

NEW STUDENT ENROLLMENT CHECKLIST



IMMEDIATE PRIORITIES

- 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**
 - 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
 - **Private Alternative Loans for parents or students** - review information about Private Alternative Loans: delval.edu/privateloans and complete all required documentation



NEXT STEPS

- Waive or enroll in the Student Health Insurance Plan: 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**
- First-year students: Complete your housing registration delval.edu/housing**
 - All first-year students are required to live on campus: 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.
 - Make sure to choose your meal plan.
- Transfer students: submit official college transcripts from all institutions attended**
- First-year students: Take math placement test: 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, 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.



FINAL STEPS

- Email proof of 529 Tuition Account Disbursement (if applicable) to: 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
- Complete Online Orientation: 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 official transcripts, AP scores and/or transcripts for Dual Enrollment credits sent to the Registrar's Office - registrar@delval.edu**
- Make sure you have your DelVal student identification card.**
- Commuters: purchase your parking pass: delval.edu/public-safety**



YOU'VE GOT THIS!



CAMPUS
DIRECTORY

BURSAR

P: 215.489.2376

E: 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

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

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

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

Parking/traffic regulations | Vehicle registration |
Campus Emergencies

ACCESSIBILITY SERVICES

P: 215.489.2284 F: 215.489.2344

E: kelly.deasy@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

Health insurance | Health Forms | Immunization
Records | Physical Forms

STUDENT INVOLVEMENT

P: 215.489.4665

F: 215.489.2344

E: orientation@delval.edu

Orientation Programs | New Student Questions

TECHNOLOGY SERVICES

P: 215.489.4357

F: 215.230.2984

E: support@delval.edu

myDelVal log-in | Email | TouchNet log-in

ADVISING AND ACADEMIC SUPPORT

P: 215.489.2920

E: OAAS@delval.edu

Freshman guidance | Academic advising |
Resource referral

BOOKSTORE

P: 215.489.2279

F: 215.489.4823

E: bookstore@delval.edu

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

CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT

P: 215.489.2448

E: cspd@delval.edu

Experience360 (E360) | Resumé building |
Career advising