

## CheckList for Online Degree Seeking Students



Our goal at Extended Programs is to make your online learning experience a positive one. Please print this checklist as your online course guide. The entire checklist may not be applicable to your student situation. Contact the Extended Programs office at any time with questions or concerns.

Phone: 605-256-5049 / 800-641-4309

E-mail: dsuinfo@dsu.edu

### Application

- DSU Online Application Submitted
- HS Transcript/GED Requested
- College Transcript(s) Requested
- ACT/SAT Scores Requested
- Financial Aid Paperwork Submitted (if applicable)

### Acceptance

- Acceptance Letter Received
  - Contact Extended Programs Office to begin registration process
    - ◆ Transcript Evaluation Checksheet Requested by Extended Programs - if applicable
    - ◆ Placement Report Requested by Extended Programs - if applicable
    - ◆ COMPASS test if necessary (Assessment Office will contact you)
  - [Review Distance Students Orientation \(use as your student resource\)](#)  
<http://www.dsu.edu/disted/orientation/index.aspx>
    - ◆ Library ID
    - ◆ Online Tutoring
    - ◆ Online Writing Lab
    - ◆ Tips for Online Learning
    - ◆ Student Development

### Information Received

- DSU ID e-mail
  - Information Explanation Sheet
  - DSU Network and Webmail (student e-mail account)
  - Checksheet - previous coursework evaluation
  - Placement Report - provided for appropriate placement of Math/English/Reading

### Register for Course(s)

- DSU faculty or staff contacts student to develop course schedule
- [WebAdvisor](#) - Student Portal  
<https://wa-dsu.prod.sdbor.edu/WebAdvisor/webadvisor>
  - Search and Register for Courses
  - View Course Schedule
  - Registration Confirmation - must be confirmed each semester
  - Billing and Payment
    - ◆ An electronic statement will be sent to your DSU e-mail
    - ◆ Payment made through SDePay
  - Review Add/Drop/Withdraw Dates

### [Order Textbooks](#)

- <http://www.dsbookstore.com>

### [Desire2Learn \(D2L\)](#) - Course Management System

- Courses are available on the start date of the course
- [View Student Tutorials](#)  
<http://support.dsu.edu/d2l/>
- Obtain D2L Password-instructions are on Information Explanation Sheet

### [Online Proctor Form Submitted-if applicable](#)

- <http://www.dsu.edu/disted/proctoring.aspx>