

# REGISTRATION INSTRUCTIONS

**NOT ADMITTED---SEE: UNDERGRADUATE ADMISSIONS KWH 117**

**GRADUATE ADMISSIONS** Enter KWH 239 to get to Room 245

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

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

**Housing and Residence Life** representative available for housing application.

### Current students

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

**Graduate Students:** *Handout of Graduate Department Head names and offices*

**Go to STEP 2.**

### New freshmen:

- Pick up evaluation form in **Admissions KWH 117**. Get directions to faculty advisement.

### New Transfers

- Pick up transfer transcript from Admissions KWH 117, take to Registrar's Office, KWH 152 for transfer course evaluation before getting directions to faculty advisement.

### International Students:

- See Undergraduate Admissions **KWH 117** or Graduate Admissions **KWH 239**

## 2. REGISTRATION:

- Meet with an advisor** to receive alternate PIN. **A student may not register or drop required courses without permission of the student's advisor.**
- Enter schedules** from any computer with Internet access. Log onto DSU homepage ([www.deltastate.edu](http://www.deltastate.edu)) and click **MY dsu** then **DSU online**. Enter Secure Area. The Login is your **DSU ID or SSN** and the **\*Password** is your Birth date (i.e.MMDDYY-050980) or personal password. Registrar personnel will be available for assistance in Ewing Hall 2<sup>nd</sup> floor.  
**PASSWORD PROBLEM CONTACT Registrar's Office (846-4040) FOR ACCOUNT RESET FAILED LOGIN CONTACT Registrar's Office (846-4040)**
- View for any holds** under Student Records. Click on Administrative Services under Section Content. Click on Student Services and Financial Aid and select Registration.
- Click on Add/Drop Classes**. Select desired term and submit. **Enter Alternate PIN** and submit. Type in CRN and submit changes. Arrow down on right scroll bar to verify course information. If a class is closed, you can enter another CRN or click Class Search for another course. Submit changes.
- To print schedule**, click on Student Services, select Registration, go to Student Schedule by Day and Time and click Print. **Logout when registration is complete**

## 3. FINANCIAL AID

- **Go to Step 4 if you have received an award letter** from the DSU Financial Aid office for the 2008-2009 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 2008-2009 school year but **have not yet received an award letter.**

## 4. STUDENTS BUSINESS SERVICES ROOM 132.

TAKE PICTURE FOR NEW ID.

ESTIMATE OF FEES

OPTIONS FOR PAYMENT

- **Choose Meal Plan** (Mandatory –residence life students).
- **Customer Service Representatives at the Cashiers windows can direct you to the correct person regarding MPACT, Americorp, MTFP, etc.**
- **Information on payment of fees and tuition.**