Fall 2016 Enrollment Checklist

- **Admission Acceptance**: In order to secure your seat in our incoming class, please confirm your enrollment in the Fall 2016 class by accepting our admission offer and submitting your $500 admission deposit.

  Please see page 4 for instructions and note that the deposit is non-refundable and will be credited toward your first tuition payment.

- **Financial Aid (For U.S. Students)**: If you wish to apply for state or federal financial assistance, you must complete a FAFSA (Free Application for Federal Student Aid) as soon as possible. Apply online at [www.fafsa.gov](http://www.fafsa.gov).

  This form is needed to determine eligibility for scholarships, grants, loans, and student employment. Visit [http://www.du.edu/finaid/](http://www.du.edu/finaid/) or contact Student Financial Services at 303-871-4020 for more information.

- **Student Orientation & Academic Calendar**: Orientation is required for all incoming students. Specific details about Orientation will be emailed to deposited students in July 2016.

  Important dates to keep in mind:
  - Josef Korbel School of International Studies New Student Orientation is **Tuesday, September 6th – Friday, September 9th, 2016**.
  - The first day of classes for the Fall 2016 quarter is **Monday, September 12th, 2016**.

- **Tuition and Billing**: Tuition is due upon completion of registration.

  Tuition and fee information can be found at [http://www.du.edu/bursar](http://www.du.edu/bursar).

- **Health Insurance and Immunization Requirements**: All students enrolled in one (1) or more credit hours are required to carry adequate health insurance and provide proof of immunization. Students may either participate in the DU Student Health Insurance Plan or provide proof of other adequate health insurance. Students will receive detailed information regarding these requirements and additional instructions from the DU Health and Counseling Center after submitting their admission deposit. For more information, please contact The Health and Counseling Center at 303-871-2205 or [http://www.du.edu/health-and-counseling-center/index.html](http://www.du.edu/health-and-counseling-center/index.html).

- **Housing**: While the University of Denver does not offer on-campus student housing for graduate students, the pleasant neighborhood surrounding DU offers numerous off-campus housing options within walking distance of the Josef Korbel School. Visit our housing information page at [http://www.du.edu/korbel/students/housing.html](http://www.du.edu/korbel/students/housing.html) to research your options.

- **Parking Permits**: Korbel students are strongly encouraged to purchase a parking permit from the Office of Parking Services [http://www.parking.du.edu/](http://www.parking.du.edu/). Parking around campus is extremely limited and constrained by time limits.
The Office of Graduate Admissions created a Facebook group for you to get to know your fellow students and learn more about our programs and school.

The group is titled "Josef Korbel School Class of 2018" and can be accessed here. The group is restricted to those who have been admitted to this cohort so you will need to request permission to join the group and your membership will be quickly approved.

Connect with a Student Ambassador at the Josef Korbel School! Our Student Ambassadors are current students in a variety of our M.A. degree programs and are available as a resource to admitted students. Not too long ago, these Ambassadors were in your shoes deciding where to enroll. They are able to answer your questions through their own experiences.

Are you in Denver? Meet up with a Student Ambassador for coffee or a tour of our campus. Can't make it to Denver? Don't worry—you can email our ambassadors with any questions you may have. Read their profiles to learn more about each Ambassador and please feel free to email them directly.

Watch for emails about upcoming webinars! Topics including career & professional development and Q & A with degree program directors. Our YouTube channel also includes interviews with current students, professors and staff.

Korbel students who need academic accommodations for a disability should call the Disability Services Program (DSP) at 303.871.2278 / 2455 or e-mail the associate director, Michele McCandless at mmccandl@du.edu. It is highly recommended that this contact be made as far in advance as possible. DSP works collaboratively with students, graduate department faculty, and other University staff to facilitate appropriate, individualized accommodations. Documentation of disability is required. More information can be found at www.du.edu/studentlife/disability/dsp; the Handbook for Students with Disabilities is found under "Quick Links."

Students whose native language is not English and who are required to submit TOEFL/IELTS scores will be assessed by the DU English Language Center (ELC). Students whose DU assessment demonstrates they are proficient enough in English to be academically successful, regardless of TOEFL/IELTS scores, may enroll in graduate academic classes full-time. Those who demonstrate minor deficiencies, indicating that their opportunity for academic success would be enhanced by ELC support, may enroll in classes full-time and will be placed in an ELC bridge course. Those whose assessment indicates significant levels of deficiency will be required to take an appropriate level of English language instruction at the ELC and may be required to reduce their academic course load accordingly. Dates and format for the assessment will be communicated to you by the Office of Graduate Studies.
Congratulations on your acceptance to the University of Denver!

We are excited about the prospect of having you join our graduate community. You can expect to receive via email the *Graduate Policies and Procedures Manual* and the *Graduate Student Experience Handbook*. Information about academics and student services can also be found online at www.du.edu and our online portal, PioneerWeb. Below are instructions on how to access PioneerWeb, accept/decline your admission offer, and pay your admission deposit.

**Accessing PioneerWeb**

As an admitted student, you may access PioneerWeb by following the instructions below. You will need your DU ID, a nine-digit number located in your acceptance letter, to access your account.

1. Navigate to [https://pioneerweb.du.edu](https://pioneerweb.du.edu).
2. Enter your login credentials:
   a. DU ID: 87__________
   b. Your initial passcode is your birthdate in MMDDYY format. If you already logged in to check your application status, you would have changed your passcode. Contact the Office of Graduate Studies to have your passcode reset if needed.
3. Click on the “Incoming Graduate Students” tab.

**Paying Your Deposit**

If you have decided to accept your admission offer, congratulations! Please inform us of your intent to enroll by performing the following within your online application:

- **Click here to login to return to your application status page and pay your $500 tuition deposit online.** Your $500 tuition deposit payment will confirm your intention to enroll in our program. We encourage you to pay your deposit as soon as possible but no later than the date listed in your acceptance letter.
- Your deposit payment is non-refundable and will be credited toward your first tuition payment. In compliance with our deposit policy, the Office of Graduate Studies sends registration information only to those students who have confirmed their attendance with a deposit.
The University of Denver’s Office of Financial Aid works closely with each student to make a DU education affordable. We provide financial aid assistance and counseling services designed to help you finance your DU education. If you have questions, financial aid advisors are available by phone, email, and appointment Monday through Friday 8:00 a.m. – 4:30 p.m.

If you plan to apply for financial aid, submit the Free Application for Federal Student Aid (FAFSA) as soon as possible. The application can be submitted online at www.fafsa.gov. The University of Denver’s school code is 001371. Your FAFSA information will be sent to DU electronically from the Department of Education and you will be informed if any additional information is required before an offer of financial aid can be made.

In late March, the Office of Financial Aid will begin sending financial aid award notifications via email to students who submitted their FAFSA by the February 15th priority deadline. Email notifications will be sent out to the email address you provide(ed) on your FAFSA. Students who submit their FAFSA after the priority deadline will have an award notification sent to them approximately 2-3 weeks after submission of the FAFSA. Your financial aid award may contain a combination of scholarships, work awards, and student loans to help you finance your education.

You can view your financial aid awards and accept, decline, or reduce offered aid via PioneerWeb. You do not have to accept all the financial aid offered by DU. Remember that student loans must be repaid. Be sure to read the documents sent with your financial aid award notification. Your acceptance indicates you will comply with the terms and conditions of financial aid awards. If you are accepting student loans, additional steps will be required before loan funds can disburse to your student account.

PioneerWeb is your online resource for managing your financial aid account. This secure website also allows you to view your financial aid information 24 hours a day, 7 days a week. You can log in to PioneerWeb at pioneerweb.du.edu and select the Student or Incoming Graduate Student tab to view your financial aid information, verify the receipt of documents submitted, and view any outstanding requirements. When reviewing your financial aid information, be sure to select the appropriate year.

Please direct questions to the Office of Financial Aid.