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IMPORTANT CONTACT INFORMATION

OFFICES

Bookstore
973-408-3097
bookstore@drew.edu

Dean’s Office
973-408-3285
gsdean@drew.edu

Facilities
973-408-3510
facilities@drew.edu

Financial Assistance
908-408-3112
finaid@drew.edu

GSA
gsa@drew.edu

Health Services
973-408-3414
healthed@drew.edu

Help Desk
973-408-4357
cns@drew.edu

Housing
973-408-3681
housing@drew.edu

Library
973-408-3486
reference@drew.edu

Public Safety
Non-Emergency
973-408-3379

Emergency
973-408-4444
pubsafety@drew.edu

Registrar’s Office
973-408-3025
regist@drew.edu

Student Accounts
973-408-3114
studentaccounts@drew.edu

Telecom
973-408-3333
telecom@drew.edu

Program Directors & Convenors

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dlomauro@drew.edu
**Know Your Campus**

**Brothers College “BC”**
Built in 1929 with a gift from Arthur and Leonard Baldwin, Brothers College established the College of Liberal Arts. It was initially named Brothers College after the Baldwin brothers. It is the main building for classes and is home to faculty offices and the Java City.

**Dorothy Young Center for the Arts – “DOYO”**
The facility is home to the Studio Arts, Theatre Arts, and Music departments. Graduate classes are occasionally located in DOYO. The Center was made possible by a $14 million gift from namesake Dorothy Young and a $5 million gift from the State of New Jersey.

**Ehinger Center – “EC”**
The Ehinger Center is the heart of student life outside of the classroom. The building features expansive windows, fireplaces, a two-story rotunda, and a dining hall with a barrel-vaulted ceiling. It is home to the 1867 Lounge, Crawford Hall, The Space, and the C’80 Pub.

**Great Hall**
Originally the dining hall in S.W. Bowne, the Great Hall hosts many university events. It is located on the second floor of S.W. Bowne through the stone steps on the left hand side of the building.

**Holloway Hall**
Originally one of the undergraduate dorm buildings, Holloway now houses the Student Accounts, Financial Assistance and Registrar’s offices.

**Learning Center - “LC”**
Connected to the Rose Memorial Library and accessible by the handicap ramp to the right of the main library doors, the Learning Center is home to media rooms and offices.

**Mead Hall - “The Mansion”**
Originally built in 1833-1836, Mead Hall was home to the Gibbons family. Daniel Drew purchased the property in 1867, and after the Drew Theological Seminary was founded the mansion was renamed in honor of Drew’s wife, Roxanna Mead. Today it is the centerpiece of campus and a national historic site. Mead Hall houses the president’s office, administrative offices, and seminar classrooms. Devastated by fire in 1989, Mead Hall reopened in 1993, completely restored to its original grandeur. It is on the National Historic Register and is considered the finest example of Greek Revival architecture north of the Mason-Dixon line.
**ROSE MEMORIAL LIBRARY**
In January 1939, the new library was opened in memory of Nellie K. and Lenox S. Rose; it replaced the original Cornell Library. The Rose window from the Old Cornell Library, 1888, was placed over the new entrance. There are three floors of reading rooms that surround six stories of open stacks. Drew’s library contains nearly a half million volumes, and more than 2,000 periodicals — plus, microforms, manuscripts, recordings and other source material. Students have 24-hour access to the library catalog through the campus-wide information system and their personal computers. The library is also home to the University Archive.

**SEMINARY HALL – “SEM. HALL”**
Seminary Hall was built more than a century ago. It is a two-story, gothic style building of Harvard brick and pink granite. It houses the Drew Theological School, including classrooms, faculty offices, and Craig Chapel. Occasionally, Caspersen School classes are taught in Seminary Hall.

**SIMON FORUM AND ATHLETIC CENTER**
William E. and Carol G. Simon Forum and Athletic Center, which opened in 1994, is one of the largest civic center facilities in New Jersey. The Simon Forum features indoor and outdoor tennis, indoor volleyball, racquetball, squash courts, a 200-meter indoor track, multipurpose and combative sports rooms, training rooms, dance studio, a free-weight room, a health and fitness room, and a fully furnished Cybex weight training and cardiovascular conditioning with stair machines, stationary bikes, and treadmills.

**S.W. BOWNE – “THE CASTLE”**
Currently home to the Caspersen School of Graduate Studies, S.W. Bowne was built in 1912. The building was named after Samuel W. Bowne, a trustee who left a provision in his will to provide for a new dining hall styled after the one in Christ Church Hall, Oxford, England. S.W. Bowne is the principal campus example of the Collegiate Gothic style popular in American colleges in the post-Victorian period.

**THOMPSON COMMONS**
Thompson Commons functions as meeting space and private lounge for graduate students. After office hours, the graduate lounge is only accessible with a secret code which is given to graduate students. It is located on the second floor of S.W. Bowne through the stairs on the right of the building.

**UNIVERSITY COMMONS**
The University Commons houses the main dining facility, mail room, and the bookstore.

**VIVIAN A. BULL ACADEMIC COMMONS**
Located on the Main floor of the Library, the Academic Commons comprises Library Services, the Center for Academic Excellence (Writing Center & other academic resources), University Technology Instruction/Helpdesk, as well as computer and printing stations.
NEW STUDENT CHECKLIST

A dynamic version of your new student checklist is also available at status.drew.edu.

☐ Picked up ID card
   Your ID card will function as your library card and gym card. You can even put money on your card and use it as a debit card at the dining services and bookstore. ID cards can be obtained through the Business Office in Holloway Hall.

☐ Parking Sticker
   If you plan on parking on campus, you will need to register your vehicle with Public Safety and get your parking decal. Parking permits are valid from August to the August of the following year. Summer passes are available if you will only be parking during the summer term. See Parking for more information on getting your parking sticker.

☐ Registered for Classes
   Course Registration is done through Treehouse (treehouse.drew.edu). If you are unsure what courses you need to take or need help deciding, you should contact your advisor. If you are having problems registering, you should contact the Registrar’s Office. See Registering for Classes for more information on how to register.

☐ Purchased Textbooks
   The list of texts required for any particular course is available under the course listing in Treehouse (treehouse.drew.edu). Visit the University bookstore located in the Commons building to buy or rent your texts. You can also purchase books from the bookstore by going to their website http://drew.bkstr.com/.

☐ Locate Your Classes
   Classes are held in several buildings around campus. It may be best to make sure you know where you are going for your first day of classes. Locations for class are listed on Treehouse (treehouse.drew.edu) under the course information.

☐ Health Forms submitted
   Health Forms are available through the Health Services website (http://www.drew.edu/health/new-student-documents). Read the information from Health Services carefully, not everything applies to Graduate Students. New students are given one semester to get the forms into Health Services, however, late fees may apply. If these forms are not in by the end of your starting semester, you will not be able to register for classes next semester.
REGISTERING FOR CLASSES

All registration at Drew University is processed online via our Treehouse system. After you have reviewed and selected courses and are prepared to register, you may do so via our Treehouse system. Students enrolled in History and Culture will need to talk to their advisors to get a PIN number in order to register.

The Registrar’s office has put together an instructional video on how to register. The video can be accessed through Treehouse, under the “Students” tab in the fourth box of the center column (labeled “Registrar”) or by going to http://vimeo.com/79226663. Step by step instructions are also provided below.

GETTING Started

1. You will need to set up your Drew Username and Password.
   a. You should have received an email with the information to set up your account after you sent in your enrollment deposit and Intent to Enroll form.
2. If your program requires a PIN number to register you will have to have talked to your advisor.
3. Go to treehouse.drew.edu
4. Log in using your username and password
5. Under the Registration Tools heading, click on Registration Status

NOTE: If you do not know your User ID and password, please contact the CNS at 973-408-4357.

If you have problems registering contact the Registrar’s Office at regist@drew.edu or 973-408-4357. More information about registering for classes is available on their website at http://www.drew.edu/registrar/

REGISTER FOR CLASSES

Once you have selected the courses you wish and noted the CRN # for each course, you are ready to register. No emails are sent by the system to tell you or your advisor what you have registered for. You and your advisor can see your schedule within Self Service (SSB) – for students, the schedule is within the Registration menu. If you intend to be a full-time student for the semester, you need to register for a full schedule excluding waitlisted courses. Waitlisted courses will not be considered when determining your status.

SEARCH FOR COURSES FOR A TERM

1. Go to treehouse.drew.edu.
2. Under the heading “Registration Tools”
3. Click on the “Look Up Classes” link.
4. Select a term to search from the dropdown menu and then click “Submit”.
5. If you would like to search by a specific subject, highlight the subject and click “Course Search”.
   - This will display all the classes offered during the term selected. Click on “View Sections” in order to see the sections offered for a particular class, with details including instructor, schedule, seats available, **instructor approval required** (this will show in the “Attribute” column), etc. You can also click on the CRN (course number) to gain access to more detail, such as the books for the course and the catalog entry.

   **NOTE**: Instructor approval required will appear underneath the title within the “Attributes” portion of the detailed information.

6. If you would like to search by criteria other than subject, click on “Advanced Search”.
   - You have the ability to search by a class title, type of class, course level (the levels are defined in the message at the top), instructor, gen. ed. requirement, start and end times, and days of the week the class is offered.
   - Once you have highlighted the criteria to be used for the search, click on “Class Search”. Keep in mind that you must select at least one subject for the search.
   - All the classes meeting the criteria will be displayed, with details including instructor, schedule, seats available, etc. You can also click on the CRN to gain access to more detail, such as the books for the course and the catalog entry.

7. Note the CRNs of courses you are interested in taking.
   - Any classes not accepted will be displayed under the heading “Registration Add Errors”.
   **Types of errors:**
   - You are already registered for another section of the class.
   - You have a time conflict with another class.
   - Your class requires “instructor approval” and the instructor has not yet entered the approval or you have not yet contacted the instructor for approval. You will not be able to register for the class without this approval.
   - If a class is closed and there are no more openings on the wait list.

8. If you don’t know the CRNs or want to search for another class, click on “Class Search” at the bottom of the screen. Details on how to search are provided under “Search for courses for a term”, above.

9. Once registration is open, the box under “Select” will be displayed and you can check off the box and click “Register” to register for that course section. If you check the select box and click “Add to WorkSheet”, the course will be added to your worksheet list. **You will not be registered for the class until you “Submit Changes” (from the Register, Add or Drop Classes worksheet page), which will add all of the courses in your worksheet to your registration.**
10. If a class is closed but does have openings on the wait list and you want to be placed on the wait list, you need to add the CRN to the Worksheet and “Submit Changes”. The class will appear in the “Registration Add Errors” until you select “Wait Listed” in the action dropdown menu and “Submit Changes”. To see your position on the wait list, select the link at the bottom “Student Detail Schedule”. Under the waitlisted course, you will see the “Waitlist Position”.

**TO DROP A CLASS YOU HAVE REGISTERED FOR...**

If you decide you want to register for a different course or for any reason need to drop a course you have already registered for, you will need to do the following:

1. In “Register, Add or Drop Classes” under the “Current Schedule” heading
2. Click on the dropdown under “Action”
3. Select your drop option.
4. Click “Submit Changes” and the class will be removed from your “Current Schedule”.  
   **NOTE**: This will submit everything on the page, including registrations for courses added to your worksheet but not yet registered for.
**Parking**

**Vehicle Registration/Permit**

After you register for your classes:

- Login to Treehouse using your Drew account information and password.
- Click on the “My Parking” link located on the Treehouse website.
- From My Parking find the link Apply for a Permit on the left hand side Navigation column. The instructions will lead you through the registration process.
- Once you have completed the registration, you can stop by Public Safety (Pepin Building) and secure your decal. (Be sure to bring the required documents listed below.)
- The parking fee will be charged to your Drew University Student Account.

**When registering your vehicle you must bring the following to Public Safety:**

- Your vehicle (Park it in front of the Pepin Building. Do not block the crosswalk.)
- Drew University ID
- Driver's License
- Vehicle registration and insurance card

**Where Can I Park?**

**G/T (Grad/Theo) Permit Holders:**
- In the Wendel Tipple lot.
- In any white-lined space on campus, not otherwise designated for a particular group, or in the Main or Tilghman lots at any time.

**S/P (Special Permit) Permit Holders:**
- Any white-lined space in the Main or Tilghman lots only.

For more information about parking permits and regulations, please see the Public Safety Website: [http://www.drew.edu/Safety/motor-vehicle-regulations](http://www.drew.edu/Safety/motor-vehicle-regulations).
Federal Student Aid

Most Drew graduate students finance their education through a combination of scholarships and loans. If you are interested in applying for loans, you can go to http://www.fafsa.ed.gov to fill out your Free Application for Federal Student Aid.

How much can I borrow?
Graduate students who are eligible for Direct Unsubsidized loans may borrow $20,500 a year. Your award agreement will indicate your eligibility. Remember, your total aid package cannot exceed your cost of attendance.

When are the payments due?
Repayment begins six months after leaving college, payments are made monthly, and you have ten years to repay the loan. Payments are made to the federally appointed loan servicing agency.

What is a Direct PLUS Loan?
Eligible graduate degree students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. Graduate Students may borrow a Graduate Direct Plus Loan from the Department of Education. They must exhaust their unsubsidized Direct Student Loan eligibility before they are eligible to borrow a Graduate Direct Plus Loan. Graduate Students must not have an adverse credit history and must be enrolled at least half-time and must be in good academic standing. These loans are not based upon determination of financial need.

If you have any questions about funding your education and applying for financial aid please contact the Office of Financial Assistance at (973) 408-3112 or finaid@drew.edu and ask to speak with your counselor.

Work Study

If you are interested in a work study position, you are required to fill out your FAFSA application.

The federal work study program does not assign students a particular job, but those qualified for work study are likely to find a job. Students who can cover the authorized earnings expectation from other sources may choose not to work.

How to apply
File student employment information with the Student Employment Office; be sure I-9-U.S. form is completed and on file. Please note that each student only needs to complete the W-4 and I-9 forms once while working at Drew University. Conduct your own job search, consulting with the office supervisor, who runs a clearinghouse on available jobs. Once hired, obtain clearance from the Student Employment Office. Clear each job separately, if more than one.
TREE HOUSE
HTTPS://TREEHOUSE.DREW.EDU

Tree House is Drew University’s web-enabled student database. It provides access to course schedules, the course catalog, faculty, staff, and student directories, account balances, and more! All registered students and employees are assigned Tree House accounts. Tree House provides students, faculty and staff with a direct link to Drew University’s administrative database. It is designed as a convenient and cost effective way for the University community to access information.

How to login?
Enter your user name and network password, and then click “login”.

How do I logout?
At the top, bottom, and on the left of your screen is an option 'Logout '. Click this to logout. You also need to close your browser to prevent people from backing into 'private' data. To close your browser (i.e. Firefox), click on the ‘X’ in the upper right corner.

Directory Options:
Tree House offers directories of students and faculty/staff. By selecting the Campus Directory option of Tree House you can control what is listed in each version—one viewed by students and the other by employees. Go ahead and set yours when you first log in. If you are an employee taking any Drew courses, remember to choose the student tab and change your student directory permissions appropriately and then choose the faculty/staff tab and change your employee permissions. Your ID card images can also be released for Tree House directories!

GETTING STARTED
LOGGING IN AND TREEHOUSE.DREW.EDU

1. Using Drew network resources on campus
   a. If you are working at a library or computer lab computer, you will want to log in to the Drew network. When your machine boots, enter your uLogin and password.
   b. If you have a laptop configured for wireless access (such as a Drew laptop), use the same login process when you are on campus.

2. Using Drew network resources off campus
   a. No matter what kind of computer you are on, or where you are, you can access your Drew Network files and email as long as you have internet access. When you are off campus, use your Web browser (such as Internet Explorer, Firefox or Mozilla) to go to http://treehouse.drew.edu.

On or off campus, many applications can be launched from treehouse.drew.edu.
**NETWORK STORAGE**

**NETSTORAGE.DREW.EDU**

Drew University provides space on network servers for students. You access this space by using network drives. Network drives provide several advantages to students. Since your files are stored in a central place, they are accessible from any computer CNS maintains backups of the network servers – you don’t have to worry about losing your work due to a hard drive crash.

On campus, you can use Windows Explorer (My Computer) to access your network drives.

Off campus, click the NetStorage link on the treehouse.drew.edu page or log in to netstorage.drew.edu.

**NETWORK DRIVES**

- **The F drive** is your personal drive for storing information. No one else can see what you put in your F drive, unless you give them network rights. There is about 100 MB of storage.
- **The K drive** is a drive to use when exchanging files with your professor. Select the course you are attending. You’ll see several folders:
  - “From Faculty” – open this folder to see a list of names. Open the folder with your name to see files from your professor.
  - “To Faculty” allows you to send files to your professor.
- **The M drive** has some general applications that are used on campus.
- **The N drive** has applications that are used by faculty and administration.
- **The O drive** displays a list of all the departments at Drew.
- **The P drive** displays a list of all the courses you have taken at Drew. The material from the k: drive will be archived here.
- **The U drive** displays a list of all students at Drew who have public folders. Public folders are folders on an F drive which the owner has allowed to be viewed by everyone.
GOOGLE MAIL
MAIL.DREW.EDU

Your email can be accessed through any computer with an internet connection. You can get to your email by going to Treehouse and clicking on Gmail in the upper right corner, or you can go directly to mail.drew.edu. Log in using your username@drew.edu login and uLogin password.

All members of the Drew community are automatically registered for a Drew email account when they arrive on campus. Drew uses email for all official announcements and correspondence with its students and other community members.

Any and all emails from the university offices, staff, professors, etc. will be sent to your Drew email. It is very important that you check your Drew email regularly.

Email Forwarding
Some users have multiple email accounts; these users will often forward email from one account to another to avoid the problem of checking multiple inboxes. However, Drew University cannot guarantee delivery of email outside the Drew network. To ensure you receive communications from faculty, staff and students, including official notices, read your Drew email directly.

1. Click the gear icon in the upper right, Select Settings.
2. Click the Forwarding and POP/IMAP tab.
3. From the first drop-down menu in the "Forwarding" section, select 'Add a Forwarding Address.'
4. Enter the email address to which you’d like your messages forwarded.
5. For your security, we’ll send verification to that email address.
6. Open your forwarding email account, and find the confirmation message from the Gmail team.
7. Click the verification link in that email.
8. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
9. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
10. Click Save Changes.
**Google Drive**

Drew email is hosted through Google, but we also have several other Google applications available through your Drew account. Among the apps available are Google Calendar, Drive, Docs, Google+, and Groups.

**Google Drive vs. Drew’s F Drive**

In addition to your space on the Drew Network, you will also have 5GB of storage space on your Google Drive. Drew backs up the servers every night, so you are not likely to lose information saved to your network drive. However, Google does not guarantee that files on Google drive will be backed up. It is strongly suggested that you make use of Google Drive for collaboration, but do not store Drew documents only on the Drive.

**Accessing Google Apps**

The Google Drive, Calendar and other Google applications can be accessed by logging into your Drew Mail through Tree House or mail.drew.edu. At the top of your browser screen there is a black bar with links to the various Google apps.

For more information on your Drew Gmail and Google Apps, go to the Technology Help and Information website, https://uknow.drew.edu/confluence/display/techdocs/Technology+Help+and+Information.

If you have a problem with your Drew or Google accounts contact Computing and Network Services (CNS) at cns@drew.edu or 973-408-4357.
**GRADUATE STUDENT ASSOCIATION (GSA)**

The Graduate Student Association (GSA) represents and promotes the interests of the graduate community by taking an active role in Caspersen School governance, by coordinating social activities and events, and by supporting the intellectual and professional lives of graduate students. The GSA looks to its active members to consider serving in elected positions on the steering committee, which is comprised of both the officers of the Executive Committee and the student conveners from each of the degree programs.

**Participating in the GSA**

The GSA is a pathway to involvement in our school’s governance. The GSA hopes that each new and returning student will actively pursue every avenue of participation.

1. Attending general GSA meetings. Meetings are held approximately twice a semester.
2. Sitting on one of the many committees for which the GSA has a voting or non-voting position. Student representatives sit on most University-wide committees and actively participate in shaping school policy. Representatives then present reports at the general meetings to keep the GSA as a whole informed on developments.

**GSA Conference Reimbursement Fund**

The GSA recognizes the importance of academic conference participation for both students and Drew University. However, participation presents students with financial challenges due to the high costs of travel, lodging, and registration fees. The Reimbursement Fund seeks to mitigate these challenges by providing reimbursement for a portion of such costs for students presenting at conferences. Students eligible for reimbursement consideration include any student currently enrolled in the Caspersen School at the time of application.

For more information on the GSA and Conference Reimbursement, contact the GSA at gsa@drew.edu or visit their webpage http://www.drew.edu/graduate/students/gsa.
FOR GRADUATE SCHOOL POLICIES AND REGULATIONS PLEASE VISIT:

http://www.drew.edu/graduate/deans-office/policies-regulations-2
FERPA

Federal law governs how and under what conditions colleges and universities can disclose information contained in a student’s education record. The Family Educational and Privacy Act of 1974 (FERPA), as amended, requires that schools notify students and parents of Drew University’s method for complying with the law’s requirements. FERPA assures access by students to their official records, permits student review of those records for accuracy, guarantees use of the records only for legitimate educational purposes, and controls release of records.

For more details on FERPA and instructions on how to get Academic and Financial Releases visit our website: http://www.drew.edu/registrar/ferpa-privacy-policy.

HUMAN RIGHTS POLICY

Drew University is committed to maintaining and supporting diversity throughout the Drew community. Discrimination or harassment in education or employment on the basis of protected class status constitutes a violation of this policy. Protected class status is based on race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, familial status, military service obligation, or nationality. Offensive or unwelcome conduct or repeated differential treatment, as defined in this policy, based upon any of these protected characteristics, is prohibited.

Under this policy, each member of the University community is expressly prohibited from verbal, physical, written, or online conduct that creates an intimidating, hostile, or offensive working or learning environment.

For more information about the Human Rights Policy and Procedures, please visit our website: http://www.drew.edu/humanrights/.
ACCESSIBILITY RESOURCES

SELF-IDENTIFICATION

The University acknowledges that the decision to self-identify is a personal matter and makes no pre-admission inquiry about candidate’s disability. If a candidate wishes to inquire about accessibility services offered by the University, a confidential meeting with the Office of Accessibility Resources may be arranged by contacting the office at 973-408-3962. Upon acceptance to a degree program and a minimum of one month prior to enrollment in classes, admitted students are encouraged to discuss the nature of their disability with and to submit documentation of their disability to the Office of Accessibility Resources. Accommodations can then be determined, thereby allowing students the appropriate resources to assist them in achieving their academic potential at the start of their program of study. Admitted students requesting accommodations are required to complete and submit a Self-identification form (along with appropriate documentation) to the Office of Accessibility Resources. **Please note: It is the student’s responsibility to initiate contact with the Office of Accessibility Resources. Accommodations are not permitted on a retroactive basis.**

CONFIDENTIALITY

Information is released to University staff and/or faculty strictly on a need-to-know basis. Please note: Any documentation voluntarily submitted to an admissions officer is not forwarded to the Office of Accessibility Resources. No action on documentation is taken until the student requesting accommodations meets with the Office of Accessibility Resources.

SUPPORT SERVICES

The Office of Accessibility Resources works to provide reasonable accommodations for students with disabilities so they can achieve their academic potential. The Office of Accessibility Resources is available to meet with self-identified students on an as needed basis. Appropriate accommodations are determined and course instructors are informed accordingly. At the student’s request, a meeting with course instructors will be scheduled to discuss appropriate accommodations. Among the reasonable accommodations provided to help enrolled students with disabilities meet the degree requirements are:

- Counseling services
- Peer tutoring
- Services of the Writing Center, staffed by peer tutors
- Note takers
- Examination accommodations
- Tape recorders
- Lap-top computers for in class use
- There are no charges for the aforementioned support services.

Diane Moscaritolo, Accessibility Specialist
Phone: 973-408-3962 | Fax: 973-408-3768
dmoscaritolo@drew.edu
DIRECTORY

BOOKSTORE

973-408-3097
bookstore@drew.edu
1ST FLOOR OF THE COMMONS BUILDING
HTTP://DREW.BKSTR.COM/

SEMESTER HOURS:
Monday - Thursday 9:00 AM to 7:00 PM
Friday 9:00 AM to 5:00 PM
Saturday 12:00 PM to 4:00 PM

Holiday and summer hours vary.

THE CNS HELPDESK

973-408-4357
CNS@drew.edu
ACADEMIC COMMONS, LIBRARY MAIN FLOOR
HTTP://WWW.DREW.EDU/CNS/

The Computer and Networking Services (CNS) Helpdesk is resource for technology related problems. Contact the Helpdesk for problems associated with Drew Technology.

SEMESTER HOURS
Monday – Thursday 9:00 AM to 11:00 PM
Friday 9:00 AM to 5:00 PM
Saturday 1:00 PM to 5:00 PM
Sunday 6:00 PM to 11:00 PM

SUMMER AND WINTER BREAK hours
Monday - Friday 9:00 AM to 5:00 PM
Dining Services

973-408-3468
DINING@DREW.EDU
HTTP://WWW.CAMPUSDISH.COM/EN-US/CSE/DREW/

Main Dining Hall
Monday - Friday    7:30 AM to 8:00 PM
Saturday    10:30 AM to 2:00 PM, 5:00 P.M to 6:30 PM
Sunday    10:30 AM to 2:00 PM, 4:30 P.M to 7:30 PM
CLOSED during the summer, January & University breaks

Java City
Monday– Friday    7:30 AM to 6:00 PM
CLOSED during the summer, January & University breaks

Snack Bar
Monday-Friday    11:00 AM to 10:00 PM
Saturday& Sundays    2:00 PM to 10:00 PM
Summer hours vary
CLOSED during January & University breaks

Financial Assistance

973-408-3112
Fax: 973-408-3188
FINAID@DREW.EDU
Holloway Hall, 1st Floor
HTTP://WWW.DREW.EDU/FINANCIALASSISTANCE/

Office Hours
Monday – Friday    9:00 AM to 5:00 PM
The mission of the Drew University Health Service is to provide accessible, cost-effective, high-quality primary care and health education in the University setting. You do not need to be enrolled in Drew's Health insurance to go to Health Services.

**Fall/Spring Semesters Hours**
- Monday - Thursday 9:00 AM to 12:00 PM, 1:00 PM to 8:00 PM
- Friday 9:00 AM to 12:00 PM, 1:00 PM to 5:00 PM
- Saturday & Sunday 10:00 AM to 2:00 PM

**January Hours**
- Monday - Friday 9:00 AM to 5:00 PM

**Summer Hours**
- Monday - Thursday 9:00 AM to 5:00 PM
- Friday 9:00 AM to 12:30 PM

*During Semester Breaks please call Health Services for hours and appointments*

**Location & Access**
The Health Service is located in the Morris Health Center which is attached to the Holloway Residence Hall and near the left side of the Athletic Forum. The main door faces into the campus and is opposite the Commons dining hall. The building is handicapped accessible through the side door which has a ramp and lowered door bell. Since the side door is locked, visitors who need special access should call in advance (973-408-3414) whenever possible. Handicapped parking is also available near the side door. An accessible restroom is available inside the Health Service.
PUBLIC SAFETY
NON-EMERGENCIES—973-408-3379
EMERGENCIES—973-408-4444
PUBSAFETY@DREW.EDU
PEPIN SERVICES CENTER
HTTP://WWW.DREW.EDU/SAFETY/

AVAILABLE 24 HOURS A DAY

REGISTRAR’S OFFICE
973-408-3025
Fax: 973-408-3044
regist@drew.edu
Holloway Hall, 1st Floor
HTTP://WWW.DREW.EDU/REGISTRAR/

Office Hours
Monday – Friday 9:00 AM to 5:00 PM

ROSE MEMORIAL LIBRARY
973-408-3125
reference@drew.edu
Learning Center
HTTP://WWW.DREW.EDU/LIBRARY/

Fall/Spring Semester Hours
Monday – Thursday 8:30 AM to 11:00 PM, 11:00 PM to 2:00 AM*
Friday 8:30 AM to 7:00 PM, 7:00 PM to 9:00 PM*
Saturday 9:30 AM to 7:00 PM, 7:00 PM to 9:00 PM*
Sunday 1:00 PM to 11:00 PM, 11:00 PM to 2:00 AM*

*Study Hours: Drew Card Required. Limited Services.

January Hours
Monday - Friday 9:00 AM to 6:00 PM
Saturday 1:00 PM to 5:00 PM

Summer Hours
Monday - Thursday 9:00 AM to 6:00 PM, 6:00 PM to 8:00 PM
Friday 9:00 AM to 12:30 PM, 12:30 PM to 5:00 PM
Saturday 10:00 AM to 5:00 PM
Sunday Closed
STUDENT ACCOUNTS OFFICE

973-408-3114
Fax: 973-408-3621
STUDENTACCOUNTS@DREW.EDU
HOLLOWAY HALL, 1st FLOOR
HTTP://WWW.DREW.EDU/FBA/STUDENT-ACCOUNTS/

OFFICE HOURS
Monday-Friday 9:00 AM to 5:00 PM
Cashier closes at 4:00 PM

STUDENT TECHNOLOGY EDUCATION LAB

973-408-3003
its@drew.edu
ACADEMIC COMMONS, LIBRARY MAIN FLOOR
HTTP://WWW.DREW.EDU/ITS/STUDENT-TECHNOLOGY-EDUCATION-LAB-STEL

For how-to help with accessing files or working with the Drew applications, contact the Student Technology Education Lab, part of Instructional Technology Services. From treehouse.drew.edu, click “Instructional Technology Services”, then click “Student Technology Education Lab”.

The STEL offers regularly scheduled workshops, such as creating a webpage and using Word to format your term paper. One-on-one instruction is also available, should you not be able to attend a workshop. The STEL is located on the first floor of BC, across from the Helpdesk.

SEMESTER HOURS
Monday to Friday: 10:00 AM to 5:00 PM
Closed during summer and winter break

SIMON FORUM

973-408-3200
RECREATION@DREW.EDU
SIMON FORUM AND ATHLETIC CENTER
HTTP://WWW.DREW.EDU/CAMPUSREC/FORUM

GENERAL HOURS OF OPERATION
Monday – Friday 7:00 AM to 11:00 PM
Saturday 10:00 AM to 9:00 PM
Sunday 1:00 PM to 9:00 PM

*Pool, summer, January and Holiday hours vary*
The Writing Center

973-408-3617
WRITECEN@DREW.EDU
ACADEMIC COMMONS, LIBRARY MAIN FLOOR
HTTP://WWW.DREW.EDU/WRITINGSTUDIES/WRITING-CENTER

The Writing Center is a free service available to all Drew University students. We aim to dash the myth of the solitary writer working alone in her/his room. Our experienced readers will help you to develop your ideas, talk through your assignments, and become more aware of your writing’s strengths and weaknesses. No matter what project you’re working on, or how far along with it you may be, a conversation about your work can help you to be a more effective and aware writer. We provide a comfortable environment where you can work with a writing specialist in either a 30 or 50 minute session adapted to your writing needs.

*Bring your essays, projects, drafts, assignments, notes, and an open mind and we’ll do all we can to help you improve your writing.*

To book an appointment log on to https://drew.mywconline.com/

**Hours of Operation**

Hours of Operation vary each semester. The most up to date hours are posted on the website. The writing center is closed for University breaks, holidays, Summer term and January term.
OFF-CAMPUS NON-EMERGENCY MEDICAL CARE
WHEN HEALTH SERVICES IS CLOSED

OMNI-MED
131 COLUMBIA TURNPIKE
FLORHAM PARK, NJ 07932
973 - 377-8776

Monday – Friday 8:00 AM to 9:00 PM
Saturday – Sunday 9:00 AM to 4:00 PM (must arrive by 3:30)
Call early for an appointment

Bring student insurance ID card
Will examine and treat children and adults
Students enrolled in Drew insurance will have a co-pay of $19 for new patient visits and $6 for follow up visits payable at the time of service
Omni-Med may also accept other family insurance, but check first
Student insurance ID cards are being mailed to your Drew mailbox. If you need a replacement, contact University Health Plans directly at 1.800.437.6448

MORRIS COUNTY PRIMARY CARE, L.L.C.
H. Patrick Burns MD
2839 Route 10 East - Suite 101
Morris Plains, NJ 07950
973 -292 -5600

Monday – Friday daytime
Saturday morning
**ZIP CAR**

Need a ride? Leave your car at home and take a Toyota Prius Zipcar!

Located behind the Ehinger Center, the cars are available by registering at [http://www.zipcar.com/drew](http://www.zipcar.com/drew). Drew Zipcars are available 24 hours a day/7 days a week. Registration includes gas, maintenance, and insurance. Whether you need to pick up groceries, or go for an interview, leave your car at home and grab a Zipcar!

**LOCAL GUIDE**

**MADISON POST OFFICE**

(973) 443-9620    10 Lincoln Place

**MADISON TRAIN STATION**

Located on Kings road between Green St. and Prospect St.
Less than a mile from campus, about a 10 Minute walk
The Madison Train Station is a part of the Morris & Essex Line
The trip to NY Penn Station is roughly 1 hour.

**MORRISTOWN MEMORIAL HOSPITAL**

100 Madison Ave., Madison    (973) 971-5000
Emergency Department    (973) 971-5004
Patient Information    (973) 971-8005
Poison Control    (800) 962-1253

**DIRECTIONS TO MORRISTOWN MEMORIAL HOSPITAL**

From any campus entrance/exit, turn left onto Madison Ave./Rt. 124.
Go approximately three miles.
<table>
<thead>
<tr>
<th>RESTAURANTS</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>54 Main Bar &amp; Grille</td>
<td>54 Main St., Madison</td>
<td>(973) 966-0252</td>
</tr>
<tr>
<td>Amalfi Cafe</td>
<td>20 Waverly Pl., Madison</td>
<td>(973) 443-0595</td>
</tr>
<tr>
<td>Bagel Chateau</td>
<td>45 Main St., Madison</td>
<td>(973) 301-9888</td>
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<tr>
<td>Begum Palace Indian Restaurant</td>
<td>300 Main St., Madison</td>
<td>(973) 660-9100</td>
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<tr>
<td>Burger King</td>
<td>317 Main St., Madison</td>
<td>(973) 377-9691</td>
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<tr>
<td>Café Beethoven</td>
<td>262 Main St., Chatham</td>
<td>(973) 635-0005</td>
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<tr>
<td>C J's Deli</td>
<td>10 Park Ave., Madison</td>
<td>(973) 377-7495</td>
</tr>
<tr>
<td>Charlie Brown's Restaurant</td>
<td>522 Southern Blvd., Chatham</td>
<td>(973) 822-1800</td>
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<tr>
<td>Domino's Pizza</td>
<td>8 Park Ave., Madison</td>
<td>(973) 593-0070</td>
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<tr>
<td>Drip Coffee</td>
<td>34 Main St., Madison</td>
<td>(973) 443-0300</td>
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<tr>
<td>Dunkin' Donuts</td>
<td>227 Main St., Madison</td>
<td>(973) 822-9810</td>
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<td>Five Guys Burgers and Fries</td>
<td>233 Main St., Madison</td>
<td>(973) 660-0055</td>
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<td>Garlic Rose</td>
<td>41 Main St., Madison</td>
<td>(973) 822-1178</td>
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<tr>
<td>Good Taste Chinese</td>
<td>648 Shunpike Rd., Chatham</td>
<td>(973) 360-9040</td>
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<td>Hickory Pizza</td>
<td>641 Shunpike Rd., Chatham</td>
<td>(973) 822-2124</td>
</tr>
<tr>
<td>Hickory Tree Deli</td>
<td>648 Shunpike Rd., Chatham</td>
<td>(973) 822-1956</td>
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<tr>
<td>Madison Wok</td>
<td>300 Main St., Madison</td>
<td>(973) 822-2595</td>
</tr>
<tr>
<td>Nautilus Diner</td>
<td>95 Main St., Madison</td>
<td>(973) 377-8484</td>
</tr>
<tr>
<td>Nine Thai</td>
<td>641 Shunpike Rd., Chatham</td>
<td>(973) 377-3636</td>
</tr>
<tr>
<td>Nicky's Firehouse Pizza</td>
<td>15 Central Ave., Madison</td>
<td>(973) 765-0565</td>
</tr>
<tr>
<td>Prospect Tavern</td>
<td>14 Prospect St., Madison</td>
<td>(973) 295-6255</td>
</tr>
<tr>
<td>Poor Herbie's</td>
<td>13 Waverly Pl., Madison</td>
<td>(973) 966-0211</td>
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<tr>
<td>Romanelli's Pizza &amp; Italian</td>
<td>42 Lincoln Pl., Madison</td>
<td>(973) 377-6391</td>
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<td>Shanghai Jazz Restaurant &amp; Bar</td>
<td>24 Main St., Madison</td>
<td>(973) 822-2899</td>
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<td>Soho 33</td>
<td>33 Main St., Madison</td>
<td>(973) 822-2600</td>
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<tr>
<td>Starbucks Coffee</td>
<td>311 Main St., Madison</td>
<td>(973) 410-0244</td>
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<tr>
<td>Takuma Japanese</td>
<td>42 Lincoln Place, Madison</td>
<td>(973) 295-6868</td>
</tr>
<tr>
<td>Top Notch Restaurant</td>
<td>4 Park Ave., Madison</td>
<td>(973) 660-9222</td>
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<tr>
<td>Woodland Bakery</td>
<td>650 Shunpike Rd., Chatham</td>
<td>(973) 377-4040</td>
</tr>
<tr>
<td>Yuki Hana</td>
<td>306 Main St., Madison</td>
<td>(973) 593-8313</td>
</tr>
</tbody>
</table>
**Shopping**

Chatham Bookseller Inc  
8 Green Village Rd., Madison  
(973) 822-1361

Staples Office Supply  
300 Main St., Madison  
(973) 236-0800

**Grocery Stores**

Gary’s Wines & Liquors  
121 Main St., Madison  
(973) 822-0200

Stop & Shop  
133 Main St., Madison  
(973) 593-8484

Whole Foods Market  
222 Main St., Madison  
(973) 822-8444

Shop Rite  
641 Shunpike Rd., Chatham  
(973) 377-4788

Quick Chek  
233 Main St., Madison  
(973) 377-9639

**Pharmacies**

Walgreens  
122 Main St, Madison, NJ  
(973) 236-0195

CVS Pharmacy  
641 Shunpike Rd., Chatham  
(973) 301-3232

Madison Pharmacy  
66 Main St., Madison  
(973) 377-0075

CVS Pharmacy  
471 Main St., Chatham  
(973) 377-1332

**Entertainment**

Clearview Madison Cinema  
14 Lincoln Pl., Madison  
(973) 377-2388

Plaza Lanes Bowling  
300 Main St., Madison  
(973) 377-8919

Roberts Chatham Cinema  
Corner of Green Village Road and Shunpike Road  
(973) 822-1550