DEAR NEW GRADUATE STUDENTS IN THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT:

Congratulations on your acceptance into one of our exemplary graduate programs in the College of Education and Human Development. We look forward to welcoming you when you begin classes in a few weeks! The information contained in this document, along with the other two attachments (‘Recommended Courses for First Semester Graduate Students’ and ‘Apartments in the Newark Area’) is being sent to you to help you navigate your matriculation into our graduate programs at UD. We hope you will find these documents helpful and that they will answer most of the questions you may have in preparation for beginning your graduate career with us.

Orientation Activities
Listed below are the important dates for orientations and other events for new graduate students. In addition to the University scheduled orientations, we will have a mandatory college wide orientation for new part-time, working or field-based students on Thursday evening, August 22 and a mandatory college wide orientation for new full-time students on Monday, August 26.

Dates to Remember

- **Wednesday, August 21:** Required University orientation for all new full-time Graduate Students. 9 am – 4 pm. Convocation for new graduate students will begin at 4 pm, followed by a picnic in your honor at 5:30 pm. Location for all three events is John M. Clayton Hall on North Campus. Box lunches will be provided to those graduate students who have registered.

- **Thursday, August 22:** Required orientation for new part-time graduate students in our college, 6:00 to 7:30 pm in 116 Willard Hall Education Building. Ed.D. students, MAT students and MPCP students in the MEd in Exceptional Children and Youth program should attend this session.

- **Friday, August 23:** Orientation for new UD international graduate students. Attendance is required for all international graduate students, whether you are funded or not. 8:30 am to 12:00 pm in Clayton Hall 101 A and B.

- **Friday, August 23:** On-boarding for newly funded graduate students (This is how to become established in the payroll system if you have an assistantship.) Perkins Student Center. 8:30 am to 4:00 pm for U.S. students and 12:00 to 4:00 pm for International Students. If you cannot attend and you have an assistantship, you will need to contact Human Resources (www.udel.edu/onboarding) to make alternate arrangements to be on-
boarded. Graduate students are paid the 15th and 30th of each month, so it is important to get registered in the Payroll system so that you can receive your first paycheck on September 15. Although funded graduate students will receive a tuition scholarship (applied directly to their financial account), they will still be responsible for paying the $421 in student fees for the fall semester. These fees can be paid directly or can be withdrawn over 4 pay periods from their stipend check. The form for initiating payroll deduction is at: [http://www.udel.edu/gradoffice/forms/PayrollDeductionForm013Fall.pdf](http://www.udel.edu/gradoffice/forms/PayrollDeductionForm013Fall.pdf)

- **Monday, August 26:** Required orientation for new full-time College of Education and Human Development graduate students. 2:00-3:30 pm in 116 Willard Hall Education Building.

- **Monday, August 26:** Welcoming picnic for all new College graduate students and faculty. 4:00 pm in the Alison Hall Courtyard. We’re looking forward to meeting you informally and getting to know you.

- **Tuesday, August 27:** Classes begin at 8 am.

- **Tuesday, September 10:** Last day to register or to add fall courses.

**Additional, program-specific orientations:**

In addition to the dates and locations above, the following academic programs have additional required orientations on Monday, August 26:

- 10 am – 4+1 Special Education students – Room 207 Willard Hall
- 11 am – MA-TESL students – ELI, 108 E. Main Street, Room 201
- 11 am – School Psychology students – Room 117 Willard Hall
- 12 noon – Human Development and Family Studies – MS and PHD students – 220 Alison

**Getting Started With Your UDelNet ID**

By now you should have received your UD log-in and PIN information. To activate your UDelNet account, go to [http://www.udel.edu/welcome/](http://www.udel.edu/welcome/). This is an important first step as it activates you in the UD system and it is also the process by which you get your UD email account and are able to register for classes (please see below).

**Registration**

Registration is open now and you should register for your fall courses if you have not already done that. New students should register for the courses indicated in the attached document to this email, but you should check with your advisor to be sure this is appropriate or if you have different circumstances.
Once you have spoken to your advisor and confirmed the classes for which you will register, you should log into UDSIS and register for your courses. If you have problems with the registration process, please email Mr. David Hannah at dhannah@udel.edu

Registration for the fall semester continues until the free drop-add period ends on September 10, 2013. Fall classes begin on Tuesday, August 27, 2013, at 8:00 am.

**UD E-mail**
As a matriculated graduate student, you are required to activate and use your free UD e-mail account. Faculty members will communicate with you using this account, and all official class and administrative communications will go out to you via this UD account, such as class cancellations and other notifications. Instructional portals such as Sakai as well as communication systems such as POBox will all use your UD email account.

We realize that many of you have other e-mail accounts that you may consider your “primary” account, and it is perfectly fine to forward your e-mail messages from your UD account to a preferred account. However, it is your responsibility as a matriculated graduate student to use and check this UD account frequently, as it will be the primary method we will use to contact you. Please don’t miss important information about a course or program because you did not check your UD e-mail!

Through your UD account, you will also be subscribed to the School of Education Graduate Student’s listserv, the EGA list (Education Graduate Association).

**Student ID Cards**
After you have registered for classes and arrived on campus, you should visit the Student Services Building on Lovett Street to obtain your UD ID Card. This identification card may be used to access such services and facilities as parking, student fitness centers, student activities and voting, the dispensary and student health services, athletic facilities and events, and copiers with UD1 FLEX. Cardholders can also arrange access to STAR© (previously MAC©) through a PNC Bank Account. Your UD ID card also serves as your library card and it will access UD Bookstore systems. You can use your UD ID card to check books out of the library or pay for books at the bookstore (whether with FLEX, STAR© or from a scholarship or student loan disbursement to your student account).

**Maintaining Enrollment and Deferring Admission**
According to University policy, graduate students must be enrolled each fall and spring semester. We recognize that particularly for part-time students, there may be semesters during which you will not take a course. You must request a leave of absence for semesters during which you will not be enrolled. If you have any questions, please contact our office.

Please also note that you must be registered for a course in the term you were admitted or your admission will be cancelled. Your admission term is indicated in your admission letter from Dr. Mary Martin of the Office of Graduate and Professional Education. If needed, please
contact us and we can request a change of your start term if you are not planning to take courses this fall.

**Tuition and Fees**
After registering for classes, your account will be charged the appropriate tuition. You can view your account statement through UDSIS and pay your bill from there. You can find more information about tuition and fee payment at the Student Financial Services (SFS) website: [http://www.udel.edu/finaid/index.html](http://www.udel.edu/finaid/index.html). Please contact SFS with questions at (302) 831-2126.

**Scholarship for Delaware Teachers/Administrators and Delaware Residents**
The University of Delaware has eliminated residency qualifications for calculating graduate tuition rates. The University no longer charges different graduate tuition rates for Delaware residents and non-residents.

_The College of Education and Human Development remains committed to providing graduate education for Delaware public school teachers and administrators and Delaware residents pursuing graduate education at the University. Therefore, special scholarships have been implemented to ensure that Delaware educators in K-12 public and charter schools and residents will pay a reduced tuition rate of $625 per credit for the 2013-14 academic year for graduate courses in our college. This scholarship includes all Delaware public and charter school teachers and administrators._

In order for us to credit your account with a Delaware Educator Scholarship, you will need to contact Mr. David Hannah in the Office of the Dean at dhannah@udel.edu or 302-831-2394 to notify him of your eligibility. If you are eligible for the scholarship on the basis of your employment status, you will need to submit a letter from your employer verifying your employment in a Delaware public school.

Students will continue to receive Delaware Educator Scholarships for as long as they remain eligible and are continuously enrolled in courses for each fall and spring semester until the completion of the degree. The scholarship can also be applied to winter and summer session courses. Students who register for and meet sustaining status requirements or obtain an approved leave of absence at any point in their graduate program also remain eligible. The Delaware Educator Scholarship will appear as a credit on each qualified student's bill, indicated either as a direct credit or as part of the assistantship or fellowship award/contract.

More information on the Delaware Educator Scholarship is available at [http://www.cehd.udel.edu/graduate_scholarship](http://www.cehd.udel.edu/graduate_scholarship).

**Funding and Financial Aid**
Merit-based assistantships are available only to full-time students and these assistantships include research assistantships, teaching assistantships and graduate assistantships. Assistantships generally require working 20 hours per week from September through May on a grant or in one of the research and service centers within the college. Students earn a stipend for their work and also receive a tuition scholarship. All full-time admitted students are considered for assistantships with Ph.D. students receiving highest priority.
For information about other sources of financial aid, including a link to the **FAFSA**, please contact the **Office of Scholarships and Financial Aid** at [http://www.udel.edu/finaid/](http://www.udel.edu/finaid/).

The **TEACH grant program** is offered by the federal government for teachers in high needs areas, including TESL, Science Education, Mathematics Education, and Special Education. Please see [http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp](http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp). Be certain you are fully aware of the required teaching commitment; otherwise the grants received will be converted to an unsubsidized Stafford loan.

**Housing**
If you will be moving to the area, there are many housing options available. You may find postings for off-campus arrangements at [http://www.Places4students.com](http://www.Places4students.com) or [http://www.udel.edu/has/offcampus/main.html](http://www.udel.edu/has/offcampus/main.html) and [http://apartments.com](http://apartments.com) (northern Delaware option).

For your convenience, we have attached a list of apartment complexes in the Newark area and contact information. This list was derived from feedback from our current graduate students who specifically indicated that they would recommend their apartment facility to other students. **The information on the list was gathered several months ago, so some of the rent and deposit amounts may have changed. Please confirm the correct rates before signing a leasing agreement.**

Note: At this time, all University-operated facilities for graduate students are rented for this year. If you submitted an application for University housing and have not yet been notified of your status, please contact Housing Assignment Services at (302) UD1-DORM (831-3676) or UD-Housing@udel.edu.

**Health Insurance**
Beginning in the 2013-2014 academic year, all full-time graduate students (whether funded or unfunded) will be required to have health insurance coverage and must verify their coverage at the beginning of each academic year. Students will be automatically enrolled and billed for the University of Delaware Health Insurance Plan for Students (UD Plan) in two installments. **However, if you already have insurance through yourself, parents or a spouse, you may waive this insurance plan through the completion of an online waiver form.** This waiver form MUST be completed prior to September 10, 2013 or you will automatically be billed for the cost of insurance. This is a new policy this year, so please be sure to complete and submit the waiver form if you do not wish to enroll in this health insurance.

However, for students who are interested in health insurance coverage through the University, this plan is heavily subsidized by UD. **This plan offers substantial benefits for covered medical expenses at relatively low cost for single students. In addition, you may purchase coverage for a spouse or dependent children as well.** For more information about the UD sponsored health insurance coverage (including rates) please go to: [http://www.udel.edu/RM/student-insurance.html](http://www.udel.edu/RM/student-insurance.html)
**Dental Insurance**
The University also has a voluntary dental insurance plan that is available to funded graduate students and their dependents. Information and enrollment forms may be found at: 

**Vision Insurance**
The University also has a voluntary vision insurance plan that is available to all graduate students and their dependents. Information and enrollment forms may be found at: 
http://www.universityhealthplans.com/letters/letter.cgi?school_id=170

**Parking**
If you plan to park on campus, you will need to purchase either a gate, gold or red parking permit. The red permit allows students to park at the field house, which is a short shuttle ride from campus. The other options are closer to Willard Hall Education Building and Alison Hall (the two main academic buildings where you will be taking your graduate courses.

More information is available at [http://www.udel.edu/transportation/parking/](http://www.udel.edu/transportation/parking/). If you wish to purchase a parking permit, you may do so by selecting “online options” at the above web page.

**Education Graduate Association**
The Education Graduate Association (EGA) is the official student organization of full- and part-time graduate students at the University of Delaware’s School of Education. You are granted membership in this association upon acceptance to the school and its officers are elected from among your peers and colleagues. The EGA is your link to news, information, and events within the school that affects you. It also serves as your advocate and representative to the faculty and administration of the school on matters ranging from quality of life to programs and advising. All HDFS graduate students are also welcome and encouraged to participate in EGA events. Please contact Ms. Akisha Jones (President) at jakisha@udel.edu with any questions.

**Facebook Group**
There is a group on Facebook.com for School of Education graduate students. On the Facebook site, search for “University of Delaware School of Education Grad Students.” Use it to connect with other SOE grad students, find a roommate, share research finds, invite others to events, etc.

**College of Education and Human Development Graduate Programs Office** (206 Alison Hall)
Please contact us with any questions or if you need assistance. Please call (302) 831-2394 or email us:

- Dr. Gail Rys, Assistant Dean, Graduate Programs          gailrys@udel.edu          (302) 831-1632
- Mr. David Hannah, Administrative Assistant               dhannah@udel.edu          (302) 831-2394
- Ms. Kristine Ritz Coll, Senior Assistant Dean             kritz@udel.edu            (302) 831-2396
We look forward to working with you as you pursue your graduate degree in the College of Education and Human Development.