FALL 2012

Registration Guide
FOR UNDERGRADUATE AND GRADUATE PROGRAMS

Dover 302-857-6375
Georgetown 302-855-1641
Wilmington 302-254-5340
# Table of Contents

Delaware State University - Mission ................................................................. 3  
Fall 2012 Academic Calendar ........................................................................... 4  
Accelerated Fall 2012 Calendar ......................................................................... 5  
Spring 2013 Academic Calendar ....................................................................... 6  
Telephone Directory ......................................................................................... 7  
Enrollment Policies & Procedures ...................................................................... 8-9  
Refund Policy ..................................................................................................... 11  
Notification of Rights under FERPA ................................................................. 12  

**Registration Information**

Main Campus ...................................................................................................... 13  
Wilmington And Georgetown Sites .................................................................... 14  
Mail– In & On site Registration Form .................................................................. 15-16  

**Admissions Information**

Application Instructions ..................................................................................... 17  
Admissions Requirements .................................................................................. 18  

**Graduate Programs**

......................................................................................................................... 19-20  

**Financial Aid** ................................................................................................. 21-22  

**Tuition And Fees**

......................................................................................................................... 23-26  
Laboratory Fees ................................................................................................. 26  
TuitionPay Plan .................................................................................................. 26  

**Special Programs**

Honors Program ................................................................................................. 27  
Early Enrollment Program: Delaware High School Juniors & Seniors .................. 28  
Academic Enrichment Services ........................................................................ 29  
Graduation Information .................................................................................... 30  
Course Request Form (Sample) ......................................................................... 31
Mission

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

Delaware State University

With over a century of service, Delaware State University continues to be a solid foundation for expanded horizons. Today, more than 75 majors are available through undergraduate and graduate degree programs in the areas of Liberal Arts, Sciences, Professional and Pre-Professional Studies and Aviation.

Chartered by the State of Delaware, Delaware State University is fully accredited by the Middle States Association of Colleges and Schools and the State Board of Education. Various programs are approved by the American Chemical Society, the National League for Nursing (NLN), the Federal Aviation Administration, the Council on Social Work Education, and the National Council for Accreditation of Teacher Education.
August 20 (Monday) ... Removal for Non-Payment for Fall 2012
August 22 (Wednesday) ... Residence Halls Open for New Students Only
August 22-26 (Wednesday-Sunday) ... Welcome Days
August 24 (Friday) ... Last Day to Mail-In or Fax Registration
August 25 (Saturday) ... Residence Halls Open for Returning Students 9:00 am-4:00 pm
August 27 (Monday) ... Classes Begin at 4:30 pm
August 27 (Monday) ... Faculty & Staff Institute
August 27 (Monday) ... Classes Begin at 4:30 pm
August 28 (Tuesday) ... Late Registration Begins
September 3 (Monday) ... Labor Day Recess (University Closed)
September 4 (Tuesday) ... Last Day for Adding Classes
September 4 (Tuesday) ... Documentation for Non-Attendance
September 4 (Tuesday) ... Last Day to Change Course(s) to Audit Status
September 4 (Tuesday) ... Opening Convocation
September 15 (Saturday) ... Applications & Audits for Fall Commencement Due
October 1-4 (Monday-Thursday) ... Midterm Evaluations Administered
October 4 (Thursday) ... Last Day to Remove Incompletes
October 13 (Saturday) ... Parents & Family Day
October 9 (Tuesday) ... Mid-Term Grades Due in Chairs’ Offices
October 15-19 (Monday-Friday) ... Priority Academic Advisement Period
October 20 (Saturday) ... Homecoming Week
October 20 (Saturday) ... Homecoming Game
October 22-21 (Sunday-Sunday) ... Priority Pre-Registration
October 23-November 21 (Tuesday-Wednesday) ... Academic Advisement Period
October 27 (Saturday) ... Fall Open House
October 31 (Wednesday) ... Last Day to Drop Classes
November 1-30 (Thursday-Friday) ... Fall Faculty Evaluations
November 6 (Tuesday) ... Mid-Term Grades Due in Chairs’ Offices
November 15 (Thursday) ... Last Day to Remove Incompletes
November 21 (Wednesday) ... Exit Interview for Fall Graduates Due
November 22-25 (Thursday-Sunday) ... Thanksgiving Recess
November 22-25 (Thursday-Sunday) ... Residence Halls Close at 8pm
November 29 (Thursday) ... Last Day to Withdraw from the University
December 6 (Thursday) ... Last Day of Classes
December 7 (Friday) ... Reading Day
December 10-14 (Monday-Friday) ... Final Examinations
December 14 (Friday) ... Winter Recess Begins (Students)
December 14 (Friday) ... Residence Halls Close at 8pm
December 14 (Friday) ... Removal for Non-Payment for spring 2013
December 15 (Saturday) ... Fall Commencement
December 17 (Monday) ... Final Grades Due in Chairs’ Offices
December 17 (Monday) ... Final Grades Due in Registrar’s Office
December 19 (Wednesday) ... New Student Orientation for spring 2013
December 24 (Monday) ... Winter Recess Begins (University Closed)
ACADEMIC CALENDAR  
FALL 2012 SEMESTER ACCELERATED COURSES  
DOVER, WILMINGTON AND GEORGETOWN  
*8 WEEK ACCELERATED AUGUST 27, 2011 – OCTOBER 20, 2011  
**8 WEEK ACCELERATED OCTOBER 24, 2011 – DECEMBER 15, 2011

ACCELERATED SESSION I  
August 27, 2011 – October 18, 2011

August 20 (Monday).……………………………………………...Removal for Non-Payment  
August 23-24 (Thursday – Friday).…………………………………………On-Site Registration  
August 27 (Monday).…………………………………………...Classes Begin  
August 27 (Monday).………………………Change in Class Schedule Begins (Drop/Add)  
August 27 (Monday).…………………………..Late Registration Begins  
September 3 (Monday).…………………………………Labor Day Recess (University Closed)  
September 4 (Tuesday).…………………………………………...Last Day to Add Classes  
September 4 (Tuesday).…………………………………………...Documentation for Non-Attendance  
September 10-13 (Monday-Thursday).……………………...Pre-Registration for Fall Session II  
September 13 (Thursday).…………………………………………...Last Day to Drop Classes  
October 15 -18 (Monday-Thursday).……………………......Final Examinations  
October 18 (Thursday).…………………………………………...Last Day of Classes  
October 22 (Monday).…………………………………………...Grades Due

ACCELERATED SESSION II  
October 22, 2011 – December 13, 2011

October 15 (Monday).……………………………………………...Removal for Non-Payment  
October 17-18 (Wednesday-Thursday).………………………………On-Site Registration  
October 22 (Monday).…………………………………………...Classes Begin  
October 22 (Monday).………………………Change in Class Schedule Begin (Drop/Add)  
October 22 (Monday).…………………………..Late Registration Begins  
October 23 – November 21 (Tuesday - Wednesday)..............Pre-Registration for Spring 2013  
October 29 (Monday).…………………………………………...Last Day to Add Classes  
October 29 (Monday).…………………………………………...Documentation for Non-Attendance  
November 8 (Thursday).…………………………………………...Last Day to Drop Classes  
November 22-25 (Thursday – Sunday).……………………......Thanksgiving Recess  
December 10-13 (Monday-Thursday).……………………......Final Examinations  
December 13 (Thursday).…………………………………………...Last Day of Classes  
December 17 (Monday).…………………………………………...Grades Due  
December 21 (Friday)…………………………………………...Winter Recess Begins (University Closed)

Evening and Other Classes

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday evening</td>
<td>MW 4:30 p.m. class</td>
</tr>
<tr>
<td>Tuesday evening</td>
<td>TR 4:30 p.m. class</td>
</tr>
<tr>
<td>Wednesday evening</td>
<td>MW 6:00 p.m. class</td>
</tr>
<tr>
<td>Thursday evening</td>
<td>TR 6:00 p.m. class</td>
</tr>
<tr>
<td>Friday evening</td>
<td>F 6:00 p.m. class</td>
</tr>
</tbody>
</table>

Classes that meet one evening per week (including Friday evening classes) and graduate classes, would conduct their final on the corresponding class day and class time* during finals week.

*If the class normally begins prior to 5:00 p.m., the test would begin at 5:00 p.m.
ACADEMIC CALENDAR
SPRING SEMESTER 2013 (201303)

January 2 (Wednesday) ................................................................. General Faculty Meeting
January 2 (Wednesday) .............................................................. Residence Halls Open for New Students Only
January 3 & 4 (Thursday-Friday) .................................................. Registration for New and Readmitted Students
January 4 (Friday) ........................................................................ Welcome Day
January 4 (Friday) ........................................................................ Removal Date for Non-Payment
January 4 (Friday) ........................................................................ Last Day to Mail-In or Fax Registration
January 6 (Sunday) ...................................................................... Residence Halls Open for Returning Students at Noon
January 7 (Monday) ........................................................................ Advising/Registration for Remaining Students
January 7 (Wednesday) ................................................................. Classes Begin at 8:00 am
January 15 (Tuesday) ................................................................. Last Day for Reinstatement
January 15 (Tuesday) ................................................................. Late Registration Ends
January 15 (Tuesday) ................................................................. Late Registration Begins
January 15 (Tuesday) ................................................................. Documentation for Non-Attendance Due
January 16 (Wednesday) .............................................................. Last Day for Adding Classes
January 16 (Wednesday) .............................................................. Last Day to Change Courses to Audit Status
January 21 (Monday) ................................................................. Martin Luther King Day Observance (University Closed)
February 7 (Thursday) ................................................................. Founder's Day
February 11-14 (Monday-Thursday) ............................................. Mid-Term Evaluations Administered
February 18 (Monday) ................................................................. Mid-Term Grades Due in Chairs' Offices
February 21 (Thursday) .............................................................. Last Day to Remove Incompletes
February 28 - March 29 (Thursday-Friday) .................................. Spring Faculty Evaluations
March 4-8 (Monday-Friday) ............................................................ Spring Break
March 4-9 (Monday-Saturday) ..................................................... MEAC
March 25-29 (Monday-Friday) ...................................................... **Priority Academic Advisement Period
March 27 (Wednesday) ............................................................... Last Day to Drop Classes
April 1 (Monday) ........................................................................ **Priority Pre-Registration
April 2-12 (Tuesday-Friday) ........................................................ Pre-Registration (for Summer 13, Fall 13)
April 5-8 (Friday-Monday) ........................................................... Easter Recess
April 11 (Thursday) ................................................................. Honors Day
April 11 (Thursday) ................................................................. Last Day to Withdraw from the University
April 13 (Saturday) ................................................................. Open House
April 14 (Sunday) .................................................................. Exit Interview for May Graduates Due
April 25 (Thursday) ................................................................. Last Day of Classes
April 26 (Friday) ..................................................................... Reading Day
April 29-May 3 (Monday-Friday) .................................................. Final Examinations
May 3 (Friday) ....................................................................... Residence Halls closes @ 8pm
May 6 (Monday) ..................................................................... Final Grades Due in Chairs' Offices
May 6 (Monday) ..................................................................... Final Grades Due in Records Office by 4:30 pm
May 18-19 (Saturday-Sunday) ..................................................... Commencement Weekend
TELEPHONE DIRECTORY

ADMINISTRATIVE OFFICES (AREA CODE (302))

President .......................................................... Dr. Harry Williams 857-6001
Provost .............................................................. Dr. Alton Thompson 857-6100
Vice President of Student Affairs ......................... Mr. Kemal Atkins 857-6363
Assistant Vice President for Distance Education ......... Dr. Peter Cookson 857-6597
Dean of Agriculture & Related Sciences .................. Dr. Dyremble Marsh 857-6410
Dean of the University Libraries ......................... Ms. Rebecca Batson 857-6191
Dean of the College of Math, Natural Sciences & Technology Dr. Nouridine Melikechi 857-6500
Dean of the College of Business ......................... Dr. Shelton Rhodes 857-6901
Dean of the College of Arts, Humanities & Social Sciences Dr. Marshall Stevenson 857-6628
Dean of the College of Education, Health & Public Policy Dr. John Austin 857-6700
Executive Director of Admissions ......................... Mrs. Erin Hill 857-6351
Executive Director of Financial Aid ....................... Mrs. Lynn Iocono 857-6250
Director of Records, Registration, and Registrar ...... Mr. Terrell Holmes 857-6375
Executive Director of Student Accounts ................ Ms. Wanda Curry-Brown 857-6240
Interim Executive Director for Adult & Cont. Ed .......... Mrs. Tamara Crump 857-5340
Director of Sussex Site ....................................... Vacant 856-5397

Director of Wilmington Site-Mrs. Serena Parker 254-5334

ACADEMIC DEPARTMENTS
STUDENT SUPPORT OFFICES

Accounting & Finance ........................................ 857-6911
Agriculture & Natural Resources .......................... 857-6410
Aviation .......................................................... 857-6710
Applied Mathematics & Theoretical Physics .............. 857-6646
Biological Sciences ........................................... 857-6510
Chemistry ....................................................... 857-6530
Computer & Information Sciences .......................... 857-6640
Education ....................................................... 857-6738
English & Foreign Languages ................................ 857-6560
Family & Consumer Sciences ............................... 857-6640
Sports Sciences .................................................. 857-6600
History, Political Science & Philosophy .................. 857-6621
Management .................................................... 857-6931
Mass Communications ................. .......................... 857-6584
Mathematics ..................................................... 857-7051
Nursing ........................................................... 857-6750
Physics & Pre-Engineering .................................... 857-6659
Psychology ....................................................... 857-6060
Social Work ...................................................... 857-6771
Sociology (& Criminal Justice) .............................. 857-6670
Undeclared ....................................................... 857-7203
Art & Art Education .......................................... 857-6680
Music .............................................................. 857-6682
Admissions ....................................................... 857-6531
Athletic Director ................................................. 857-6030
Band Director .................................................... 857-6696
Bookstore ......................................................... 857-6225
Campus Police ................................................... 857-6290
Career Planning & Placement .............................. 857-6120
Cashier ............................................................ 857-6220
Choir/Choral Activities ....................................... 857-6680
Adult & Continuing Education ....................... 857-6820
Counseling ....................................................... 857-7381
Daimler-Chrysler Representative ......................... 453-5172
Financial Aid .................................................... 857-6250
Georgetown Campus Site .................................... 856-5397
Health Services .................................................. 857-6393
International Student Services ............................. 857-6474
Library ............................................................ 857-6176
Military Science (ROTC) ...................................... 857-7363
Mentoring & Advising ......................................... 857-7203
Post Office (Campus) .......................................... 857-6276
Pre-Nursing Admissions ...................................... 857-6740
Public Relations .................................................. 857-6060
Public Safety .................................................... 857-6290
Records (Registrar) .............................................. 857-6375
Residence Life ................................................... 857-6326
Retention .......................................................... 857-7201
Sports Information .............................................. 857-6065
Student Activities ............................................. 857-6363
Student Accounts ................................................ 857-6240
Student Services (College of Business) .................. 857-6905
Student Services (Education Dept.) ....................... 857-6742
Sussex Campus Location ...................................... 856-5397
Wilmington Campus Location ............................... 254-5320
Veterans Affairs ................................................. 857-6376

Spring 2012 DELAWARE STATE UNIVERSITY
Enrollment Policies and Procedures

General Registration Facts
Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including the full payment of tuition and fees, and the validation of the student I.D. Tuition and applicable fees are payable at the time of registration for all students. Delaware State University uses an e-mailing method to send bills (e-bills) to students (D.S.U. e-mail address), but cannot assume responsibility for them viewing the bills. If students do not receive bills on or before the published removal for non-payment date, it is the student’s responsibility to contact the Office of Student Accounts at (302) 857-6240 to obtain information relative to their bill or go online at my.desu.edu to view their Account Summary by Selected Term.

Early Registration
All students returning to Delaware State University following the current semester of residence should pre-register during the period prescribed in the Academic Calendar. Returning students who do not pre-register prior to the on-site registration will be assessed a $50.00 failure to pre-register fee. An additional $50.00 will be assessed if students register during the late registration period.

On-Site Registration
Each year, one week prior to the start of classes for the fall and spring semesters, Delaware State University gives non-enrolled students an opportunity to register in person. During this three-day period, new students who did not enroll during one of the Summer New Student Orientation sessions and returning students who did not register prior to this period are advised by their academic departments’ designees and permitted to register. All billing issues must be handled during this period to avoid being removed from courses on the removal for non-payment date and the non-payment and reinstatement fees must be assessed.

Late Registration
Any student who did not pre-register or participate in on-site registration may register during the Late Registration Period. The Late Registration starts on August 28, 2012. The Late Registration fee is $50.00.

Drop/Add
To drop or add a course, students may obtain approval from their advisor or department chair and go online and adjust their schedule or obtain a DROP/ADD form from the Department Chair. The form is to be turned in to the Academic Department through the late registration period and to the Registrar’s Office thereafter, bearing the required signatures. Students may drop or add courses as indicated on the Academic Calendar. A drop fee of $10.00 per course will be assessed after late registration. Students who DROP courses which result in a credit on their student account will receive a refund in accordance with university and federal regulations/policies. Students requesting to drop or add classes after the last day to drop or add courses must obtain the signature of the academic dean as well as their instructor and advisor/chair.

Web Registration & Drop/Add
It is required that all degree seeking students consult with an advisor prior to registering or making changes to their existing schedules. Students may have their academic departments continue to enter their registration and schedule changes (drop/adds) or they may register and make schedule adjustments on-line. To obtain their “alternate pin number” for registering on-line, students must see their academic advisor after building their course schedule. The University’s Student Services website is at my.desu.edu.

Official Withdrawal (302-857-6375)
All Withdrawals from the University are initiated in the Office of Records and Registration, Administrative Building first floor.

Academic Computing Office (302-857-7028)
In order to use any computer resources (including PCs, labs, printers, network connections and hard disk storage) on campus, students will need to have a valid D.S.U. student computer account (login name and password). They may apply for an account in the MBNA Bldg, Room 313. The hours are from 8:30 a.m. to 4:30 p.m. Students should allow five business days to the Academic Computing Office to process their application.

Overload Fee Policy
For all course overloads, undergraduates will be assessed a fee equivalent to the cost-per-credit for each hour that exceeds 19 credit hours each semester.
Non-Payment Date
Bills for the fall semester are due by July 18, 2012. If a student is not paying in full, satisfactory payment arrangements made with the NBS AMPP must be in place. Any student who does not adhere to this date will be assessed a "Non-payment Fee" of $150.00 and a hold.

Removal for Non-Payment
Students registrations, housing and meal assignments will be removed due to non-payment of room, board, tuition and fees in accordance with the Academic Calendar below. The removal for Non-payment Date is August 20, 2012. Once you are removed for non-payment, a hold will be placed on your student account to prevent you from registering and you will be required to pay a "Reinstatement Fee" of $150.00 and $150 non-payment fee for each semester in which you are removed.

Documentation for Non-Attendance
All enrolled students are required to attend each class at least once before the week after the last day to add classes in order to verify attendance in the class. Failure to verify attendance in a class before the week after the last day to add a class will result in the course being deleted from the students’ schedule.

Academic Credit
Credit will not be granted for a course in which the student is not officially registered.

Bookstore (302-857-6225)
The University Bookstore will be open from 8:00 a.m. to 7:00 p.m. for the first week of classes, including Saturday, from 10:00 a.m. to 3:00 p.m. The general hours of operation will be from 8:30 a.m. to 5:00 p.m. on Mondays, Thursdays and Fridays; from 8:30 a.m. to 6:00 p.m. on Tuesdays and Wednesdays; and from 10:00 a.m. to 3:00 p.m. on Saturdays.

Student I.D. (302-857-7345)
Returning students needing a replacement I.D. may obtain one for $50 (they should make a payment at the Cashier’s Office, and take the receipt to the Office of Student Accounts) before reporting to be photographed. Only those students who have satisfied all financial obligations to the University may have their student I.D. validated. A validated I.D. card is required for entrance to the dining hall and for access to library resources. All university officials are required to have a validated I.D. card.

Course Numbering
Undergraduate course numbers are 000-499. Graduate course numbers are 500 and above.

SECTION/CRN NUMBERS
Main campus section numbers are 00-39 for day classes and 90-95 for evening classes (e.g., classes offered at or after 4:00 p.m.). Courses with section numbers 79 (undergraduate) and 62 (graduate) indicate courses that are offered at the Georgetown site. Sections 86, 87 or 88 (undergraduate) and 62, 63 or 65 (graduate) indicate course offerings at the Wilmington sites.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>DEPT. CODE</th>
<th>CRSE. #</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>XX-</td>
<td>XXX-</td>
<td>XX</td>
</tr>
</tbody>
</table>

CRN Number
Unique System-generated number assigned to each course.

New Room Selection Policy
Effective Fall 2001, students cannot obtain a residence hall room assignment if they are not registered and have not made satisfactory payment arrangements with the University, including filing the FAFSA, when applicable.
## INSTRUCTIONAL BUILDING CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC/G</td>
<td>ART CENTER GALLERY</td>
</tr>
<tr>
<td>AG</td>
<td>W.W.BAKER AGRICULTURE &amp; NATURAL RESOURCE CENTER</td>
</tr>
<tr>
<td>CLN</td>
<td>CLINICAL SITE (NURSING MAJORS)</td>
</tr>
<tr>
<td>PB</td>
<td>JOHN R. PRICE BUILDING</td>
</tr>
<tr>
<td>DH</td>
<td>DELAWARE HALL</td>
</tr>
<tr>
<td>EH</td>
<td>EDUCATION AND HUMANITIES CENTER</td>
</tr>
<tr>
<td>SCS</td>
<td>LUNA I. MISHOE SCIENCE CENTER SOUTH</td>
</tr>
<tr>
<td>TBA</td>
<td>TO BE ANNOUNCED</td>
</tr>
<tr>
<td>ETV</td>
<td>ETV BUILDING</td>
</tr>
<tr>
<td>GH</td>
<td>GROSSLEY HALL</td>
</tr>
<tr>
<td>BOA</td>
<td>BANK OF AMERICA BUILDING</td>
</tr>
<tr>
<td>APT</td>
<td>AIRPORT</td>
</tr>
<tr>
<td>CAPE</td>
<td>CAPE HENLOPEN HIGH SCHOOL (SUSSEX COUNTY)</td>
</tr>
<tr>
<td>AWY CTTG</td>
<td>AIRWAY SCIENCE COTTAGE</td>
</tr>
<tr>
<td>PS</td>
<td>PUBLIC SCHOOLS EDUCATION TECHNOLOGY</td>
</tr>
<tr>
<td>WCB</td>
<td>WILLIAM A. CARTER PARTNERSHIP CENTER (SUSSEX COUNTY)</td>
</tr>
<tr>
<td>MKT</td>
<td>MARKET STREET, WILMINGTON DE</td>
</tr>
<tr>
<td>SC</td>
<td>LUNA I. MISHOE SCIENCE CENTER NORTH</td>
</tr>
<tr>
<td>LB</td>
<td>WILLIAM C. JASON LIBRARY LEARNING CENTER</td>
</tr>
<tr>
<td>MH</td>
<td>MEMORIAL HALL</td>
</tr>
<tr>
<td>NGE</td>
<td>NORTH GEORGETOWN ELEMENTARY (SUSSEX COUNTY)</td>
</tr>
</tbody>
</table>
Delaware State University Withdrawal/Refund Policy

Students who have registered for courses and no longer wish to attend the university must obtain a Withdrawal Form from the Office of Records and Registration, Administration Building 1st floor. The student I.D. card and mailbox key must be returned to the Office of Student Accounts. If you received a Stafford Subsidized, Unsubsidized or Parent Plus loan, you must complete an exit interview. Log on to: www.studentloans.gov to complete the process. If you have received a Nursing or Perkins loan, you must complete an exit interview. Log on to: mycampusloan.com to complete the process. Please note you may be required to register with this site. Students who do not adhere to the withdrawal process will forfeit their rights to a refund.

The effective date used in computing refunds is the date the Withdrawal Form is received in the Records Office. STOP PAYMENT ON A CHECK, FAILURE TO PAY THE SEMESTER BILL OF FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL FROM THE UNIVERSITY. Withdrawal refunds will be processed in accordance with the schedule below. STUDENTS WHO DO NOT ADHERE TO THE DROP/WITHDRAWAL PROCESS WILL FORFEIT THEIR RIGHTS TO A REFUND.

**Fall & Spring Semesters**

<table>
<thead>
<tr>
<th>Period from First Day of Instruction</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st Day</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Two weeks or less</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>After two weeks</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Summer Sessions and Accelerated Weeks**

<table>
<thead>
<tr>
<th>Period from First Day of Instruction</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st Day</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Three days or less</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>After three days</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Rooms & Meals**

Meal charges are refunded on a pro-rated weekly basis. Room charges are refunded on a pro-rated basis not to exceed 50% of the total charges for the semester at any time a student withdraws from the University or from residence hall after classes begin. Advance room deposits are non-refundable except in cases where the University was unable to provide space or the student is academically ineligible. Students may contact the Office of Student Accounts for the weekly rate(s) that will be calculated.

**Title IV Recipients**

The 1998 Reauthorization of the Higher Education Act requires Delaware State University to calculate the Return of Title IV Funds on all Federal Aid recipients who withdraw (OFFICIALLY OR UNOFFICIALLY) from classes on or before the 60 percent attendance point in the semester.

The federal formula requires a return of Title IV Aid, if the student received Federal Financial Assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitive Grant, SMART Grant, Teach Grant, Federal Plus Loan, Perkins Loan, Federal Subsidized Stafford Loan or a Federal Unsubsidized Stafford Loan, if a student withdraws on or before completing 60 percent of the semester. The percentage of Title IV Aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If funds are to be returned after completing the return of Title IV Aid calculation, Delaware State University is required to return its portion of unearned Title IV Aid to the appropriate Federal Programs within 45 days from the date the student withdraws from classes. A hold will be placed on the account and all university services will be withheld if the account reflects a balance. DSU will only return grant funds required by the student.

STUDENTS WHO STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING WILL BE SUBJECT TO THE RETURN OF TITLE IV FUNDS AT THE END OF THE SEMESTER, BASED ON THE LAST DATE OF ATTENDANCE.
Notification of Rights under FERPA
For Delaware State University Students

The Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the university official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s education records for which the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC  20202-4605

Directory Information
The Family Educational Rights and Privacy Act permits the release of directory-type information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure.

The university releases, upon inquiry to third parties outside the university, directory information without written consent of the student. Directory information includes name, address, telephone number, college, class, major, dates of attendance, and degree and honors and awards conferred. Students may withhold directory information by going to the Office of Records & Registration.

Note: While the withholding request may be made at any time, students wishing to have directory information withheld from the student directory should submit their requests no later than three weeks prior to the first day of fall semester classes.
MAIN (DOVER) CAMPUS
REGISTRATION INFORMATION

FALL 2012

EARLY REGISTRATION
April 2, 2012 – April 13, 2012 (Tuesday – Friday)
April 2, 2012 – April 3, 2012 Student-Athletes and seniors only

WEB REGISTRATION
April 2, 2012 – August 27, 2012
Report to your academic advisor to obtain your “Alternate Pin” for web registration

How to Register for Classes Online:
- Go to: my.desu.edu
- In the left column of the MY DESU page click “Login”.
- Enter your D # as your “User ID” and personal pin number (not alternate pin #)
- Click on “Registration” link
- Click on “Add/Drop Classes”
- Select a term and click “Submit”
- Enter alternate pin number (provided by academic advisor)
- Enter CRN if provided or “Class Search” by subject

MAIL-IN REGISTRATION (See pg. 14 for Mail-In and On-Site Registration Form)
April 16, 2012 – August 24, 2012

LATE REGISTRATION

Please note: Payments or satisfactory payment arrangements with NBS AMPP should be in place.
Students enrolled in courses in Georgetown and Wilmington may participate in mail-in, fax and web registration.

Please note: Payments or satisfactory payment arrangements with NBS AMPP should be in place.
MAIL-IN & ON SITE REGISTRATION FORM

Visit our website @ https://bnrwebprod.desu.edu/dsu/kiosk/DSU_Mail_In_and_On-Site_Registration_Form.pdf

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

On-Site Registration: In person Registration at the Dover Campus will be held until the last day to add classes. Please visit our website regarding important registration deadlines. These fees are applicable to Summer 2012 Session I only.

Fees are due upon registration

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

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

Undergraduate fees*

*Full-time rates apply to undergraduates taking 12-19 credit hours

In-State: $3,528.00/ semester full time or $260.00/credit hour
Out-of-State: $7,526.00/semester full time or $593.00/credit hour
Registration fee: $50.00
Technology fee: $55.00
Wellness fee: $225.00 (Pro-rated based on total number of credit hours)
(Plus any lab fees that may apply)

Graduate fees

In-State: $399.00/ credit hour
Out-of-State: $880.00/credit hour
Registration fee: $60.00
Technology fee: $55.00
Wellness fee: $225.00 (Pro-rated based on total number of credit hours)
(Plus any lab fees that may apply)

Make check or money orders payable to:
Delaware State University
Make payments online at my.desu.edu and click on QuickPAY

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

Office of the Registrar (Main Campus) Wilmington Location Sussex Location
Phone: (302) 857-6375 (302) 254-5334 (302) 856-5397
Fax: (302) 857-6379 (302) 254-5350 (302) 856-5388
SECTION 1 - PERSONAL DATA

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

1. *First: _________________________ *Middle: _________________________ *Last: _________________________
2. Student ID#: _________________________
3. *Social Security#: _________________________
4. *DOB: _____/_____/______
5. *Sex: _____M_____F
6. *Email Address: _________________________________________
7. *Address: _________________________________________
8. *Phone: (Home): ( ) _________________________
   (Work): ( ) _________________________
   (Cell): ( ) _________________________
9. *Race: Are you Hispanic or Latino? ___ Yes ___ No
   Please select one or more of the following categories: ___American Indian or Alaska Native ___Asian
   ___Black or African American ___ Native Hawaiian or Other Pacific Islander ___White
10. *Are you a returning Delaware State University student? Check one: _____Yes    _____No
    If yes, give last date of attendance: _________________________

11. *Enrollment Status- Check the Appropriate Box Below:
   □ Currently enrolled student (Register @ my.desu.edu) after obtaining alternate pin from Academic Advisor
   □ NON-Degree Seeking Student (may take up to 12 credit hours)
   □ New Student – Still in High School
   □ Adult and Continuing Education (ACE)
   □ Senior Citizen (62 and over)
   □ Distance Learning
   □ Delaware Teachers (Summer Only)
   □ Blue Collar Program

12. *STATEMENT OF RESIDENCE MUST BE COMPLETED by applicants who are residents of the state of Delaware:
   A. I have maintained continuous residence in the state of Delaware from __________to _________.
   B. The latest year for which I have filed a federal tax form (1040) as a Delaware Resident is ____________.

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

Term: FA_______ SP_______ SUM_______

CRN/DEPT#/COURSE/SECTION CREDIT TITLE OF COURSE TIME DAY

1. ____________________________________________
2. ____________________________________________

□ I confirm that I have met the proper prerequisites for the credit course(s) above by coursework or placement testing
   at___________________________ College/University

*Student Signature __________________________________ Date: _________________________

1. *Chair’s Signature _________________________ Date __________
2. *Chair’s Signature _________________________ Date __________

1. *Instructor’s Signature _________________________ Date __________
2. *Instructor’s Signature _________________________ Date __________

Comments:

Undergraduate Application Instructions

Applicants must have certificates or a diploma from an accredited four-year school or senior high school. It is recommended that applicants seeking admission to the University follow the College Preparatory Course in high school.

Admissions Time Line
Candidates for undergraduate admission may apply as early as the end of their junior year of high school. For priority consideration, we encourage applicants to submit applications no later than February 1 for the fall semester and November 1 for the spring semester. Admission decisions are made competitively as applications are complete, until no space is available. Please understand that applications will not be reviewed until all of the following steps have been completed:

Step 1. Apply
Complete and sign the application for Undergraduate Admissions or apply online at desu.edu.

Step 2. Pay the Application Fee
Include a $35.00 check or money order made payable to Delaware State University. The application fee is non-refundable. Applicants may pay the application fee over the telephone by contacting the Cashier’s Office at 302.857.6220, but are encouraged to apply and pay online at www.deu.edu/apply-now. Application fee waivers from the College Board and NACAC will be honored.

Step 3. Submit SAT/ACT Scores
Your Scholastic Assessment Test (SAT) or American College Test (ACT) scores are required for undergraduate admission to Delaware State University. Please be sure to submit your test scores with your completed application. If you have not taken the SAT or ACT, register to do so with your high school (not applicable to transfer students, high school graduates who have been out of school for five or more years, and high school GED diploma recipients). International students from non-English speaking countries must submit TOEFL scores. Scores should be forwarded to the Office of Admissions. GED diploma recipients must provide an official copy of their GED test scores.

Step 4. Send Transcript(s)
A high school transcript is required for admission to DSU. Complete and sign section I of the High School Transcript Request and Evaluation Sheet attached to the application (page 5) and submit it to your high school guidance counselor. Your school counselor will generate an official transcript for you to submit with your application. Be sure that your transcript is submitted to the Office of Admissions in a sealed envelope. Transfer applicants are required to submit an official high school transcript as well as an official transcript from each college attended.

Step 5. Submit a Completed Application
Please remember that your application will not be processed until all of the following items are submitted:
- Your completed application
- Official Transcripts
- High School Transcript Request and Evaluation Sheet
- Test Scores
- $35.00 Application Fee

Releases are not required when photographing people in a public place, such as walking across campus or attending a college graduation ceremony. By completing an application for admission to Delaware State University, you authorize the use of your name, statements and likeness, without charge, for promotional purposes in college publications, advertising, video, web, new media, or other formats.

Delaware State University may use the use address provided on the application for admission to contact you regarding the status of your application or enrollment with the University. Submission of an e-mail address authorizes Delaware State University and its affiliates to contact you electronically.
Admissions Requirements

General Education Development (GED) Test Applicants

The University will consider for admission applicants who have satisfied high school graduation requirements with the General Education Development (GED) test. Applicants must submit a notarized copy of their GED certificate with their application and fee to be considered for admission.

Early Bird Applicants

The Early Bird Program is for juniors and seniors attending a high school in the State of Delaware who wish to earn college credit while still attending high school. In order to qualify for the program, students must be recommended by their high school principal. Interested students should contact their high school counselor for instructions, obtain a letter of recommendation from their principal, and have a written approval from their parents. A cumulative grade point average of 2.5 or better is also required. Early Bird applicants may enroll for no more than six (6) credit hours per semester. Students whose cumulative high school grade point averages are 3.0 or better on a 4.0 scale are entitled to six (6) hours of free tuition per semester. All students will still be responsible for fees—technology, parking, etc. Students cannot enroll in the Early Bird program if they have graduated from high school or will graduate within the term. All applications should be directed to the Office of Admissions.

Returning Applicants

Students wishing to return to the University after voluntary or involuntary absence of three or more years must re-apply. All other returning students should contact the appropriate academic department chairpersons for academic advisement and registration procedures. Returning DSU students who have attended other colleges since their last enrollment at DSU must have official copies of those transcripts forwarded to the Office of Admissions.

Part-time Applicants

Those part-time students seeking credit but not a degree must furnish proof of graduation from high school. A copy of the high school diploma or college transcript will be sufficient evidence. Degree seeking part-time students must follow the same procedures as full-time applicants. Teacher Certification only applicants are not required to submit high school transcripts. Proof of a baccalaureate degree will be sufficient.

Transfer Applicants

Applicants must earn 12 credits hours of transferable coursework with a cumulative G.P.A. of 2.0 or higher from an accredited institution. Only grades of C or higher will transfer. Grades of C- do not transfer. Applicants attempting to transfer to DSU with less than 12 credit hours will need to provide test scores, in addition to high school transcripts, before being reviewed by the Office of Admissions.

International Applicants

The University will consider international students whose transcripts are cleared by the Office of Admissions. Students desiring to enter the University should have official copies of their transcripts forwarded to the World Educations Service (WES), the Educational Credential Evaluators (ECE), or the Associational Collegiate of Registrars and Admission Officers (AACRAO) for evaluation. International students are wholly responsible for all of their financial obligations (which include, but are not limited to tuition, fees, housing and meals if applicable) prior to their arrival at D.S.U. International students must contact the International Affairs Office at (302) 857-6474 to get further details.

For more details please visit our website at www.desu.edu/admissions/.php
Graduate Programs

Graduate Admissions
Present two official transcripts of previous undergraduate and/or graduate study with proof of receiving the Baccalaureate degree.
Complete the required application form. All applicants must submit an Application for Admission. The Application for Admission should be submitted directly to the Office of Admissions. Application procedures and supporting credentials vary among graduate programs. A nonrefundable $50.00 application fee must accompany each application submitted.
Degree-Seeking Students must qualify for admission prior to registration.
Contact the Office of Admissions at 302-857-6351 for additional information.

Enrollment & Academic Policies
Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including a full payment of tuition and fees as well as the validation of the student I.D. Students not officially registered for courses will not be permitted to attend the classes in session and will not receive any credit for the courses at the end of the semester.

Tuition and applicable fees are payable at the time of registration for all students. All fees must be paid in full or satisfactory payment arrangement with NBS AMPP must be made; otherwise, students will be removed from their course on the removal for non-payment date published in the Academic Calendar.
Delaware State University uses an e-mailing method to send bills (e-bills) to students, but cannot assume responsibility for their receiving the bills. If students do not receive bills on or before the beginning of each semester, it is the student’s responsibility to contact the Office of Student Accounts or to go online to obtain information relative to the bill and to verify address information in the Records Office or on the MyDESU (Student Services website), my.desu.edu.
Students who add or drop courses that result in a credit on their student account will receive a refund through the Office of Student Accounts in accordance with university and federal regulations/policies.
Courses dropped after late registration ends will be assigned a final grade of “W” if the course is dropped on or before the last day to drop classes. Course drops approved after this date will be assigned a grade of “WA” (Administrative Drop). Please refer to the university catalog for more information.

Graduate Student Fees

Tuition
In-State Student (per credit hour) $399
Out-of-State Student (per credit hour) $880
Doctorial (per credit hour) $505

Special Fees
Technology Fee* $55
Residential Fee** (per term) $110
Application Fee $40
Registration Fee (per term) $60
Late Registration Fee (per term) $50
Sustaining Fee*** (per term) varies
Graduation Fee $175
ID Card Replacement Fee $50
Non Payment Fee $150
Reinstatement Fee $150
Activity Fee
   Part Time $30
   Full Time $60

All Tuition & Fees Are Subject To Change Effective July 1, 2012.

*Entitles full time students to the same benefits as undergraduate students (except medical); entitles part time students to receive a card for use of the library.
**Includes the activity fee and entitles graduate students residing on campus to all benefits as undergraduate students, including health services and insurance. Fee does not include regular room charges.
Charged to graduate students who have completed all course work for the Master’s degree except the thesis. All students in this category must register in sustaining status.

**MASTER OF ARTS**
Art Education
Biological Sciences
Education with concentrations in:
   Adult Literacy and Basic Education
   Curriculum and Instruction
   Science Education
   Special Education
   Educational Leadership
French
Spanish
Teaching
Educational Leadership

**MASTER OF BUSINESS ADMINISTRATION**
**MASTER OF EDUCATIONAL LEADERSHIP**

**MASTER OF SCIENCE**
Applied Chemistry
Biological Sciences
Biological Education
Chemistry
Mathematics, Applied
Mathematics Education
Molecular and Cellular Neuroscience
Natural Resources
Physics
Physics Teaching
Plant Science

**MASTER OF SOCIAL WORK**
**MASTER OF SPORT ADMINISTRATION**

**DOCTOR OF EDUCATION**

**DOCTOR OF PHILOSOPHY**
Applied Mathematics
Mathematical Physics
Educational Admin, Leadership & Supervision
Financial Aid

Procedures for Applying for Financial Aid

Candidates for admission to the university who wish to apply for financial aid should begin the process by filling out the Free Application for Federal Student Aid (FAFSA) which is available online. In order to qualify for any of the U. S. Department of Education's (ED) grant, loan, or work-study programs, borrowers must complete the FAFSA. The Financial Aid Office awards scholarships to undergraduate and graduate students on the basis of financial need, residency status and other criteria specific to the scholarship program.

2011-2012 Deadlines for Priority Processing for Registration and Specific Financial Aid Programs

- Summer 2012 - March 10, 2012
- Fall 2012 - March 15, 2012
- Spring 2013 - October 10, 2012

Students who do not meet the priority deadline indicated above will only be considered for the Federal Pell Grant, the Federal Stafford Loan, and for dependent students, the Federal PLUS Loan.

You may also file the FAFSA electronically on the web at www.fafsa.ed.gov or www.desu.edu. Make sure that you and/or your parents sign the signature page and mail it to the Department of Education per the instructions on the web.

Satisfactory Academic Progress

Federal regulations require Delaware State University to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

Before you register, review the Satisfactory Academic Guidelines for receiving Federal Financial Aid found on http://www.desu.edu/satisfactory-academic-progress-sap.

Types of Aid Available

- **Grants** - Federal Pell Grants are for students enrolled in a degree program for at least six semester hours of credit. In some cases students may be eligible for Pell Grants for less than half-time attendance. This grant from the federal government does not have to be repaid.
- **Federal Supplemental Education Opportunity Grants (FSEOG)** - are only for students in a degree program at least six (6) credit hours or more. This grant, administered by Delaware State University, does not have to be repaid. First come first serve awarding.
- **Aid to Needy Students** - The aid to needy students grant is available to Delaware residents who attend Delaware State University as a full-time student and have an un-met need. The applicant must submit the Free Application for Federal Student Aid results to the Financial Aid Office by March 15, 2012. This grant does not have to be repaid. First come, first serve awarding.
- **Music Grants-in-Aid** - are for undergraduates with exceptional musical ability. Apply to the Music Department (Band Director and/or Choral Director).
- **Jobs** - Federal Work-Study (FWS) is a federal part-time employment program for full-time or part-time students.
- **Federal Perkins Loans** - Funded by the federal government are available at 5% interest (for full-time students).
- **Federal Student Loan Program** - allows students to borrow money to pay for their education. The three types of loans are:
  - **Federal Direct Stafford Loans** - These are subsidized loans, that the federal government will pay the interest on the loan while the student is in school and during specified deferments, but the student must demonstrate financial need to receive the loan. Students are required to be enrolled at least half-time or 6 credit hours or more.
  - **Federal Direct Unsubsidized Stafford Loans** - Students can get these unsubsidized loans regardless of need but will have to pay all interest charges from the time of disbursement. Students are required to be enrolled at least half-time or 6 credit hours or more.
  - **Federal Direct PLUS Loans** - Parents of a dependent student can borrow a PLUS Loan to pay for the student’s education. Students are required to be enrolled at least half-time or 6 credit hours or more.

If Aid Exceeds Tuition and Fees

When federal grants and/or loans awarded for the semester through the Financial Aid Office cover more than tuition and fees, the DSU Student Accounts Office prepares a check approximately 14 days after the drop for non-payment period.
The funds are to be used for books, supplies, and other related expenses. Refer to the Refund Policy Section on Page 6 or contact the Office of Student Accounts, (302) 857-6240. Institutional and state funds that exceed the tuition, fees and book charges are not released to the student. These funds are reduced.

Before Registration

1. Undergraduates must submit the results of the Free Application for Federal Student Aid (FAFSA) by the priority deadline dates of March 15, 2012 for the Fall semester and October 1, 2012 for the Spring Semester and submit all required documents as requested to the Financial Aid Office.
2. Students awarded scholarships from outside sources must submit the check or a scholarship notification letter to the Office of Student Accounts to have the funds credited to their account.

Other Guidelines

1. All financial aid recipients are subject to Delaware State University refund schedule in accordance with federal and state financial aid regulations (see Refund Schedule). This means that a proportionate share of the money must be returned to the Financial Aid Program(s), including the Federal Direct Stafford Student Loan Program and the Federal Direct PLUS Program, if a student withdraws or is dismissed during a refund period. Further information and applications are available in the Financial Aid Office, Administration Building 1st floor or online at www.desu.edu/student/financialaid.
2. Reaffirmation of loan eligibility includes establishing that the student has maintained satisfactory academic progress, has at least halftime enrollment status and has progressed to the next grade level for increased annual borrowing amounts. Students who do not progress to the next classification level must borrow at the prior year’s level. For example, a student with 0-29 earned hours is classified as a freshman. A freshman may borrow $3,500.00 per year but may not borrow at the next level ($4,500.00 per year) until he/she obtains a sophomore status (completion of at least 30 earned credit hours).
UNDERGRADUATE FEES FOR THE 2011-2012 ACADEMIC YEAR
(If you have any questions, please contact the Office of Student Accounts at 302.857.6240)

FULL-TIME STUDENTS

| In-State Tuition and Fees | $3,528.00     | $3,528.50     | $7,056.00  |
| Out-of-State Tuition and Fees | $7,526.00 | $7,526.00 | $15,052.00 |

TRADITIONAL RESIDENCE HALLS

| Conwell Hall** | $3,338.00     | $3,338.00 | $6,676.00   |
| Evers/Jenkins** | $3,338.00 | $3,338.00 | $6,676.00 |
| Laws Hall** | $3,338.00     | $3,164.00 | $6,676.00   |
| Tubman** | $3,338.00     | $3,338.00 | $6,676.00   |
| Warren Franklin Hall** & Wynder Towers | $3,584.00 | $3,584.00 | $7,168.00 |

STUDENT MEAL PLAN OPTIONS

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

| Traditional 19 PLUS | $1,786.00 | $1,786.00 | $3,572.00 |
| $100 Flex Dollars |           |           |           |
| Traditional 15 PLUS | $1,726.00 | $1,726.00 | $3,452.00 |
| $100 Flex Dollars |           |           |           |
| Traditional 10 PLUS | $1,584.00 | $1,584.00 | $3,168.00 |
| $100 Flex Dollars |           |           |           |
| Commuter 5 PLUS* | $895.00 | $895.00 | $1,790.00 |
| $100 Flex Dollars |           |           |           |

*(Option not available for residential students)

BOARDING STUDENTS: Normally, freshmen are assigned rooms in Harriet Tubman Hall (Co-Ed), Lydia P. Laws Hall (Co-Ed) and Samuel Conwell Hall (M). Space in Honors Dormitories (for students with a 3.25/B cumulative grade-point average or higher) may be assigned in Richard Wynder Towers (Co-Ed) and designated areas in Warren-Franklin Hall (Co-Ed). Students interested in Honors Dormitories should contact the Residence Life Department for application procedures at 302.857.6326. As space dictates, upperclassmen (minimum of thirty semester hours) normally reside in Meta Jenkins Hall (Co-Ed), Wynder Towers (Co-Ed), Medgar Evers Hall (Co-Ed), and Warren-Franklin Hall (Co-Ed). For information regarding the University Courtyard Apartments, call 302.857.7966 or the University Village Apartments, call 302.857.8511.

PART-TIME STUDENTS

<table>
<thead>
<tr>
<th>IN-STATE STUDENT</th>
<th>OUT-OF-STATE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$260.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>Wellness Fee</td>
<td>$225.00 (Pro-rated based on total of credit hours)</td>
</tr>
</tbody>
</table>

Students who reside in the traditional halls and have less than 12 credit hours per semester will be assessed a part-time boarder fee to adjust the student account to reflect full-time charges.

** These fees are subject to change.
## DOCTORAL & GRADUATE FEES

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE STUDENT</th>
<th>OUT-OF-STATE STUDENT</th>
<th>DOCTORAL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$399.00</td>
<td>$880.00</td>
<td>$505.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$55.00</td>
<td>$55.00</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

## GRADUATE ACTIVITY FEES

- Full-time (6 credits or more) $60.00
- Part-time (Less than 6 credits) $30.00

## UNIVERSITY COURTYARD & UNIVERSITY VILLAGE APARTMENTS

### UNIVERSITY COURTYARD 12 MONTH LEASE

<table>
<thead>
<tr>
<th></th>
<th>PER MONTH</th>
<th>PER SEMESTER</th>
<th>PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Bedrooms/Two Baths</td>
<td>$718.00</td>
<td>$4,308.00</td>
<td>$8,616.00</td>
</tr>
<tr>
<td>Two Bedrooms/Two Baths</td>
<td>$836.00</td>
<td>$5,016.00</td>
<td>$10,032.00</td>
</tr>
</tbody>
</table>

### UNIVERSITY VILLAGE APARTMENTS – 12 MONTH LEASE

<table>
<thead>
<tr>
<th></th>
<th>PER MONTH</th>
<th>PER SEMESTER</th>
<th>PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom/One Bath</td>
<td>$1,018.00</td>
<td>$6,108.00</td>
<td>$12,216.00</td>
</tr>
<tr>
<td>Two Bedrooms/Two Baths</td>
<td>$836.00</td>
<td>$5,016.00</td>
<td>$10,032.00</td>
</tr>
<tr>
<td>Two Bedrooms/One Bath</td>
<td>$753.00</td>
<td>$4,518.00</td>
<td>$9,036.00</td>
</tr>
<tr>
<td>Four Bedrooms/Two Baths</td>
<td>$724.00</td>
<td>$4,344.00</td>
<td>$8,688.00</td>
</tr>
<tr>
<td>Two Bedrooms/One Bath Suite</td>
<td>$689.00</td>
<td>$4,134.00</td>
<td>$8,268.00</td>
</tr>
</tbody>
</table>

### UNIVERSITY VILLAGE – MEAL PLAN OPTIONS

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

- Traditional 19 PLUS $1,786.00
  - $100 Flex Dollars
- Traditional 15 PLUS $1,726.00
  - $100 Flex Dollars
- Traditional 10 PLUS $1,584.00
  - $100 Flex Dollars

**FALL SEMESTER + SPRING SEMESTER = YEARLY TOTAL**

- Traditional 19 PLUS $1,786.00 + $1,786.00 = $3,572.00
- Traditional 15 PLUS $1,726.00 + $1,726.00 = $3,452.00
- Traditional 10 PLUS $1,584.00 + $1,584.00 = $3,168.00

### ITEMIZED FEES FOR THE 2010-2011 ACADEMIC YEAR

- **AMPP Plan Enrollment Fee**
  - Fall & Spring $55.00
  - One Semester Only $35.00
- **Application Fee**
  - Undergraduate $35.00
  - Graduate $40.00
  - Doctoral $40.00
- **Course Overload Fee (Over 19 Credits)**
  - Per Credit Hour In-State $260.00
  - Per Credit Hour Out-of-State $593.00
- **Drop Fee (Per Drop Slip)** $10.00
- **DSU TuitionPay Plan Late Fee** $50.00
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to Pre-Register</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduate Sustaining Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$175.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$175.00</td>
</tr>
<tr>
<td>Housing Deposit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Overdue Library Fee (Per Day)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Senior Citizen’s Registration (Undergrad Only)</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>SMARTCARD Replacement Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Activity Fee (Full-Time)</td>
<td>$135.00</td>
</tr>
<tr>
<td>Student Center Complex Fee</td>
<td>$225.00</td>
</tr>
<tr>
<td>Student Teaching Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Technology Fee (Per Semester)</td>
<td>$55.00</td>
</tr>
<tr>
<td>Traditional Dorm Fees (Per Semester)</td>
<td></td>
</tr>
<tr>
<td>Conwell Hall/Tubman Hall/Laws Hall</td>
<td>$3,338.00</td>
</tr>
<tr>
<td>Evers Hall/Jenkins Hall</td>
<td>$3,338.00</td>
</tr>
<tr>
<td>Warren-Franklin Hall/Wynder Towers</td>
<td>$3,584.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Per Semester)</td>
<td></td>
</tr>
<tr>
<td>In-State</td>
<td>$3,528.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$7,526.00</td>
</tr>
<tr>
<td>University Courtyard Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>University Courtyard Deposit</td>
<td>$300.00</td>
</tr>
<tr>
<td>University Courtyard Late Fee (monthly)</td>
<td>$35.00</td>
</tr>
<tr>
<td>University Village Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>University Village Deposit</td>
<td>$300.00</td>
</tr>
<tr>
<td>University Village Late Fee (monthly)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Vehicle Registration Fee</td>
<td></td>
</tr>
<tr>
<td>(Per Semester)</td>
<td>$40.00</td>
</tr>
<tr>
<td>(Per Year)</td>
<td>$70.00</td>
</tr>
<tr>
<td>(Summer)</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**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.
SENIOR CITIZENS FEE WAIVER: To obtain a senior citizen’s waiver of tuition, student must be sixty-two (62) years of age or older and must present proof of age to the Office of Student Accounts. The waiver is for tuition only and the student is responsible for any additional fees. **ONLY STUDENTS ENROLLED IN UNDERGRADUATE COURSES ARE ELIGIBLE.**

LABORATORY 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 Airway Science Labs vary from $5,000.00 to $20,000.00 per related course.**

Laboratory fees may be applied for specific courses within the following departments:
- Accounting and Finance
- Agriculture and Natural Resources
- Airway Science
- Art
- Biology
- Biotechnology
- Business Education
- Chemistry
- Computer & Information Sciences
- English
- Family and Consumer Sciences
- Foreign Languages
- Hospitality Management
- Nursing
- Physical Education
- Physics & Pre-Engineering
- Math
- Mass Communication
- Music

Students are fully responsible for the use of laboratory equipment. Excessive breakage of equipment or items returned in an unacceptable condition will be charged to the student’s account.

The University reserves the right to assess a special fee to cover the cost of using off-campus facilities when required in connection with any course offering.

Please note those laboratory fees are from the 2011-2012 academic school-year and are subject to change.

STUDENT CENTER COMPLEX FEE: Goes towards the cost of the New Strength and Conditioning Facility, Wellness Center and the Student Center.

TUITION PAY PLAN: Delaware State University has partnered with Nelnet Business Solutions to offer the Automatic Monthly Payment Plan (AMPP). Our payment plan will still allow you to spread your expenses over the semester or year in your choice as interest-free payments. Delaware State University will be sending you information as soon as it becomes available.
Honors Program

PROGRAM ELEMENTS:
Departmental Courses**, Colloquia, Seminars and Research

GOALS OF THE DSU HONORS PROGRAM
- to provide talented and motivated students opportunities for intellectual growth and achievement in small, challenging classes that encourage active intellectual participation, discussion and collaboration in the search for knowledge;
- to enhance student skills for analytical/critical thinking, logical examination and appraisal of ideas;
- to enhance student skills for problem solving and decision making;
- to enhance student skills for clear, precise, coherent and persuasive oral and written communication;
- to engage talented students in faculty-mentored research projects resulting in contributions of scholarly work to each student’s chosen field of study; and
- to prepare honors students through experience with department-based honors courses, interdisciplinary colloquia and seminars, and independent study and research in preparation for graduate and professional schools.

REQUIREMENTS FOR ENROLLMENT
Students with a cumulative grade point average of 3.25 and above (on 4.0 scale) and receive regular admission without conditions are invited to participate in the Honors Program. Application materials include:
- High school and/or university transcripts;
- Two letters of recommendation from high school and/or college instructors;
- A typed 400-600 word essay explaining the desire to be admitted into the Honors Program;
- A list of academic and extracurricular achievements/awards.

**Six credit hours in the program may be used to satisfy the university’s general education requirements for Arts, Humanities and Social Sciences electives for students who successfully complete Honors colloquia that have been approved for general education credit.

For further information, contact:
Dr. Dawn A. Lott, Director
DSU Honors Program
Martin Luther King, Jr. Student Center, Suite 325
1200 N. DuPont Highway
Dover, Delaware 19901
Phone: (302) 857-7514
Fax: (302) 857-7515
E-mail: honors@desu.edu
GOOD NEWS!

Delaware High School Juniors & Seniors
You Can Earn College Credits Now!!!

If you’re a Delaware high school junior or senior with a 2.5 (C+) or better cumulative grade point average, you can register for classes at Delaware State University. Academic achievers with a 3.0 grade point average and above automatically qualify for 6 credits hours of free tuition. Apply for admission today…and Get A Head Start On Your Future! For more information, contact: The Office of Admissions, Delaware State University, 1200 N. DuPont Highway, Dover, DE 19901-2277, (302) 857-6351

DELAWARE STATE UNIVERSITY
YOUR CHOICE, YOUR CHALLENGE
…YOUR AVENUE TO EXCELLENCE!
ACADEMIC ENRICHMENT SERVICES
Ms. Phyllis Brooks-Collins • Executive Director • (302) 857-7201

Enrichment Services
Supplemental Instruction
Tutoring
Writing Lab
Computer Lab

Mentoring
Peer Mentoring
Faculty/Staff Mentoring Program for Students

Disabilities Services
Reading, writing and note taking services
Removal of structural barriers
Arrangements for testing accommodations
Tutorial Services
Interpreters for the deal
Referrals to community agencies

Advisement
Undeclared Majors
Students Admitted with Conditions

Testing Services
CLEP
DANTES

National Tests
PRAXIS
GRE
LSAT

Student Evaluation of Faculty

SPECIAL PROGRAMS
“Program Jumpstart”: A six-week residential summer bridge program for academically talented students.
“Project Success”: A pre-admittance program for students admitted with conditions.
“Staying on Course”: A program designed to assist students in academic difficulty to get back on track.
Graduating in 2013?

IMPORTANT! GRADUATION 2013

1. Students who anticipate participating in the May graduation ceremony must submit the appropriate Application for Graduation to the Office of Records and Registration on or before October 15, 2012.

2. Students not meeting the deadline for filing may not have regalia and/or diplomas available for the graduation ceremony.

3. All degrees are conferred upon successful completion of all graduation requirements, e.g., degrees completed during Summer 2012 will be awarded on August 15, 2012; Fall 2012 degrees will be awarded on December 15, 2012; and Spring 2013 degrees will be awarded on May 2013.

4. Students who complete all requirements during the Summer or Fall terms may obtain an official transcript from the Office of Records and Registration which will reflect the degree to be conferred and actual date of completion of requirements, e.g., August 15th for summer graduates and December 15th for fall graduates.

5. One diploma will be issued for each degree earned.

6. Students may participate in the graduation ceremony ONLY if they enroll in and successfully complete all courses required to graduate prior to graduation.

7. Diplomas will not be issued to anyone who has not satisfied all academic requirements and met all financial obligations to the institution, including loans administered by the University.

8. Any student that has received a loan from any of the loan programs listed on page 20 must complete an exit interview.
Sample Course Request Form
COURSE SELECTION
(Use This Page to Plan Your Registration)

FIRST CHOICE COURSE SCHEDULE

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT. #</th>
<th>COURSE #</th>
<th>SEC #</th>
<th>TITLE OF COURSE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL # CREDITS

ALTERNATE COURSE SCHEDULE

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT. #</th>
<th>COURSE #</th>
<th>SEC #</th>
<th>TITLE OF COURSE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL # CREDITS