

# REGISTRATION INSTRUCTIONS

**REGISTERED STUDENTS BEGIN AT STEP 3 FOR FINANCIAL AID STATUS OR STEP 2 FOR REGISTRATION.**

**NOT ADMITTED—SEE: UNDERGRADUATE ADMISSIONS KWH 117  
GRADUATE ADMISSIONS KWH 239**

\*Former students who have not been enrolled for a year must reapply.

## 1. ADMITTED, NOT REGISTERED -- STOP AT INFORMATION/HELP DESK

### Current students

- Clear academic holds with College/School Dean.
- Clear all holds before registration process.
- Go to STEP 2.

### Graduate Students

- Go to STEP 2.

### International Students

- Report to the Office of Admissions, Kent Wyatt Hall room 117 upon arrival, additional instructions will be given at that time.

### New freshmen

- Pick-up a evaluation sheet in the Office of Admissions, Kent Wyatt Hall room 117.
- Choose a major you may be most interested in and report to the appropriate Dean for advisor assignment. If you remain undecided, report to Kethley 113 for advisor assignment.

### New Transfers

- Fully admitted first time transfers should go to the Registrar's Office KWH 152 for transfer course evaluation prior to faculty advisement.

## 2. REGISTRATION

- SEE WEB REGISTRATION INSTRUCTIONS.

## 3. FINANCIAL AID

- Go to Step 4 if you have received an award letter from the DSU Financial Aid office for the current school year. You do not need to stop at the Financial Aid office.
- Stop at the Financial Aid office to check the status of your application if you have applied for financial aid for the current school year but have not yet received an award letter.

## 4. FEE PAYMENT-- STUDENT BUSINESS SERVICES

**TAKE PICTURE FOR NEW ID. ENTER STUDENT BUSINESS SERVICES' OFFICE TO ROOM 131.**

Check with Student Business Services' Staff in Atrium for assistance and direction to the proper window/office..

- Choose Meal Plan (Mandatory –residence life students).
- Enter KWH 131 if tuition and fees are being paid by a third party (another entity), i.e. (MPACT, Americorp, MTFP, etc.),
- Pay for Tuition and Fees and Or Enroll in a payment plan. To enroll go to [www.deltastate.edu](http://www.deltastate.edu), MyDSU, DSU Online Services and go into your student account. If you need additional assistance, enter **KWH 131**.
- Pick up refund checks Monday, 8 a.m.- 5 p.m. through Wednesday from 8 a.m.- 5 p.m. at the concession stand in Walter Sillers Coliseum.

## PARKING DECALS AND PARKING TICKETS

You may purchase your decal/pay tickets directly at the University Police Department, Union 202, with the Okra Green Anywhere on your Okra Kard. You may make deposits to your okra kard online at [www.deltastate.edu](http://www.deltastate.edu), MyDSU, Okra Kard 24/7 online office.