

New Student Orientation



DEPAUW
UNIVERSITY

Dear DePauw Students:

We are excited that you will join an exceptional group of your peers who make up DePauw's community. I am delighted to have you as a member of our community and am eager to begin working with you.

We have created this guide so you will know what we expect from you during your transition to DePauw. The information we share and the exercises we expect students to complete during the winter term will prepare you for academic coursework and campus living. There will be several virtual sessions and educational modules that all new students need to complete. You will receive information from me in your student portal in e-Services, weekly updates and information on the Spring Orientation webpage.

All new students will have the opportunity to connect weekly with various offices, resources, and staff members prior to their arrival to campus. We are eager to connect with you, so if you have questions during the process, please 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 look forward to meeting you and greeting you when you arrive on campus.

Sincerely,

J.C. Lopez
Associate Dean of Experiential Learning and
Director of First-Year Co-Curricular Programs

GENERAL INFORMATION

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. Students will receive an email message with instructions outlining how to access their portal username and password. The portal will provide information to help students begin their DePauw career.

SPRING TRANSITION CHECKLIST

All new students are required to complete all tasks below as part of their transition to DePauw. The forms and online submissions referenced below are available on your student portal in e-Services and on the Spring Orientation webpage, <https://www.depauw.edu/studentacademiclife/spring-students/>.

Academics Life Checklist:

- Complete course requests and academic interests: By Jan. 18
 - Contact the Office of the Registrar at 765-658-4141 or registraroffice@depauw.edu for course scheduling and advising. You will have an individual meeting scheduled with your academic advisor between Jan. 20 - 29.
- Request final transcript be sent to the Office of Admission: By Jan. 18
 - Request that your final high school or college transcripts be sent to the Office of Admission. Questions can be directed to the Office of Admission at 765-658-4006 or admissions@depauw.edu.
- Take the language placement exam: By Jan. 18
 - Complete your Language Placement Exam by Monday, Jan. 18, 2021 prior to your meeting with your academic advisor. 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 to complete the Language Placement Exam and find information about exemptions. Questions may be directed to Academic Affairs at 765-658-4359.
- Placement Exams (as needed): By Jan. 18
 - Complete any placement exams for Computer Science, Calculus, and School of Music Theory or Auditions by Monday, Jan. 18, 2021 prior to your meeting with your academic advisor.

- Purchase a laptop: Jan. 21
 - Purchase a laptop and complete the student technology checklist prior to arriving on campus. Must be completed by Monday, Jan. 21, 2021. Questions regarding laptops may be directed to Drew Parrish in Information Services at 765-658-4296 or drewparrish@depauw.edu.
- Complete introductory name-pronunciation recording: Jan. 31
 - Knowing how to pronounce your name is important to us. We ask students to record their name so professors and others will pronounce it correctly.

Student Academic Life Checklist:

- Complete the online housing application:
 - Reach out to housing@depauw.edu regarding will provide your housing portal and information. Questions can be directed to 765-658-4500.
- Complete steps to have student ID made: By Jan. 11
 - Follow the steps to make your Student ID for your arrival to campus at http://kb.depauw.edu/?page_id=5206. Must be completed by Monday, January 11, 2021. Questions may be directed to the Information Services HelpDesk at 765-658-4294.
- Provide proof of immunization through Med+Proctor and provide proof of personal health insurance through EIIA: By Feb. 5
 - Students are required to provide proof of personal health insurance or they will be automatically enrolled in a policy provided by the University and their student account will be charged. Students with personal health insurance/those not wishing to be enrolled in the University insurance should complete a waiver at www.eia.org/institution/depauw-university by Feb. 5, 2021. Students must also provide their immunization records through Med+Proctor (<https://www.medproctor.com/depauw-university-immunization>). Additionally, students will be required to show proof of a recent influenza vaccination; more information on how to provide this documentation will be provided in additional correspondence related to spring term COVID-19 health protocols. Questions on insurance and immunizations should be directed to steviebaker-watson@depauw.edu.

Student Account Access Checklist:

- 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.

- Once you are in your portal, click on “Financials” then “Billing/Payments (CASHNet) and invite a payer. Questions can be directed to the Cash Receipts Office at 765-658-4015.

UNIVERSITY OFFICES

University offices are regularly open from Monday - Friday

Please call to inquire or schedule an appointment prior to arriving.

<https://www.depauw.edu/studentacademiclife/firstyear/important-contacts/>

SPRING VIRTUAL ORIENTATION

All new students are required to participate in virtual sessions as part of their transition to DePauw. Please visit the Spring Orientation webpage,

<https://www.depauw.edu/studentacademiclife/spring-students/> for additional information and resources.

MONDAY, JAN. 4 - FRIDAY, JAN. 8, 2021

TUESDAY, JAN. 5

9 – 10 a.m. (ET)

Welcome to DePauw and Incoming Student Orientation Overview

- Amanda Ryan, assistant vice president of admission
- Jeannette Johnson-Licon, associate dean of experiential learning and director of sophomore co-curricular program
- JC Lopez, associate dean of experiential learning and director of first-year co-curricular programs
- Yoanna Sayili, interim assistant director of the Center for Diversity and Inclusion

10 – 10:30 a.m. (ET)

DePauw Community and Student Academic Life

Students will receive instructions via email with assigned educational modules on your student portal in e-Services, SafeCollege and Moodle. These modules are to be completed by Sunday, Jan. 10, 2021.

1. Log onto your student portal on e-Services
2. Complete your introductory name and pronunciation recording on Moodle
3. Academic Integrity Module on Moodle
4. How to Wear a Fabric Mask Safely on SafeCollege
5. Housing and Residence Life Top 10 Q&A on SafeCollege

MONDAY, JAN. 11 – FRIDAY, JAN. 15, 2021

TUESDAY, JAN. 12

9 a.m. - 10 a.m. (ET)

Student Academic Life and Support Services

- Kevin Hamilton, associate dean of students
- Sarah Ryan, associate dean of students
- Heather Wright, associate director of communications and operations
- Meggan Johnston, director of student accessibility services

10 – 10:30 a.m. (ET)

Cash Receipts and Financial Aid

- Kedric Siddons, Cash Receipts Office
- Jennie Coy, Financial Aid

DePauw Community and Student Academic Life

Students will receive instructions via email with assigned educational modules on your student portal in e-Services, SafeCollege and Moodle. These modules are to be completed Sunday, January 17, 2021.

1. Diversity Awareness for Students on EverFi through student portal on e-Services.
2. Alcohol Awareness for Students on EverFi through student portal on e-Services.
3. Bystander Intervention and Title IX Rights and Protections on SafeCollege and EverFi through student portal on e-Services.

MONDAY, JAN. 18 – FRIDAY, JAN. 22, 2021

TUESDAY, JAN. 19

9 – 10 a.m. (ET)

DePauw Academic Advising & Graduation Requirements

- Jacob Hale, associate professor of physics and academic advisor
- Mike Seaman, director of advising and the First-Year Seminar Program
- Dave Roberts, assistant professor of chemistry and biochemistry and academic advisor
- JC Lopez, associate dean of experiential learning and director of first-year co-curricular programs

NOTE: Students will be provided individual advising appointment times on Tuesday, Jan. 20 - Friday, Jan.29. This will be a time to review your schedule and make course adjustments.

10 – 10:30 a.m. (ET)

Student Engagement and Leadership

- Andrew Gold, coordinator of campus activities
- Daylon Weddle, assistant director fraternity and sorority life
- Chelsea Naylor, coordinator of community-based learning
- Seth Brawner, coordinator of campus farm and sustainability

THURSDAY, JAN. 21

9 – 10 a.m. (ET)

DePauw Health and Wellness Resources

- Stevie Baker-Watson, associate vice president for campus wellness and Theodore Katula Director of Athletics and Recreational Sports
- Trevor Yuhas, DePauw Counseling Services
- Malorie McGee, mental health and wellness educator

DePauw Community and Student Academic Life

Students will receive instructions via email with assigned educational modules on your student portal in e-Services, SafeCollege and Moodle. These modules are to be completed by Sunday, Jan. 24, 2021.

1. Introduction to DePauw Police on SafeCollege
2. Active Shooter : Run, Hide Fight for Students on SafeCollege
3. Community Standards Educational Module on SafeCollege

4. Students interested can register for Interfraternity Fraternity and Panhellenic Council Sorority Recruitment by contacting Daylon Weddle (daylonweddle@depauw.edu) by Wednesday, Jan. 20, 2021.

Interfraternity Council Recruitment Dates:

For students interested in participating in IFC Recruitment

Janu. 23 - 25: Round 1

Jan. 28 - 29: Round 2

Jan. 30: Round 3

Panhellenic Council Recruitment Dates:

For students interested in participating in Panhellenic Recruitment

Jan. 23 - 24: Round 1

Jan. 27 - 28: Round 2

Jan. 31: Round 3

MONDAY, JAN. 25 – FRIDAY, JAN. 29, 2021

TUESDAY, JAN. 26

9 – 10 a.m. (ET)

The DePauw Gold Commitment and Introduction to Hubbard Center

- Samantha Sarich, assistant director of the DePauw Gold Commitment
- Jeannette Johnson-Licon, associate dean of experiential learning and director of sophomore co-curricular programs
- JC Lopez, associate dean of experiential learning and director of first-year co-curricular programs

DePauw Community and Student Academic Life

Students will receive instructions via email with assigned educational modules on student portal in e-Services, SafeCollege and Moodle. These modules are to be completed Sunday, Jan. 31, 2021.

1. Introduction to the Hubbard Center on SafeCollege
2. Résumé and Internship Workshop on SafeCollege
3. Log onto Handshake to complete your career interests using your portal username and password. Questions can be directed to Ashley Beeson at ashleybeeson@depauw.edu.

INTERNATIONAL STUDENT SPECIFIC SESSIONS

WEDNESDAY, JAN. 20, 2021

9 – 11 a.m.

9 a.m.

Academic Culture Shock

Lynn Ishikawa, director for English for academic purposes

10 a.m.

Intro Conversation/Live Session

- Kelsey Wetli, community standards
- Charlene Shewsbury, chief of police
- Juli Smith, Title IX coordinator

FRIDAY, JAN. 22

9 – 10 a.m.

Health and Health Insurance for International Students

- Stevie Baker-Watson, associate vice president for campus wellness and Theodore Katula Director of Athletics and Recreational Sports

STUDENT RESOURCES AND POLICIES

From computer accounts to health records and laptops, here's everything you and your student needs to know before the start of the semester.

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/.

ACADEMIC CALENDAR

For the current important dates on the DePauw academic calendar, go to <https://www.depauw.edu/academics/academic-resources/advising/registrar/academic-calendar/academic-calendar-2020-21/>.

STUDENT POST OFFICE AND MAILROOM INFORMATION

The Student Post Office, located in the lower level of the Memorial Student Union Building. Your student U.B. Box number and combination can be found on your student portal on e-Services on the left hand side under “Campus Life” and “U.B. Mailbox Combination”.

The Student Post Office will be open during the spring term, although students should review the information on the Student Post Office webpage for exact dates, times, and processes.

For information about the Student Post Office, visit www.depauw.edu/offices/finance-administration/student-and-parent-information/student-post-office2/.

All packages and Regular postal mail comes directly to DePauw and must be addressed as follows:

Student's name

UB # _____

408 S. Locust Street

Greencastle, IN 46135

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. For questions, please contact the DePauw IT HelpDesk 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. Students can set up third-party access for academic information through Third-Party Access in their portal in e-Services.

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/

STUDENT ACCESSIBILITY 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.

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 cocurricular 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/antispymware 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.

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.