



IT'S MY TIME TO ADVANCE.



**Delaware State
University**

DSU at Wilmington

Graduate Student
Enrollment Guide
Fall 2018

Welcome!

New Graduate Students for Fall 2018



Dear Graduate Student:

It is my pleasure and privilege to welcome you to Delaware State University's Graduate Program. I am pleased that you have decided to embark upon your graduate education and have chosen Delaware State University to do so. Our core mission is to produce capable and productive leaders who contribute to the sustainability and economic development of the global community.

As you pursue your educational goals, DSU welcomes your contributions to graduate research and scholarly work that will set a standard of excellence and put you on a path toward professional success.

Stay connected to the University community while you matriculate, but most importantly seek the support and advice of your program director/advisor and Graduate Studies and Research. These supports will pave the way for your successful degree completion and will ensure that you have the resources that you need along the way.

To begin your graduate journey at DSU, I encourage you to attend the New Student Orientation. One will be held July 27 on the Dover campus and another August 2 at the DSU@Wilmington site. Your visit to either New Student Orientation will familiarize you to our campuses, provide you with information regarding your program of study, and allow you the opportunity to get acquainted with peers, faculty and staff. Further, during either session, you will be able to have your student service needs met prior to your first day of classes, which begin August 27.

At DSU, you will enjoy engaging with a learning community. The relatively small student-to-faculty ratio will afford you the opportunity to relate to professors and to engage in meaningful inquiry without hesitancy. The DSU community is committed to your success.

Choose to study and work hard. Your choice will ultimately determine your future and your success.

Here's wishing you a successful and enriching academic year!

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrice G. Johnson".

Dr. Patrice Gilliam-Johnson
Dean, Graduate, Adult and Extended Studies | Delaware State University



FROM THE PRESIDENT



Dear Incoming Graduate Students,

As president of Delaware State University, it is my sincere pleasure to welcome each of you to this great institution. You have made an outstanding choice in selecting Delaware State University as the place to continue your academic journey. Whether you are pursuing a master's or a doctoral degree, this

enrollment guide will provide you with valuable information that will help you get started.

At Delaware State University, you will find a very supportive environment, where our administrators, faculty and staff are ready and willing to assist you in achieving your academic goals.

Please know that your successful participation in the University's graduate programs represents a critical step to the great opportunities that await you in the future. With that in mind, I extend my very best wishes for your academic journey, and I hope you are as excited to be here as we are to have you.

Wilma Mishoe

Dr. Wilma Mishoe
President | Delaware State University

New Student CHECKLIST

Before the start of the fall 2018 semester, please take the following steps to ensure your successful transition as a student at Delaware State University.

STEP

1

COMPLETE THE FINANCIAL AID PROCESS

- ❑ If you have not done so already, please complete the 2018-19 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 www.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 (2018-2019 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.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/Resets PIN
 - iv. Repeat steps 1 and 2
4. Click Registration
5. Click Add/Drop Classes
6. Select Term
 - a. Select Fall 2018
 - 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 2018 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 2018 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 2018 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/REVIEW HEALTH INSURANCE OPTIONS****Health Forms**

All international graduate students and U.S. graduate students living on campus are required by August 24 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. U.S. graduate students not living on campus who want to receive treatment at the Student Health Center must also submit the Student Health Form. 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 Cards (IDs) are taken at DSU@Wilmington during Orientation and can be picked up at DSU@Wilmington at a later date.

Or, you can have your ID created at the:

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 11.

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

PARKING AT DSU@WILMINGTON

Campus parking spaces are provided in the lot behind the DSU@Wilmington building. Parking at the Wilmington location is free and does not require a decal.

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 the Office of Student Accessibility Services at 302.857.6898.

Full-Term ACADEMIC CALENDAR

Fall 2018 Semester

May 1 (Tuesday).....International Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 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/about/graduate-program-directory as some have earlier deadlines.

June 30 (Saturday).....Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 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/about/graduate-program-directory as some have earlier deadlines.

July 27 (Friday).....Graduate Orientation— Dover
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 2 (Thursday).....Graduate Orientation — DSU@Wilmington

August 5 (Sunday) Fall 2018 Billing Due Date

August 23 (Thursday) Residence Halls Open for New Students Only

August 24 (Friday) Faculty & Staff Institute

August 25 (Saturday)Residence Halls Open for Returning Students

August 27 (Monday) Classes Begin at 8 a.m.

August 27 (Monday) Late Registration Begins

September 3 (Monday).....Labor Day (University Closed)

September 5 (Wednesday).....Last Day for Graduate Students to Meet Financial Obligations

September 5 (Wednesday) Last Day for Adding Classes

September 5 (Wednesday)Last Day to Change Course(s) to Audit Status

September 5 (Wednesday)Late Registration Ends

September 6 (Thursday)Effective Date for \$10 Per Drop Processing Fee

September 6 (Thursday)Effective Date for Receiving a Grade of “W” for Dropped Courses

September 6 (Thursday) General Faculty Meeting

September 6-11 (Thursday-Tuesday).....Documentation for Non-Attendance Submission Period

September 7 (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 7-28 (Friday-Friday).....Academic Early Alert

September 13 (Thursday)Convocation

September 21 (Friday).....Applications & Audits for December 2018 Commencement due to Graduate Studies for review and approval prior to submission to the Registrar’s Office by September 28

October 1-5 (Monday-Friday) Midterm Evaluations Administered

October 4 (Thursday).....Last Day to Remove Incompletes

October 8 (Monday).....Mid-Term Grades Due in Chairs’ Offices

October 12 (Friday).....Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for December 2018 Graduation

October 12 (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 15-November 2 (Monday-Friday).....Academic Advisement Period

October 20 (Saturday).....Fall Open House

October 20–28 (Saturday-Sunday).....Homecoming Week

October 27 (Saturday).....Homecoming Game

October 28-November 23 (Sunday-Friday).....Fall Course Evaluations

October 31 (Wednesday).....Financial Aid SAP Appeal Due for Spring 2019

November 2 (Friday).....Financial Aid 60% Completion Date

November 2 (Friday).....Last Day to Complete the Thesis or Dissertation Defense for December 2018 Graduation

November 2 (Friday).....Exit Interview for December 2018 Graduates

November 5 (Monday)..... Priority Pre-Registration

November 6 (Tuesday)..... Election Day (University Closed)

November 7-November 21 (Tuesday-Wednesday).....Preregistration for Winter, Spring and Summer

November 9 (Friday).....Last Day for December 2018 Graduates to File thesis or dissertation outcome reports to the School of Graduate Studies and Research

November 16 (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.

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.

November 16 (Friday).....Last Day to Submit the Thesis/Dissertation Approval Page to the School of Graduate Studies and Research

November 21 (Wednesday).....Residence Halls Close at 8 p.m.

November 22-25 (Thursday-Sunday)Thanksgiving Recess

November 28 (Wednesday)Last Day to Drop/Withdraw from the University

December 6 (Thursday)Last Day of Classes

December 6 (Thursday)Plan of Study Due for Fall 2018 Enrollees

December 7 (Friday).....Reading Day

December 10-14 (Monday-Friday).....Final Examinations

December 13 (Thursday).....Spring 2019 Billing Due Date

December 14 (Friday)Winter Recess Begins (Students)

December 14 (Friday).....Residence Halls Close at 8 p.m.

December 15 (Saturday).....December Commencement

December 17 (Monday)..... Non-thesis Outcomes Reports Due to the School of Graduate Studies for December 2018 Graduation

December 17 (Monday)Final Grades Due

December 22-January 1 (Saturday-Tuesday).....Winter Recess (University Closed)

Full-Term ACADEMIC CALENDAR

Spring 2018 Semester

November 1 (Thursday).....International Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2019
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/about/graduate-program-directory as some have earlier deadlines.

November 15 (Thursday).....Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2019
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/about/graduate-program-directory as some have earlier deadlines.

December 13 (Thursday).....Spring 2019 Billing Due Date

January 3 (Thursday) Residence Halls Open for New Students Only

January 3-4 (Thursday-Friday) New Student Registration

January 3-5 (Thursday-Saturday) I Love DSU Week

January 5 (Saturday at noon)Residence Halls Open for Returning Students

January 7 (Monday) Classes Begin at 8 a.m.

January 7 (Monday) Late Registration Begins

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

January 16 (Wednesday)Late Registration Ends

January 16 (Wednesday)Last Day to Add Classes

January 16 (Wednesday)Last Day to Change Course(s) to Audit Status

January 17 (Thursday)..... Documentation for Non-Attendance Submission Begins

January 17 (Thursday)Effective Date for \$10 Per Drop Processing Fee

January 17 (Thursday)Effective Date for Receiving a Grade of “W” for Dropped Courses

January 18-February 8 (Friday-Friday).....Academic Early Alert

January 18 (Friday).....Plans of Study Due for Fall 2018 Enrollees

January 18 (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 21 (Monday).....Martin Luther King Jr. Observance (University Closed)

January 25 (Friday).....Last Day for Graduate Students to Meet Financial Obligations

January 25 (Friday).....Applications & Audits for May 2019 Commencement due to Graduate Studies for review and approval for submission to the Registrar’s Office by February 8

February 7 (Thursday)Founders Day

February 11-15 (Monday-Friday) Midterm Evaluations Administered

February 14 (Thursday).....Last Day to Remove Incompletes

February 18 (Monday).....Mid-Term Grades Due in Chairs’ Offices

February 25-March 29 (Monday-Friday) Spring Faculty Evaluations

February 25-March 23 (Monday-Friday).....Academic Advisement Period

March 11–15 (Monday-Friday).....Spring Break (MEAC)

March 13 (Wednesday).....Financial Aid 60% Completion Date

March 13 (Wednesday).....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 15 (Friday).....Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for May 2019 Graduation

March 27 (Wednesday) Last Day to Drop/Withdraw from the University

April 1 (Monday) Priority Pre-Registration

April 2-12 (Tuesday-Friday).....Pre-Registration for Summer, Fall, Winter

April 5 (Friday).....Last Day to Complete the Thesis or Dissertation Defense for May 2019 Graduation

April 6 (Saturday) Spring Open House

April 11 (Thursday).....Exit Interview for May 2019 Graduates Due

April 12 (Friday).....Third Annual Delaware State University Research Day

April 12 (Friday).....Last Day for May 2019 Graduates to File Thesis or Dissertation Outcome Reports to the School of Graduate Studies and Research

April 18 (Thursday).....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.
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 18 (Thursday).....Last Day to Submit the Thesis/Dissertation Approval Page to the School of Graduate Studies and Research

April 19-22 (Friday-Monday).....Easter Recess (University Closed)

April 25 (Thursday)Last Day of Classes

April 26 (Friday).....Reading Day

April 29-May 3 (Monday-Friday) Final Examinations

May 2 (Thursday).....Summer 2019 Billing Due Date

May 3 (Friday).....Residence Halls Close at 8 p.m.

May 6 (Monday)..... Non-thesis Outcomes Reports Due to the School of Graduate Studies for May 2019 Graduation

May 6 (Monday)Final Grades Due

May 7 (Tuesday)Assessment Summit

May 9 (Thursday).....General Faculty Meeting

May 11 (Saturday).....May Commencement

May 31 (Friday).....Financial Aid SAP Appeals Due for Fall 2019

College-by-College

CONTACTS

COLLEGE OF BUSINESS

Name	Title	Contact Information	Location
Dr. Praveen Pinjani	Associate Dean	ppinjani@desu.edu; 302.857.7805	Bank of America Building, Room 304
Yah Hughes	Administrative Assistant	yhughes@desu.edu; 302.857.6900	Bank of America Building, Room 304
MBA — Master of Business Administration			
José Echeverri	Program Director	jecheverri@desu.edu; 302.857.8015	DSU@Wilmington
Dr. Daeryong Kim	Department Chairperson	dkim@desu.edu; 302.857.6933	Bank of America Building, Room 210
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	cmccrea@desu.edu; 302.857.6600/6613	Memorial Hall, Room 221

COLLEGE OF HEALTH AND BEHAVIORAL SCIENCES

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 SOCIAL WORK — MSW in Social Work			
Dr. Kelly Ward	Department Chairperson	kward@desu.edu; 302.857.6775	Price Building, Room 205
Dr. Eleanor Kiesel	Program Director	ekiesel@desu.edu; 302.857.7127	Price Building, Room 201

COLLEGE OF HUMANITIES, EDUCATION AND SOCIAL SCIENCES

Name	Title	Contact Information	Location
Dr. Francine Edwards	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. Jason Bourke	Interim Program Director	jbourke@desu.edu; 302.857.8002	DSU@Wilmington

DSU@WILMINGTON

DSU@Wilmington

3931 Kirkwood Highway
Wilmington, DE 19808
302.857.8200
gradstudieswilm@desu.edu

Dr. Patrice Gilliam-Johnson, Dean of Graduate, Adult and Extended Studies | 302.857.8200
Stacey Wilkerson, Administrative Secretary | 302.857.8200
Cheryl Lolley, Director of Support Services | 302.857.8007
April Chen, Admissions and Academic Advisor | 302.857.8004
Terry Jeffries, Executive Director of Distance Learning and Technologies | 302.857.8005

OTHER CAMPUS CONTACTS

Graduate Studies and Research 302.857.6800
Computer Help Desk 302.857.7028
Financial Aid 302.857.6250
Records Office 302.857.6375
Snow/Weather Updates 302.857.SNOW (7669)
Student Accounts 302.857.6240

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. If your DSU email address is not included in your acceptance letter, please call the Graduate Admissions Office at 302.857.8200 or email gradstudieswilm@desu.edu.
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 **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 report a complaint concerning sexual misconduct or any other form of discrimination to the above staff members, any other administration official or the DSU 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 DSU website, www.desu.edu/student-life/titleIX).

Financial Aid & Student Accounts SERVICES

FINANCIAL AID

- File the FAFSA — www.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 — www.studentloans.gov
- Private student loans — www.desu.edu/tuition-financial-aid/alternative-loans
- Satisfactory academic progress — sgsr.desu.edu/admissions/financial-aid-guidelines

Office of Financial Aid

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

- Account summary — my.desu.edu

STUDENT ACCOUNTS

- 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 Banner Self Service)
- Enroll in direct deposit — www.refundselection.com
(enter your personal code to get started)
- Enroll an authorized payer — my.desu.edu
(select Banner Self Service)
- 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 Banner Self Service)

Office of Student Accounts

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

2018-19 Tuition and Fees*

GRADUATE FEES | WILMINGTON

	MBA	MPA	MSW & MSA
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 (Pro-rated based on credit hours)	\$60.00 (Pro-rated based on credit hours)	\$60.00 (Pro-rated based on credit hours)

DSU Online Graduate Fees

	MBA	MPA, MSW & MSA
Per Credit Hour	\$515.00	\$438.00
Registration Fee	\$60.00	\$60.00
Distance Education Fee	\$35.00 (Per Class)	\$35.00 (Per Class)

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.

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 Payment Fee* — **\$100.00**
 Late Registration Fee* — **\$50.00**
 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**
 Overdue Library Fee (Per Day) — **\$1.00**
 Registration Fee* (Doctoral and Graduate) — **\$60.00**
 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**
 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 www.desu.edu/tuition for current pricing. Not responsible for typographical errors.

STRETCH YOUR TUITION DOLLARS

Enroll in a monthly payment plan.

Your school partners with Nelnet Campus Commerce to let you pay your tuition and fees over time, making college more affordable.



Convenient



Secure



Affordable

Payment Methods

- Automatic bank payment (ACH)
- Automatic Credit card/debit card

ACH payment may take up to 10 business days before financial clearance is issued by the University.

Cost to Participate

- \$35 **nonrefundable** enrollment fee per semester
- Payments processed on the 5th of every month
- \$30 **nonrefundable** returned payment fee if a payment is returned

Simple Steps to Enroll

- Click on the “Banner Self Service” link
- Login to Self Service using your “D” number and PIN
- Click on the “Student Services” tab
- Click on the “Nelnet Payment Portal” link

Target Dates to Enroll By:

Summer 2018 Payment Plan available on April 3, 2018.

Last day to enroll online	Number of payments	Months of payments
May 5	2	June & July
May 20	1	July

Fall 2018 Payment Plan available on May 1, 2018.

Last day to enroll online	Number of payments	Months of payments
June 1	6	June-Nov
July 2	5	July-Nov
Aug 2	4	Aug-Nov
Aug 31	3	Sept-Nov
Sept 26	2	Oct & Nov
Oct 25	1	Nov

Spring 2019 Payment Plan available on October 1, 2018.

Last day to enroll online	Number of payments	Months of payments
Nov 1	6	Nov-Apr
Dec 3	5	Dec-Apr
Jan 3	4	Jan-Apr
Feb 1	3	Feb-Apr
Feb 22	2	Mar & Apr
Mar 27	1	Apr

University Bill Due Dates: Fall-Aug 5, Spring -Dec 13, Summer -May 2.

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

MyCollegePaymentPlan.com/desu



A Navigational Guide Through Your Student Services Portal

ACCESSING YOUR FINANCIAL AID INFO

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. 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.

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 should click the “Create/Reset PIN” link)
- Click “Login”
- Click “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 2018-2019 aid year
- Click on “Award Overview” (an overview of your total financial aid award)

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”

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 BALANCE AUTHORIZATION

- 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”

A Navigational Guide Through Your Student Services Portal

MANAGING 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 "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 "Student Services" tab
- Click "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")

SET UP A PAYMENT PLAN VIA NELNET

(Select "Set Up a Payment Plan")

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 "Payments" tab)

VIEW CURRENT TUITION & FEES:

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

PRINT YOUR STUDENT BILL OR TAX FORM:

- Go to my.desu.edu
- Click "Banner Self Service" icon
- Enter User ID (With an Uppercase "D") & PIN number
- Click "Login"
- Select "Student Records"

STUDENT BILL:

- Select "Account Summary by Selected Term"
- Select Term
- Click "Submit"

1098-T TAX FORM:

- Select "Tax Notification"
- Enter a tax year
- Click "Submit"

MAKE A VOUCHER REQUEST:

- Go to my.desu.edu
- Click "Book Voucher," "Laundry Voucher" or "Print Voucher" link in left-hand menu
- Click "Request"
- Select Correct Term
- Enter ID number (With an Uppercase "D") & PIN number
- Enter Requested Amount (*Without \$ sign or voucher will automatically void itself*)
- Click "Login"

SEE IF THE VOUCHER IS ON YOUR ACCOUNT:

- Click "Status"
- Select Correct Term
- Enter ID number (With an Uppercase "D") & PIN number
- Click "Login"

REQUEST A COMMUTER MEAL PLAN:

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

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.

ENROLL IN STUDENT HEALTH INSURANCE:

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



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.

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 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 1.066% 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 www.studentloans.gov and follow ALL steps listed:
2. Select **"Complete Loan Counseling"**
3. Click the **"START"** button next to **"Entrance Counseling"**
4. Choose "Delaware State University" from the drop-down box and select "Notify This School," then "Continue"
5. 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:

1. Select **"Complete Loan Agreement (Master Promissory Note)"**
2. Click the **"START"** button next to the type of loan you are completing
3. 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 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 www.StudentAid.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.

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. 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 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.

Delaware State University Police Department

Mission

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

Vision

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 DSU 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.

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 the lot behind the DSU@Wilmington building. Parking at the Wilmington location is free and does not require a decal.

Getting Around the **DOVER 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)
- 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)

View Our Virtual Tour!
www.desu.edu/campus-map



Delaware State University

Making our mark on the world

DSU@WILMINGTON

3931 Kirkwood Highway

Wilmington, DE 19808

302.857.8200

gradstudieswilm@desu.edu



GRADUATE STUDIES AND RESEARCH

1200 North DuPont Highway

Dover, Delaware 19901-2277

302.857.6800

302.857.6803 (fax)

gradstudies@desu.edu

sgsr.desu.edu



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youtube.com/delawarestateu



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

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 07/18