



DEPAUW
UNIVERSITY

PARENT GUIDE



Dear DePauw Parent or Guardian:

Welcome to DePauw University. Your student has joined an exceptional group of peers who will make up DePauw's Class of 2024. 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 on 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 765-658-4270.

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

Sincerely,

J.C. Lopez

Associate Dean of Experiential Learning and Director of First-Year Co-Curricular Programs

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. 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. For details and deadlines, visit the FYE Page. We will send students regular communication on deadlines and dates, including posting on their student portal on E-Services (link).

MAY

Activate student accounts

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 HelpDesk at 765-658-4294.

Take the language placement exam

Most students are required to take two semesters of a language, either continuing with a language previously studied or beginning a new language. Consult the Language Requirement and Placement page from the student portal to complete the Language Placement Exam and find information about exemptions. Questions may be directed to Academic Affairs at 765-658-4359.

Provide proof of immunization through Med+Proctor and provide proof of personal health insurance through EIIA

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.

JUNE

Complete course requests and academic interests

Students must submit eight choices for first-year seminars and 10-15 regular courses. Questions may be directed to the Office of the Registrar at 765-658-4141.

Complete the online housing application

Students must complete an application to determine housing placement and roommate(s). Questions may be directed to Housing and Residence Life at 765-658-4500 or housing@depauw.edu.

DePauw Centers Workshops

Register for a summer workshop and connect with various centers to connect with faculty and staff members. Centers provide students an opportunity to connect academic and co-curricular interests through programs and workshops.

Grant parents or guardians (third parties) access to CASHNet for billing and payments

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 introductory name-pronunciation recording

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.

JULY

Complete the writing assessment

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.

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 Office of Admission: By July 31

Questions may be directed to the Office of Admission at 765-658-4006.

Complete diversity and inclusion module

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.

AUGUST AND SEPTEMBER

Complete AlcoholEdu and sexual assault prevention for undergraduates

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.

Log in to Handshake at depauw.handshake.com

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

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.

Purchase a laptop

Questions may be directed to Drew Parrish in Information Services at 765-658-4296 or drewparrish@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 students will submit a list of 8 first-year seminars and 10-15 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 are also 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.

LANGUAGE REQUIREMENT AND PLACEMENT

Students in the College of Liberal Arts must complete two semesters of a language other than English, beginning at an appropriate level according to a placement exam and in consultation with the coordinator of the language program. Students may complete this requirement with a language they have studied previously (by testing into the appropriate level), or they may begin a new language at the first semester level. Students desiring to begin a language they have not studied previously should request the beginning level course. You will find a full list of these 100-level courses in the course list for first-year student webpage (depauw.edu/studentacademiclife/firstyear/academic-life/courses-for-first-year-students/).

Students whose first language is not English may be certified as meeting the language requirement through the Office of the Registrar, and in consultation with the director of English for Academic Purposes. This certification takes place after a student arrives on campus.

One semester of language study in an off-campus program may count toward the completion of the language requirement with the approval of the relevant language coordinator.

The language requirement does not apply to the School of Music students pursuing four-year degrees.

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

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, please invite them to contact the DePauw IT HelpDesk at 765-658-4294 or 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 for spring 2021.

Both required and recommended immunizations are specified at www.depauwhealth.org, under the Students tab. Required immunizations include varicella (2 doses), meningococcal (after the age of 16), hepatitis B, TDaP booster (within the last 10

years), 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.eiastudent.org/institution/depauw-university. All students will be billed for the University insurance on their July 2020 bill. If students complete the insurance waiver/ provide proof of personal insurance by the deadline (September 4), their student account will be credited. 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 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 about 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 Accessibility 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 Accessibility Services Office at 765-658-6267. It is most helpful to the student's college transition if all documentation is received by Aug. 17.

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 Information Technology staff about laptops at DePauw, contact Drew Parrish at 765-658-4296 or drewparrish@depauw.edu.

STUDENT HANDBOOK

Learning about DePauw policies and processes are 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/.

CAMPUS LIVING

Living with others as a member of a community is a vital aspect of your student's DePauw education that integrates 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 and will access Residence through their student portal in e-Services.

HOUSING ASSIGNMENTS

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 Housing and Residence Life 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 hall 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 determined on a case-by-case basis and only when appropriate medical documentation is provided. These may include medical conditions, impairments or other conditions that substantially

limit a major life activity. Students who need housing accommodations are strongly encouraged to contact Student Accessibility Services prior to the housing application deadline. Housing and Residence Life 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 Accessibility Services to Housing and Residence Life.

Student Accessibility Services may be contacted by phone at 765-658-6267 or by email at studentaccessibility@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.

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 third parties) each

month if an invoice is available to view. Please note that parents and third parties will NOT receive billing and payment notifications unless granted access by their student.

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 765-658-4030 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 credit or debit card, electronic check (ACH withdrawal from a savings or checking account), linking a participating 529 account, and International Funds Transfer processed through Western Union; and 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 and debit card payments and a \$10 service charge to 529 payments. There is not a service charge for electronic check payments.

Students are able to log in to CASHNet directly from their portal in e-Services by clicking on the Billing and Payments (CASHNet) link under the Financial tab.

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 the Add New link in the Third Party PINs section 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. If third parties need help resetting their password, only their student has access to do so.

Once a student grants you third-party access, you can access the site directly by going to depauw.edu/thirdpartypay. 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 of \$100 per month and registration holds may be assessed for a delinquent student account. A delinquent student account is defined as one exceeding \$25 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.

Only 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 (2020-2021)

Tuition.....	\$25,868
Housing.....	\$3,628
Housing programs fee	\$40
Meal plan.....	\$3,266
Comprehensive fee	\$447
Total semester charges.....	\$33,249

Cash Receipts Office

Phone: 765-658-4015

Fax: 765-658-4376

Email: cashreceipts@depauw.edu

www.depauw.edu/offices/finance-administration/student-and-parent-information/student-billing-and-payments/