

Frequently Asked Questions

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[How do I register for classes?](#)

The College of Business Advisement Center works closely with the departments during the registration process. During the pre-registration and registration period, each student must make an appointment with his/her advisor to review their selection of courses for the next semester, summer classes, or classes requested to take at another institution. Students should bring with them a course request form and a copy of their academic transcript to assure accurate advisement.

[How many credit hours do I need to take to be considered full-time?](#)

The minimum course load for full-time status is 12 credit hours per semester. A full-time student is normally expected to complete 30 credit hours of course-work each academic year (Fall, Spring and Summer terms); and must complete a minimum of 24 hours of course work each academic year to qualify for financial aid. In addition, full-time students must meet the academic regulations stated elsewhere in the University catalog.

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[What is considered a normal course load?](#)

A normal load is 12-18 credit hours per semester.

[What are the expectations of an academic advisor?](#)

- Clarify the academic and administrative processes of the College of Business and the University and the nature of its academic programs to the advisee.
- Seek to understand each advisee's particular concerns affecting academic progress.
- Help the advisee to understand the expected standards of achievement and likelihood of success in certain areas of study.
- Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests.
- Help the advisee to understand the relationships among the courses, programs, undergraduate research opportunities, internships, study abroad programs, and other academic experiences provided by the College of Business and the University.
- Help the advisee to plan a course of study and give advice about courses and the adjustment of course loads.
- Inform the advisee about the prerequisites for subsequent courses in the advisee's program.
- Refer advisees to other resources when appropriate - University counseling service for example.

[What are the expectations of an advisee?](#)

- Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
- Seek the academic and career information needed to meet educational goals.
- Become knowledgeable about the relevant policies, procedures, and rules of your chosen discipline, the COB, and the University.
- Be prepared with accurate information and relevant materials when contacting the advisor.
- Schedule and keep appointments with advisors at least twice semesterly.
- Consult with the advisor to decide on courses, review the accuracy of senior audits, check progress towards graduation, and discuss the suitability of other educational opportunities (scholarships, internships, study abroad, etc...)
- Maintain records and knowledge of administrative changes made during matriculation (add/drop slips, last day to drop classes, change of grade forms, transferred course information, etc...)

[How do I add/drop a class?](#)

To add/drop a class, students must complete an add/drop slip. The slip must be signed by the student's advisor and instructor. Additional signatures apply outside of the calendar-defined add/drop periods.

[How do you know your student classification?](#)

Student classification is determined by the number of credits earned. Refer to the classification schedule below.

Classification	Credits Earned
FRESHMAN	0-29
SOPHOMORE	30-59
JUNIOR	60-89
SENIOR	90 and above

Students may review their academic progress online with DegreeWorks.

[What do I do if I am having academic difficulties?](#)

If you are experiencing academic difficulties speak to your instructors and your advisor. They will be able to refer you to the various support services available on campus.

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[Are tutoring Services available?](#)

The Tutoring Center is located in Room 212 of the William C. Jason Library-Learning Resource Center. The Tutoring Center offers peer tutoring in many subject areas across the curriculum by appointment or on a drop-in basis during day and evening hours. Students should fill out a request form to receive services. All tutoring is free to students. The Tutor Coordinator can be reached at (302) 857-6387.

[Where do I go if I have a learning disability?](#)

Disabilities Services is committed to helping each student pursue a chosen field of study to the full measure of his or her ability. Students with a disability are admitted through the same application process as non-disabled students. There is no special or separate admissions procedure. Admissions counselors are available to answer questions and provide recommendations. Students with documented disabilities may receive reasonable accommodations to address their particular needs. Accommodations may include, but are not limited to, reading, writing, and note taking services, removal of any structural barriers, special arrangements for exams, and tutorial services. Further information regarding support services for students with disabilities may be obtained by contacting Laura Kurtz, Room 214A, William C. Jason Library at (302) 857-6388.

[What is an incomplete and how long do I have to remove the "I"?](#)

Incomplete course work due to reasons clearly beyond the control of the student will yield the grade "I". This grade must be removed by the end of the first six weeks of the next semester of the current academic year (i.e. for fall, the next semester is spring; for spring, the next semester is fall) unless prior arrangements are made in writing with the instructor, with a copy sent to the Registrar. Otherwise the grade "I" is automatically changed to "F" by the Office of Records and Registration.

Academically suspended students who have "incompletes" may register only if they have removed the incompletes and achieved the necessary 2.00 average no later than the last day of the late registration period.

[What is the process for an administrative withdrawal?](#)

If a student, for some compelling reason (such as documented extreme personal difficulty or documented medical reason), requests to be administratively withdrawn from the University for a previous semester, then that student must follow the procedure listed below.

Administrative withdrawal from the University is rarely granted, but some students' circumstances may require it. The provost and vice president for academic affairs approve approval for administrative withdrawal from the University:

1. Student must submit in writing the request for administrative withdrawal from the University, along with documentation, to the appropriate academic dean. The request must state the reason(s) for the request and specify the semester to be withdrawn.
2. The dean submits his or her recommendation to the provost and vice president for academic affairs.
3. If the provost and vice president for academic affairs approve the request, then the student is reported to the Office of Registration and Records as "Administratively Withdrawn" and a grade of "WA" is assigned for all courses taken during that semester. The provost and vice president for academic affairs also inform the student in writing of his/her decision.

A student who withdraws from the University on or prior to the last day to withdraw from the University will receive a grade of "W" in each course for which he/she is enrolled at that time. A student who officially withdraws from the University at any time after the last publicized date for withdrawal from the University will receive a "WA" grade in all courses for that semester.

Note: If a student has received financial aid, including a refund, from Title IV funds and completed less than 60 percent of the semester from which he/she wishes to withdraw, then that student must refund the percentage of financial aid corresponding to the percentage of the semester the student has not completed.

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[What is a prerequisite?](#)

A prerequisite is a foundation course that must be completed before advancing to a higher level course.

[How do I change my major?](#)

If students are considering changing their major, they should visit the Career Services Office for help exploring other fields. Members of other departments will be happy to consult with students during office hours. Students should also discuss their options with their current academic advisor.

In order to change majors, the student must complete the "Change of Major and Declaration of Minor" form. This form can be obtained from Departmental Offices. The current and new chairpersons must sign the form. If the new major is in a different college, the Dean of the new college must also sign the form.

After all signatures have been obtained, the new Department must submit the form to the Records Office. It is the responsibility of the student to follow up and make sure the change of major is accurately displayed in their BANNER records.

[What are the requirements to declare a minor?](#)

If students are considering declaring a minor, they should visit the Career Services Office for help exploring other fields. Members of other departments will be happy to consult with students during office hours. Students should also discuss their options with their current academic advisor.

In order to declare a minor, the student must complete the "Change of Major and Declaration of Minor" form. This form can be obtained from Departmental Offices. The current and new chairpersons must sign the form. If the new minor is in a different college, the Dean of the new college must also sign the form.

After all signatures have been obtained, the new Department must submit the form to the Records Office. It is the responsibility of the student to follow up and make sure the minor is accurately displayed in their BANNER records.

[How many credits do I need to satisfy my degree requirements?](#)

The number of credits needed to satisfy degree requirements vary by major. Refer to the catalog or your curriculum to find the exact number of credits required to earn your degree.

[How do I transfer classes from another institution to Delaware State University?](#)

Classes Taken Before Attending DSU

If a student has already taken a college level course at another institution before attending DSU the Admissions Office and/or Department determine if the course fits into the student's curriculum. If a course is not equivalent to a DSU course, a Course Substitution Form could be filed if appropriate. If there is a question concerning whether or not a course can be used in the General Education Program, contact Dr. Jacqueline A. Washington, Associate Vice President for Academic Affairs/University College (302.857.7210).

Classes Taken While a DSU Student

If a student wishes to take a course at another institution, a "Student Request to Enroll in Courses at Another Institution for Transfer Credit" form must be completed before the student begins taking the course. The credit transfers, but the grade earned is NOT included in the student's GPA. If a student is trying to raise the GPA, the course must be taken at DSU. The completed form must be submitted to the Records Office. A copy is kept in the student's file.

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Transfer Credit Matrix

For a list of Delaware Technical & Community College and University of Delaware courses that are equivalent to DSU courses, refer to the online Transfer of Credit Matrix

<http://www.central.dtcc.edu/matrix/> [1]

Source URL: <http://desu.edu/business/frequently-asked-questions>

Links

[1] <http://www.central.dtcc.edu/matrix/>