



DOMINICAN UNIVERSITY

Where Learning Demands More

You're a newly accepted student in the Brennan School of Business. So now what?

1.) Register for classes

Schedule a phone or campus appointment with your new advisor, Elizabeth (Beth) Logan at elogan@dom.edu to register for your first semester of classes. The registration portal for fall semester opened up on Monday, March 27, 2017.

2.) RSVP for orientation

The fall 2017 Orientation date is scheduled for Tuesday, August 22, 2017 at 5:00 pm...stay tuned for updates! However, if you are unable to attend, then please do these steps on your own:

- Go to the **Registrar's office** (Lewis Hall, First floor, Room 115) and request your schedule be printed for you. You will be asked for your Student ID number for verification.
- **To buy a parking pass**, take your schedule over to the **Student Accounts** office (Lewis Hall, first floor, Room 119...right next door!) and fill out a [parking pass form](#). You will need to pay the \$50 fee for your parking pass at Student Accounts or online (www.dom.edu/mydu - Resources - Business Office – Online Payment). You will receive a receipt for your payment, which you will take to...
- **IT Support Center** (Lewis Hall, Lower Level Lewis)
Present your receipt from Student Accounts, a valid driver's license, and your vehicle registration to obtain your parking pass.

Present the print-off of your course schedule (which you received at the Registrar's Office) to obtain your Student ID card. There is no charge for the ID card. Hint – Make sure you look nice! Campus security will be taking your photo.

3.) When you get home or after registration

Look for an email from our Information Technology department within 24 hours of registration. It will provide you with the steps you need to set up your Dominican email address, username and password

Hint – Once you set up your Dominican email address, all communications from the university, your professors, etc. will come to this email address. Get in the habit of checking it often!

4.) Purchase your textbooks

Text books can be purchased at the Stepan Bookstore on the first floor of Power Hall.

- You can contact the bookstore at (708) 524-6983 or www.dom.bkstr.com. More information is also available on MyDU (Resources – Offices-Departments – Stepan Bookstore).
- Make sure to have your course number and section handy when purchasing textbooks.

5.) Pay tuition

Tuition is due on the first day of class and can be paid in the Student Accounts Office or online (<https://commerce.cashnet.com/dompay>). **A bill will not be mailed to you** – you will receive an email notification sent to your **Dominican e-mail** address that your e-bill is ready to be viewed. Students who are not able to pay in full may elect a monthly payment plan for a fee of \$45.00 per semester. The payment plan must be elected by the first day of class.

If tuition is not paid in full by the first day of class and a monthly payment plan is not elected by that date, students are subject to a \$90 non-refundable deferment fee and ongoing finance charges.

- i. Methods of Payment accepted:
 - a. Credit Cards – Tuition payments can be made using MasterCard, Discover, Visa and American Express. Credit card payments will need to be made on-line by logging on to MyDU, going to Student Tab and then to My Student Accounts. Payments will include a 2.75% convenience fee.
 - b. eChecks – Student Accounts accepts eChecks through our on-line portal. You will find this by logging on to MyDU, going to the Student Tab and then to My Student Accounts. Then select the “Go to CASHNet” link. There is no fee for processing an eCheck. Convenience Checks from credit card issuers, wire transfers, and company reimbursement are also accepted methods of payment. Please refer to the Student Accounts MyDU page for more details.
- ii. Tuition Refunds:
 - a. Full tuition refunds are only available during the first week of class, and are on a declining sliding scale thereafter. In order to be eligible for a refund, you must follow the university procedures for dropping a class – prior to the University’s add/drop deadline for the term, you should be able to drop online by logging in to MyDU. After the add/drop deadline, drops will need to be processed using a paper drop form obtained from the Registrar’s office and signed off on by your advisor. It is important to understand that the above described procedures are the only ones accepted for dropping a class. Non-attendance/participation in class, e-mailing the course instructor about your intention to drop, etc. are not acceptable methods for dropping a class.

6.) Apply for financial aid & scholarships

Department scholarships and financial aid in the form of loans is available to you. You will need to fill out a FAFSA (our school number is 001750). For information about financial aid, contact Tameka Toler in the Financial Aid department at (708) 524-6807 or ttoler@dom.edu.

7.) Apply for a part-time student job or graduate assistantship

There are a limited number of part-time jobs, several graduate assistant positions available and other positions university-wide. Visit <http://jobs.dom.edu>.

- 8.) Let the appropriate staff or faculty member know if you have any questions or concerns. I am always here to help at bmuller@dom.edu or 708-524-6456. We are so happy you are here—welcome to Dominican!