

## Prematriculation Web Information

Class of 2013

Online applications are available for you to review, update, and/or use for important functions prior to arrival on campus. The information should be completed online and if applicable, sent to offices, by the dates indicated below. Brief descriptions about the menu options are listed on the back of this form and more detailed information is available on the web applications. If you are unable to access the Web forms, please call or email the appropriate office (contact information is included in *Your First Year* and/or in separate mailings from those offices).

- 1) To access the Web forms, use your Web browser to go to the Web page **<http://www.dartmouth.edu/bannerstudent/>**
- 2) Provide your Username and Password/PIN to authenticate yourself. Your name and password, as well as instructions for using Dartmouth's email and information systems, is enclosed in this mailing. Do not lose your name and password. If you do, you will need to contact the Help Desk at 603-646-2999.
- 3) Click on the **Login to Secured Area** button
- 4) Click on **Undergraduate Prematriculation Menu**
- 5) You should see several menu options, including:

Check When Done √	Prematriculation Menu Options	Available Online	Deadline for Information to be Updated Online or Sent to Applicable Office
	➤ Personal Data Form	May 26 through July 31	July 31 – Class Dean's Office
	➤ Address/Contact Information	May 26 to September 8	Keep up-to-date
	➤ Email Address Verification	May 26 to September 8	Keep up-to-date
	➤ Test Scores	July 8 to September 8	Scores must be received by August 14 – Class Dean's Office
	➤ Computer Selection	June 1 to August 114	August 14– Deadline to order computer
	➤ Dartmouth Outing Club Trips	June 9 to September 8	June 26 – Deadline to sign up for DOC Trips
	➤ D-Pay (Student Account Statement Access)	May 26 to August 13	August 13 in order to receive statement in a timely manner. After August 13, contact Student Financial Services at (603) 646-3230
	➤ Disclosure of Information to Parents	May 26 to September 8	N/A
	➤ First-Year Writing Placement Test	June 23 to July 10 for placement test for selected students assigned to the writing assessment. Results available July 20 to July 27.	July 10 - Writing Program
	➤ Health Services Forms	May 26 to September 8	August 1 - Health Services
	➤ Housing Application – Incoming First-Year Students	June 1 to September 8	June 23 - Assignments will begin to be processed
	➤ Religious Preference or Heritage	May 26 to September 8	N/A

	➤ Spanish Language Placement Test	August 1 to 22. Results available September 8	N/A
	➤ Sources & Citations at Dartmouth College	May 26 to September 8	N/A

#### ➤ Personal Data Form

The purpose of this Web page is to confirm the data we have about you and your parents. Please review all of the information and confirm/make corrections *online* where possible. If information is not updateable on the Web, you can email the change(s) to First-Year.Student@Dartmouth.EDU. ***If information does not need to be changed, you should still click the “Looks Okay” buttons to confirm this. This page also has your Dart ID which you may need to refer to – print and retain for your records.***

#### ➤ Address/Contact Information

Update addresses on this form.

#### ➤ Email Address Verification

Update you and your parents’ email addresses on this form. You may establish your BlitzMail account (see separate flyer) as your email address by using the Email Address Verification option or by forwarding messages from BlitzMail to an account that you check more regularly.

#### ➤ Test Scores

***Scores must be received directly from the College Board by August 15*** and will be displayed on this web page if we have received them. We have listed your ACT (Math and English only), AP, IB (Higher Level only), SATI, and SATII scores currently on record. A-Level scores are ***not*** included in the list. Please review the scores to make sure they are accurate and complete. If any scores are missing and you would like them to be used for placement purposes, please have a score report sent to the Class Dean’s Office from the College Board (319-337-1000 for ACT scores; 609-771-7300 for AP scores; 609-921-9000 for SAT scores). Dartmouth’s College Code is 3351 for AP and SAT; 2508 for ACT. If IB (Higher Level) scores are missing, you should send us a Transcript of Grades from the IB Board.

#### ➤ Computer Selection

Refer to a separate mailing from Peter Kiewit Computing Services. Your computer must be ordered by August 14.

#### ➤ Dartmouth Outing Club Trips (DOC)

Refer to separate mailing from Dartmouth Outing Club for DOC Trips. Additional information for incoming students can be found at <http://www.dartmouth.edu/~doc/firstyeartrips/incomingstudents/>.

#### ➤ D-Pay – Billing & Payment System

The College uses an online system to deliver Student Account Statements. Statements provide all charges for tuition, room and board. The online system is called D-Pay and it delivers account statements, displays a summary of account activity since the last statement, and provides the option to make payments on-line. Students will need to complete the enrollment process, which involves acceptance of terms and verification of some personal information. If someone else will be responsible for reviewing and paying the statement, the student will need to authorize their access to the D-Pay system. The D-Pay system also provides links to other key Student Account information and to the Student Financial Services office.

#### ➤ Disclosure of Information to Parents

All students should review this Web page, which informs students of their privacy rights regarding the disclosure of student education records. Students who are *not* claimed as a dependent on their parents’ tax return and do not want information from their education record shared with parents, may request independent student status. *Documentation is required* and should be sent to the Class Dean’s Office. The college will review requests based on documentation provided.

#### ➤ First-Year Writing Placement Test

For selected students based on SAT I Verbal scores and other criteria, to determine whether Writing 2 and 3 or Writing 5 is the best placement. No Dartmouth placement test is offered for the purpose of determining exemption from Writing 5. Details and instructions regarding the online Writing Placement test will be sent in a separate mailing in late July.

➤ **Health Services Forms**

Refer to separate mailing from Health Services. For additional information regarding health and insurance requirements online, please visit our website at [www.dartmouth.edu/~health](http://www.dartmouth.edu/~health) and click on the link "Incoming Student Information."

➤ **Housing Application – Incoming First-Year Students**

Refer to a separate mailing from the Office of Residential Life. All members of the Class of 2013 must complete the online housing application. The application will be available June 1 and assignments will start to be processed June 23. Housing assignments and roommate information will be mailed in early August.

➤ **Religious Preference or Heritage**

You may indicate your religious affiliation. If you request, your name will be given to a representative of your faith on the staff of the Office of Religious and Spiritual Life. For more information about the student religious organizations, please go to the Tucker Foundation website: [www.dartmouth.edu/~tucker/rsl/](http://www.dartmouth.edu/~tucker/rsl/) .

➤ **Spanish Language Placement Test**

This is an optional exam for students who have not yet fulfilled the language requirement as per department guidelines. Refer to <http://www.dartmouth.edu/~spanport/placement/index.html> for more specific information about the Spanish test, placement guidelines, and password.

➤ **Sources and Citations at Dartmouth College**

The College has long had an *academic* honor code, known as the *Academic Honor Principle*. As you join the Class of 2013, I ask that you review both the *Academic Honor Principle* and our own citations guide, developed by Dartmouth faculty, called *Sources and Citations at Dartmouth College*. The guide covers everything from the definitions of "plagiarism" and "common knowledge" to appropriate and inappropriate collaboration, use of images and other media, acknowledging sources (including help) and evaluating source quality. The faculty here will hold you responsible for understanding the *Sources* guide, and for seeking their guidance if you have questions. Please download it to your desktop so that it is always available to consult, and acknowledge that you have done so. <http://www.dartmouth.edu/~writing/sources/>.