



IMMEDIATE  
PRIORITIES

# NEW STUDENT ENROLLMENT CHECKLIST

- Log into your DelVal email account**
  - All students receive their credentials via an encrypted email sent to the personal email address on file. The email will include instructions to set up your network login and University email account.
- View/complete outstanding financial aid items: [delval.edu/selfservice](https://delval.edu/selfservice)**
  - FAFSA completion | Missing verification documents | Master Promissory Note (MPN) and Entrance Counseling | Accepting/Declining Federal Direct Loans

If parent and/or student are using a loan program:

  - **Federal Direct Parent Plus Loan** - complete your application and master promissory note: [studentaid.gov](https://studentaid.gov)
  - **Private Alternative Loans for parents or students** - review information about Private Alternative Loans: [delval.edu/privateloans](https://delval.edu/privateloans) and complete all required documentation
- Waive or enroll in the Student Health Insurance Plan: [delval.edu/waiver](https://delval.edu/waiver)**
  - Have your student ID number and insurance card to complete the process
- Complete and submit all health forms, immunization records and physicals at: [delval.edu/healthforms](https://delval.edu/healthforms)**
- First-year students: Complete your housing registration [delval.edu/housing](https://delval.edu/housing)**
  - All first-year students are required to live on campus: [delval.edu/residencyrequirement](https://delval.edu/residencyrequirement)
  - Look for the eRezLife Logo in the DelVal App Hub to begin your housing registration. > You will need your DelVal login credentials to complete your registration.
- Transfer students: submit official college transcripts from all institutions attended**
- First-year students: Take math placement test: [delval.edu/mathplacement](https://delval.edu/mathplacement)**
- Transfer students: Schedule your next semester classes. The Registrar's Office will email you with your department chair's information. Set up a meeting with the chair and create your schedule.**
- Submit your outside scholarship eligibility to the Office of Financial Aid or Office of the Bursar**
- Complete FERPA form online**
  - Log into myDelVal ([delval.edu](https://delval.edu), top left corner), scroll down and click on Go to Self-Service > User options > Student records release > Add person/relationship > Complete all asterisks & submit.  
\*Please make sure to convey the 4-digit PIN number to the authorized persons on the list. It will be asked by various departments for verification of identity.
- Email proof of 529 Tuition Account Disbursement (if applicable) to: [bursar@delval.edu](mailto:bursar@delval.edu)**
- Satisfy your student account balance or sign up for a payment plan by the due date**
  - Information on the payment plans and how to make payments: [delval.edu/bursar](https://delval.edu/bursar)
- Complete Online Orientation: [delval.edu/orientation](https://delval.edu/orientation)**
- If you have a documented disability and would like to request disability accommodations (academic, housing, etc.), contact the Office of Accessibility Services for more information.**
- First-year students: Submit your final transcripts, AP scores and/or transcripts for Dual Enrollment credits sent to the Registrar's Office - [registrar@delval.edu](mailto:registrar@delval.edu)**
- Make sure you have your DelVal student identification card.**
- Commuters: purchase your parking pass: [delval.edu/public-safety](https://delval.edu/public-safety)**



NEXT  
STEPS



FINAL  
STEPS



# YOU'VE GOT THIS!



CAMPUS  
DIRECTORY

## BURSAR

P: 215.489.2376

E: [bursar@delval.edu](mailto:bursar@delval.edu)

Tuition & other charges | Payments on account |  
Payment plans | Ram Dollars | FERPA release |  
Refunds | Account Statements

## FINANCIAL AID

P: 215.489.2272 F: 215.489.4959

E: [finaid@delval.edu](mailto:finaid@delval.edu)

Financial aid awards | Scholarships and grants |  
Financial aid counseling | Income verification |  
Federal loan application | Private loan certification  
Work Study assignments | Campus employment

## REGISTRAR

P: 215.489.2973

E: [registrar@delval.edu](mailto:registrar@delval.edu)

Course schedules | Adding/dropping courses |  
Name/address changes | Enrollment verification |  
Transcript requests | Student status changes

## RESIDENCE LIFE

P: 215.489.2215

F: 215.489.2344

E: [housing@delval.edu](mailto:housing@delval.edu)

On-Campus Housing | Meal plans | Residence hall  
policies | Moving on- or off-campus

## PUBLIC SAFETY/SECURITY

P: 215.489.4444 F: 215.489.4962

E: [security@delval.edu](mailto:security@delval.edu)

Parking/traffic regulations | Vehicle registration |  
Campus Emergencies

## ACCESSIBILITY SERVICES

P: 215.489.2215 F: 215.489.2344

E: [kelly.hojnacki@delval.edu](mailto:kelly.hojnacki@delval.edu)

Support for students with disabilities | Disability  
accommodation requests for academic and housing  
accommodations

## STUDENT HEALTH AND WELLNESS CENTER

P: 215.489.2252

F: 215.230.2990

E: [healthcenter@delval.edu](mailto:healthcenter@delval.edu)

Health insurance | Health Forms | Immunization  
Records | Physical Forms

## STUDENT INVOLVEMENT

P: 215.489.4665

F: 215.489.2344

E: [orientation@delval.edu](mailto:orientation@delval.edu)

Orientation Programs | New Student Questions

## TECHNOLOGY SERVICES

P: 215.489.4357

F: 215.230.2984

E: [support@delval.edu](mailto:support@delval.edu)

myDelVal log-in | Email | TouchNet log-in

## ADVISING AND ACADEMIC SUPPORT

P: 215.489.2920

E: [OAS@delval.edu](mailto:OAS@delval.edu)

Freshman guidance | Academic advising |  
Resource referral

## BOOKSTORE

P: 215.489.2279

F: 215.489.4823

E: [bookstore@delval.edu](mailto:bookstore@delval.edu)

New/used/rental textbooks | School supplies |  
Campus merchandise

## CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT

P: 215.489.2448

E: [cspd@delval.edu](mailto:cspd@delval.edu)

Experience360 (E360) | Resumé building |  
Career advising