

PARENT GUIDE



DEPAUW
UNIVERSITY

Dear DePauw Parent or Guardian:

Welcome to DePauw. Your student has joined an exceptional group of peers who will make up DePauw's Class of 2023. I am delighted to have your student as a member of our community and am eager to begin working with them.

While DePauw's relationship during the admission process was with both you and your student, that will change now as your student becomes our primary focus. We know that you will continue to be an important advisor and that you need information to accomplish that. Therefore, we have created this guide so you will know what we expect from your student over the summer.

The information we share and the exercises we expect your student to complete during the summer will prepare them for academic coursework and campus living. Your student will receive the same information in their portal in e-Services, electronic newsletters and the First-Year Experience webpage.

We are eager to connect with students, so if your student has questions during the summer, encourage them to contact us. Academic-related questions should be directed to the Office of the Registrar at 765-658-4141. Other questions should be directed to Student Academic Life at 765-658-6267.

I hope you enjoy this summer with your student, and I look forward to greeting you when you bring your student to campus in August.

Sincerely,

J. C. Lopez
First-Year Experience Program

STUDENT PORTAL ON E-SERVICES

Each incoming student has access to a personal portal in e-Services (my.depauw.edu), DePauw's student information system. Around May 10 your student will receive an email message with instructions outlining how to access their portal username and password. During the summer, the portal will provide information to help your student begin their DePauw career.

SUMMER ONLINE ORIENTATION

The forms and online submissions referenced below are available on your student's portal in e-Services and on the First-Year Experience webpage, depauw.edu/fye.

Students are required to complete all tasks below as part of their summer online orientation.

- Activate student accounts: May 10**
Students will receive instructions in their personal email account asking them to activate their DePauw student accounts, including their email and portal in e-Services. Questions may be directed to the Information Technology Help Desk at 765-658-4294.
- Complete the online housing application: May 13 – June 7**
Students must complete an application to help determine housing placement and roommate(s). Questions may be directed to Campus Living and Community Development at 765-658-4500 or housing@depauw.edu.
- Complete course requests and academic interests: May 13 – June 19**
Students must submit 10 choices for first-year seminars and 15 regular courses. Questions may be directed to the Office of the Registrar at 765-658-4141.



- Provide proof of immunization through Med+Proctor and provide proof of personal health insurance through EIIA: May 13 – Aug. 1**

Questions may be directed to Stevie Baker-Watson, associate vice president for campus wellness and the Theodore Katula director of athletics and recreational sports, at 765-658-6075 or steviebaker-watson@depauw.edu.

- Grant parents (third parties) access to CASHNet for billing and payments: June 1 – 28**
Billing information is available through the online system CASHNet. Students must grant parents third-party access to this system for parents to receive payment notifications. Questions may be directed to the Cash Receipts Office at 765-658-4015. Students also may grant parents third-party access to academic information through Third-Party Access in their portal in e-Services.
- Complete diversity and inclusion module: June 20 – 30**
Students will receive instructions in their portal in e-Services. Questions may be directed to the Office of Student Academic Life at 765-658-4270.
- Complete steps to have student ID made: By July 31**
Questions may be directed to the Information Services HelpDesk at 765-658-4294.
- Request final high school transcript be sent to the Admission Office: By July 31**
Questions may be directed to the Admission Office at 765-658-4006.
- Complete the common read and writing assessment: July 1 – Aug. 2**
Instructions will be available in your

student's portal in e-Services later this summer. Questions may be directed to the Office of Student Academic Life at 765-658-6267.

- Complete introductory name-pronunciation recording: July 1 – Aug. 15**
Knowing how to pronounce your student's name is important to us. We ask your student to record their name so professors and others will pronounce it correctly. Details will be shared on July 1.
- Log in to Handshake at depauw.handshake.com: July 1 – Aug. 15**
Students should log in to Handshake to share their career interests using their portal username and password. Questions may be directed to hubbard@depauw.edu.
- Log in to Campus Labs: July 1 – Aug. 15**
Students should create an account on Campus Labs using their portal username and password. Questions may be directed to Samantha Sarich, operations and data coordinator for the Gold Commitment Program, at samanthasarich@depauw.edu.
- Complete AlcoholEdu and sexual assault prevention for undergraduates: Aug. 1 – 15**
Login information and instructions will be available in your student's portal in e-Services later this summer. Questions may be directed to the Office of Student Academic Life at 765-658-4270.
- Purchase a laptop: By Aug. 15**
Questions may be directed to Mike Moore in Information Services at 765-658-4296 or mikemoore@depauw.edu.

ACADEMIC LIFE

Studying at DePauw is an opportunity to examine subjects students are passionate about and explore new paths and possibilities they have never considered.

FIRST-YEAR SEMINAR

DePauw's first-year seminar is a small, discussion-based class with an emphasis on college-level writing. Small class sizes foster vibrant discussion, careful reading and analysis of texts and critical thinking about complex ideas.

All first-year students take a first-year seminar. Students in the Honor Scholar Program will be assigned to a seminar and will not need to request one.

COURSE AND SEMINAR REQUESTS

The curriculum in the College of Liberal Arts is relatively flexible as students get started at DePauw, although students with specific interests in the sciences should start taking courses in these areas sooner rather than later. First-year students generally take four full-credit courses, which include a first-year seminar in the first semester.

Descriptions of the seminars and courses for first-year students will be published on the First-Year Experience website at depauw.edu/fye. During summer registration, May 13 – June 19, students will submit a list of 10 first-year seminars and 15 regular courses they are interested in taking. To ensure students begin exploring the breadth of their liberal arts education, they should include choices from a variety of fields that were not available in high school. If students have questions about this process, they may contact the Office of the Registrar at 765-658-4141.

The course request and scheduling process is

different for students in the School of Music because the curriculum is highly structured. Incoming music students are enrolled in lessons for their primary instrument and first-semester courses in theory and musicianship. Students considering a music education degree also are enrolled in other required courses. These students must submit a list of 10-15 courses to fill their schedule outside the School of Music. A School of Music representative will contact students during the summer with course information and guidelines for fall ensemble auditions. Students may direct questions to Caroline Jetton, associate dean of the School of Music, at cjetton@depauw.edu or 765-658-4503.

ACADEMIC INTERESTS

Students must complete an academic interests form. Students vary considerably in their academic interests. Some know what they want to major in, others want to explore. By sharing their academic interests and plans, we have better information as we create their fall term schedule.

THE DEPAUW GOLD COMMITMENT

The Gold Commitment encourages students to explore a wide range of interests through rigorous academics and a wide range of cocurricular opportunities, including off-campus study, internships and research with faculty members. Students may create their own pathway as they participate in activities intended to prepare them for work or postgraduate study. The Gold Commitment promises that those who meet academic and cocurricular requirements will have a job or be

in graduate school six months after graduation. If not, DePauw will provide a first professional opportunity or an additional term tuition-free.

Advisors will help students develop their pathways. Students will track their progress on an online record-keeping system, which enables them to build their resumes for applications for internships and postgraduate employment.

As students work through their individualized curriculum and personal cocurriculum, they will connect with the DePauw centers, including:

- Hartman Center for Civic Engagement

- Justin and Darrienne Christian Center for Diversity and Inclusion
- The Janet Prindle Institute for Ethics
- The Robert C. McDermond Center for Management & Entrepreneurship
- Eugene S. Pulliam Center for Contemporary Media
- Tenzer Technology Center
- The Kathryn F. Hubbard Center for Student Engagement
- 21st-Century Musician Initiative

Students will learn more about The Commitment during New Student Orientation. Until then, learn more at depauw.edu/commitment.

DEPAUW CENTERS



CAMPUS LIVING

Living with others as a member of a community is a vital aspect of your student's DePauw education that fosters integration of learning experiences inside and outside of the classroom.

HOUSING OPTIONS

All first-year students live in residence halls with students from diverse backgrounds. Students become accustomed to a new community, exploring their personal interests, adapting to teaching methods at the collegiate level and learning from each other in ways many have not experienced before. Through their first-year experience students learn to navigate the transition to college and grow into an independent adult.

DePauw offers multiple housing environments for first-year students and each community has unique characteristics. Each residence hall community provides programmatic and community development opportunities in addition to peer support and mentoring. Most rooms are double-occupancy rooms, but room size can range from single-occupancy to four-person rooms.

INTENTIONAL COMMUNITIES

HEALTHY LIVING COMMUNITY

Many students are interested in living in communities that intentionally support healthy life choices. Students who choose to live in these environments, called Healthy Living Communities, commit to a lifestyle that refrains from the use of alcohol, tobacco and other drugs within their residential environment. In choosing these communities, students opt to live in an environment that is free from the secondary effects of these substances and feel supported in their choice to refrain from using. Additionally, these

communities offer specific resources, programs and events that support healthy life choices, provide quiet environments conducive to studying, create intentional opportunities for social and interpersonal connections and give students the responsibility to set the standards of the community and empower them to uphold those standards.

RAINBOW COMMUNITY

The Rainbow Community will be offered if there is sufficient student interest. All students are welcome to live in the Rainbow Community with an understanding that the space serves as an affirming home for all expressions of gender and sexuality. This intentional community serves as a space to enable lesbian, gay, bisexual, transgender, queer and questioning students and their advocates to connect and live in a respectful space. Additionally, restrooms in these communities will be gender inclusive. All residents and their guests will be expected to be respectful and sensitive to all identities in the LGBTQIA+ community. In collaboration with the Center for Diversity and Inclusion, the Rainbow Community will offer specific resources, events and create intentional opportunities for social and interpersonal connections. Students will have the responsibility to set the expectations of the community.

SUBMITTING HOUSING PREFERENCES

DePauw's online housing system, Residence, gathers information about students' residential preferences such as floor and room type. Students are asked questions regarding

community and are asked to rank their preferences online. Additionally, they will complete a roommate-matching profile in which they share information about themselves and what they look for in a roommate. The roommate-matching profile also enables students to find roommates with similar interests and living preferences.

Students will receive instructions on how to use Residence on May 13. Students will access Residence through their student portal in e-Services.

HOUSING ASSIGNMENTS

Housing assignments will be available around June 21. Housing assignments will be released to students through their DePauw email address. At that time, students will be able to access Residence, which will contain the name and email address of their roommate(s) and more information about their room and residence hall community. Encourage your student to keep their username and password safe because they will need them to log into Residence.

QUESTIONS?

Students who have questions about housing options should contact the Campus Living and Community Development Office at 765-658-4500 or housing@depauw.edu. Answers to frequently asked questions and other information can be found at depauw.edu/studentacademiclife/campusliving/helpfulresources.

REQUESTING HOUSING OR DIETARY ACCOMMODATIONS

Living in a residence and dining with other community members are integral to the DePauw experience. Therefore, all requests for housing and dietary accommodations are evaluated carefully. Accommodations for both housing and dietary needs are provided on a case-by-case basis and only when appropriate

medical documentation is provided. Students who need special housing accommodations are encouraged to contact Student Disability Services prior to the housing application deadline. These may include medical conditions, impairments or other conditions that substantially limit a major life activity. Campus Living and Community Development will do its best to meet housing accommodation requests submitted after the application deadline but cannot guarantee that the accommodation or other residential requests such as room type, roommate requests, building location, etc. will be met. Approved ADA housing requests will be sent from Student Disability Services to Campus Living and Community Development.

Student Disability Services may be contacted by phone at 765-658-6267 or by email at studentdisabilityservices@depauw.edu. Students may also initiate the accommodations process at depauw.edu/academics/academic-resources/students-with-disabilities/.

DINING OPTIONS

Students living in university-owned housing are required to be on a meal plan. First-year students may choose between two plans for the fall and spring terms and a separate plan for winter term:

- **RESIDENCE HALL MEAL PLAN** (default meal plan)
This plan provides 18 swipes a week, \$200 in DPU Flex dollars, \$50 in Community Plus dollars and \$50 for unlimited access to the laundry machines per semester.
- **RESIDENCE HALL FLEX MEAL PLAN**
This plan provides 14 swipes a week, \$400 in DPU Flex dollars, \$50 in Community Plus dollars and \$50 for unlimited access to the laundry machines per semester.
- **WINTER TERM MEAL PLAN**
Students living in the residence halls are required to participate in the Winter Term Meal Plan. The meal plan provides 18 swipes per week and \$40 in DPU Flex dollars.



NEW STUDENT ORIENTATION

Aug. 16-20, 2019

We invite you to join us for some key events when you move in your student on Friday, August 16. Students may begin moving in at 8 a.m., and we ask that they arrive to campus no later than 11 a.m. Families should plan to leave campus at 5:30 p.m. so that your student can begin orientation. Please share with your student that all parts of orientation are required. Look for a complete schedule of orientation events on the First-Year Experience webpage, www.depauw.edu/fye, in June.

MOVE-IN DAY SCHEDULE

8 - 11 a.m.	Check in and students move into their residence hall
9 - 1:30 p.m.	Information tables
11 a.m. - 1:30 p.m.	Community lunch
2 p.m.	Students assemble for Opening Convocation processional
2:30 p.m.	Opening Convocation
3:30 p.m.	Student meeting with faculty advisors
3:30 p.m.	Parent orientation
4:15 - 5:45 p.m.	Family goodbyes – Families can use this time to say goodbyes. Families should plan to depart by 5:30 p.m. so students can promptly begin student orientation activities.
6 - 8:30 p.m.	Mentor group activities and dinner
9 p.m.	Residence hall floor meeting
10:30 p.m.	Residence hall socials

STUDENT RESOURCES AND POLICIES

From computer accounts to health records and laptops, here's everything you and your student needs to know before move-in day.

UNIVERSITY EMAIL AND COMPUTER ACCOUNTS: OVERVIEW

Around May 10, students will receive an email message with instructions about how to obtain their DePauw usernames and passwords. Students will have two separate computer accounts:

1. G Suite for Education (mail.depauw.edu): Their email account at DePauw
2. DePauw account: Used to log in to their portal in e-Services (my.depauw.edu), Moodle (moodle.depauw.edu), Residence, printers, campus labs and other DePauw online resources

IT policies can be found at depauw.edu/it/policies.

If students do not receive the informational email message by May 14, please invite them to contact DePauw University Help Desk at 765-658-4294, or email helpdesk@depauw.edu.

THIRD PARTY ACCESS

Third-Party Access is a secure system that allows students to share billing statements and payment through CashNet and selected academic records with third parties (parents, employers, etc.). To do this, students create third-party accounts and share the login information with the third party they choose. Academic records are covered by the Family Educational Rights and Privacy Act, which means that they may be released only with the student's authorization. In creating a Third-Party Access account and distributing the login information to a third party, the student is providing that authorization.

Students can set up third-party access for billing statements and payments through CashNet, which they can access in their portal in e-Services beginning June 1. Students can set up third-party access for academic information through Third-Party Access in their portal in e-Services.

STUDENT IMMUNIZATION POLICY

DePauw requires that all students submit a completed Immunization Record through Med+Proctor (medproctor.com) by Aug. 1 of their incoming year. Students who fail to submit the Immunization Record will not be permitted to register for classes.

Both required and recommended immunizations are specified at www.depauwhealth.org, under the Students tab. Required immunizations include varicella, meningococcal, hepatitis B, TDaP booster, and MMR (measles, mumps and rubella). International students will also require a tuberculosis screening in the United States. See www.depauwhealth.org for more information.

Proof of immunization can ONLY be provided by completing the process, including the specific form, at www.medproctor.com. No other documentation will be accepted to meet this requirement.

For more information about the Immunization Policy, students should visit their portal in e-services. Additional information can be found at www.depauwhealth.org under the Student tab. If students have any questions, please have them contact Stevie Baker-Watson at 765-658-6075 or the DePauw Health Wellness Center at 765-658-4555.

PROVIDING PROOF OF INSURANCE

Students will be required to provide proof of personal health insurance at www.eiiastudent.org/depauw. Those who fail to do so will be billed for the university's student health insurance plan. More information can be found at depauwhealth.org. If your student already has insurance coverage individually or through you, then you may choose to waive the insurance provided by DePauw University. International students may not waive insurance provided by DePauw University and students participating in intercollegiate athletics may have additional requirements. If students have any questions, please have them contact Stevie Baker-Watson at 765-658-6075.

PARTICIPATION IN VARSITY INTERCOLLEGIATE ATHLETICS

If a student plans to participate in varsity intercollegiate athletics, additional health information must be provided to the Sports Medicine staff prior to any official team practice; this information is sent to students

by their head coach. For more information on NCAA and DePauw requirements for participation, visit depauwtigers.com, click on the Inside Athletics tab, then Sports Medicine.

STUDENT DISABILITY SERVICES AND ACADEMIC ACCOMMODATIONS

DePauw is committed to providing equal access and reasonable accommodations to university programs for students with a variety of learning, physical (health and/or mobility) and emotional challenges. Student Disability Services coordinates policies and procedures, provides services and promotes accessibility for all qualified students. We strive to provide reasonable accommodations for students who have been diagnosed with long-term disabilities, chronic health conditions, temporary impairments and episodic conditions. The list of possible conditions that could require accommodations is non-exhaustive, and eligibility is determined on a case-by-case basis. If students believe they will require academic accommodations, they can learn more about the process at depauw.edu/academics/academic-resources/students-with-



disabilities or by calling the Student Disability Services Office at 765-658-6267. It is most helpful to the student's college transition if all documentation is received by Aug. 15.

STUDENT LAPTOPS AT DEPAUW

Technology plays a significant role in many aspects of student life at DePauw. As such, DePauw expects all students to have a laptop computer to use in their coursework and curricular activities.

Students find that having a personal laptop is invaluable for accessing online course materials, performing research, taking notes, completing coursework and communicating with friends and family. In addition, because faculty members assume that each student owns a laptop, some instructors incorporate using a laptop into course assignments and sometimes require students to bring a laptop to class.

What kind of laptop should students have?

Either an Apple or Windows laptop will work fine at DePauw. No matter which platform students choose, your student will want a

computer that is less than one or two years old so that it can run the latest software. We strongly recommend purchasing an extended manufacturer's warranty and an extended accidental damage protection plan to ensure the reliability of the computer through your student's DePauw career. Accidental damage protection covers drops, spills and other accidents that most standard warranties do not cover.

The Laptop Support webpage, depauw.edu/it/laptop, helps students choose the right laptop for them.

Note: iPads, Chromebooks and other tablets or light-use mobile computing devices are not a viable option for use as a primary laptop. These devices are not powerful enough to meet all course-related needs. While students may decide to bring one of these as a secondary device, they should not plan to use it as their laptop.

Software

We recommend that all students have a copy of Microsoft Office and antivirus/antispyware software on their laptop. There is no need to buy these because DePauw provides both free of charge. See depauw.edu/it/laptop for details.

To speak with a member of the university's Information Technology staff about laptops at DePauw, contact Michael Moore at 765-658-4296 or mikemoore@depauw.edu.

STUDENT HANDBOOK

Learning about DePauw policies and processes is an important part of the student experience. While information will be shared during orientation, please encourage your student to familiarize themselves with policies in the Student Handbook prior to arriving on campus. The Student Handbook can be found online at depauw.edu/handbooks/student/.



TUITION, FEES AND STUDENT BILLING

Students have several options for managing their student accounts, and the Cash Receipts Office is available to assist students and their families with questions about tuition, fees, housing, meal plans and other tuition-related charges.

THE BILLING PROCESS

The Cash Receipts Office at DePauw is responsible for issuing monthly account statements for tuition, fees, housing, meal plans, other tuition-related charges and charges for some Greek houses. All invoices will be available online via CASHNet (see CASHNet information below). An email notification is sent to students (and their authorized designees) each month if an invoice is available to view. Please note that parents will NOT receive payment notifications unless granted access by their son/daughter.

DePauw students with an outstanding balance will receive a monthly bill. The invoice shows all charges and financial aid credits at the time the invoice was created. If students have been awarded financial aid and their statement does not reflect a credit you anticipated, please contact the Financial Aid Office at 765-658-4131 to determine if and when the credit will appear. Students must sign up for a payment plan or make payment in full by the beginning of each semester in order to avoid late payment penalties.

CASHNet

DePauw has contracted with CASHNet to provide student account e-commerce services.

This includes electronic issuance of student account statements, the ability to make payments by ACH (electronic transfer from a checking or savings account) and credit card, the ability to participate in an installment payment plan and to view recent account activity.

Please note that a 2.9 percent service charge is added to all credit card payments. There are no additional fees for ACH payments.

Students are able to log in to CASHNet directly from their portal in e-Services by clicking on the CASHNet (billing/payments) link.

CASHNet allows students to grant parents or other authorized users access to make payments, view payment history and account balances. To grant access, students simply click on the Third Party PINs link on the My Account screen and complete the required information (including appropriate access); an email will be sent automatically to the third party with the appropriate PIN and password.

Once a student grants you third-party access, you can access the site directly by going to <https://commerce.cashnet.com/depauwpay?LT=P>. CASHNet third party is only for student accounts receivable.



PAYMENT OPTIONS

You and your student may choose from three payment options:

- Option 1: Payment in full prior to the start of the semester**
 By Aug. 1 for semester I
 By Feb. 1 for semester II
- Option 2: Semester payment plan**
 The DePauw payment plan, referred to as My Payment Plan, is set up online through CASHNet. My Payment Plan allows students or third parties to pay for semester charges over four months for the first semester and four months for the second semester. Semester I payments are due on the first of each month, August through November. Semester II payments are due on the first of each month, February through May. A \$40 per-semester fee is assessed to sign up for My Payment Plan.
- Option 3: Prepaid tuition plan**
 This plan offers parents the opportunity to prepay tuition for two, three or four years at the current rate of annual tuition set for the first year of participation in the plan. This protects families from probable future tuition increases. Specific details of this plan may be obtained by contacting the Cash Receipts Office.

Please note that late fees and registration holds may be assessed for a delinquent student account. A delinquent student account is defined as one exceeding \$100 and more than 30 days past due.

Payment by mail

Payments by check may be sent to:

DePauw University
 Cash Receipts Office
 313 S. Locust St.
 P.O. Box 37
 Greencastle, IN 46135-0037

Payments by cash or check may be made in person at the Cash Receipts Office in the lower level of the Studebaker Administration Building. Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

TUITION AND FEES PER SEMESTER (2019-2020)

Tuition	\$25,139
Housing	\$3,526
Meal plan	\$3,174
Comprehensive fee	\$434
Total semester charges	\$32,273

Cash Receipts Office
 Phone: 765-658-4015
 Fax: 765-658-4376
 Email: cashreceipts@depauw.edu
www.depauw.edu/admission/financial-aid/cash-receipts



ACADEMIC CALENDAR

Opening day. Family weekend. Old Gold and Monon Bell. We've compiled all of the most important dates on the DePauw calendar for the 2019-20 academic year.



FALL TERM

Aug.	16	Opening Day for new students
	21	Classes begin
	21-28	Adjustment period
Sept.	25	DePauw Dialogue
Sept.	28-29	Family Weekend
Oct.	3-5	Old Gold Weekend
Oct.	7	Midterm progress reports available to students
	12-20	Fall Break (no class)
	25	Registration Adjustment: Last day to withdraw from a course with grade of W
Nov.	27-Dec. 1	Thanksgiving recess
Dec.	6	Last day of classes
	7-8	Study days
	9-13	Final examinations
	13 (5 p.m.)	Winter break begins

WINTER TERM

Jan.	6-23	On-campus Winter Term
	6 (4:30 p.m.)	Add/drop deadline for On-campus Winter Term
	30	Last day to turn in Winter Term projects

SPRING TERM

Jan.	27	Classes begin
	27-Feb. 3	Adjustment period
	13	Winter Term grades due
March	9	Midterm progress reports available to students
	20	Registration adjustment: Last day to withdraw from a course with a grade of W
	21-29	Spring Break (no class)
May	7	Last day of classes
	8,10	Study days
	9, 11-14	Final examinations
	17	Commencement
	27	May Term begins
June	17	May Term ends

For the current academic calendar, go to depauw.edu/academics/academic-resources/advising/registrar/academic-calendar/.

For an up-to-date listing of campus events, go to depauw.edu/calendar/.



DEPAUW UNIVERSITY

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