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## Instructions and Checklist for Class of 2027: Prior to Engaging in Dartmouth Programs

Keep checking DartHub Pre-Arrival for other tasks and “things to do” added in coming months. This document includes brief descriptions about the required tasks; detailed information is available on DartHub.

**Complete the tasks below online and, if applicable, communicate with offices, by the DEADLINES indicated.**

If you are unable to access these processes through DartHub, please contact the office listed for that task. For general questions, contact the [Undergraduate Deans Office](mailto:undergraduate.deans.office@dartmouth.edu) via email or phone: 603.646.2243 or [undergraduate.deans.office@dartmouth.edu](mailto:undergraduate.deans.office@dartmouth.edu).

### To access DartHub Pre-Arrival:

1. Go to [preArrival.dartmouth.edu](https://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 [account-no-reply@dartmouth.edu](mailto:account-no-reply@dartmouth.edu) (Dartmouth’s Information, Technology and Consulting) with your Dartmouth ID and instructions.
3. **Read and agree** to the ‘Terms of Usage’ by clicking **Continue**.
4. You will see a **Checklist** in “Recommended Order.”

### To know about DartHub:

- 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. Important to know: the calendar view of DartHub Pre-Arrival displays specific deadlines or reminders but this is **not** a complete list of items needing your attention.
- We recommend using the **Checklist in Recommended Order**.

### If you are traveling this summer, please note the following:

- **If you are not 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, contact the Undergraduate Deans Office with an alternate address for someone who can open your mail and follow-up as needed and attend to deadlines: 603.646.2243 or [undergraduate.deans.office@dartmouth.edu](mailto:undergraduate.deans.office@dartmouth.edu).
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| Information Required Prior to Engaging in Dartmouth Programs   |  |   |
|--|--|---|
| DEADLINE   | Tiles and Tasks  | Available   |
| <b>June 16</b><br>9:00 a.m. ET   | <a href="#">Residential Life Housing Star Portal</a> <ul style="list-style-type: none"> <li>Housing Application</li> <li>Optional Living Learning Communities Application</li> </ul>         | May 18  |
| <b>June 30</b>   | <a href="#">Health Service Requirements</a> <ul style="list-style-type: none"> <li>Health and Immunizations</li> <li>Athletic Clearance (if applicable)</li> <li>Insurance Waiver</li> </ul> | Health/Athletics:<br>May 17<br>Insurance:<br>May 24 |
| <b>July 18</b>   | <a href="#">Academic Interest Form</a>   | May 17  |
| <b>July 20</b> – Deadline if you choose to purchase from Dartmouth.  | <a href="#">Computer Requirements and, if applicable, Ordering Information</a>   | June 18   |
| <b>July 31</b>   | <a href="#">Culture, Behavior &amp; Experiences (CBE) Survey</a>   | July 11   |
| <b>August 1</b>  | <a href="#">Core Values</a> (Standards of Conduct, Academic Honor, and Sources and Citations at Dartmouth)   | July 1  |
| <b>August 2</b> – To receive notice of first statement in a timely manner.<br><br><b>Before check-in for Fall term</b><br>(federal financial aid recipients) | <a href="#">D-Pay (Billing and Payment System)</a> <ul style="list-style-type: none"> <li>Authorize parent/guardian access</li> <li>Provide optional Title IV Authorizations</li> </ul>      | May 17  |
| <b>August 29</b>   | <a href="#">Online Courses</a> : Sexual Violence Prevention / Alcohol Education / Mental Wellbeing   | August 9  |
| <b>After July 14 and once you have the computer you will use at Dartmouth</b>  | <a href="#">Student Technology Introduction</a><br>Begin this once you have the computer you will use at Dartmouth.  | July 14   |
| Personal Information   |  |   |
| DEADLINE   | Tiles and Tasks  | Available   |
| <b>July 31*</b>  | <a href="#">Religious Preference or Heritage</a>   | May 17  |
| <b>August 2</b>  | <a href="#">Upload Photo for DartCard (Student ID)</a>   | May 17  |
| Ongoing; keep up to date   | FERPA (Family Educational Rights and Privacy Act) (optional)   | July 28   |
| Ongoing; keep up to date   | <a href="#">Personal Data Form</a>   | May 17  |
| Ongoing; keep up to date   | <a href="#">Address/Contact Information</a>  | May 17  |

| Personal Information (continued)   |   |           |
|--|---|-----------|
| DEADLINE   | Tiles and Tasks   | Available |
| Ongoing; keep up to date   | <a href="#">Email Address Verification</a>  | May 17    |
| <p><b><a href="#">Social Security Number</a></b>: Dartmouth 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.</p> |   |           |
| First-Year Writing   |   |           |
| DEADLINE   | Tiles and Tasks   | Available |
| <b>June 22 at 11:59 p.m. ET</b><br>Placement recommendation sent <b>July 16</b> . Deadline to request different placement is <b>July 23</b> .  | <a href="#">First-Year Writing Choices</a><br>(Access <b>Directed Self-Placement Process for First-Year Writing</b> .)<br><i>Note: this task takes some time, so plan accordingly.</i>                          | June 1    |
| <b>June 29 at 11:59 p.m. ET</b>  | <a href="#">Humanities 1 and 2 Application</a><br><i>A selective, interdisciplinary, two-term sequence for up to one hundred first-year students. All students are invited, but are not required, to apply.</i> | June 1    |
| Test Scores  |   |           |
| DEADLINE   | Tiles and Tasks   | Available |
| <b>September 5</b> for course election   | <a href="#">Standardized Test Scores</a>  | June 15   |
| Advising   |   |           |
| DEADLINE   | Tiles and Tasks   | Available |
| <b>September 5</b>   | <a href="#">Advising Questionnaire</a>  | August 21 |
| Available after August 30  | <a href="#">Who Are My Advisors?</a>  | August 30 |
| Additional   |   |           |
| DEADLINE   | Tiles and Tasks   | Available |
| <b>June 16** (recommended; see p. 7)</b>   | <a href="#">Student Accessibility Services</a>  | May 17    |
| <b>September 10 for 2023-2024</b>  | <a href="#">Tuition Refund Plan - <b>Optional</b> Tuition Insurance</a>   | May 17    |
| Anytime while at Dartmouth   | <a href="#">Chosen Name (optional)</a>  | May 17    |
| Anytime while at Dartmouth   | <a href="#">Deposit funds in GET account (recommended)</a>  | May 17    |
| Ongoing while at Dartmouth   | Request verification of enrollment  | August 12 |

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

### Residential Life Housing Star Portal

You must complete the online housing application in the **Residential Life Housing Star Portal** by June 16 at 9:00 a.m. ET. The portal will open in a separate window. Questions? Contact [Residential.Life@Dartmouth.edu](mailto:Residential.Life@Dartmouth.edu) or 603.646.3093.

### Health Service Requirements

For information regarding 2023-2024 clearance requirements for Health and Immunizations, Insurance, and Athletics (if applicable), please visit the [Health Service Requirements](#) webpage. Questions? For Health and Immunization Requirements, call 603.646.9404; Insurance Requirements, call 603.646.9438; and Athletics Clearance, call 603.646.9419.

### Academic Interest Form

Please update your current academic interest, which may have changed since you applied. Note: there is nothing binding about this selection. You will not declare your major until your fifth term, so there is plenty of time to explore! However, we consider your interests now as we match you with available advising faculty.

### Computer Requirements and, if applicable, Ordering Information

Essential information about computer requirements and computer ordering (if needed) can be found through this tile. If you choose to purchase your computer from Dartmouth, visit [The Computer Store website](#) after **June 18**. To guarantee your computer will be ready by your arrival on campus (or shipped in time for you to travel to campus), you must order by **July 20, 2023**. **If you order after July 20, The Computer Store cannot guarantee your computer will be here and ready.** Questions about the minimum requirements or about the products sold by The Computer Store? Call the incoming student computer hotline: 603.646.3249.

### Student Wellness - Culture, Behavior & Experiences (CBE) Survey

#### Online Courses

We believe in the importance of creating a safe and healthy environment for all Dartmouth community members. We expect Incoming students to complete the following as part of efforts to prevent sexual violence and high-risk drinking and support mental wellbeing. Read more (including waiver options) on the [SWC Pre-Arrival Requirements webpage](#). **In July and early August**, watch for detailed instructions via email.

- **Culture, Behavior & Experiences (CBE) Survey** is 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 is the first component of your Sexual Violence Prevention Project (SVPP) First-Year Experience.
- **Online Courses**
  - **AlcoholEdu®** provides personalized feedback and education that has been shown to reduce the negative impacts of high-risk drinking.
  - **Sexual Assault Prevention for Undergraduates/Athletes** provides knowledge and skills to prevent and respond to sexual violence. This is the second component of your SVPP First-Year Experience.
  - **Mental Wellbeing for Students** equips you with resources and practices to support the emotional wellbeing of yourself and others.

## Core Values (Standards of Conduct, Academic Honor, and 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, August 1**. 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.

## D-Pay (Billing and Payment System)

You will view your student account statement and make your payments using D-Pay, our online system. 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](http://www.flywire.com/school/dartmouth) ([www.flywire.com/school/dartmouth](http://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 2, 2023** to ensure they receive an email from the D-Pay system when the Fall term bill is posted. Both links are found here: [dartgo.org/billpay-incoming](http://dartgo.org/billpay-incoming). **Your bill will be available on August 4; your account payment is due by August 28, 2023.** Find student account statement and billing information/schedule [online: dartgo.org/billpay-schedule](http://dartgo.org/billpay-schedule). The D-Pay system is available 24 hours a day.

Questions? Contact **Campus Billing and DartCard Services** at 603.646.3230 or [campus.billing@dartmouth.edu](mailto:campus.billing@dartmouth.edu).

## Student Technology Introduction

The technology introduction for new students will review your basic technology needs (**like downloading software and applications**) and get you ready for your first term 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.**

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## PERSONAL INFORMATION (there are some deadlines associated)

### \*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](#). Information submitted after the deadline will be shared periodically. Learn more about student religious organizations and multi-faith discussions and programs at the [Tucker Center website](#). Questions: [tucker.center@Dartmouth.edu](mailto:tucker.center@Dartmouth.edu) or 603.646.3780.

### Upload Photo for DartCard (Student ID)

The photo you upload will appear on your [DartCard](#) (your student identification card). It will also appear in campus systems and be viewed by faculty and other administrators. 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. **Deadline is August 2:** [dartgo.org/dartcard-student-photo](https://dartgo.org/dartcard-student-photo).

### FERPA (Family Educational Rights and Privacy Act) (optional) *This tile became available on July 28.*

The Family Education Rights and Privacy Act (FERPA) is a federal law that provides students with specific rights with respect to their student education records. You can find more information about the College's FERPA policy [here](#). More information can be found on the Undergraduate Deans Office [website](#).

### 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](mailto:Undergraduate.Deans.Office@Dartmouth.edu).

**If information does not need to be changed, you must click the "Looks Okay" buttons to confirm this.**

### Address/Contact Information / Email Address Verification

Update address on this form. Please keep your email address up to date.

### 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.

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## FIRST-YEAR WRITING

### First-Year Writing Choices

All first-year students are required to fulfill Dartmouth's first-year writing and first-year seminar requirements. 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.

**Please note: this task does take time so make sure to plan accordingly and make space.**

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 [Writing Program](https://writing.dartmouth.edu/) website: <https://writing.dartmouth.edu/>.

## Humanities 1 and 2 Application

You are invited to apply for Humanities 1 (Fall Term 2023, Dialogues with the Classics) and Humanities 2 (Winter Term 2024, 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/>.

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## TEST SCORES

**Standardized Test Scores** (must be received by **September 5** to be considered in 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.

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## ADVISING

### Advising Questionnaire

When this tile becomes available in August, you will be asked to complete this questionnaire so that your faculty advisor will know about you and your interests.

**Who Are My Advisors?** Find contact information for your Undergraduate Dean and Faculty Advisor.

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## ADDITIONAL

### \*\*Student Accessibility Services (SAS)

Students can apply for accommodations related to a disability or diagnosed health condition at any time. However, we recommend that you [apply and submit any supporting documentation](#) to Student Accessibility Services (SAS) by **June 16**, especially if you require any placement test or housing accommodations. Contact [student.accessibility.services@dartmouth.edu](mailto:student.accessibility.services@dartmouth.edu) or call 603.646.9900 with any questions or concerns.

### Chosen Name

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 GET account for DartCard (recommended)

Add funds to your [DartCard GET account](#) so you can purchase goods and services which are not covered under the dining plan (for example, The Computer Store, Dick's House vending machine and services, Collis student group fundraisers and merchandise, Collis Market, etc.). Add funds anytime throughout your Dartmouth career.

### Tuition Refund Plan - Optional Tuition Insurance

Dartmouth partners with A.W.G Dewar, Inc. to offer OPTIONAL [Tuition Refund Plan](#) insurance. If you are interested, you must apply by September 10 to be covered for the 2023-2024 academic year. [dartgo.org/tuition-refund-plan](http://dartgo.org/tuition-refund-plan).

**Request verification of enrollment** Starting in mid-August you may obtain an Enrollment Verification Letter by selecting the Advanced Registration Certificate. You can provide an Enrollment Verification Letter to anyone who requires proof that you are a Dartmouth student.