Instructions and Checklist for Class of 2025: 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.

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 http://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	DEADLINE for Information to be Updated Online or Sent to Applicable Office	Available Online
Residential Life Profile	June 9 at 9:00 a.m. ET	Beginning May 26
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 26 **Insurance:** Beginning **May 27**
Academic Interest Form	**August 6**	Beginning May 26
Core Values (Standards of Conduct, Academic Honor, and *Sources and Citations at Dartmouth*)	**September 6**	Beginning May 26
Student Wellness Center Pre-Arrival Requirements	**Deadlines vary – please see details.**	Beginning May 26
D-Pay (Billing and Payment System) • Authorize parent/guardian access • Provide optional Title IV Authorizations	**August 4** – To receive notice of first statement in a timely manner. Before check-in for Fall term (applies to federal financial aid recipients)	Beginning May 26
Dartmouth Computer Requirements and, if applicable, Ordering Information	***UPDATED DEADLINE* August 3** – Deadline to order computer, should you choose to purchase your computer through	Beginning **June 14**
Student Technology Introduction	As soon as possible, once you have the computer you will be using at Dartmouth.	Beginning **July 15**

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 26
Address/Contact Information	Keep up-to-date	Beginning May 26
Email Address Verification	Keep up-to-date	Beginning May 26
How can I make sure I don't miss anything if I'm traveling?	**If you aren't leaving until mid-June**: You should get all of the most important information before you leave. There will be several deadlines you need to meet: be attentive! **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; 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.	
Family Educational Rights and Privacy Act (FERPA) (optional)	Ongoing throughout your time at Dartmouth	Beginning May 26
Upload Photo: DartCard (Student ID)	**July 29**	Beginning May 26
Religious Preference or Heritage	**July 9** – Please submit information by this date. Information submitted after this date will be shared periodically as needed.	Beginning May 26
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
First-year Writing Choices (Access **Directed Self-Placement Process for First-year Writing**.)	Deadline for Directed Self-Placement = **June 22** Receive placement recommendation via email **July 16**. Deadline to request different placement via email is **July 23**.	Beginning **June 1**
Humanities 1 and 2 Application *A selective, interdisciplinary, two-term sequence for up to 100 first-year students* All students are invited to apply but are not required.	Deadline = **June 29 at 11:59 p.m. ET**	Beginning **June 1**

6. Test Scores

Task	DEADLINE for Information to be Updated Online or Sent to Applicable Office	Available Online
Standardized Test Scores	**Standardized Test scores** must be received by **September 6** if they are to be considered in course election.	Beginning **June 15**

7. Additional		

Task	**<u>DEADLINE</u> for Information to be Updated Online or Sent to Applicable Office**	**Available Online**
Student Accessibility Services	**September 6**	Beginning May 26
Important: Chosen Name Frequently Asked Questions (FAQ)	Can be accessed at any time during your time at Dartmouth	Beginning May 26
Chosen Name/Student Profile	Can be accessed at any time during your time at Dartmouth	Beginning May 26
Deposit Funds in your GET account for DartCard (optional)	August 31	Beginning May 26
Request Verification of Your Enrollment		Beginning **August 12**

<u>THE FOLLOWING MUST BE COMPLETED BEFORE YOU ENGAGE IN DARTMOUTH PROGRAMS.</u>

> **Residential Life Profile – Incoming First-Year Students**

You must complete the online application for housing which is due on June 9, 2021 at 9:00 a.m. ET. This 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 **2021-2022** 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 to Dartmouth. 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.

> **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 6, 2021**. 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, transfer, and exchange students in efforts to prevent sexual violence and high-risk drinking is critically important. 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 Student Wellness Center (SWC) Pre-Arrival Requirements webpage: 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) is a survey to better understand students' behavior and experiences associated with sexual violence prevention including friendships, relationships, inclusivity, community responsibility, bystander intervention, and sexual violence prior to entering Dartmouth.

AlcoholEdu® for College is an 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 will be provided in early July.

> **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 4, 2021** 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**.

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 6 and is due August 30, 2021**. Please access the billing schedule at this link: **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**.

> **Computer Requirements and, if applicable, Ordering**

If you choose to purchase your computer from Dartmouth, visit **The Computer Store** online **after June 14**: https://computerstore.dartmouth.edu/. **Your computer must be ordered by August 23, 2021**. 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).

> **Student Technology Introduction**

The website accessed by this item on the checklist will guide you through **downloading software and applications** available to you as a Dartmouth student and provide other information about Technology at Dartmouth. Complete this task **later in the summer and before New Student Orientation** 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. We recommend that you 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

➢ **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.

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

The most important 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 get all of the most important 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] with an alternate address for someone who can open your mail and follow-up as needed and attend to deadlines.

➢ **Email Address Information**

Please keep your email address up to date.

➢ **Family Educational Rights and Privacy Act (FERPA) (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.

➢ **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 July 29.** **https://www.dartmouth.edu/finance/tuition/dartmouth_card/obtain_card/photo_upload.php**

➢ **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 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.

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.

➢ **Humanities 1 and 2 Application**

You are all invited to apply for Humanities 1 (Fall Term 2021, Dialogues with the Classics) and Humanities 2 (Winter Term 2022, The Modern Labyrinth). This is a selective, interdisciplinary, two-term sequence for up to one hundred first-year students. If accepted, you may take **both** Humanities 1 and 2or **either** Humanities 1 or Humanities 2.

TEST SCORES

➢ **Test Scores (must be received by September 6, 2021 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, 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. If IB (Higher Level) scores are missing, you should have a Transcript of Grades sent to Dartmouth from the IB Board.

ADDITIONAL

➢ **Student Accessibility Services**

If applying for academic accommodations, it is recommended that you have your application and supporting documentation to Student Accessibility Services by **June 18**.

➢ **Important: Chosen Name FAQ**

Please read these **Frequently Asked Questions** before you edit your student profile.

➢ **Chosen Name/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**

Optional: Add funds to your DartCard so that you can use vending machines, make purchases as Collis Market, and print documents. Add funds anytime throughout your Dartmouth career.
https://www.dartmouth.edu/finance/tuition/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.

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