## Instructions and Checklist for Class of 2026: 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 crucial 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.

If you are unable to access the tasks on DartHub Pre-Arrival, please contact the office listed for that task. For general questions, contact the Undergraduate Deans Office at 603-646-2243 or undergraduate.deans.office@dartmouth.edu.

1. To access DartHub Pre-Arrival, use a web browser to go to [preArrival.dartmouth.edu](http://preArrival.dartmouth.edu).
2. Login using your Dartmouth ID (also known as NetID) and password – and Duo two-factor authentication if prompted – created in the “set up your account” process. You should have received an email from Dartmouth ITC (Information, Technology and Consulting) with your Dartmouth ID (NetID) and instructions for the setup of your account.
3. Read and agree to the ‘Terms of Usage’ by clicking Continue.
4. 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

<table>
<thead>
<tr>
<th>Tiles and Tasks</th>
<th>DEADLINE for Information to be Updated Online or Sent to Applicable Office</th>
<th>Information or Task Available Online</th>
</tr>
</thead>
</table>
| Residential Life Housing Star Portal  
• Housing Application  
• Living Learning Communities Application (optional) | June 8 at 9:00 a.m. ET | Beginning May 19 |
| Health Service Requirements | June 30 – Deadline to submit: Health and Immunizations; Athletic Clearance (if applicable)  
June 30 – Deadline to submit: Insurance Waiver | Health/Athletics:  
Beginning May 18  
Insurance:  
Beginning May 25 |
| Academic Interest Form | July 15 | Beginning May 18 |
| Computer Requirements and, if applicable, Ordering Information | July 20 – Deadline to order computer if you choose to purchase a computer from Dartmouth. | Beginning June 18 |
| D-Pay (Billing and Payment System)  
• Authorize parent/guardian access  
• Provide optional Title IV Authorizations | August 3 – To receive notice of first statement in a timely manner.  
**Before check-in for Fall term** (applies to federal financial aid recipients) | Beginning May 18 |
| Core Values (Standards of Conduct, Academic Honor, and *Sources and Citations at Dartmouth*) | September 6 | Beginning July 1 |
| Culture, Behavior & Experiences (CBE) Survey | August 1 | Beginning July 12 |
| Sexual Violence / Alcohol Education | September 6 | August 17 |
| Student Technology Introduction | As soon as possible after July 15, once you have the computer you will be using at Dartmouth. | Beginning July 15 |
### 3. Personal Information

<table>
<thead>
<tr>
<th>Tiles and Tasks</th>
<th>DEADLINE for Information to be Updated Online or Sent to Applicable Office</th>
<th>Information or Task Available Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Photo for DartCard (Student ID)</td>
<td>August 5</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>Personal Data Form</td>
<td>Ongoing; keep up to date</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>Address/Contact Information</td>
<td>Ongoing; keep up to date</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>Email Address Verification</td>
<td>Ongoing; keep up to date</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>FERPA (Family Educational Rights and Privacy Act) (optional)</td>
<td>Ongoing throughout your time at Dartmouth</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>How can I make sure I don’t miss anything if I’m traveling?</td>
<td>If you aren't leaving until mid-June: You should get all the most essential information before you leave. If your travels begin before mid-June: Please make sure to have your mail forwarded to you. If that is not an option, call or email the Undergraduate Deans Office [603-646-2243; <a href="mailto:undergraduate.deans.office@dartmouth.edu">undergraduate.deans.office@dartmouth.edu</a>] with an alternate address for someone who can open your mail and follow-up as needed and attend to deadlines.</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>Religious Preference or Heritage</td>
<td>July 13</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>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.</td>
<td>Beginning May 18</td>
</tr>
</tbody>
</table>

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

### 5. First-Year Writing

<table>
<thead>
<tr>
<th>Tiles and Tasks</th>
<th>DEADLINE for Information to be Updated Online or Sent to Applicable Office</th>
<th>Information or Task Available Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Writing Choices</td>
<td>June 22 at 11:59 p.m. ET – Deadline for Directed Self-Placement</td>
<td>Beginning June 1</td>
</tr>
<tr>
<td>(Access Directed Self-Placement Process for First-Year Writing.)</td>
<td>Placement recommendation will be sent via email July 16. Deadline to request different placement via email is July 23.</td>
<td>Beginning June 1</td>
</tr>
<tr>
<td>Humanities 1 and 2 Application</td>
<td>June 29 at 11:59 p.m. ET</td>
<td>Beginning June 1</td>
</tr>
<tr>
<td>A selective, interdisciplinary, two-term sequence for up to one hundred first-year students</td>
<td>All students are invited, but are not required, to apply.</td>
<td>Beginning June 1</td>
</tr>
</tbody>
</table>

### 6. Test Scores

<table>
<thead>
<tr>
<th>Tile and Task</th>
<th>DEADLINE for Information to be Updated Online or Sent to Applicable Office</th>
<th>Information or Task Available Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardized Test Scores</td>
<td>Standardized Test scores must be received by September 6 if they are to be considered in course election.</td>
<td>Beginning June 15</td>
</tr>
</tbody>
</table>
7. Advising (available on August 31)

This tile/task, available on August 31, will support your advising conversations and course election.

### Additional

<table>
<thead>
<tr>
<th>Tile and Task</th>
<th>DEADLINE for Information to be Updated Online or Sent to Applicable Office</th>
<th>Information or Task Available Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accessibility Services</td>
<td>June 17*</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>• Important: Chosen Name</td>
<td>Can be accessed at any time during your time at Dartmouth</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>• Frequently Asked Questions (FAQ)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Chosen Name/Student Profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit Funds in your GET account for DartCard (optional)</td>
<td>You can add funds at any time throughout your time at Dartmouth.</td>
<td>Beginning May 18</td>
</tr>
<tr>
<td>Request Verification of Enrollment</td>
<td></td>
<td>Beginning August 12</td>
</tr>
</tbody>
</table>

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

#### Residential Life Housing Star Portal – Incoming First-Year Students

You must complete the online housing application in the Residential Life Housing Star Portal, due June 8 at 9:00 a.m. ET. The portal will open in a separate window. The office can be reached at Residential.Life@Dartmouth.edu or 603-646-3093.

#### Health Service Requirements

For information regarding 2022-2023 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

As we plan for you to join the Dartmouth community, please update your current academic interest, which may have changed since you applied. Please note, there is nothing binding about this selection. You won’t declare your major until your fifth term, so there is plenty of time to explore! We will, however, consider your interests now as we match you with available advising faculty.

#### Computer Requirements for All incoming Students and Ordering (if applicable)

If you choose to purchase your computer from Dartmouth, visit The Computer Store website after June 14. Your computer must be ordered by July 20, 2022. If you have questions about the minimum requirements or about the products sold by The Computer Store, 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).

#### D-Pay (Billing and Payment System)

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).

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 3, 2022 to ensure they receive an email from the D-Pay system when the Fall term bill is posted. Both links are found here: https://www.dartmouth.edu/finance/tuition/billing_paying_tuition/information_incoming_students.php.

Available on August 5, your first account statement is due August 29, 2022.
The D-Pay system is available 24 hours a day. Student account statement and billing information/schedule are available online: [https://www.dartmouth.edu/finance/tuition/billing_paying_tuition/billing_schedules.php](https://www.dartmouth.edu/finance/tuition/billing_paying_tuition/billing_schedules.php).

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

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 Tuesday, September 6. You should also be sure that you have saved 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.

Culture, Behavior and Experiences (CBE) Survey; Sexual Violence / Alcohol Education

At Dartmouth, we believe in the importance of creating a safe and healthy environment for all our community members. As incoming members of this community, the participation by first-year, transfer, and exchange students in efforts to prevent sexual violence and high-risk drinking is critical. Dartmouth requires ALL incoming students to complete a suite of surveys and online courses around these topics before they join our community. Dartmouth has partnered with a leading education technology innovator, EVERFI, to provide the online courses. Read more on the 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). In July and early August, watch for emails containing detailed instructions on how to access the surveys and courses below.

- **Culture, Behavior & Experiences (CBE) Survey** is an annual survey designed to better understand students’ behavior and experiences associated with sexual violence prevention including friendships, relationships, inclusivity, community responsibility, bystander intervention, and experiences around sexual violence prior to entering Dartmouth. This tool helps us evaluate Dartmouth’s prevention efforts and is the first component of your Sexual Violence Prevention Project (SVPP) First-Year Experience.
- **Dartmouth Short Survey (DSS)** is a brief health and wellness survey provided pre-matriculation to all incoming students. Students will receive an emailing inviting them to complete the survey.
- **AlcoholEdu**® for college is an online course providing personalized feedback along with education around alcohol use. This highly effective evidence-based course has been shown to reduce high-risk drinking among college students.
- **Sexual Assault Prevention for Undergraduates (SAPU) or Sexual Assault Prevention for Athletes** is an online course that provides foundational knowledge and skills for incoming students to prevent and respond to sexual violence. This is the second component of your SVPP First-Year Experience.

Student Technology Introduction

The website accessed by this item on the checklist guides you through downloading software and applications available to you as a Dartmouth student and provides other information about technology at Dartmouth. Complete this task later in the summer before New Student Orientation to access programs like Microsoft Office and Greenprint (Dartmouth’s printing service). If additional software is required for a course, your faculty member will tell you how to obtain it. Begin exploring this website as soon as you have the computer you will use at Dartmouth. If you won’t have that computer until you arrive on campus – don’t worry! We will make sure you have time to take care of the technology introduction.
PERSONAL INFORMATION

➢ Upload Photo for Your DartCard (Student ID)

The photo you upload will appear on your DartCard (your student identification card). It will also appear in 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. Deadline is August 5.
https://www.dartmouth.edu/finance/tuition/dartmouth_card/obtain_card/photo_upload.php

➢ 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.

➢ FERPA (Family Educational Rights and Privacy Act) (optional)

If your parents/guardians do not claim you as a dependent for tax purposes, please complete this form granting Dartmouth permission to share information from your education record.

➢ How can I make sure I don’t miss anything if I’m traveling?

The most essential information we send will arrive via your Dartmouth email account. Make sure you have a plan for accessing email during the summer — and, again, be prepared to manage applications online or electronically. There will be several deadlines you need to meet; be attentive!!
• If you aren’t leaving until mid-June: You should receive all the most essential information before you leave.
• If your travels begin before mid-June: Please make sure to have your mail forwarded to you. If that is not an option, contact the Undergraduate Deans Office – 603-646-2243 or undergraduate.deans.office@dartmouth.edu – with an alternate address for someone who can open your mail and follow-up as needed and attend to deadlines.

➢ 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: dartgo.org/tucker. You can also reach the Tucker Center at tucker.center@Dartmouth.edu or 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

All first-year students are required to fulfill Dartmouth's first-year writing requirement and first-year seminar requirement. The first-year writing requirement at Dartmouth is satisfied by taking Writing 5, Writing 2-3, or Humanities 1. 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 the 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.

➢ Humanities 1 and 2 Application

You are invited to apply for Humanities 1 (Fall Term 2022, Dialogues with the Classics) and Humanities 2 (Winter Term 2023, The Modern Labyrinth). This is a selective, interdisciplinary, two-term sequence for up to one hundred first-year students. If accepted, your admission covers both Humanities 1 and 2, though you may choose to take only one of the two courses. More information: https://www.dartmouth.edu/hums1-2/.

TEST SCORES

➢ Test Scores (must be received by September 6, 2022 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 page once received. We have listed your ACT (Math and English only), AP, IB (Higher Level only), SAT, SATI, and SATII scores currently on record. A-Level scores are not included in the list. Review the scores to make sure they are accurate and complete. If any scores are missing and you hope to use them for placement purposes, please have a score report sent to Dartmouth from the College Board. If IB (Higher Level) scores are missing, request a Transcript of Grades be sent to Dartmouth from the IB Board.

ADDITIONAL

➢ Student Accessibility Services

Although students can apply for academic accommodations at any time, it is recommended that you submit your application and supporting documentation to Student Accessibility Services no later than August 29 to increase the likelihood of accommodations being in place for the start of fall term.

➢ Important: Chosen Name FAQ and Chosen Name/Student Profile

Please read these Frequently Asked Questions (FAQ) before you edit your student profile.

Optional: Update your chosen name, gender, and pronouns. A Chosen Name is the name a student wishes to be known by in the Dartmouth community that is different from a student’s Legal Name.

➢ Deposit Funds in your GET Account for DartCard

Add funds to your DartCard so you can purchase goods and services across campus which are not covered under the dining plan such as The Computer Store, Dick’s House vending machine and services, Collis student group fundraisers and merchandise, Collis Market, print documents, etc. Add funds anytime throughout your Dartmouth career. https://www.dartmouth.edu/finance/charges/dartmouth_card/first_year_students.php

➢ Request Verification of Enrollment

If needed, and after August 12: obtain a Verification of Upcoming Enrollment by selecting the Advanced Registration Certificate.