

Instructions and Checklist for Class of 2024: Prior to Engaging in Dartmouth Programs

We provide this document to help you keep track of important tasks and deadlines throughout the summer. REMEMBER to keep checking DartHub Pre-Arrival, as other tasks and “things to do” will be added in coming months.

Online applications are available for you to review, update, and/or use for important functions prior to joining our community. **The information should be completed online and, if applicable, sent to offices, by the dates indicated below.**

Brief descriptions about the required tasks are included in this document. Detailed information is available on DartHub Pre-Arrival.

If you are unable to access the tasks on DartHub Pre-Arrival, please call or email the appropriate office. Contact the Undergraduate Deans Office with general questions: 603-646-2243 or undergraduate.deans.office@dartmouth.edu.

1. To access DartHub Pre-Arrival, use your web browser to go to the webpage PreArrival.dartmouth.edu.
2. **Provide the NetID and password – and Duo two-factor authentication if prompted – created in the “set up your account” process.** You should have already received an email from [Dartmouth ITC](#) (Information, Technology and Consulting) with your NetID and instructions for the setup of your account.
3. **Read and agree to the ‘Terms of Usage’** by clicking **Continue**.
4. You have arrived at **DartHub Pre-Arrival!**
5. You will see a **Checklist** in **“Recommended Order.”** Click on each category, and work through the items on the list.

When you complete a task, feel free to check the box to the left of the item in the **Checklist**. Clicking the box moves that task to your **Completed** to the right of the checklist. If later this summer you want to edit a completed task, remove the “check” to return it to your **Checklist**. You can also use the **Checklist By Date** view to see all items needing your attention prior to arriving on campus. The calendar view of DartHub Pre-Arrival displays specific deadlines or reminders and is **not** a complete list of items needing your attention. We recommend using the **Checklist in Recommended Order**.

1. Start Here (takes you to this checklist – feel free to download, print, or save to your computer)

2. Information Required Prior to Engaging in Dartmouth Programs

Tasks	<u>DEADLINE</u> for Information to be Updated Online or Sent to Applicable Office	Available Online
Residential Life Profile	You must complete the online Residential Life Profile, available at a later date. Information will be emailed once available.	Please refer to email once sent.
Health Service Requirements	June 30 – Deadline to submit: Health and Immunizations; Athletic Clearance (if applicable) July 1 – Deadline to submit: Insurance Waiver	Health/Athletics: Beginning May 27 Insurance: Beginning May 27
Academic Interest Form	August 1	Beginning May 27
Core Values (Standards of Conduct, Academic Honor, and <i>Sources and Citations at Dartmouth</i>)	September 7	Beginning May 27
Student Wellness Center Pre-Arrival Requirements	Deadlines vary – please see details.	Beginning May 27
D-Pay (Billing and Payment System) <ul style="list-style-type: none"> • Authorize parent/guardian access • Provide optional Title IV Authorizations • Deposit funds to GET account for your DartCard (student ID) 	August 5 – To receive notice of first statement in a timely manner. Before check-in for Fall term (applies to federal financial aid recipients) August 31	Beginning May 27

2. Information Required Prior to Engaging in Dartmouth Programs - continued

Computer Requirements and Technology (Information about technology, computer requirements, and computer ordering)	September 4 – Deadline to order computer, should you choose to purchase your computer through Dartmouth.	June 8
---	---	--------

3. Personal Information

Tasks	DEADLINE for Information to be Updated Online or Sent to Applicable Office	Available Online
Personal Data Form	Keep up-to-date	Beginning May 27
Address/Contact Information	Keep up-to-date	Beginning May 27
Email Address Verification	Keep up-to-date	Beginning May 27
Upload Photo for DartCard (Student ID)	July 30	Beginning May 27
Religious Preference or Heritage	July 10 – Please submit information by this date. Information submitted after this date will be shared periodically as needed.	Beginning May 27
Social Security Number	The College is required to collect your Social Security Number or Taxpayer Identification Number, if you have one. The College complies with federal reporting requirements for the 1098-T informational tax return.	

4. Financial Aid (Items in this section will be visible to those receiving Financial Aid.)

5. First-year Writing

Tasks	DEADLINE for Information to be Updated Online or Sent to Applicable Office	Available Online
Humanities 1 & 2 Application (All students are invited to apply, but are not required.)	Deadline = July 24, 2020 <i>A selective, interdisciplinary, two-term sequence for up to 100 first-year students</i>	Beginning June 29
First-year Writing Choices (Access Directed Self-Placement Process for First-year Writing.)	<i>Directed Self-Placement Process student submission due June 22. (deadline passed)</i> Accept or reject placement recommendation between July 17 and July 24.	Beginning June 1 Placement recommendation results beginning July 17
DartWrite Digital Portfolio Login	Look for an email invitation in late July with information about beginning your portfolio. Upload pre-Dartmouth writing sample by September 8.	In late July

6. Test Scores

Task	DEADLINE for Information to be Updated Online or Sent to Applicable Office	Available Online
Test Scores	Test scores must be received by September 7, 2020 if they are to be considered in course election.	June 15

7. Verify Your Enrollment

Verify Your Enrollment		Mid-August
------------------------	--	------------

THE FOLLOWING MUST BE COMPLETED BEFORE YOU ENGAGE IN DARTMOUTH PROGRAMS.

➤ Residential Life Profile – Incoming First-Year Students

The Office of Residential Life will be emailing you about completing your **Residential Life Profile** when information is available about the upcoming year. The office can be reached at Residential.Life@Dartmouth.edu or 603-646-3093.

➤ Health Service Requirements

For information regarding **2020-2021** clearance requirements for **Health and Immunizations, Insurance, and Athletics** (if applicable), please visit the [Health Service Requirements](#) webpage. If you prefer to call: **Health and Immunization Requirements** (603-646-9404), **Insurance Requirements** (603-646-9438), and **Athletics Clearance** (603-646-9419). If you experience challenges meeting these requirements due to COVID-19, please contact the appropriate office directly.

➤ 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 our academic community.

➤ Core Values (Standards of Conduct, Academic Honor, *Sources and Citations at Dartmouth*)

This item on the checklist introduces you to critically important core values of our community: Dartmouth's **Standards of Conduct**, and more specifically the **Academic Honor Principle**.

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 their 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 by our faculty. You must confirm you have done so by **Monday, September 7, 2020**. You should also be sure that you have “bookmarked” on your computer the [Standards of Conduct](#), [Academic Honor Principle](#), and [Sources and Citations](#) for easy reference before engaging in Dartmouth programs. You also must 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 these materials carefully, and to consult with your faculty and advising resources if you have any questions. We expect you to have a full understanding of our commitment to the Standards of Conduct and Academic Honor before you join our community

➤ Student Wellness Center (SWC) Pre-Arrival Requirements

At Dartmouth, we believe in the importance of creating a safe and healthy environment for all of our community members. As incoming members of this community, the participation by first-year students in efforts to prevent sexual violence and high-risk drinking is critically important. Dartmouth requires all incoming students to complete **two online courses** around these topics before they join our community. Dartmouth has partnered with a leading education technology innovator, EVERFI, to provide these courses. Read more on the Student Wellness Center (SWC) Pre-Arrival Requirements [webpage: https://students.dartmouth.edu/wellness-center/prevention-education/swc-pre-arrival-requirements](https://students.dartmouth.edu/wellness-center/prevention-education/swc-pre-arrival-requirements)

AlcoholEdu® for College is a two-part online course providing personalized feedback along with education around alcohol use. This highly effective evidence-based program has been shown to reduce high risk drinking among college students.

Sexual Assault Prevention for Undergraduates (SAPU) is an online course that provides foundational knowledge and skills for students to develop positive relationships and recognize and respond to sexual assault and harassment. More information regarding sexual violence prevention requirements for first-year students can be found on the [SVPP First-Year Experience page](#).

In early August, **the Class of 2024 will receive an email containing detailed instructions on how to access these courses.**

➤ 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).

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 DartHub. Once authorized by you, parents, guardians, or other individuals will access D-Pay through a different link. Authorize your parents/guardians **by August 5, 2020** to ensure they receive an email from the D-Pay system when the Fall term bill is posted. Both links are found here: www.dartmouth.edu/~control/student/dpay.html.

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. Your first account statement will be available August 7 and is due September 1, 2020. Please access the billing schedule at this link: <http://www.dartmouth.edu/~control/student/schedule.html>.

If you have questions or need assistance, please contact **Campus Billing and DartCard Services** at 603-646-3230 or campus.billing@dartmouth.edu.

➤ Computer Requirements and Technology

If you choose to purchase your computer from Dartmouth, visit **The Computer Store** online after June 8: <https://computerstore.dartmouth.edu/>. **Your computer must be ordered by September 4, 2020.** 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).

The website accessed by this item on the checklist will guide you through **downloading software** available to you as a Dartmouth student and other information about Technology at Dartmouth. Complete this task **later in the summer** to access programs like Microsoft Office and Greenprint (Dartmouth's printing service for students). Dartmouth also provides some course specific software. If additional software is required for a course, your faculty member will tell you how to obtain it.

VERIFY PERSONAL INFORMATION

➤ Personal Data Form

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

➤ Email Address Information

Please keep your email address up to date.

➤ Upload Photo For Your DartCard (Student ID)

The photo you upload will appear on your DartCard (your student identification card) and will also appear campus systems and will be viewed by faculty and other administrators. You may upload a photo from your files or take a new photo on your phone or from a computer with a camera attached. All submitted photos are subject to approval. Click on the photo upload task for more information about how to upload your photo.

➤ 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 affiliated with the Tucker Center. **For more information about student religious organizations and multi-faith discussions and programs, visit the [Tucker Center website](#).** You can also reach the **Tucker Center** at 603-646-3780.

➤ Social Security Number

The College is required to collect your Social Security Number or Taxpayer Identification Number, if you have one. The College complies with federal reporting requirements for the 1098-T informational tax return.

FIRST-YEAR WRITING

➤ First-year Writing Choices

The first-year writing requirement at Dartmouth is satisfied by taking Writing 5 or its approved equivalents. Approved equivalents include: Writing 2-3 with teaching assistant support; Writing 2-3: Writing Across the Disciplines; and Humanities 1. This year we are also offering a special winter section of Writing 5 for prospective writing tutors. The first-year seminar requirement is satisfied by taking a First-year Seminar or Humanities 2. This task provides more information about these courses and the placement processes for them.

On June 1, all entering students will receive email notification about the directed self-placement process, a process that all students must complete to choose among the various writing courses that fulfill the first-year writing requirement. The purpose of this process is to help you understand the difference among the writing courses, reflect on your writing experiences and abilities, and make a thoughtful choice about which of these writing courses might be best for you.

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

➤ DartWrite Digital Portfolio

Later in July, you will receive an invitation to begin your DartWrite digital portfolio. At that time, you'll need to log back into DartHub Pre-Arrival to find links to your portfolio and to find resources to get you started. One of the first steps in creating your portfolio is to upload a pre-Dartmouth writing sample by **September 8**. *Be sure to save your best high school work so you are ready for this step!* For more information on this exciting opportunity, see <https://writing-speech.dartmouth.edu/DartWrite>.

TEST SCORES

➤ Test Scores (must be received by September 7, 2020 if they are to be considered in fall term course election)

Scores must be received directly from the College Board 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), SAT, SAT I, and SAT II 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. If IB (Higher Level) scores are missing, you should have a Transcript of Grades sent to Dartmouth from the IB Board.

For those of you who receive email on your phone, follow the instructions at the links below to set up your Dartmouth email account.

iOS = <https://services.dartmouth.edu/TDClient/KB/ArticleDet?ID=64521>

Android = <https://services.dartmouth.edu/TDClient/KB/ArticleDet?ID=64532>