Pre-Arrival Instructions and Checklist  
Class of 2021

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 pages 2, 3 and 4 of this checklist. 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 (see pages 2, 3 and 4 for contact information). General questions regarding the Pre-Arrival (Pre-Matriculation) Menu can be directed to the Undergraduate Deans Office: 603-646-2243 or dean.of.undergraduate.students@dartmouth.edu.

1) To access the web forms, use your web browser to go to the webpage https://www.dartmouth.edu/bannerstudent. 
2) Provide the NetID and password – and answers to your security questions if prompted – created in the “claim your account” process. You should have already received an email from help@dartmouth.edu with your NetID and instructions for claiming your account.
3) Read and agree to the ‘Terms of Usage’ by clicking Continue.
4) Click on Undergraduate Pre-Arrival (Pre-Matriculation) Menu.
5) You should see several menu options, including:

### INFORMATION REQUIRED PRIOR TO CHECK-IN FOR THE TERM

<table>
<thead>
<tr>
<th>Pre-Arrival (Pre-Matriculation) Menu Options</th>
<th>DEADLINE for Information to be Updated Online or Sent to Applicable Office</th>
<th>Available Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Application – Incoming First-Year Students</td>
<td>June 8 – Assignments will begin to be processed</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Required Health Forms</td>
<td>June 30 – Deadline to submit to College Health Services (Dick’s House)</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Required Insurance Waiver Form (if you DO NOT need the Student Group Health Plan)</td>
<td>July 1 – Deadline to opt out of the Dartmouth Student Group Health Plan</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Academic Interest Form</td>
<td>July 15</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>D-Pay (Billing and Payment System)</td>
<td>August 3 – in order to receive notice of first statement in a timely manner.</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Computer Selection</td>
<td>September 5 – Deadline to order computer</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>The Academic Honor Principle, and Sources and Citations at Dartmouth</td>
<td>September 6</td>
<td>Beginning May 16</td>
</tr>
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### VERIFY PERSONAL INFORMATION

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<tbody>
<tr>
<td>Religious Preference or Heritage</td>
<td>July 10 – Please submit information by this date. Information submitted after this date will be shared periodically as needed.</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Personal Data Form</td>
<td>Keep up-to-date</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Address/Contact Information</td>
<td>Keep up-to-date</td>
<td>Beginning May 16</td>
</tr>
<tr>
<td>Disclosure of Information to Parents/Guardians</td>
<td>N/A</td>
<td>Beginning May 16</td>
</tr>
</tbody>
</table>
### VERIFY TEST SCORES / ACCESS ONLINE WRITING PLACEMENT PROCESS (WHEN APPLICABLE)

<table>
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<tbody>
<tr>
<td>writingPlacementProcess</td>
<td>Student submission due June 15.</td>
<td>June 1 to June 15 open for submission.</td>
</tr>
<tr>
<td><strong>PLEASE NOTE:</strong> Placement process available only to students invited to complete it.</td>
<td>Confirm or reject placement recommendation between July 7 &amp; July 14. Institute for Writing and Rhetoric (<a href="mailto:writing_two.three@dartmouth.edu">writing_two.three@dartmouth.edu</a>)</td>
<td>Placement recommendation results available July 7 - 14.</td>
</tr>
<tr>
<td>Test Scores</td>
<td><strong>August 15</strong> – Scores must be received by this date</td>
<td>Beginning July 1</td>
</tr>
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### DARTMOUTH OUTING CLUB (DOC) FIRST-YEAR TRIPS

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<tr>
<td>Dartmouth Outing Club (DOC) First-Year Trips</td>
<td><strong>June 16</strong> – Deadline to register online for a DOC First-Year Trip</td>
<td>Last week of May</td>
</tr>
</tbody>
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### THE FOLLOWING MUST BE COMPLETED BEFORE YOU CAN CHECK-IN FOR THE TERM.

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

Refer to an email from Undergraduate Housing. All members of the Class of 2021 must complete the online housing application. The application will be available on May 16 and assignments will start to be processed after the deadline of June 8. Housing assignments and roommate information will be emailed in late July/early August. Undergraduate Housing can be reached at 603-646-3093.

- **Required Health Service Forms**

For additional information regarding health and insurance requirements online, please visit the College Health Service (Dick’s House) website at [dartgo.org/healthservice](http://dartgo.org/healthservice) or go directly to these links: 2017-2018 Entering Student Health & Immunization Requirements ([dartgo.org/healthandimmunizationrequirements](http://dartgo.org/healthandimmunizationrequirements) or call 603-646-9404), and Insurance Requirements ([dartgo.org/studentinsurance](http://dartgo.org/studentinsurance) or call 603-646-9438).

- **Academic Interest Form**

This form allows you to verify and/or update the area of academic interest that we have on file for you. It is important that this information be as current as possible as we prepare to welcome you to campus.

- **D-Pay – Billing and Payment System**

**What is D-Pay?** D-Pay is the name of our billing and payment system. You will view your student account statement and make your payments online. To make payments online, your bank account must be a US-based checking or savings account.

International students may pay their bills by wire or through Flywire ([www.flywire.com/school/dartmouth](http://www.flywire.com/school/dartmouth)).

**How does my parent or guardian view my bill?**

If you would like parents, guardians, or other individuals to view your account statement or make payments to your account, you must first authorize them. You may have multiple authorized users. You will access D-Pay through a link in BannerStudent. Once authorized by you, parents, guardians, or other individuals will access D-Pay through a different link. Both links are found here: [www.dartmouth.edu/~control/student/dpay.html](http://www.dartmouth.edu/~control/student/dpay.html). Authorize your parents/guardians by **August 3, 2017** to ensure they receive an email from the D-Pay system when the Fall term bill is posted.
When will I be billed and when is my payment due? Student account statement and billing information is available online. The D-Pay system is available 24 hours a day. Please access the billing schedule at this link: http://www.dartmouth.edu/~control/docs/studentfin/undergraduate_billing.pdf.

If you have questions or need assistance please contact Student Financial Services at 603-646-3230 or student.financial.services@dartmouth.edu.

- **Computer Selection**

Refer to a separate email from The Computer Store or visit them online: http://computerstore.dartmouth.edu/bts. **Your computer must be ordered by September 5.** If you have questions about the minimum requirements, or our packages, call the incoming student computer hotline at 603-646-1104 (from the U.S. or Canada) or 866-720-7567 (from outside the U.S. or Canada; the call is toll-free) or email computer.hotline@Dartmouth.edu.

- **The Academic Honor Principle, and Sources and Citations at Dartmouth**

**Academic Honor is a core value at Dartmouth.** In 1962, the faculty adopted a resolution that began as follows: The Faculty of Dartmouth College, in recognizing the responsibility of students for their own education, assumes intellectual honesty and integrity in the performance of academic assignments, both in the classroom and outside. Each student upon enrollment at Dartmouth College accepts this responsibility with the understanding that any student who submits work which is not his or her own violates the purpose of the College and is subject to disciplinary actions, up to and including suspension and separation.

To ensure you understand our standards for academic integrity, we ask you to read the full text of our **Academic Honor Principle** and the **Sources and Citations at Dartmouth** guide developed specifically for Dartmouth. You must confirm you have done so by **September 6.** You should also be sure that you have **Sources and Citations** downloaded to your desktop for easy reference before the term begins, and that you read the syllabus for every class you take at Dartmouth. In addition to the general guidelines, your professors will set course-specific academic honor expectations. It will be your responsibility to review all of these materials carefully, and to consult with your faculty and advising resources if you have any questions.

**VERIFY PERSONAL INFORMATION**

- **Religious Preference or Heritage**

You may indicate your religious affiliation/heritage. If you request, your name will be given to a representative of your faith associated with the Tucker Center. **For more information about student religious organizations and multi-faith discussions and programs, please go to the Tucker Center website: www.dartmouth.edu/~tucker/.** You can also reach the **Tucker Center** at 603-646-3780.

- **Personal Data Form**

The purpose of this webpage is to confirm the data we have about you and your parents/guardians. Please review all of the information and confirm/make corrections **online** where possible. If information cannot be updated on the web, you can email the change(s) to **Dean.of.Undergraduate.Students@Dartmouth.edu**.

**If information does not need to be changed, you should still click the “Looks Okay” buttons to confirm this.**

- **Address/Contact Information**

Update addresses on this form.

- **Disclosure of Information to Parents or Guardians**

All students should review this webpage, 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’ or guardians’ tax return and do not want information from their education record shared with parents or guardians, may request independent student status. **Documentation is required** and should be sent to the **Undergraduate Deans Office**. The College will review requests based on documentation provided.
VERIFY TEST SCORES / ACCESS ONLINE WRITING PLACEMENT PROCESS (WHEN APPLICABLE)

writing Placement Process

In a separate mailing in early June, details and instructions regarding the online Writing Placement Process will be sent to invited students. This web-based process has been designed to allow students who might benefit from a two-term writing course to have their writing evaluated and to receive a recommendation about whether to take Writing 2-3 or Writing 5. Students who do not receive an invitation by June 10 to complete the online writing placement process but who feel that they would benefit from taking the Writing 2-3 course should contact the Institute for Writing and Rhetoric as soon as possible by email: writing.two.three@dartmouth.edu.

Please read on for further information and explanation: The first-year writing requirement for your undergraduate degree at Dartmouth consists of either Writing 5 (or its two-term equivalent, Writing 2-3) and also a First-Year Seminar. Another way of fulfilling the first-year writing requirement is to take Humanities 1-2, an interdisciplinary two-term course for first-year students offered only in fall and winter terms. Students interested in applying for Humanities 1–2 must contact the Humanities 1–2 program during the summer prior to registering for fall term. For details, see www.dartmouth.edu/~hums1-2/.

Students who take Writing 2-3 will be preregistered for Writing 2 when they arrive on campus in the fall. Students taking Writing 5 are assigned to take the course in either the fall or the winter; this assignment cannot be changed. Information about when a student is scheduled to take Writing 5 appears in the online student placement record visible to students and their advisors just prior to fall course election. Students taking Writing 5 in the fall will register for Writing 5 when they elect their other fall courses.

Reminder: for more detailed information about these first-year writing courses, see the Institute for Writing and Rhetoric website: http://writing-speech.dartmouth.edu/curriculum/placement-and-enrollment-policies.

test Scores

Scores must be received directly from the College Board by August 15 and will be displayed on this webpage 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 Dartmouth from the College Board (319-337-1313 for ACT scores; 609-771-7300 for AP scores; 866-756-7346 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.

If you have a complete set of SAT scores that are not displayed, please submit them.

DARTMOUTH OUTING CLUB (DOC) FIRST-YEAR TRIPS

Dartmouth Outing Club (DOC) First-Year Trips

Refer to separate communication from the Dartmouth Outing Club, which will be sent during the last week of May. See www.dartmouth.edu/~doc/firstyeartrips/incomingstudents/ for additional information for incoming students. (DOC First-Year Trips: 603-646-3996)

For those of you who receive email on your phone, you can set it up to receive your Dartmouth "blitz" by following the instructions at the links below.

http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/configure-ios-email

http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/setting-android-devices