



IT'S MY TIME TO ADVANCE.



**Delaware State
University**

Making our mark on the world

Graduate Student
Main Campus
Enrollment Guide
Fall 2017

Welcome!

New Graduate Students for Fall 2017



Dear Graduate Student:

I am pleased you have selected Delaware State University to pursue your graduate and professional education. DSU welcomes your contributions to graduate research and scholarly work during your academic matriculation.

I encourage you to seek the advice of your program director/advisor in addition to the School of Graduate Studies and Research for any clarity you need.

On July 28, I invite you to attend our New Graduate Student Orientation and Enrollment Day. This will be an opportunity for you to come on campus and learn more information about your prospective program of study while getting acquainted with cohort members, faculty and staff. Additionally, you will be able to satisfy all of your student service needs prior to the first day of classes which begin on August 28.

At DSU, you will enjoy a small student-to-faculty ratio and feel comfortable in a dynamic learning environment focused on optimal success. Our faculty are committed to seeing you succeed, so please remember to study well and work hard because your future depends on it.

Best wishes for a productive and successful school year!

Sincerely,



Dr. Sandra F. DeLauder | Dean, School of Graduate Studies and Research, Delaware State University

ORIENTATION & ENROLLMENT DAY

JULY 28, 2017 | BANK OF AMERICA BUILDING

- 8:30 a.m.-9 a.m.** Registration and Continental Breakfast (*Lobby*)
- 9 a.m.-12 p.m.** Graduate School Presentation, Graduate Student Association and Representatives of Support Services (*Auditorium, Room 113*)
- 12 p.m.-1 p.m.** Lunch Provided (*Room 309*)
- 1 p.m.-2 p.m.** Meet your Program Director (*Room 309*)
- 2 p.m.-4 p.m.** Registration, Student Accounts, ID Cards (*1st Floor, Claibourne D. Smith Administration Building*)

REGISTRATION: Please register by **July 3**. A registration link will be provided via email.



FROM THE PRESIDENT



Greetings:

As you embark upon your newest academic journey here at Delaware State University, you will be exposed to excellence in advanced studies that distinguishes our graduate and doctoral programs.

Delaware State is a place where opportunities are boundless. As you delve into your chosen graduate programs of

study, you will learn in DSU's state-of-the-art facilities and come into contact with world-class faculty and researchers who have already made their marks on the world and will guide you toward the same successful outcomes.

Whether your enrollment is a continuation from your undergraduate experience at DSU or represents your first involvement as a student here, it is my hope that your experiences will be fruitful throughout your advanced studies and continue long after you achieve your degrees. Welcome to the Delaware State University family — a very smart choice!

Dr. Harry L. Williams | President, Delaware State University

New Student CHECKLIST

Before the start of the fall 2017 semester, please take the following steps to ensure your successful transition as a student at Delaware State University. If you have questions, you may contact the School of Graduate Studies and Research at 302.857.6800 or gradstudies@desu.edu.

STEP

1

COMPLETE THE FINANCIAL AID PROCESS

- ❑ If you have not done so already, please complete the 2017-18 Free Application for Federal Student Aid (FAFSA) **immediately**.

Please note international and provisionally admitted students cannot receive financial aid. All provisionally admitted students will receive a hold on their account if provisional requirements are not met by the deadline stated in the admission letter. 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.

The FAFSA application is filed at 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 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

Step 2: Banner Self Service

Step 3: Student ID and PIN

Step 4: Select Financial Aid

- ✓ Financial Aid Status
- ✓ Enter Aid Year (2017-2018 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.

- ❑ 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 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, Claibourne D. Smith Administration Building, #40 | 302.857.6250 | fax 302.857.6251 | faid@desu.edu



LOGGING INTO MYDESU

For the first time: Use your date of birth (6 digits MM/DD/YY) as the initial PIN and then the system will prompt you to reset your PIN.

Already a user and need your password reset? Call the help desk (302.857.7028) or email the help desk (support@desu.edu) for assistance.

STEP

2

REGISTER FOR CLASSES

Steps to Register for Classes:

1. Go to my.desu.edu
2. Click on Banner Self Service
3. Log in to account (D# and PIN)
 - a. If you are new to Delaware State University, your initial PIN is your date of birth (6 digits MM/DD/YY) (Do not follow the directions on the screen.)
 - b. Follow the steps:
 - i. Click PIN Create/Reset Page
 - ii. Input information requested
 - iii. Click Create/Reset PIN
 - iv. Repeat steps 1 and 2
4. Click Registration
5. Click Add/Drop Classes
6. Select Term
 - a. Select Fall 2017
 - b. Click Submit
7. Click Class Search
8. Select Subject
9. Click Course Search
10. Click View Sections
11. Select Section
12. Click Add to Worksheet
 - a. Repeat until all courses have been selected
13. Click Submit Changes
14. Click Student Services
15. Click Student Records
16. Click Academic Transcript
17. Click Submit
18. Look for Courses in Progress
 - a. It should reflect all courses selected.

STEP**3****SATISFY STUDENT ACCOUNT**

Once you have selected and registered for your fall 2017 courses, a bill will be generated. You may log on to my.desu.edu to view your account summary by selected term.

Per the fall 2017 Graduate Calendar, **payment is due in full by the first week of classes**. 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 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 2017 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 the payment due date.

Office of Student Accounts | 1st Floor, Claibourne D. Smith Administration Building, #40 | 302.857.6240 | studentaccounts@desu.edu

STEP**4****SUBMIT HEALTH FORMS****Health Forms**

All full-time graduate students are required by July 15 to submit all four pages of the Student Health Form found on the DSU Office of Student Health Services website: www.desu.edu/student-health-services. Your health history, section 1, may be completed by you; however, sections 2-4 **must be completed by a health care provider**. You may mail these forms to Delaware State University, Student Health Center, Bldg. #21, 1200 North DuPont Highway, Dover, DE 19901.

Student Health Insurance

Graduate students who have health insurance coverage are not required to waive out of Delaware State University's Student Health Insurance Plan.

Students who are not sufficiently insured have the option to purchase a DSU Student Health Insurance Plan. Additional information will be provided at New Graduate Student Orientation and Enrollment Day.

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

STEP

5

OBTAIN DSU STUDENT IDENTIFICATION CARDS (IDS)

All Delaware State University students are issued DSU ID cards. ID cards are used to gain access to the Dover campus and Wilmington location and must be on your person at all times while on campus. They also serve as debit cards for meal plans, books and print vouchers. Course registration and payment is a requirement before a University ID can be issued. You must obtain a clearance form from the Office of Student Accounts to take to the ID Office. Once there, you will take your picture and complete a Patron Registration Form for library services. All students must complete this form at the ID Office. If you already have an ID card, you must still complete this form and submit to the ID Office.

Identification (ID) Office | 1st Floor, Claibourne D. Smith Administration Building, #40 | 302.857.7345

STEP

6

OBTAIN DSU STUDENT EMAIL ADDRESS

All students must use their DSU student email address to correspond with all constituents and departments on campus. For instructions on setting up your email address, please see Page 10.

If you are not able to access your DSU email address, please contact the Help Desk at support@desu.edu or 302.857.7028. Please provide your DSU ID number found in your admission letter.

STEP

7

REGISTER YOUR VEHICLE *(if applicable)*

Cars on Campus

Campus parking spaces are provided in designated areas for resident and commuter students. There is an annual fee of \$70 for parking on the main campus. Students with automobiles can go to desu.thepermitsstore.com to obtain a parking decal that must be displayed as directed at all times. The Wilmington location does not require a decal or parking fee. Students must also register their motor vehicle with the DSU Police Department by bringing their vehicle insurance, registration and driver's license to the Campus Police Building.

DSU Police Department | Campus Police Building, Bldg. #52 | 302.857.7911

DISABILITY AND SPECIAL NEEDS SERVICES

For disability-related needs, please forward documentation and a statement of need for review to University College Student Accessibility Services, William C. Jason Library, 1200 North DuPont Highway, Dover, DE 19901.

For more information, please contact University College Student Accessibility Services at 302.857.6898.

Fall 2017

ACADEMIC CALENDAR

May 1 (Monday).....International Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 2017

Please review all requirements via sgsr.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgsr.desu.edu/sites/sgsr/files/document/11/graduate_studies_programs_and_directors.pdf as some have earlier deadlines.

June 30 (Friday).....Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 2017

Please review all requirements via sgsr.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgsr.desu.edu/sites/sgsr/files/document/11/graduate_studies_programs_and_directors.pdf as some have earlier deadlines.

July 28 (Friday).....Graduate Orientation

All first-time graduate enrollees are expected to participate in this activity. Details will be posted at the School of Graduate Studies website: sgsr.desu.edu.

August 24 (Thursday) Residence Halls Open for New Students Only

August 25 (Friday)Faculty & Staff Institute

August 26 (Saturday)Residence Halls Open for Returning Students

August 28 (Monday) Classes Begin at 8 a.m.

August 28 (Monday) Late Registration Begins

September 4 (Monday).....Labor Day (University Closed)

September 6 (Wednesday).....Last Day for Graduate Students to Meet Financial Obligations

September 6 (Wednesday) Last Day for Adding Classes

September 6 (Wednesday)Last Day to Change Course(s) to Audit Status

September 6 (Wednesday)Late Registration Ends

September 7 (Thursday).... Documentation for Non-Attendance Submission Begins

September 7 (Thursday)Effective Date for \$10 Per Drop Processing Fee

September 7 (Thursday)Effective Date for Receiving a Grade of "W" for Dropped Courses

September 7 (Thursday) General Faculty Meeting

September 8 (Friday)Last Day for Submission of Committee Forms to School of Graduate Studies and Research for approval.

Thesis students should establish committees no later than the end of the 2nd semester of full-time enrollment; Ed.D. students should meet this milestone by the end of the 3rd semester of full-time enrollment; Ph.D. students, by the 5th semester of full-time enrollment.

September 8 (Friday).....Academic Early Alert Begins

September 11 (Monday)..... Documentation for Non-Attendance Submission Ends

September 14 (Thursday)Convocation

September 22 (Friday).....Applications & Audits for December Commencement due to Graduate Studies for review and approval prior to submission to the Registrar's Office by September 29

October 2-6 (Monday-Friday) Midterm Evaluations Administered

October 5 (Thursday).....Last Day to Remove Incompletes

October 8-15 (Sunday-Sunday).....Homecoming Week

October 9 (Monday).....Mid-Term Grades Due in Chairs' Offices

October 13 (Friday).....Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for December 2017 graduation

October 13 (Friday).....Last Day for Submission of Candidacy Forms along with supporting documentation to the School of Graduate Studies and Research for approval. Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Plan of Study) with minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity. Graduate students must meet candidacy requirements (as determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).

October 16-November 3 (Monday-Friday).....Academic Advisement Period

October 21 (Saturday).....Fall Open House

October 30 (Monday).....Financial Aid SAP Appeal Due for Spring 2018

November 3 (Friday).....Financial Aid 60% Completion Date

November 6 (Monday)..... Priority Pre-Registration

November 7-November 22 (Tuesday-Wednesday).....Preregistration for Spring and Summer

November 10 (Friday).....Last Day to Complete the Thesis or Dissertation Defense for December 2017 graduation.

November 13-December 1 (Monday-Friday).....Fall Course Evaluations

November 14 (Tuesday).....Exit Interview for December Graduates

November 15 (Wednesday)Last Day to Drop/Withdraw from the University

November 22 (Wednesday).....Residence Halls Close at 8 p.m.

November 23-26 (Thursday-Sunday)Thanksgiving Recess

November 27 (Monday).....Last Day for December 2017 Graduates to File thesis or dissertation outcome reports to the School of Graduate Studies and Research

December 1 (Friday).....Last Day to Submit Final Copies of the Thesis or the Dissertation via ProQuest with the School of Graduate Studies and Research for review/approval. No thesis/dissertation will be accepted without full approval of the Advisory Committee, College and School of Graduate Studies and Research.

Please review the Thesis/Dissertation Handbook: sgsr.desu.edu/admissions/current-students. Questions regarding general formatting of theses/dissertations may be forwarded to gradstudies@desu.edu for review. Outcomes reports must have been submitted by the noted deadline for review and approval of all submissions.

December 7 (Thursday)Last Day of Classes

December 8 (Friday).....Reading Day

December 11-15 (Monday-Friday).....Final Examinations

December 15 (Friday) Winter Recess Begins (Students)

December 15 (Friday).....Residence Halls Close at 8 p.m.

December 16 (Saturday).....December Commencement

December 18 (Monday)..... Non-thesis Outcomes Reports Due to the School of Graduate Studies for December 2017 graduation.

December 18 (Monday)Final Grades Due

December 23-January 1 (Saturday-Monday)..... Winter Recess (University Closed)

Spring 2018

ACADEMIC CALENDAR

November 1 (Wednesday).....International Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2018

Please review all requirements via sgsr.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgsr.desu.edu/sites/sgsr/files/document/11/graduate_studies_programs_and_directors.pdf as some have earlier deadlines.

November 15 (Wednesday).....Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2018

Please review all requirements via sgsr.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgsr.desu.edu/sites/sgsr/files/document/11/graduate_studies_programs_and_directors.pdf as some have earlier deadlines.

January 4 (Thursday) Residence Halls Open for New Students Only

January 4-5 (Thursday-Friday) New Student Registration

January 5 (Friday) Last Day to Satisfy Summer and Fall 2017 Provisional Admission Requirements

January 6 (Saturday at noon)Residence Halls Open for Returning Students

January 8 (Monday) Classes Begin at 8 a.m.

January 8 (Monday) Late Registration Begins

January 11 (Thursday).....General Faculty Meeting at 11 a.m.

January 12 (Friday).....Plans of Study Due for Fall 2017 Enrollees

January 12 (Friday)Deadline for Submission of Committee Forms to School of Graduate Studies and Research for approval.

Thesis students should establish committees no later than the end of the 2nd semester of full-time enrollment; Ed.D. students should meet this milestone by the end of the 3rd semester of full-time enrollment; Ph.D. students, by the 5th semester of full-time enrollment.

January 15 (Monday).....Martin Luther King Jr. Observance (University Closed)

January 17 (Wednesday)Late Registration Ends

January 17 (Wednesday)Last Day to Add Classes

January 17 (Wednesday)Last Day to Change Course(s) to Audit Status

January 18 (Thursday)..... Documentation for Non-Attendance Submission

January 18 (Thursday)Effective Date for \$10 Per Drop Processing Fee

January 18 (Thursday)Effective Date for Receiving a Grade of "W" for Dropped Courses

January 19 (Friday).....Last Day for Graduate Students to Meet Financial Obligations

January 19 (Friday).....Academic Early Alert Begins

January 19 (Friday).....Deadline for Submission of Applications & Audits for May Commencement to Graduate Studies for review and approval for submission to the Registrar's Office by February 1

February 8 (Thursday)Founders Day

February 12-16 (Monday-Friday) Midterm Evaluations Administered

February 15 (Thursday).....Last Day to Remove Incompletes

February 19 (Monday).....Mid-Term Grades Due in Chairs' Offices

February 26-March 30 (Monday-Friday) Spring Faculty Evaluations

February 26-March 23 (Monday-Friday).....Academic Advisement/Registration for Summer 2018 and Fall 2018

March 5-9 (Monday – Friday).....Spring Break (MEAC)

March 16 (Friday).....Financial Aid 60% Completion Date

March 16 (Friday).....Deadline for Submission of Candidacy Forms along with supporting documentation to the School of Graduate Studies and Research for approval. *Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Plan of Study) with minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity. Graduate students must meet candidacy requirements (as determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).*

March 16 (Friday).....Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for May 2018 graduation

March 28 (Wednesday) Last Day to Drop Classes/Withdraw from University

March 30-April 2 (Friday-Monday).....Easter Recess (University Closed)

April 3 (Tuesday) Priority Pre-Registration

April 4-13 (Wednesday-Friday).....Pre-Registration for Fall

April 12 (Thursday).....Exit Interview for May Graduates

April 13 (Friday).....Last Day to Complete the Thesis or Dissertation Defense for May graduation.

April 20 (Friday).....Delaware State University Research Day

April 20 (Friday).....Last Day for May Graduates to File Thesis or Dissertation Outcome Reports to the School of Graduate Studies and Research

April 26 (Thursday)Last Day of Classes

April 27 (Friday).....Reading Day

April 27 (Friday).....Last Day to Submit Final Copies of the Thesis or the Dissertation via ProQuest with the School of Graduate Studies and Research for review/approval. No thesis/dissertation will be accepted without full approval of the Advisory Committee, College and School of Graduate Studies and Research.

Please review the Thesis/Dissertation Handbook: sgsr.desu.edu/admissions/current-students. Questions regarding general formatting of theses/dissertations may be forwarded to gradstudies@desu.edu for review. Outcomes reports must have been submitted by the noted deadline for review and approval of all submissions.

April 30-May 4 (Monday-Friday) Final Examinations

May 4 (Friday).....Residence Halls Close at 8 p.m.

May 7 (Monday)..... Non-thesis Outcomes Reports Due to the School of Graduate Studies for May 2018 graduation.

May 7 (Monday)Final Grades Due

May 10 (Thursday).....General Faculty Meeting

May 13 (Sunday).....May Commencement

May 31 (Thursday).....Financial Aid SAP Appeals Due for Fall 2018

Setting Up Your University-Assigned Email

Microsoft Office 365 email activation instructions:

It is important for you to use your DSU 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 DSU Office 365 (outlook.com/students.desu.edu) login page. Enter your entire DSU 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 DSU 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 DSU email address as the username, and your previous password. If you do not remember the password, you will need to call the DSU Central Help Desk at 302.857.7028.

Notice of Nondiscrimination Policy

DSU 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 DSU 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 DSU, listed below are the staff members who have primary responsibility for Title IX compliance.

Dr. Stacy Downing, vice president for Student Affairs and Enrollment Management, and **Candy Young**, Title IX director, Room 316, Martin Luther King Jr. Building, 1200 N. DuPont Highway, Dover, DE 19901
302.857.6300; studentaffairs@desu.edu

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

You may also report a complaint concerning sexual misconduct or any other form of discrimination to any of the deputy Title IX coordinators, or complaints may be made online.

Title IX Deputy Coordinators:

Brandy Garlic
Deputy Coordinator
Housing
302.857.6326
bgarlic@desu.edu

Kevin Noriega
Deputy Coordinator
Advisement Center
302.857.7862
kenoriega@desu.edu

Alecia Gadson
Athletics
302.857.7087
agadson@desu.edu

Sandra Golson
Deputy Coordinator
Human Resources
302.857.6261
sgolson@desu.edu

Rebecca Fox-Lykens and Rosetta Brickhouse
Deputy Coordinator
Faculty
302.857.6140
rlykens@desu.edu/
rbrickhouse@desu.edu

You may also lodge a complaint with any other administration official or to the DSU Police Department.

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

College-by-College

CONTACTS

COLLEGE OF AGRICULTURE AND RELATED SCIENCES

Name	Title	Contact Information	Location
Dr. Dyremple B. Marsh	Dean	dmarsh@desu.edu; 302.857.6400	Ag/Baker Annex Building, Room 108C
Karen Holland	Grants Office Administrator	kholland@desu.edu; 302.857.6465	Ag/Baker Annex Building, Room 108D
Shanina D. Harris	Secretary	sdharris@desu.edu; 302.857.7865	Ag/Baker Annex Building, Room 108E
DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES — MS in Agriculture, MS in Natural Resources			
Dr. Richard Barczewski	Department Chairperson/ Program Director	rbarczewski@desu.edu; 302.857.6410	Baker Building, Room 5
Joseph Morton	Senior Secretary	jmorton@desu.edu; 302.857.6410	Baker Building, Room 3
DEPARTMENT OF HUMAN ECOLOGY — MS in Food Science and Biotechnology			
Dr. Samuel Besong	Department Chairperson/ Program Director	sbesong@desu.edu; 302.857.6440	Ag/Baker Annex Building, Room 102A
Sherry Garrison	Senior Secretary	sgarrison@desu.edu; 302.857.6440	Ag/Baker Annex Building, Room 102A

COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

Name	Title	Contact Information	Location
Dr. Francine Edwards	Interim Dean	fedwards@desu.edu; 302.857.6628	Education & Humanities Building, Room 267
Stephanie Brown-Hardwick	Administrative Assistant/Budget Analyst	shardwick@desu.edu; 302.857.6628/7400	Education & Humanities Building, Room 267
Theresa Smith	Administrative Secretary	tsmith@desu.edu; 302.857.6628	Education & Humanities Building, Room 267
MASTER OF PUBLIC ADMINISTRATION			
Dr. Michael Boone	Interim Program Director	mboone@desu.edu; 302.857.7124	Education & Humanities Building, Room 201B
DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES — MA in Teaching English as a Second Language			
Dr. Joe Amoako	Department Chairperson	jamoako@desu.edu; 302.857.6560	Education & Humanities Building, Room 213
Dr. Brody Bluemel	Program Director	bbluemel@desu.edu; 302.857.6579	Education & Humanities Building, Room 220
Dawn Bordley	Administrative Secretary	dbordley@desu.edu; 302.857.6560	Education & Humanities Building, Room 213

COLLEGE OF BUSINESS

Name	Title	Contact Information	Location
Donna Covington	Dean	dcovington@desu.edu; 302.857.6900	Bank of America Building, Room 304
Leanna Lebron	Administrative Assistant	llebron@desu.edu; 302.857.6900	Bank of America Building, Room 304
Dr. Praveen Pinjani	Associate Dean	ppinjani@desu.edu; 302.857.7805	Bank of America Building, Room 304A
MBA — Master of Business Administration			
Dr. Daeryong Kim	Interim Program Director, Business Administration	dkim@desu.edu; 302.857.6978	Bank of America Building, Room 106
Ha Nguyen	Coordinator, Business Administration	hnguyen@desu.edu; 302.857.6922	Bank of America Building, Room 106
DEPARTMENT OF SPORT MANAGEMENT — MS in Sport Administration			
Dr. Jan E. Blade	Department Chairperson/ Program Director	jblade@desu.edu; 302.857.6607	Memorial Hall, Room 220
Cheryl McCrea	Senior Secretary	cmcree@desu.edu; 302.857.6600/6613	Memorial Hall, Room 221

COLLEGE OF EDUCATION, HEALTH AND PUBLIC POLICY

Name	Title	Contact Information	Location
Dr. Marshá Taylor Horton	Dean	mhorton@desu.edu; 302.857.6700	Price Building, Room 114
Dr. Jacqueline Washington	Associate Dean	jawashington@desu.edu; 302.857.6700	Price Building, Room 114
Lynn McGinnis	Administrative Assistant/ Budget Assistant	lmcginnis@desu.edu; 302.857.6700	Price Building, Room 114
DEPARTMENT OF EDUCATION — EdD and MEd in Educational Leadership			
Dr. Robert Martin	Department Chairperson	bmartin@desu.edu; 302.857.6720	Education & Humanities Building, Room 100
Dr. Nirmaljit Rathee	Program Director; Coordinator, Special Education; Interim Coordinator, Education: Curriculum and Instruction, Educational Leadership	nrathee@desu.edu; 302.857.7170	Education & Humanities Building, Room 112
Danielle Hicks	Senior Secretary, Education Graduate Programs	dhicks@desu.edu; 302.857.7170	Education & Humanities Building, Room 112
Brandi Besecker	Senior Secretary	bbesecker@desu.edu; 302.857.6720	Education & Humanities Building, Room 100
Dr. Yvette Pierre	Coordinator, MAT	ypierre@desu.edu; 302.857.7570	Education & Humanities Building, Room 110
DEPARTMENT OF SOCIAL WORK — MSW in Social Work			
Dr. Eleanor Kiesel	Interim Department Chairperson/ Program Director	ekiesel@desu.edu; 302.857.7127	Price Building, Room 201
Cherita A. Brown	Technical Analyst and Quality Assurance Manager	cbrown@desu.edu; 302.857.6771	Price Building, Room 205A
Shacre Bennett	Secretary	sbennett@desu.edu; 302.857.6775	Price Building, Room 205

COLLEGE OF MATHEMATICS, NATURAL SCIENCES AND TECHNOLOGY

Name	Title	Contact Information	Location
Dr. Charlie Wilson	Interim Dean	cwilson@desu.edu; 302.857.6500	Dean's Suite, 6th floor, William C. Jason Library
Diane Weller	Administrative Assistant	dweiler@desu.edu; 302.857.6500	Dean's Suite, 6th floor, William C. Jason Library, Room 618
DEPARTMENT OF BIOLOGICAL SCIENCES — MS in Biological Sciences, MS in Molecular and Cellular Neuroscience and PhD in Neuroscience			
Dr. Charlie Wilson	Department Chairperson	cwilson@desu.edu; 302.857.6510	Science Center, Room 122
Dr. Y. Hwan Kim	Program Director, Biological Sciences	yhkim@desu.edu; 302.857.6524	Science Center, Room 122B
Tiffany Harris	Administrative Secretary	tharris@desu.edu; 302.857.6510	Science Center, Room 122
DEPARTMENT OF CHEMISTRY — MS in Applied Chemistry and PhD in Applied Chemistry			
Dr. Cherese Winstead	Department Chairperson	cwinstead@desu.edu; 302.857.6521	Science Center, Room 314
Dr. Bizuneh Workie	Interim Program Director	bworkie@desu.edu; 302.857.6545	Science Center, Room 246
	Administrative Secretary	302.857.6530	Science Center, Room 314
DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES — MS in Computer Science			
Dr. Marwan F. Rasamny	Department Chairperson	mrasmny@desu.edu; 302.857.7896	Science Center, Room 330
Dr. Gary F. Holness	Program Director	gholness@desu.edu; 302.857.7932	Science Center, Room 342
Sherron Stevens	Senior Secretary	sstevens@desu.edu; 302.857.6640	Science Center, Room 330
DEPARTMENT OF MATHEMATICAL SCIENCES — MS in Mathematics, Phd in Interdisciplinary Applied Mathematics and Mathematical Physics			
Dr. Nicola Edwards	Department Chairperson	nedwards@desu.edu; 302.857.6645	ETV Building, Room 108
Dr. Matthew Tanzy	Program Director	mtanzy@desu.edu; 302.857.5716	ETV Building, Room 220
Stephanie Acty	Administrative Secretary	sacty@desu.edu; 302.857.7051	ETV Building, Room 107
DEPARTMENT OF PHYSICS AND ENGINEERING — MS in Applied Optics, MS in Physics, Phd in Optics			
Dr. Mukti M. Rana	Department Chairperson	mrana@desu.edu; 302.857.6588	Science Center, Room 216
Dr. Thomas Planchon	Program Director	tplanchon@desu.edu; 302.857.6526	OSCAR Building, Room A310
Rose Shields	Technical Secretary	rshields@desu.edu; 302.857.6659	Science Center, Room 216

OTHER CAMPUS CONTACTS

School of Graduate Studies and Research
302.857.6800

Emergency Phone Number
302.857.SNOW (7669)

General Phone Numbers

Alumni Relations 302.857.6050
Arts Center/Gallery 302.857.6697
Athletics 302.857.6030
Bookstore 302.857.6225
Career Services 302.857.6120
Cashier 302.857.6220
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
Distance Ed. and Learning Tech. 302.857.7122
Financial Aid 302.857.6250
Health Center 302.857.6393
Hornet Newspaper 302.857.6398
Institutional Advancement 302.857.6055
Integrated Academic 302.857.7201
Support & Advising 302.857.6421
International Affairs 302.857.6470
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 Employment 302.857.6124
Student Affairs 302.857.6300
Student Leadership & Activities 302.857.6390
Testing Services 302.857.6144
Theatre & Dance Program 302.857.6573
Veterans Affairs 302.857.6376
Wellness and Recreation 302.857.7702
Center (WRC)

Locations

DSU@Georgetown 302.500.7011
DSU@Wilmington 302.857.8200

Residence Halls & Apartments

Evers Hall 302.857.6315
Jenkins Hall 302.857.6321
Laws Hall 302.744.3191
Living and Learning Commons 302.857.4337
Tubman Hall 302.857.6330
Warren Franklin 302.744.5870
Wynder Towers 302.857.6330

Courtyard Apartments 302.857.7966
University Village 302.857.8511

Housing & Residential Education 302.857.6326

Financial Aid & Student Accounts

SERVICES

FINANCIAL AID

- File the FAFSA — fafsa.ed.gov
(Delaware State University's school code is 001428.)
- Activate your DSU email — my.desu.edu
- Review your financial aid award — my.desu.edu
(select *Banner Self-Service*)
- Complete the Stafford Loan Master Promissory Note and Entrance Counseling — studentloans.gov
- Private student loans — desu.edu/tuition-financial-aid/alternative-loans
- Satisfactory academic progress — desu.edu/graduate-studies/financial-aid-guidelines-graduate-students

Office of Financial Aid

1st Floor, Claibourne D. Smith Administration Building, #40
302.857.6250 | faid@desu.edu

STUDENT ACCOUNTS

- Account summary — my.desu.edu
- Book voucher request — my.desu.edu
- Commuter meal plans request — my.desu.edu
- E-billing — my.desu.edu (select *Banner Self Service*)
- E-payments — my.desu.edu (select *QuikPAY*)
- Enroll in direct deposit — my.desu.edu (select *QuikPAY*)
- Enroll an authorized payer — my.desu.edu (select *QuikPAY*)
- Print voucher request — my.desu.edu
- Billing date — Per the Graduate Calendar, **payment is due in full by the first week of classes.**
- NBS-Tuition Payment Plan — my.desu.edu
(select *QuikPAY*)

Office of Student Accounts

1st Floor, Claibourne D. Smith Administration Building, #40
302.857.6240 | studentaccounts@desu.edu

NELNET BUSINESS SOLUTIONS® TUITION PAYMENT PLAN

Delaware State University is pleased to offer you the Tuition Payment Plan administered by NelNet Business Solutions®. The Tuition Payment Plan is an interest-free alternative to paying each semester's (fall, spring, summer I or summer II) tuition and expenses. Per the spring 2017 Graduate Calendar, **payment is due in full by the first week of classes.**

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 via the Web.
- 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.

How Do I Enroll in the NBS Tuition Payment Plan?

- 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"
- Select the payment plan you wish to enroll in
(middle of page)

Fall 2017 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.

2017-18[^] Tuition and Fees

DOCTORAL & GRADUATE FEES | DOVER

	IN-STATE	OUT-OF-STATE	DOCTORAL
Per Credit Hour	\$430.00	\$948.00	\$544.00
Registration Fee	\$60.00	\$60.00	\$60.00
Technology Fee	\$55.00	\$55.00	\$55.00
Student Activity Fee	\$60.00 <i>(Pro-rated based on credit hours)</i>	\$60.00 <i>(Pro-rated based on credit hours)</i>	\$60.00 <i>(Pro-rated based on credit hours)</i>

GRADUATE FEES | WILMINGTON

	MBA	Public Administration	Social Work, Sport Administration
Per Credit Hour	\$515.00	\$464.00	\$438.00
Registration Fee	\$60.00	\$60.00	\$60.00
Technology Fee	\$55.00	\$55.00	\$55.00
Student Activity Fee	\$60.00 <i>(Pro-rated based on credit hours)</i>	\$60.00 <i>(Pro-rated based on credit hours)</i>	\$60.00 <i>(Pro-rated based on credit hours)</i>

STUDENT HEALTH INSURANCE FEE**

FALL	SPRING	YEARLY TOTAL
\$377.00	\$377.00	\$754.00

** Students with adequate health insurance coverage may opt/waive out of this fee.

LAB FEES: Laboratory fees are assessed for some courses to cover the cost of supplies and special facilities. Labs may vary from \$10.00 to \$20,000.00. The Aviation labs vary from \$5,000.00 to \$20,000.00 per related course.

HOUSING AND MEAL PLANS

All students who reside in University housing are required to be enrolled in at least 12 credit hours per semester. Students who are enrolled in less than 12 credit hours per semester will be assessed a part-time boarder fee to adjust the student's account to reflect full-time charges.

HOUSING DEPOSIT: A \$200.00 housing deposit is required to secure your housing assignment for the academic year. Housing is available on a first-come, first-served basis. The housing deposit is non-refundable if not received by June 30.

SECURITY DEPOSIT: A \$300.00 security deposit and a \$100.00 application fee are required to secure your housing assignment in the University Courtyard or the University Village apartment complexes.

DSU Living and Learning Commons

	FALL	SPRING	YEARLY TOTAL
Double	\$3,995.00	\$3,995.00	\$7,990.00
Single	\$4,995.00	\$4,995.00	\$9,990.00

University Courtyard – 12-month lease

	PER MONTH	PER SEMESTER	PER YEAR
Two Bedrooms/Two Baths	\$874.00	\$5,244.00	\$10,488.00
Four Bedrooms/Two Baths	\$750.00	\$4,500.00	\$9,000.00

University Village Apartments – 12-month lease

	PER MONTH	PER SEMESTER	PER YEAR
One Bedroom/One Bath	\$1,064.00	\$6,384.00	\$12,768.00
Two Bedrooms/Two Baths	\$874.00	\$5,244.00	\$10,488.00
Two Bedrooms/One Bath	\$787.00	\$4,722.00	\$9,444.00
Four Bedrooms/Two Baths	\$757.00	\$4,542.00	\$9,084.00
Two Bedrooms/One Bath Suite	\$720.00	\$4,320.00	\$8,640.00

Student Meal Plan Options

Students MUST select one option from below or the Traditional 19 Meal Plan will be assigned.

	FALL	SPRING	YEARLY TOTAL
7 Day All-Access Meal Plan 150 Flex Dollars	\$2,118.00	\$2,118.00	\$4,236.00
5 Day All-Access Meal Plan 150 Flex Dollars	\$2,040.00	\$2,040.00	\$4,080.00
Traditional 19 PLUS 100 Flex Dollars	\$2,039.00	\$2,039.00	\$4,078.00
Traditional 15 PLUS 100 Flex Dollars	\$1,971.00	\$1,971.00	\$3,942.00
Traditional 10 PLUS 100 Flex Dollars	\$1,808.00	\$1,808.00	\$3,616.00
Commuter 5 PLUS* 100 Flex Dollars	\$1,022.00	\$1,022.00	\$2,044.00
120 Block Plan * 150 Flex Dollars	\$1,018.00	\$1,018.00	\$2,036.00
75 Block Plan * 150 Flex Dollars	\$710.00	\$710.00	\$1,420.00
50 Block Plan * 150 Flex Dollars	\$530.00	\$530.00	\$1,060.00

Meal plan yearly totals do NOT include summer sessions.

Flex Dollars are funds that can be used at times that are not designated as meal times.

*Option available only for commuters and residents of Courtyard Apartments.

VOUCHERS:

- All computer labs require that a student has a print voucher. Unused print vouchers are refunded at the end of a semester. The cost to print is \$0.05 per page (black-and-white).
- A traditional residence hall and University Village apartment resident may require a laundry voucher, which is refunded at the end of each semester. Cost per load: washer \$1.25, dryer \$1.

ITEMIZED FEES FOR THE ACADEMIC YEAR

* Fees can be applied per semester

- Application Fee (Graduate/Doctoral) — **\$50.00**
- Distance Education Fee (Per Course) — **\$35.00**
- Drop Fee (Per Drop Slip) — **\$10.00**
- Failure to Pre-Register* — **\$50.00**
- Graduate Activity Fees Full-time* (4 credits or more) — **\$60.00**
- Graduate Activity Fees Part-time* (Less than 4 credits) — **\$30.00**
- Graduate Sustaining Fee (Master's)* — Equivalent of one in-state credit hour of tuition per semester
- Graduate Sustaining Fee (Doctoral)* — Equivalent of one credit hour of enrollment per semester
- Graduation Fee — **\$175.00**
- Late Registration Fee* — **\$50.00**
- Living and Learning Commons Deposit — **\$200.00**
- NBS Tuition Payment Plan Enrollment Fee* — **\$35.00**
- NBS Tuition Payment Plan Late Fee — **\$35.00**
- NBS Tuition Payment Plan Return Payment Fee — **\$30.00**

- Non-Payment Fee* — **\$150.00**
- Overdue Library Fee (Per Day) — **\$1.00**
- Registration Fee* (Doctoral and Graduate) — **\$60.00**
- Reinstatement Fee* — **\$150.00**
- Returned Check Fee — **\$35.00**
- SMARTCARD ID Damage Fee — **\$25.00**
- SMARTCARD ID Replacement Fee — **\$50.00**
- Student Health Insurance Fee* — **\$377.00**
- Student Teaching Fee* — **\$150.00**
- Technology Fee* — **\$55.00**
- Technology Fee* (Summer Sessions) — **\$35.00**
- Traditional Housing Deposit — **\$200.00**
- Transcript Fee — **\$10.00**
- University Courtyard Application Fee — **\$100.00**
- University Courtyard Deposit — **\$300.00**
- University Courtyard Late Fee (Monthly) — **\$35.00**
- University Village Application Fee — **\$100.00**
- University Village Deposit — **\$300.00**
- University Village Late Fee (Monthly) — **\$35.00**
- Vehicle Registration Fee (Per Semester) — **\$40.00**
- Vehicle Registration Fee (Per Year) — **\$70.00**
- Vehicle Registration Fee (Summer) — **\$30.00**

[^] 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 for current pricing. Not responsible for typographical errors.

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 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.

Stafford Loan Annual Maximums

Year in School	Graduate or Professional Student
First Year	\$20,500 (all funds are unsubsidized)
Second Year	\$20,500 (all funds are unsubsidized)
Third Year and Beyond	\$20,500 (all funds are unsubsidized)

Approximately 1.069% origination and insurance fees will be deducted from each disbursement.

For current interest rates, please visit our website at www.desu.edu/tuition.

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 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. For more information on the William D. Ford Federal Direct Stafford Loan, please log on to direct.ed.gov for details.

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.

A Navigational Guide Through Your Student Services Portal

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**
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 **2017-2018 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"**

TUITION AND FEES:

How do I get current info?

- Visit www.desu.edu/tuition
- OR
- Go to my.desu.edu
 - Click "Financial Aid home page" or "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
- Click "Login"
- 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

MAKING PAYMENTS VIA 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.



LOGGING INTO MYDESU

For the first time: Use your date of birth (6 digits MM/DD/YY) as the initial PIN and then the system will prompt you to reset your PIN.

Already a user and need your password reset? Call the help desk (302.857.7028) or email the help desk (support@desu.edu) for assistance.

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.

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"

HOW DO I ENROLL IN BILLING SMS (TEXT MESSAGING) ALERTS?

- 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 "User Preferences"
- Under "SMS Option," enter your mobile number, select your mobile carrier and click in the box under SMS
- Click "Save"

HOW DO I ADD AN AUTHORIZED PAYER?

- 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 on "Authorized Payers"
- Enter the required information
- Click "Add"

HOW DO I VIEW/PRINT PAYMENT TRANSACTIONS?

- 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 on "Transaction History"
- Click on the detail icon for the prior payment you wish to print
- Click "Print"

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 "Complete Loan Counseling"
- Click on the "Start" button next to "Exit Counseling"
- Choose "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
- If you have difficulty logging on or completing the Entrance Counseling, please call the Department of Education at 800.433.3243.

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
- Click "Log In"
- Select "Student Records"
- Select "Tax Notification"
- Enter a tax year
- Click "Submit"

Delaware State University Police Department

Mission

The Delaware State University Police Department is committed to providing the highest quality of service to our citizens. Acting in partnership with the community, we will be proactive and provide a responsive and flexible approach to quality-of-life issues.

Vision

The Delaware State University Police Department's vision is... "to support the administrative and financial performance of the University and provide a safe and healthy physical plant for students, faculty, staff and the public." The department's efforts include preventive measures through education and enforcement, which promote awareness and individual responsibility in an effort to prevent criminal and safety mishaps.

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.

Reach University police and security at the following numbers:

- On-Campus Emergency – x4444
- 24-hour Automated Dispatch – 302.857.7911

Parking on campus

Campus parking spaces are provided in designated areas for resident and commuter students. There is an annual fee of \$70 for parking on the main campus. Students with automobiles can go to desu.thepermitstore.com to obtain a parking decal that must be displayed as directed at all times. The Wilmington location does not require a decal or parking fee. Students must also register their motor vehicle with the DSU Police Department by bringing their vehicle insurance, registration and driver's license to the Campus Police Building.

Signing Up for DSU's Emergency Alert System



DSU'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, DSU 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 DSU 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 DSU Police Department site at www.desu.edu/police and click on the 911 Cellular icon on the right side of the page.

2. Read the disclaimer and click on "Login Page" under Step 1 of the Login Instructions.
3. Type in your DSU email address and your password. *Note: If this is the first time accessing the system, enter your DSU 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 DSU Police at 302.857.7092 if you have problems or questions.

Getting Around CAMPUS



Building Name (Building #)

- Alumni Stadium (4)
- Aquaculture Research and Demonstration Center B1 & B2 (45)
- Baker Annex (47)
- Baker Building Extension (47)
- Bank of America Building (31)
- Bus Stop (39)
- Campus Mall (2)
- Claibourne D. Smith Administration Building (40)
- Conrad Hall (19)
- Conwell Hall (9)
- Cottage 504/Sponsored Programs (25)
- Courtyard Apartments Buildings 1–7 (46)
- Delaware Hall (28)
- Education & Humanities Building (32)
- ETV Building (38)
- Facilities Management Annex (14)
- Facilities Management Building (13)
- Greenhouse (12)
- Harriet Tubman Hall (23)
- Herbarium (16)
- Indoor Batting Cage (51)
- James W.W. Baker Building (10 & 11)
- John R. Price Building (37)
- Loockerman Hall (National Historic Landmark) (18)
- Luna I. Mishoe Science Center North (33)
- Luna I. Mishoe Science Center South (34)
- Lydia P. Laws Hall (24)
- Medgar Evers Hall (7)
- Memorial Hall Gym & Strength and Conditioning Facility (6)
- Meta V. Jenkins Hall (8)
- Martin Luther King, Jr. Student Center (3)
- Optical Science Center for Applied Research (OSCAR) Building (55)
- President's Residence (26)
- R. S. Grossley Hall (29)
- Richard Wynder Towers (22)
- Soccer Field (49)
- Softball Field (48)
- Soldier Field (17)
- Student Health Center (21)
- Thomasson Building (20)
- U. S. Washington Jr. Cooperative Extension Center (15)
- University Police Station (52)
- University Village Building 1 (43)
- University Village Building 2 (42)
- University Village Building 3 (41)
- University Village Café (44)
- Walking Mall (50)
- Warren-Franklin Hall (27)
- Welcome Center (1)
- Wellness & Recreation Center (5)
- William C. Jason Library (30)



**Delaware State
University**
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DelStateUniv



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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 DSU website at www.desu.edu/police. 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 05/17