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 must meet with International Advisor Marilyn Kelly in KWH 161.

   New freshmen
   • Pick-up a freshman evaluation sheet, go to the Information/Help booth for a registration packet, and meet with an advisor.
   • 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
   • Pick up transfer transcript from Admissions KWH 117 and take to Registrar’s Office KWH 152 for transfer course evaluation before 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. TAKE PICTURE FOR NEW ID. ENTER STUDENT BUSINESS SERVICES’ OFFICE TO ROOM 132.

FEE PAYMENT--STUDENT BUSINESS SERVICES
   • Check with Student Financial 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 with Tuition Management Systems. To enroll with Tuition Management Systems, go to www.afford.com or call TMS toll free at 1-800-343-0911. If you need additional assistance, enter KWH 131.
   • Pick up refund checks Monday, 8 a.m.-5 p.m.-Wednesday from 8 a.m.-5 p.m. at the concession stand in Walter Sillers Coliseum. Student Financial Services will be open from 5-6 p.m. to cash these checks.

PARKING DECALS AND PARKING TICKETS
   If you have money on your Okra Green Anywhere account on your Okra Green Card, you may purchase your decal/pay tickets directly at the University Police Department, Union 202.

   If you do not have money on your Okra Green Anywhere account, you will need to pay for your decal/tickets at the Student Financial Services Office and take your receipt to the University Police Department to pick up your parking decal or have your hold taken off.