and Activities (OSLA) provides resources that strengthen our students’ leadership skills, increase student involvement through quality campus activities and engage them in service to their campus and communities. The primary goal of OSLA is to invest in the overall successful development of students in support of the University’s mission to produce capable and productive leaders who contribute to the sustainability, and economic development of the global community. Engage. Empower. Inspire.

Mission
The mission of the Office of Student Leadership and Activities is to expand and enhance the overall educational and personal success of students through the development of, exposure to, and participation in leadership development program offerings, organized student group participation, student government, fraternity and sorority life, campus-wide programs, and activities that complement the institution’s mission, vision, core values and academic programs with a result of producing socially responsible citizens who are capable of becoming leaders in their professions and communities.

What We Do

Leadership Development:
Student Leadership Institutes • Student Leadership Retreat • Student Organization Support/Development • Community Service/Volunteerism • Student Government

Signature Events:
Welcome Days • I Love DSU Week • Homecoming • Spring Fest • DSU Tradition/Novelty Programming • Multicultural Programming

Student Organizations
Student organizations play a prominent role in Delaware State University’s campus life, so consider joining one or more for your personal and professional development.

Martin Luther King Jr. Student Center, Suite 353
302.857.6390 | www.desu.edu/student-organizations | osla@desu.edu
**Mission Statement**
The Department of Wellness and Recreation is committed to providing outstanding educational and instructional programs, services and facilities to Delaware State University students, faculty, staff and the local Dover community. The department will provide recreational activities and programming that strengthen the campus community by promoting personal health, safety and wellness.

**COMPONENT AREAS**

**Adapted recreation**
Recreational opportunities for physically challenged and disabled students are offered through our department. Activities such as swimming and weight training can be arranged with individual instruction and assistance.

**Aquatics**
Recreational swimming is available in the Wellness & Recreation Center Pool. Lap swim, open swimming and special aquatic programming are also made available to all Wellness and Recreation Center members.

**Group fitness**
Group fitness sessions are held in the WRC and are available to all current members. Sessions are offered at various times throughout the week and admittance is on a first-come, first-served basis. Individuals at beginner, intermediate and advanced fitness levels are welcome to participate.

**Informal recreation**
The WRC is available for “walk-in” informal recreation at specified hours. Ample time is available for fitness conditioning, lap and open swimming, as well as court sports such as basketball, volleyball, badminton and indoor soccer.

**Intramural sports**
Intramural sports are designed to provide a flexible, yet structured environment in which to participate. Sports are co-recreational (men/women) and are offered in either tournament or league format.

**Special events**
This area is unique in that each activity is held in one day or over a brief period of time. The programs offered are designed to promote health and wellness in all of our members.

**Sport clubs**
These groups share a common interest in a sport activity and have gained University recognition via the Department of Wellness & Recreation. The sport club program is student initiated and organized with an emphasis placed on participation.

**Student staff development**
The Department of Wellness & Recreation annually employs approximately 60 student staff to help with the delivery of its programs. The development of our student staff is a significant priority for the department. This program encompasses a multitude of training areas, leadership opportunities, recognition avenues and special activities.

Wellness and Recreation Center
302.857.7785 | wellnessandrec@desu.edu
www.desu.edu/student-life/wellness-recreation
BOOKSTORE

The Delaware State University Bookstore is located on the first floor of the Martin Luther King Jr. Student Center and offers textbooks, clothing and accessories, gifts, school supplies and more.

www.bkstr.com/delawarestatestore | 302.857.6225

THE POST MAIL AND COPY CENTER

The Post Mail and Copy Center operated by Ricoh offers mail, copy center and graphic design services for the campus community.

To receive letter mail at the University, you must have a mailbox at the Copy Center. Letters/packages that will arrive at the University Mail Center should be addressed:

Delaware State University
(Your name as it appears on your student ID)
1200 N. DuPont Highway
Box #_________
Dover, DE 19901

Martin Luther King Jr. Student Center, First Floor | 302.857.6280 | copycenter@desu.edu
GETTING AROUND CAMPUS

BUILDING NAME (BUILDING #)

Agriculture Annex (46)
Alumni Stadium (4)
Aquaculture Research and Demonstration Center (44)
Bank of America Building (30)
Bus Stop (38)
Campus Mall (2)
Claibourne D. Smith Administration Building (39)
Conrad Hall (19)
Cottage 504/Sponsored Programs (24)
Delaware Hall (27)
Education & Humanities Building (31)
ETV Building (37)
Facilities Management Annex (14)
Facilities Management Building (13)
Greenhouse (12)
Herbarium (15)
James W.W. Baker Building (10)
John R. Price Building (36)
Loockerman Hall (National Historic Landmark) (18)
Luna I. Mishoe Science Center North (32)
Luna I. Mishoe Science Center South (33)
Martin Luther King, Jr. Student Center (3)
Medgar Evers Hall (7)
Memorial Hall Gym & Strength and Conditioning Facility (6)
Meta V. Jenkins Hall (8)
Optical Science Center for Applied Research (OSCAR) Building (45)
President’s Residence (25)
R.S. Grossley Hall (28)
W. Richard Wynder Tower (22)
Samuel L. Conwell Hall (9)
Soccer Field (48)
Softball Field (47)
Soldier Field (17)
Student Health Center (21)
Thomasson Building (20)
Tubman Laws Hall (23)
U.S. Washington Jr. Cooperative Extension Center (15)
University Courtyard Apartments Buildings 1–7 (52)
University Police Station (51)
University Village Building 1 (40)
University Village Building 2 (42)
University Village Building 3 (41)
Village Cafe (43)
Walking Mall (49)
Warren-Franklin Hall (26)
Welcome Center (1)
Wellness & Recreation Center (5)
William C. Jason Library (29)

VIEW OUR VIRTUAL TOUR AND MAP | WWW.DESU.EDU/CAMPUS-MAP
Please watch your email for information on your arrival date and also visit www.desu.edu/welcomedays.

TO A SUCCESSFUL ENROLLMENT

Delaware State University Spring 2021

- **ACCESS YOUR UNIVERSITY EMAIL | my.desu.edu** | Refer to your acceptance letter for login credentials

- **SUBMIT IMPORTANT ENROLLMENT DOCUMENTS** | Turn in your final official high school transcript (showing graduation date), final official college transcript (if applicable) and student health form | admissionsdocs@desu.edu

- **SMILE! SUBMIT YOUR CAMPUS ID PHOTOS**  
  (Refer to instructions on Page 8)

- **ENROLL or WAIVE STUDENT HEALTH INSURANCE**  
  (Refer to instructions on Page 6)

- **COMPLETE COURSE SCHEDULING/REGISTRATION** | We recommend you register for 15 credits to stay on track; 12 credits is the minimum for full time.

- **FINALIZE FINANCIAL AID** | Claibourne D. Smith Administration Building, 1st floor  
  Complete the Free Application For Federal Student Aid (FAFSA) at www.fafsa.gov  
  Complete entrance counseling and master promissory note at www.studentaid.gov (More details on Page 11)

- **PAY TUITION & FEES — STUDENT ACCOUNTS** | Claibourne D. Smith Administration Building, 1st floor  
  (Failure to satisfy payment by the published deadline will result in classes being dropped.)

- **PAY HOUSING DEPOSIT AND APPLY FOR RESIDENTIAL HOUSING**  
  (if applicable) | www.desu.edu/housing | An email will be sent to your University email account with instructions on how to apply for housing online.

Please watch your email for information on your arrival date and also visit www.desu.edu/welcomedays.