



New Student Clearance Checklist

This checklist is to guide all new students through our clearance process for successful enrollment. The clearance deadline is August 1st. Each of the areas below are required clearance areas and the needed documents to obtain clearance. **Please be sure to include your Dillard ID# on ALL documents.**

Recruitment, Admissions & Programming (504)816-4670 or email at admissions@dillard.edu

Recent high school graduates: Turn in official **FINAL** transcript with your date of graduation reflected.

Transfer students: Turn in official **FINAL** transcript with no WIP (Work in Progress) reflected and no upcoming classes for the following semester reflected.

Pay your \$150 **non-refundable** enrollment fee. This fee will be applied to the student's account at the time of registration. Check(s) or money order(s) should be made payable to **Dillard University**. You may also make payments **on-line**. **Admissions Clearance will be obtained once both the enrollment fee and final transcript is on file.**

Student Health Services (504) 816-4532 or email at studenthealth@dillard.edu

Forward all immunization records to the Office of Health and Wellness. New students must provide **proof of immunization, medical history** and insurance prior to registration. **Student Health Services Clearance will be obtained once ALL health forms are received and up to date.**

Financial Aid (504) 816-4677 or email at financialaid@dillard.edu

Complete a Free Application for Federal Student Aid (FAFSA) for federal and some state aid programs by visiting www.studentaid.gov. Dillard's school code is **002004**. The **2022-2023** FAFSA results in aid for the Fall/Spring academic year.

Accept or decline your scholarship offer if applicable to Dillard University by returning the **scholarship agreement** by the required deadline. Apply for outside scholarships. Create an UNCF profile and begin applying for scholarships at www.uncf.org.

Business and Finance (504) 816-4654 or email bursar@dillard.edu

Payment on your student account balance may be made by cash, personal or certified check, money order, **credit card, payment plan** or approved University financial aid. Payment in full, for the semester in which you will enroll, must be made by **August 1st** or your schedule of classes will be in jeopardy of being purged (removed). **Fiscal Clearance will be obtained once your student account balance is at \$0 or a payment plan is setup and in place.**

Residential Life (504) 816-4734 or email at housing@dillard.edu

The housing application is only made available once your \$150 enrollment fee has been received. All incoming students from outside a 50 mile radius are **required** to reside in university housing and to purchase a **Meal Plan** for both the Fall and Spring semesters. **Residential Life Clearance will be obtained once housing assignments are released to students.**

*For additional updates, please be sure you frequently log into MyDU to obtain updates for a successful registration. To reset your myDU password, please email your full name and ID# to admissions@dillard.edu.

**New Student schedules will be issued by University College (universitycollege@dillard.edu) for those with less than 30 college credits earned. Students with more than 30 hours will be advised by their intended academic college. It is the responsibility of the student to ensure that all records are up to date and accurate.

***Dillard email addresses will be issued prior to new student orientation in August for all new students.