



Adult Education

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Please follow the steps below to ensure a successful start to your first semester at DBU.

Complete your admissions file (If needed)

Please send any of the following that have not previously been submitted to complete your file.

- \$25 fee
- 250 word essay
- Official transcripts from all previously attended colleges and universities
- An official High School transcript may be required if transferring less than 30 hours of college credit to DBU

Office of Undergraduate Admissions
Dallas Baptist University
3000 Mountain Creek Parkway
Dallas, TX 75211-9299

Register for classes

First determine your schedule of classes in consultation with your advisor.

[Find my Advisor](#)

Set up your DBU Online account

Enter the [student section](#) and click on "account access setup". Then follow the instructions. For help, click on "account setup instructions" or call Computer Services at 214.333.5500.

[Set up now](#)

Access DBU E-mail

To use your DBU E-mail account, [Login Here](#).

Obtain a Parking Permit (If needed)

Obtain a parking permit from the Campus Security Office (Strickland Building, [map](#)).

*vehicle license number is required

Receive a DBU Student ID Card

CAED Office Hours

M-T 8 a.m. to 6 p.m.
W-F 8 a.m. to 5 p.m.

Full Service Saturday

9:00 a.m. - 1:00 p.m.
Generally the 2nd Saturday of each month

Library Hours

M-F 6:45 a.m. to 11 p.m.
Sat. 7:30 a.m. to 5 p.m.
Closed - M,W,F 10 a.m. to 11 a.m. and Sundays

Important Numbers

Adult Student Services

214.333.6829

Founder's Bookstore

214.333.5443

Cashier

214.333.5336

Computer and Technology

(Webreg Questions)
214.333.5500

Financial Aid

214.333.5363

Online Education

214.333.6893

Registrar

214.333.5334

Weekend College

214.333.5229

*Note: If using financial aid, you must register for at least 6 hours (2 classes).

Support

Receive a Student ID at the Academic Computer Lab (Collins Learning Center, [map](#)) or at the Registrar's Office (John G. Mahler Student Center, [map](#)).

Additional Information

Take the Online Skills Assessment

You will need to take the Online Skills Assessment before registering for online classes. It only takes a few minutes and helps determine whether you have the computer and internet skills necessary to take online classes.

[Online Skills Assessment](#)

Take the MAT

If you are considering enrolling in a math class, you must take the math advising tool (MAT) before registering. The MAT helps determine your readiness for Math 1301 or 1303. You may take the MAT online by contacting the DBU online student coordinator at 214.333.6893. The MAT is also available in a paper version through the Math Department in the Roberts Building, Room 225. Call 214.333.5303 to schedule an appointment. A study guide is available through the Math Department or the College of Adult Education.

[Upcoming Events for the DBU Family](#)

See [PDF version for quality print.](#)

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| DBU Counseling Center |

The Dallas Baptist University Counseling Center provides quality Christian counseling services to currently enrolled DBU students at no cost and to non-students for a minimal fee. For information concerning these services, contact the Counseling Center at 214.333.5288.

| DBU Intercessory Prayer Ministry |

The Dallas Baptist University Intercessory Prayer Ministry is dedicated to lifting the needs of the DBU students, faculty, and staff to our heavenly Father. Prayer requests may be submitted by calling 214.333.5235 or by e-mailing kathyk@dbu.edu.

Tutoring

| DBU Writing Center |

The Dallas Baptist University Writing Center provides free one-on-one tutoring to students who need assistance for writing assignments. For information, call 214.333.5474.

| DBU Math Lab |

The Dallas Baptist University Math Lab offers free assistance to students who need help with math classes as well as Math Advising Tool preparation. Call 214.333.5303 for more information.

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