Dear Graduate Student:

We are pleased that you have selected Delaware State University to pursue your graduate and professional education. On **July 29**, between the hours of 8:30 a.m.-4:30 p.m., you will be able to visit the first floor of the Claibourne D. Smith Administration Building to complete all final steps needed with the Office of Financial Aid, Office of Admissions, Office of Student Accounts and the ID Office. The office staff at the School of Graduate Studies and Research, located in Grossley Hall, will be available to address any questions you may have or direct you with the necessary steps needed to complete your enrollment process.

A PowerPoint overview of the School of Graduate Studies and Research will be available on our website — [desu.edu/grad](http://desu.edu/grad) — to view on or after July 29. When you come on campus July 29, you will be expected to satisfy your bill or make payment plan arrangements, meet with your department to get the course information needed to register for classes, and obtain your photo ID.

It is the responsibility of each student to ensure that he or she manages the registration and payment process so that enrollment deadlines are met leading up to the first day of classes on August 29. If your bill or payment arrangements have not been satisfied by the first week of classes, you will have an academic hold placed on your account and will not be able to matriculate further in your studies at Delaware State University.

Please follow the steps outlined in the following pages. If you have any questions as you matriculate through your respective graduate programs, please contact the School of Graduate Studies and Research at gradstudies@desu.edu or 302.857.6800.

Best wishes for a productive and successful school year!

Sincerely,

Dr. Saundra F. DeLauder  |  Dean, School of Graduate Studies and Research, Delaware State University
Greetings:

As you embark upon your newest academic journey here at Delaware State University, you will be exposed to excellence in advanced studies that distinguishes our graduate and doctoral programs.

Delaware State is a place where opportunities are boundless. As you delve into your chosen graduate programs of study, you will learn in DSU’s state-of-the-art facilities and come into contact with world-class faculty and researchers who have already made their marks on the world and will guide you toward the same successful outcomes.

Whether your enrollment is a continuation from your undergraduate experience at DSU or represents your first involvement as a student here, it is my hope that your experiences will be fruitful throughout your advanced studies and continue long after you achieve your degrees. Welcome to the Delaware State University family — a very smart choice!

Dr. Harry L. Williams | President, Delaware State University
New Student Checklist

Before the start of the fall 2016 semester, please take the following steps to ensure your successful transition as a student at Delaware State University. If you have questions, you may contact the School of Graduate Studies and Research at 302.857.6800 or gradstudies@desu.edu.

**STEP 1 COMPLETE THE FINANCIAL AID PROCESS**

- If you have not done so already, please complete the 2016-17 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 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 desu.edu/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 (2016-2017 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: 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 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
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, follow the steps:
      i. Click PIN Create/Reset Page
      ii. Input information requested
      iii. Click Create/Reset PIN
      iv. Repeat steps 1 and 2
4. Click Registration
5. Click Add/Drop Classes
6. Select Term
   a. Select Fall 2016
   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.
Once you have selected and registered for your fall 2016 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 2016 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 2016 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

SUBMIT HEALTH FORMS/REVIEW HEALTH INSURANCE OPTIONS

Health Forms
All students are required to submit all four pages of the Student Health Form found at the following link on the DSU Office of Student Health Services website: desu.edu/healthform. 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.

Health Insurance
Due to the federally mandated health care law, the Affordable Care Act, individuals must have health insurance coverage. All full-time students at Delaware State University are required to show proof of insurance.

- U.S. graduate students who have insurance coverage that meets federal requirements of the Affordable Care Act are not required to waive out of Delaware State University's Student Health Insurance Plan. For students who are not sufficiently insured who would like to purchase DSU's Student Health Insurance Plan through AIG, the University provides this opportunity. The cost is $377 per semester and requires payment by credit card. For more information, please visit studentinsurance.com/schools/DE/DESU.

- Per the Office of International Affairs, international graduate students who already have insurance coverage that meets federal requirements of the Affordable Care Act must complete an online waiver form to opt out of DSU's Student Health Insurance Plan. To waive coverage — or enroll in DSU’s plan if not sufficiently insured — please visit studentinsurance.com/schools/DE/DESU.

- If you do not complete this process, an academic hold will be placed on your account and you will not be able to progress forward with your academic studies at Delaware State University.

Student Health Services | Student Health Center, Bldg. #21 | 1200 North DuPont Highway, Dover, DE 19901 | 302.857.6393
Cars on Campus

Campus parking spaces are provided in designated areas for resident and commuter students. There is an annual fee of $70 for parking on the main campus. Students with automobiles can go to desu.thepermitstore.com to obtain a parking decal that must be displayed as directed at all times. The Wilmington location does not require a decal or parking fee. Students must also register their motor vehicle with the DSU Police Department by bringing their vehicle insurance, registration and driver’s license to the Campus Police Building.

DSU Police Department | Campus Police Building, Bldg. #52 | 302.857.7911

DISABILITY AND SPECIAL NEEDS SERVICES

For disability-related needs, please forward documentation and a statement of need for review to the Office of 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 302.857.7304.
**Academic CALENDARS**

**Fall 2016 Semester**

**July 29** (Friday) ................................................................. Graduate Orientation
All first-time graduate enrollees are expected to participate in this activity. Details will be posted at the School of Graduate Studies website: desu.edu/grad.

**August 25** (Thursday) ............................... Residence Halls Open for New Students Only

**August 27** (Saturday) .............................. Residence Halls Open for Returning Students

**August 25** (Thursday) ................................................ Faculty & Staff Institute

**August 29** (Monday) ................................................ Classes Begin at 8 a.m.

**September 5** (Monday) ................................. Labor Day (University Closed)

**September 7** (Wednesday) ....................... Last Day to Change Course(s) to Audit Status

**September 7** (Wednesday) .......................... Late Registration Ends

**September 7** (Wednesday) .............................. Last Day for Graduate Students to meet financial obligations

**September 8** (Thursday) .......................... Documentation for Non-Attendance Submission

**September 8** (Thursday) .......................... Effective Date for $10 Per Drop Processing Fee

**September 8** (Thursday) .......................... Effective Date for Receiving a Grade of “W” for Dropped Courses

**September 8** (Thursday) ............................... General Faculty Meeting

**September 9** (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 9–30** (Friday-Thursday) .................... Academic Early Alert

**September 12** (Monday) ................................. Applications & Audits for December Commencement due to Graduate Studies for review and approval prior to submission to the Registrar’s Office by September 15

**September 15** (Thursday) ............................... Convocation

**October 3-7** (Monday-Friday) ....................... Midterm Evaluations Administered

**October 6** (Thursday) ............................... Last Day to Remove Incompletes

**October 9-16** (Sunday-Saturday) ..................... Homecoming Week

**October 10** (Monday) .............................. Mid-Term Grades Due in Chairs’ Offices

**October 14** (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 14** (Friday) ....................... Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for December 2016 graduation

**October 15** (Saturday) ............................... FAFSA Priority Filing Date

**October 17-November 4** (Monday - Friday) .......................... Academic Advisement/Registration for Spring 2017

**October 28** (Friday) ............................... Last Day to Drop Classes

**October 30-November 25** (Sunday-Friday) .................... Fall Course Evaluations

**November 4** (Friday) ............................... Financial Aid 60% Completion Date

**November 8** (Tuesday) ............................... Election Day (University Closed)

**November 15** (Tuesday) ............................. Exit Interview for December Graduates

**November 15** (Tuesday) ............................... Last Day to Complete the Thesis or Dissertation Defense for December 2016 graduation.

**November 16** (Wednesday) ........................... Last Day to Drop/Withdraw from the University

**November 20** (Sunday) ............................... Last Day for December 2015 Graduates to File thesis or dissertation outcome reports to the School of Graduate Studies and Research

**November 23** (Wednesday) ............................. Residence Halls Close at 8 p.m.

**November 24-27** (Thursday-Sunday) ......................... Thanksgiving Recess

**December 5** (Monday) .......................... Last Day to Submit Final Copies of the Thesis or the Dissertation with the School of Graduate Studies and Research for review/approval. Please review the Thesis/Dissertation Handbook: desu.edu/graduate-studies/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.

**December 8** (Thursday) ............................. Last Day of Classes

**December 9** (Friday) ............................... Last Day of Reading Day

**December 12** (Monday) ............................... Last Day to Submit Thesis or Dissertation to the library for binding for December graduation. No thesis/dissertation will be accepted for binding without full approval of the Advisory Committee, College, and School of Graduate Studies and Research.

**December 12-16** (Monday-Friday) ....................... Final Examinations

**December 16** (Friday) ............................... Winter Recess Begins (Students)

**December 16** (Friday) ............................. Residence Halls Close at 8 p.m.

**December 17** (Saturday) ....... December Commencement

**December 19** (Monday) ............................... Non-thesis Outcomes Reports Due to the School of Graduate Studies for December 2016 graduation.

**December 19** (Monday) ............................... Final Grades Due

**December 24-January 1** (Saturday-Sunday) .......... Winter Recess (University Closed)

**September 8** (Thursday) ............................... General Faculty Meeting

**September 9** (Friday) ............................. Last Day for Submission of Committee Forms to School of Graduate Studies and Research for approval.

**September 9–30** (Friday-Thursday) .................... Academic Early Alert

**September 12** (Monday) ................................. Applications & Audits for December Commencement due to Graduate Studies for review and approval prior to submission to the Registrar’s Office by September 15

**September 15** (Thursday) ............................... Convocation

**October 3-7** (Monday-Friday) ....................... Midterm Evaluations Administered

**October 6** (Thursday) ............................... Last Day to Remove Incompletes

**October 9-16** (Sunday-Saturday) ..................... Homecoming Week

**October 10** (Monday) .............................. Mid-Term Grades Due in Chairs’ Offices

**October 14** (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).
Spring 2017 Semester

November 1 (Tuesday) ....................... International Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2017

Please review all requirements via the prospective students’ link, desu.edu/graduate-studies/prospective-students. The applicant is encouraged to contact his or her program(s) of interest (via desu.edu/graduate_program_directory) as some have earlier deadlines.

November 15 (Tuesday) ...................... Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2017

Please review all requirements via the prospective students’ link, desu.edu/graduate-studies/prospective-students. The applicant is encouraged to contact his or her program(s) of interest (via desu.edu/graduate_program_directory) as some have earlier deadlines.

January 5 (Thursday) ...................... Residence Halls Open for New Students Only
January 5-6 (Thursday-Friday) ....................... New Student Registration
January 6 (Friday) ...................... Last Day to Satisfy Summer and Fall 2017 Provisional Admission Requirements

January 7 (Saturday at noon) .......... Residence Halls Open for Returning Students
January 9 (Monday) ...................... Classes Begin at 8 a.m.
January 9 (Monday) ...................... Late Registration Begins
January 12 (Thursday) ...................... General Faculty Meeting at 11 a.m.
January 13 (Friday) ...................... Plans of Study Due for Fall 2017 Enrollees
January 13 (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 16 (Monday) ................. Martin Luther King Jr. Observance (University Closed)
January 18 (Wednesday) ....................... Late Registration Ends
January 18 (Wednesday) ...................... Last Day to Change Course(s) to Audit Status
January 18 (Wednesday) ...................... Last Day for Graduate Students to meet financial obligations

January 19 (Thursday) ...................... Documentation for Non-Attendance Submission
January 19 (Thursday) ...................... Effective Date for $10 Per Drop Processing Fee
January 19 (Thursday) ...................... Effective Date for Receiving a Grade of “W” for Dropped Courses

January 20-February 10 (Friday-Friday) ...................... Academic Early Alert
January 20 (Friday) ...................... Deadline for Submission of Applications & Audits for May Commencement to Graduate Studies for review and approval for submission to the Registrar’s Office by February 1

February 9 (Thursday) ...................... Founders Day
February 13-17 (Monday-Friday) ...................... Midterm Evaluations Administered
February 16 (Thursday) ...................... Last Day to Remove Incompletes
February 20 (Monday) ...................... Mid-Term Grades Due in Chairs’ Offices

February 27-March 31 (Monday-Friday) ...................... Spring Faculty Evaluations
March 6-31 (Monday – Friday) ...................... Academic Advisement/Registration for Summer 2017 and Fall 2017
March 15 (Wednesday) ...................... Financial Aid 60% Completion Date
March 17 (Friday) ...................... 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 21 (Tuesday) ...................... Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for May 2017 graduation

April 6 (Thursday) ...................... Last Day to Drop Classes/Withdraw from University
April 7 (Friday) ...................... 7th Annual Graduate Research Symposium
April 13 (Thursday) ...................... Exit Interview for May Graduates
April 14-17 (Friday-Monday) ...................... Easter Recess (University Closed)
April 15 (Friday) ...................... Last Day to Complete the Thesis or Dissertation Defense for May graduation.

April 21 (Friday) ...................... Last Day for May Graduates to File Thesis or Dissertation Outcome Reports to the School of Graduate Studies and Research
April 27 (Thursday) ...................... Last Day of Classes
April 28 (Friday) ...................... Reading Day
April 28 (Friday) ...................... Last Day to Submit Final Copies of the Thesis or the Dissertation with the School of Graduate Studies and Research for review/approval.

Please review the Thesis/Dissertation Handbook: desu.edu/graduate-studies/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.

May 1-5 (Monday-Friday) ...................... Final Examinations
May 5 (Friday) ...................... Residence Halls Close at 8 p.m.
May 5 (Friday) ...................... Last Day to Submit Thesis or Dissertation to the library for binding for May graduation. No thesis/dissertation will be accepted for binding without full approval of the Advisory Committee, College, and School of Graduate Studies and Research.

May 8 (Monday) ...................... Non-thesis Outcomes Reports Due to the School of Graduate Studies for December 2017 graduation.

May 8 (Monday) ...................... Final Grades Due
May 11 (Thursday) ...................... General Faculty Meeting
May 14 (Sunday) ...................... May Commencement
# College-by-College Contacts

## College of Agriculture and Related Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
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<tbody>
<tr>
<td>Dr. Dyremple B. Marsh</td>
<td>Dean</td>
<td><a href="mailto:dmarsh@desu.edu">dmarsh@desu.edu</a>; 302.857.6400</td>
<td>Ag/Baker Annex Building, Room 108C</td>
</tr>
<tr>
<td>Lisa Hopkins</td>
<td>Administrative Assistant/Budget Analyst</td>
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<tr>
<td>Shanina D. Harris</td>
<td>Secretary</td>
<td><a href="mailto:sdharris@desu.edu">sdharris@desu.edu</a>; 302.857.7865</td>
<td>Ag/Baker Annex Building, Room 108E</td>
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**DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES | MS in Agriculture and MS in Natural Resources**

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<tr>
<th>Name</th>
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<th>Contact Information</th>
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<tbody>
<tr>
<td>Dr. Richard Barczewski</td>
<td>Department Chairperson/Program Director</td>
<td><a href="mailto:rbarczewski@desu.edu">rbarczewski@desu.edu</a>; 302.857.6410</td>
<td>Baker Building, Room 5</td>
</tr>
<tr>
<td>Jana Rheaume</td>
<td>Senior Secretary</td>
<td><a href="mailto:jrheaume@desu.edu">jrheaume@desu.edu</a>; 302.857.6410</td>
<td>Baker Building, Room 3</td>
</tr>
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**DEPARTMENT OF HUMAN ECOLOGY | MS in Food Science and Biotechnology**

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<th>Name</th>
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<tbody>
<tr>
<td>Dr. Samuel Besong</td>
<td>Department Chairperson/Program Director</td>
<td><a href="mailto:sbesong@desu.edu">sbesong@desu.edu</a>; 302.857.6440</td>
<td>Ag/Baker Annex Building, Room 102A</td>
</tr>
<tr>
<td>Sherry Garrison</td>
<td>Senior Secretary</td>
<td><a href="mailto:sgarrison@desu.edu">sgarrison@desu.edu</a>; 302.857.6440</td>
<td>Ag/Baker Annex Building, Room 102A</td>
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## College of Arts, Humanities and Social Sciences

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<th>Name</th>
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<tbody>
<tr>
<td>Dr. Marshall Stevenson</td>
<td>Dean</td>
<td><a href="mailto:mstevenson@desu.edu">mstevenson@desu.edu</a>; 302.857.6628</td>
<td>Education &amp; Humanities Building, Room 267</td>
</tr>
<tr>
<td>Stephanie Brown-Hardwick</td>
<td>Administrative Assistant/Budget Analyst</td>
<td><a href="mailto:shardwick@desu.edu">shardwick@desu.edu</a>; 302.857.6628/7400</td>
<td>Education &amp; Humanities Building, Room 267</td>
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**DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES | MA in Teaching English as a Second Language**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Adenike M. Davidson</td>
<td>Department Chairperson</td>
<td><a href="mailto:adavidson@desu.edu">adavidson@desu.edu</a>; 302.857.6560</td>
<td>Education &amp; Humanities Building, Room 213</td>
</tr>
<tr>
<td>Dr. Brody Bluemel</td>
<td>Program Director</td>
<td><a href="mailto:bbluemel@desu.edu">bbluemel@desu.edu</a>; 302.857.6579</td>
<td>Education &amp; Humanities Building, Room 220</td>
</tr>
<tr>
<td>Dawn Bordley</td>
<td>Administrative Secretary</td>
<td><a href="mailto:dbordley@desu.edu">dbordley@desu.edu</a>; 302.857.6560</td>
<td>Education &amp; Humanities Building, Room 213</td>
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**MASTER OF PUBLIC ADMINISTRATION**

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<th>Name</th>
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<tbody>
<tr>
<td>Dr. Michael Boone</td>
<td>Interim Program Director</td>
<td><a href="mailto:mboone@desu.edu">mboone@desu.edu</a>; 302.857.7124</td>
<td>Education &amp; Humanities Building, Room 201B</td>
</tr>
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## COLLEGE OF BUSINESS

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<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
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<tbody>
<tr>
<td>Donna Covington</td>
<td>Dean</td>
<td>d <a href="mailto:covington@desu.edu">covington@desu.edu</a>; 302.857.6900</td>
<td>Bank of America Building, Room 304</td>
</tr>
<tr>
<td>Leanna Lebron</td>
<td>Administrative Assistant</td>
<td><a href="mailto:llebron@desu.edu">llebron@desu.edu</a>; 302.857.6900</td>
<td>Bank of America Building, Room 304</td>
</tr>
<tr>
<td>Dr. Young-Sik Kwak</td>
<td>Interim Associate Dean</td>
<td><a href="mailto:ykwak@desu.edu">ykwak@desu.edu</a>; 302.857.7805</td>
<td>Bank of America Building, Room 304</td>
</tr>
<tr>
<td>Dr. Daeryong Kim</td>
<td>Interim Program Director, Business Administration</td>
<td><a href="mailto:dkim@desu.edu">dkim@desu.edu</a>; 302.857.6978</td>
<td>Bank of America Building, Room 106</td>
</tr>
<tr>
<td>Hans Reigle</td>
<td>Interim Program Director, Aviation</td>
<td><a href="mailto:hreigle@desu.edu">hreigle@desu.edu</a>; 302.857.6979</td>
<td>Bank of America Building, Room 211</td>
</tr>
<tr>
<td>Ha Nguyen</td>
<td>Coordinator, Business Administration</td>
<td><a href="mailto:hnguyen@desu.edu">hnguyen@desu.edu</a>; 302.857.6922</td>
<td>Bank of America Building, Room 106</td>
</tr>
<tr>
<td>Dr. Jan E. Blade</td>
<td>Department Chairperson/Program Director</td>
<td>j <a href="mailto:blade@desu.edu">blade@desu.edu</a>; 302.857.6607</td>
<td>Memorial Hall, Room 220</td>
</tr>
<tr>
<td>Cheryl McCrea</td>
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<td><a href="mailto:cmccrea@desu.edu">cmccrea@desu.edu</a>; 302.857.6600/6613</td>
<td>Memorial Hall, Room 221</td>
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### MASTER OF BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Dr. Marshá Taylor Horton</td>
<td>Dean</td>
<td>m <a href="mailto:horton@desu.edu">horton@desu.edu</a>; 302.857.6700</td>
<td>Price Building, Room 115</td>
</tr>
<tr>
<td>Lynn McGinnis</td>
<td>Administrative Assistant/Budget Assistant</td>
<td><a href="mailto:lmcginnis@desu.edu">lmcginnis@desu.edu</a>; 302.857.6700</td>
<td>Price Building, Room 115</td>
</tr>
<tr>
<td>Dr. Robert Martin</td>
<td>Interim Department Chairperson</td>
<td><a href="mailto:bmartin@desu.edu">bmartin@desu.edu</a>; 302.857.6720</td>
<td>Education &amp; Humanities Building, Room 100</td>
</tr>
<tr>
<td>Dr. Nirmaljit Rathee</td>
<td>Interim Program Director</td>
<td><a href="mailto:nrathee@desu.edu">nrathee@desu.edu</a>; 302.857.7170</td>
<td>Education &amp; Humanities Building, Room 112</td>
</tr>
<tr>
<td>Danielle Hicks</td>
<td>Senior Secretary, Education Graduate Programs</td>
<td><a href="mailto:dhicks@desu.edu">dhicks@desu.edu</a>; 302.857.7170</td>
<td>Education &amp; Humanities Building, Room 112</td>
</tr>
<tr>
<td>Brandi Besecker</td>
<td>Senior Secretary</td>
<td><a href="mailto:bbesecker@desu.edu">bbesecker@desu.edu</a>; 302.857.6720</td>
<td>Education &amp; Humanities Building, Room 100</td>
</tr>
<tr>
<td>Dr. John Austin</td>
<td>Interim Department Chairperson/Program Director</td>
<td><a href="mailto:jaustin@desu.edu">jaustin@desu.edu</a>; 302.857.6789</td>
<td>Price Building, Room 202C</td>
</tr>
<tr>
<td>Cherita A. Brown</td>
<td>Technical Analyst and Quality Assurance Manager</td>
<td><a href="mailto:chbrown@desu.edu">chbrown@desu.edu</a>; 302.857.6771</td>
<td>Price Building, Room 202B</td>
</tr>
<tr>
<td>Shacre Bennett</td>
<td>Secretary</td>
<td><a href="mailto:sbennett@desu.edu">sbennett@desu.edu</a>; 302.857.6775</td>
<td>Price Building, Room 202A</td>
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## COLLEGE OF EDUCATION, HEALTH AND PUBLIC POLICY

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<td>Dr. Marshá Taylor Horton</td>
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<td>m <a href="mailto:horton@desu.edu">horton@desu.edu</a>; 302.857.6700</td>
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<tr>
<td>Lynn McGinnis</td>
<td>Administrative Assistant/Budget Assistant</td>
<td><a href="mailto:lmcginnis@desu.edu">lmcginnis@desu.edu</a>; 302.857.6700</td>
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### DEPARTMENT OF EDUCATION | EdD and MEd in Educational Leadership

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<th>Name</th>
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<tr>
<td>Dr. Robert Martin</td>
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<td>Dr. Nirmaljit Rathee</td>
<td>Interim Program Director</td>
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<td>Senior Secretary, Education Graduate Programs</td>
<td><a href="mailto:dhicks@desu.edu">dhicks@desu.edu</a>; 302.857.7170</td>
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<td><a href="mailto:bbesecker@desu.edu">bbesecker@desu.edu</a>; 302.857.6720</td>
<td>Education &amp; Humanities Building, Room 100</td>
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### DEPARTMENT OF SOCIAL WORK | MSW in Social Work

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<tr>
<td>Dr. John Austin</td>
<td>Interim Department Chairperson/Program Director</td>
<td><a href="mailto:jaustin@desu.edu">jaustin@desu.edu</a>; 302.857.6789</td>
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<tr>
<td>Cherita A. Brown</td>
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<td>Secretary</td>
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<td>Price Building, Room 202A</td>
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### College of Mathematics, Natural Sciences and Technology

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Clytrice Watson</td>
<td>Interim Dean</td>
<td><a href="mailto:cawatson@desu.edu">cawatson@desu.edu</a>; 302.857.6500</td>
<td>Dean's Suite, 6th floor, William C. Jason Library</td>
</tr>
<tr>
<td>Dr. David Pokrajac</td>
<td>Associate Dean for Research and Analytics</td>
<td><a href="mailto:dpokrajac@desu.edu">dpokrajac@desu.edu</a>; 302.857.7412</td>
<td>Grossley Hall, Room 104</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant</td>
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<td>Dean's Suite, 6th floor, William C. Jason Library</td>
</tr>
<tr>
<td>Dr. Charlie Wilson</td>
<td>Interim Department Chairperson</td>
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<td>Science Center, Room 122</td>
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<tr>
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<td>Science Center, Room 122</td>
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<td>Science Center, Room 122</td>
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<tr>
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<tr>
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### Department of Biological Sciences | MS in Biological Sciences, MS in Molecular and Cellular Neuroscience and PhD in Neuroscience

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<td>Science Center, Room 122</td>
</tr>
<tr>
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<tr>
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<td>Science Center, Room 122</td>
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### Department of Chemistry | MS in Applied Chemistry and PhD in Applied Chemistry

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<th>Name</th>
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<tbody>
<tr>
<td>Dr. Cherese Winstead</td>
<td>Department Chairperson</td>
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<td>Science Center, Room 314</td>
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<td>Science Center, Room 246</td>
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<tr>
<td></td>
<td>Administrative Secretary</td>
<td>302.857.6530</td>
<td>Science Center, Room 314</td>
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### Department of Computer and Information Sciences | MS in Computer Science

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Dr. Marwan F. Rasammy</td>
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<td>Science Center, Room 330</td>
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### Department of Mathematical Sciences | MS in Mathematics, PhD in Interdisciplinary Applied Mathematics and Mathematical Physics

<table>
<thead>
<tr>
<th>Name</th>
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<th>Contact Information</th>
<th>Location</th>
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<tbody>
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<td>Dr. Nicola Edwards</td>
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<td>ETV Building, Room 107</td>
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### Department of Physics and Engineering | MS in Applied Optics, MS in Physics, PhD in Optics

<table>
<thead>
<tr>
<th>Name</th>
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<th>Contact Information</th>
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<tbody>
<tr>
<td>Dr. Mukti M. Rana</td>
<td>Department Chairperson</td>
<td><a href="mailto:mrana@desu.edu">mrana@desu.edu</a>; 302.857.6588</td>
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<td>Rose Shields</td>
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</tr>
</tbody>
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### Other Campus Contacts

<table>
<thead>
<tr>
<th>School of Graduate Studies and Research</th>
<th>302.857.6800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Phone Number</td>
<td>302.857.SNOW (7669)</td>
</tr>
<tr>
<td>General Phone Numbers</td>
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</tr>
<tr>
<td>Alumni Relations</td>
<td>302.857.6050</td>
</tr>
<tr>
<td>Arts Center/Gallery</td>
<td>302.857.6697</td>
</tr>
<tr>
<td>Athletics</td>
<td>302.857.6630</td>
</tr>
<tr>
<td>Bookstore</td>
<td>302.857.6225</td>
</tr>
<tr>
<td>Career Services</td>
<td>302.857.6120</td>
</tr>
<tr>
<td>Cashier</td>
<td>302.857.6220</td>
</tr>
<tr>
<td>Child Development Lab</td>
<td>302.857.6731</td>
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<tr>
<td>Computer Help Desk</td>
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<td>Copy Center</td>
<td>302.857.6280</td>
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<tr>
<td>Continuing Education</td>
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<tr>
<td>Counseling</td>
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<tr>
<td>Distance Ed. and Learning Tech.</td>
<td>302.857.7122</td>
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<td>Financial Aid</td>
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<td>Health Center</td>
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<td>Hornet Newspaper</td>
<td>302.857.6398</td>
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<tr>
<td>Institutional Advancement</td>
<td>302.857.6055</td>
</tr>
<tr>
<td>Integrated Academic Support &amp; Advising</td>
<td>302.857.7201</td>
</tr>
<tr>
<td>International Affairs</td>
<td>302.857.6421</td>
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<td>Judicial Affairs</td>
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<td>Library</td>
<td>302.857.6191</td>
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<tr>
<td>Police Department</td>
<td>302.857.7911</td>
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<tr>
<td>Post Office (Mail Center)</td>
<td>302.857.6276</td>
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<tr>
<td>Records Office</td>
<td>302.857.6375</td>
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<tr>
<td>Spiritual Life</td>
<td>302.857.7627</td>
</tr>
<tr>
<td>Student Accessibility Services</td>
<td>302.857.7304</td>
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<tr>
<td>Student Accounts</td>
<td>302.857.6240</td>
</tr>
<tr>
<td>Student Employment</td>
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<tr>
<td>Student Affairs</td>
<td>302.857.6300</td>
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<tr>
<td>Student Leadership &amp; Activities</td>
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<tr>
<td>Testing Services</td>
<td>302.857.6144</td>
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<tr>
<td>Theatre &amp; Dance Program</td>
<td>302.857.6573</td>
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<tr>
<td>Veterans Affairs</td>
<td>302.857.6376</td>
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<tr>
<td>Wellness and Recreation Center (WRC)</td>
<td>302.857.7702</td>
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<tr>
<td>Locations</td>
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<tr>
<td>DSU@Georgetown</td>
<td>302.500.7011</td>
</tr>
<tr>
<td>DSU@Wilmington</td>
<td>302.857.5340</td>
</tr>
<tr>
<td>Residence Halls &amp; Apartments</td>
<td>302.857.6315</td>
</tr>
<tr>
<td>Jenkins Hall</td>
<td>302.857.6321</td>
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<tr>
<td>Laws Hall</td>
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<td>Living and Learning Commons</td>
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<td>Tubman Hall</td>
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<td>Warren Franklin</td>
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<td>Wynder Towers</td>
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<td>Courtyard Apartments</td>
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<td>University Village</td>
<td>302.857.8511</td>
</tr>
<tr>
<td>Housing &amp; Residential Education</td>
<td>302.857.6326</td>
</tr>
</tbody>
</table>
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.

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 desu.edu/technology/webmail and follow the instructions in the “Self-Service Password Reset” section 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 the DSU website (desu.edu) and click on MyDESU. Click the Email icon on the right-hand side. 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.

Title IX Coordinators Dr. Stacy Downing, vice president for Student Affairs, and Candy Young, interim associate vice president for Student Affairs
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 also report a complaint concerning sexual misconduct or any other form of discrimination to any of the deputy Title IX coordinators, or complaints may be made online.

Title IX Deputy Coordinators:

<table>
<thead>
<tr>
<th>Brandy Garlic</th>
<th>Kevin Noriega</th>
<th>Kendra Greene</th>
<th>Sandra Golson</th>
<th>Rebecca Fox-Lykens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Coordinator</td>
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<td>Athletics</td>
<td>Deputy Coordinator</td>
<td>Deputy Coordinator</td>
</tr>
<tr>
<td>Housing</td>
<td>Advisement Center</td>
<td>302.857.6030</td>
<td>Human Resources</td>
<td>Faculty</td>
</tr>
<tr>
<td>302.857.6326</td>
<td>302.857.7862</td>
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<td>302.857.6261</td>
<td>302.857.6140</td>
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<td><a href="mailto:bgarlic@desu.edu">bgarlic@desu.edu</a></td>
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<td></td>
<td><a href="mailto:sgolson@desu.edu">sgolson@desu.edu</a></td>
<td><a href="mailto:rlykens@desu.edu">rlykens@desu.edu</a></td>
</tr>
</tbody>
</table>

You may also lodge a complaint with any other administration official or to the DSU Police Department.

Finally, there is a complaint form online which you may use to report a charge of discrimination (see the Student Affairs section of the DSU website, desu.edu/student-affairs).
Financial Aid & Student Accounts

FINANCIAL AID

- File the FAFSA — 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 — studentloans.gov
- Private student loans — desu.edu/financial-aid/
  alternative-loans
- Satisfactory academic progress — desu.edu/graduate-
  studies/financial-aid-guidelines-graduate-students

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

STUDENT ACCOUNTS

- Account summary — my.desu.edu
- Book voucher request — my.desu.edu
- Commuter meal plans request — my.desu.edu
- E-billing — my.desu.edu (select QuikPAY)
- E-payments — my.desu.edu (select QuikPAY)
- Enroll in direct deposit — my.desu.edu (select QuikPAY)
- Enroll an authorized payer — my.desu.edu (select QuikPAY)
- 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 QuikPAY)

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

NELNET BUSINESS SOLUTIONS®
TUITION PAYMENT PLAN

Delaware State University is pleased to offer you the Tuition Payment Plan
administered by NelNet Business Solutions®. The Tuition Payment Plan is
an interest-free alternative to paying each semester’s (fall, spring, summer
I or summer II) tuition and expenses. Per the fall 2016 Graduate Calendar,
payment is due in full by the first week of classes.

Enroll in the Tuition Payment Plan for each academic semester and get these
great benefits:

- Manageable Payments — You can spread your payments over 6, 5,
  4, 3 or 2 months beginning in May for the fall semester and beginning
  in October for the spring semester.
- No Interest Payments — The Tuition Payment Plan is interest free.
  It can be used on its own or in conjunction with loans, grants and/or
  scholarships.
- MYFacts — The plan offers 24-hour access to manage your account via
  the Web.
- Convenient Online Statements — You will receive your statements via
  email each month.
- Automatic reoccurring monthly payments via ACH or credit card
  (includes debit cards) processed on the 5th of every month.

How Do I Enroll in the NBS Tuition Payment Plan?

- Go to my.desu.edu
- Click “QuikPAY”
- In the “Login as Student” Box
- Enter: Student ID & PIN Number
- Click “Login”
- Click “Yes, continue to NelNet QuikPAY”
- Select the payment plan you wish to enroll in
  (middle of page)

Fall 2016 enrollment dates

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Number of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23</td>
<td>6</td>
</tr>
<tr>
<td>June 23</td>
<td>5</td>
</tr>
<tr>
<td>July 23</td>
<td>4</td>
</tr>
<tr>
<td>August 23</td>
<td>3</td>
</tr>
<tr>
<td>September 23</td>
<td>2</td>
</tr>
</tbody>
</table>

The first payment and an enrollment fee are due upon enrollment.
University Village Apartments – 12-month lease

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

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>YEARLY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter 5 PLUS*</td>
<td>$992.00</td>
<td>$992.00</td>
<td>$1,984.00</td>
</tr>
<tr>
<td>120 Block Plan*</td>
<td>$1,914.00</td>
<td>$1,914.00</td>
<td>$3,828.00</td>
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<tr>
<td>75 Block Plan*</td>
<td>$690.00</td>
<td>$690.00</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>150 Flex Dollars</td>
<td>$1,981.00</td>
<td>$1,981.00</td>
<td>$3,962.00</td>
</tr>
<tr>
<td>100 Flex Dollars</td>
<td>$1,756.00</td>
<td>$1,756.00</td>
<td>$3,512.00</td>
</tr>
<tr>
<td>5 Day All-Access Meal Plan</td>
<td>$2,057.00</td>
<td>$2,057.00</td>
<td>$4,114.00</td>
</tr>
</tbody>
</table>

Meal plan yearly totals do NOT include summer sessions. Flex Dollars are funds that can be used at times that are not designated as meal times.

*Option available only for commuters and residents of Courtyard Apartments.

VOUCHERS:
- All computer labs require that a student has a print voucher. Unused print vouchers are refunded at the end of each semester. The cost to print is $0.10 per page (black-and-white).
- A traditional residence hall and University Village apartment resident may require a laundry voucher, which is refunded at the end of each semester. Cost per load: washer $1.25, dryer $1.

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 Slips) — $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)** — 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 Registration Fee* — $50.00
- Living and Learning Commons Deposit — $200.00
- 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

Non-Payment Fee — $150.00
Overdue Library Fee (Per Day) — $1.00
Registration Fee* (Doctoral and Graduate) — $60.00
Reinstatement Fee* — $150.00
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* — $377.00
Technology Fee* — $55.00
Technology Fee* (Summer Sessions) — $35.00
Traditional Housing Deposit — $200.00
Transcript Fee — $10.00
University Courtyard Application Fee — $100.00
University Courtyard Deposit — $300.00
University Courtyard Late Fee (Monthly) — $35.00
University Village Application Fee — $100.00
University Village Deposit — $300.00
University Village Late Fee (Monthly) — $35.00
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 desu.edu/tuition for current pricing.

Not responsible for typographical errors.
A Navigational Guide Through Your Student Services Portal

GETTING TO THE STUDENT SERVICES PORTAL

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.

How do I create/reset my PIN
1. Go to my.desu.edu
2. Click “Create/Reset PIN” link
3. Read and follow the instructions posted on the website.

Go to our website at my.desu.edu
1. Look for and click on the “Banner Self Service” icon in the upper right hand corner
2. You will be asked for your Delaware State University-issued ID number and PIN
3. Enter the information in the fields provided and click on the “Login” button
4. Click on the “Financial Aid” tab

How to 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).
5. Click on the first entry “Financial Aid Status”
6. Select the aid year from the drop-down box and click the submit button
7. You can view your unsatisfied student requirements, financial aid award, satisfactory academic progress and financial aid history.

How to 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.”
5. From the Financial Aid menu, click on the third link “Award”
6. Click on “Award by Aid Year; select 2016-2017 aid year
7. Click on “Award Overview” (an overview of your total financial aid award)

How to Email Financial Aid
By emailing the Office of Financial Aid, you will be able to ask us any question that pertains to your financial aid.
5. Click on the fourth entry “Email Delaware State University’s Financial Aid Office”

How to Access General Financial Aid links
5. From the Financial Aid menu, click on the fifth link, “General Financial Aid”
TUITION AND FEES:

How do I get current info?
- Go to my.desu.edu
- Click “Financial Aid home page”
- Click “Tuition and Fees”

STUDENT BILL:

How Do I View/Print My Student Bill?
- Go to my.desu.edu
- Click “Banner Self Service”
- Enter User ID (With an Uppercase “D”)
- Enter PIN Number
- Select “Student Records”
- Select “Account Summary by Selected Term”
- Select Term (from the drop-down menu)
- Click “Submit”

How Do I View/Print My Student Bill on letterhead via QuikPAY?
- Go to my.desu.edu
- Click “QuikPAY” icon
- In the “Login as Student” Box
- Enter Student ID (With an Uppercase “D”)
- Enter PIN Number
- Click “Login”
- Click “View Accounts” (From menu on the left)
- Click “Current Statement or Statement History”
- Click on the Printable PDF icon

NAVIGATING QUIKPAY:

How Do I Make a Payment via QuikPAY?
- Go to my.desu.edu
- Select “QuikPAY” icon
- In the “Login as Student” Box
- Enter: Student ID & PIN Number
- Click “Login”
- Click “Yes, continue to NelNet QuikPAY”
- Select Make a Payment
- Click “Pay” for the appropriate housing deposit
- Select Term from the drop-down box
- Enter Payment Amount
- Select Payment Method from the drop-down box
- Click “Continue”
- Provide Information: Complete your credit card or bank information (must use the option you choose above)
- Click Confirm to submit your payment
- You will receive an email confirmation for your payment.

How Do I Request a Housing Deposit via QuikPAY?
- Go to my.desu.edu
- Select “QuikPAY” icon
- In the “Login as Student” Box
- Enter: Student ID & PIN Number
- Click “Login”
- Click “Yes, continue to NelNet QuikPAY”
- Select Make a Payment
- Select “Pay” for the appropriate housing deposit
- Select Term from the drop-down box
- Enter Payment Amount
- Select Payment Method from the drop-down box
- Click “Continue”
- Provide Information: Complete your credit card or bank information (must use the option you choose above)
- Click Confirm to submit your payment
- You will receive an email confirmation for your payment.

REQUESTING VOUCHERS:

How Do I Request a Book Voucher?
- Go to my.desu.edu
- Click “Book Voucher”
- Click “Request”
- Select Correct Term
- Enter ID Number (Upper case “D”)
- Enter PIN Number
- Enter Requested Amount (Without $ sign or voucher will automatically void itself)
- Click “Login”

How Do I Request a Laundry Voucher?
- Go to my.desu.edu
- Click “Laundry Voucher”
- Click “Status”
- Select Correct Term
- Enter ID Number (Upper case “D”)
- Enter PIN Number
- Enter Requested Amount (Without $ sign or voucher will automatically void itself)
- Click “Login”

How do I know if the Laundry Voucher is on My Account?
- Go to www.studentloans.gov
- Click “Log In”
- Type in all requested information (you must log in using your FAFSA PIN); click “Log In”
- Select “Counseling Demo”
- Select “Exit Counseling Option”
- Once you are in the system, follow all steps until you have finished.

How Do I Request a Commuter Meal Plan?
- Go to my.desu.edu
- Click “QuikPAY”
- Select “Commuter Meal Plan”
- Select “Request”
- Enter ID Number (Upper case “D”)
- Enter PIN Number
- Select Meal Plan
- Click “Login”

How Do I Complete My Exit Interview?
- Go to www.studentloans.gov
- Click “Log In”
- Type in all requested information (you must log in using your FAFSA PIN); click “Log In”
- Select “Counseling Demo”
- Select “Exit Counseling Option”
- Once you are in the system, follow all steps until you have finished.

How Do I Print My 1098-T Tax Form?
- Go to my.desu.edu
- Click “Banner Self Service”
- Enter User ID (With an Uppercase “D”)
- Enter PIN Number
- Select “Student Records”
- Select “Tax Notification”

How Do I Enroll in Direct Deposit?
- Go to my.desu.edu
- Click “QuikPAY”
- In the “Login as Student” Box
- Enter: Student ID & PIN Number
- Click “Login”
- Click “Yes, continue to NelNet QuikPAY”
- Click “Direct Deposit”
- Enter your banking information
- Click “Add”
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 car 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 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

<table>
<thead>
<tr>
<th>Year in School</th>
<th>Graduate or Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>$20,500 (all funds are unsubsidized)</td>
</tr>
<tr>
<td>Second Year</td>
<td>$20,500 (all funds are unsubsidized)</td>
</tr>
<tr>
<td>Third Year and Beyond</td>
<td>$20,500 (all funds are unsubsidized)</td>
</tr>
</tbody>
</table>

Approximately 1.068% origination and insurance fees will be deducted from each disbursement.

For current interest rates, please visit our website at desu.edu and select Financial Aid.

William D. Ford Direct Stafford Loan | Entrance Counseling and Master Promissory Note

Once you have decided to apply for the Federal Stafford Loan, please begin with Entrance Counseling:

1. Please log on to the website studentloans.gov and follow ALL steps listed:
2. Click "Log In"
3. Type in all requested information; click "Log In" (students will need their PIN number assigned by FAFSA to complete this step)
4. Select "Complete Counseling"
5. Choose “Entrance Counseling” on the “Choose Loan Counseling Type” menu
6. Add Delaware State University in “Select Schools to Notify” and choose graduate in “Select Student Type”
7. Read all information listed; click “Next” to move on. You must answer all questions to complete this process.
8. Once completed, please print this confirmation page for your records.

After completion of the Entrance Counseling, the borrower must complete a Master Promissory Note. Please follow the steps listed below:

1. Select “Complete Master Promissory Note”
2. Select the type of loan you are completing
3. Read over the information listed and complete ALL steps until you reach the end. Please print the completed MPN.
   *There may be options that must be expanded to view.

**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 direct.ed.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.
Delaware State University Police Department

Mission
The Delaware State University Police Department is committed to providing the highest quality of service to our citizens. Acting in partnership with the community, we will be proactive and provide a responsive and flexible approach to quality-of-life issues.

Vision
The Delaware State University Police Department’s vision is... “to support the administrative and financial performance of the University and provide a safe and healthy physical plant for students, faculty, staff and the public.” The department’s efforts include preventive measures through education and enforcement, which promote awareness and individual responsibility in an effort to prevent criminal and safety mishaps.

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.

Parking on campus
Campus parking spaces are provided in designated areas for resident and commuter students. There is an annual fee of $70 for parking on the main campus. Students with automobiles can go to desu.thepermitstore.com to obtain a parking decal that must be displayed as directed at all times. The Wilmington location does not require a decal or parking fee. Students must also register their motor vehicle with the DSU Police Department by bringing their vehicle insurance, registration and driver’s license to the Campus Police Building.

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 desu.edu/police and click on the 911 Cellular icon at the top right side of the page.

2. Read the disclaimer and click on the 911 Cellular icon to access the Login Page.

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 Public Safety at 302.857.7092 if you have problems or questions.
## Getting Around CAMPUS

<table>
<thead>
<tr>
<th>Building Name (Building #)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Stadium (4)</td>
<td></td>
</tr>
<tr>
<td>Aquaculture Research and Demonstration Center B1 &amp; B2 (45)</td>
<td>B1 &amp; B2</td>
</tr>
<tr>
<td>Baker Annex (47)</td>
<td></td>
</tr>
<tr>
<td>Baker Building Extension (47)</td>
<td></td>
</tr>
<tr>
<td>Bank of America Building (31)</td>
<td></td>
</tr>
<tr>
<td>Bus Stop (39)</td>
<td></td>
</tr>
<tr>
<td>Campus Mall (2)</td>
<td></td>
</tr>
<tr>
<td>Claibourne D. Smith Administration Building (40)</td>
<td></td>
</tr>
<tr>
<td>Conrad Hall (19)</td>
<td></td>
</tr>
<tr>
<td>Conwell Hall (9)</td>
<td></td>
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<tr>
<td>Cottage 504/Sponsored Programs (25)</td>
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<tr>
<td>Courtyard Apartments Buildings 1–7 (46)</td>
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<tr>
<td>Delaware Hall (28)</td>
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<tr>
<td>Education &amp; Humanities Building (32)</td>
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<tr>
<td>ETV Building (38)</td>
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<tr>
<td>Facilities Management Annex (14)</td>
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<td>Facilities Management Building (13)</td>
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<tr>
<td>Greenhouse (12)</td>
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<td>Harriet Tubman Hall (23)</td>
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<tr>
<td>Herbarium (16)</td>
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<tr>
<td>Indoor Batting Cage (51)</td>
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<tr>
<td>James W.W. Baker Building (10 &amp; 11)</td>
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<tr>
<td>John R. Price Building (37)</td>
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<tr>
<td>Loockerman Hall (National Historic Landmark) (18)</td>
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<tr>
<td>Luna I. Mishoe Science Center North (33)</td>
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<tr>
<td>Luna I. Mishoe Science Center South (34)</td>
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<tr>
<td>Lydia P. Laws Hall (24)</td>
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<tr>
<td>Medgar Evers Hall (7)</td>
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<tr>
<td>Memorial Hall Gym &amp; Strength and Conditioning Facility (6)</td>
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<tr>
<td>Meta V. Jenkins Hall (8)</td>
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<tr>
<td>Martin Luther King, Jr. Student Center (3)</td>
<td></td>
</tr>
<tr>
<td>Optical Science Center for Applied Research (OSCAR) Building (55)</td>
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<tr>
<td>President's Residence (26)</td>
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<tr>
<td>R. S. Grossley Hall (29)</td>
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<tr>
<td>Richard Wynder Towers (22)</td>
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<tr>
<td>Soccer Field (49)</td>
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<td>Softball Field (48)</td>
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<td>Soldier Field (17)</td>
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<td>Student Health Center (21)</td>
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<tr>
<td>Thomasson Building (20)</td>
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<tr>
<td>U. S. Washington Jr. Cooperative Extension Center (15)</td>
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<tr>
<td>University Police Station (52)</td>
<td></td>
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<tr>
<td>University Village Building 1 (43)</td>
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<tr>
<td>University Village Building 2 (42)</td>
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</tr>
<tr>
<td>University Village Building 3 (41)</td>
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</tr>
<tr>
<td>University Village Café (44)</td>
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</tr>
<tr>
<td>Walking Mall (50)</td>
<td></td>
</tr>
<tr>
<td>Warren-Franklin Hall (27)</td>
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<tr>
<td>Welcome Center (1)</td>
<td></td>
</tr>
<tr>
<td>Wellness &amp; Recreation Center (5)</td>
<td></td>
</tr>
<tr>
<td>William C. Jason Library (30)</td>
<td></td>
</tr>
</tbody>
</table>
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 desu.edu/public-safety. 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.

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