



DREW UNIVERSITY / MADISON NJ

SummerTerm 2019 Orientation Information

Dear Student,

We are delighted that you will be spending time at Drew University this summer!

This email highlights some of the areas you might have questions about. Should you need assistance, please don't hesitate to reach out to the SummerTerm Office at 973-408-3400 or summer@drew.edu. We will be happy to assist you.

Summer Session I classes begin on Monday, May 20, 2019 (*there are some exceptions to this start date, review your classes on the course list attached*). Summer classes are fast paced and rigorous. Attendance is required at all summer classes. Please view the [Summer schedule](#) to access the course list for the most up-to-date information on your course schedule and room assignment.

Before classes begin, there are some areas that you should address:

Network Accounts

By now, you should have received an email from University Technology providing you with information on your uLogin Account (current Drew students should already have access). Before you can use your uLogin account, you must activate it by visiting www.drew.edu/activate and answering some prompts. Once you activate your account, you will have access to all Drew technology services including your Drew email account and TreeHouse which is the name of Drew's one-stop student portal online. If for some reason you did not get activation information, please contact the SummerTerm Office at summer@drew.edu or at 973-408-3400. **Should you have trouble accessing any [TreeHouse](#) features, please contact University Technology directly at 973-408-HELP (4357).**

****If you have previously attended a course at Drew**, the system will not resend activation information to you. Try logging into TreeHouse if you remember your password. If not, call University Technology at 973-408-4357 for assistance in resetting your account.

TreeHouse

After you have activated your network account you can access TreeHouse by going to drew.edu/home and clicking on the "Student, Faculty and Employee Log In" tab towards the top of the page. Through TreeHouse you must address some of the areas indicated below, including [submitting your health forms](#), [applying for a Drew parking permit](#), and [viewing/paying your bill](#). Please see the headings below for additional information.

Your Class Schedule

Please review your schedule through TreeHouse to make sure you are registered for the appropriate course. Simply go to the box marked **Registrar** and click on the "More Registrar's Office Tools/Forms" and then scroll down to the "ViewMySchedule" link. **If you note any discrepancies in your schedule or if your schedule indicates you are not registered for the appropriate course, please contact the SummerTerm Office at summer@drew.edu or 973-408-3400 immediately for assistance.**

Health Forms

All students attending summer classes at Drew must submit health forms through their TreeHouse portal. Look for the box marked Help and Services and click on "MyHealthPortal". All forms (excluding the

immunization record) can be completed online. The immunization record sheet will require your physician's signature before it is mailed to Health Services, Drew University, 36 Madison Avenue, Madison, NJ 07940. If you have questions related to this, please contact Health Services directly at 973-408-3414 or email health@drew.edu. Current Drew students who have already submitted health forms are not required to re-submit them.

Payment (see attached sheet for additional information)

After you have registered for your summer class/es, you can view your statement through your TreeHouse account (if you just registered, this usually this happens overnight). **Paper statements will not be mailed to home addresses.** Look for the box marked **My Account** on the top right hand side of your TreeHouse page and then click on **"Student Account Center."**

The charges you can expect to be applied to your account are as follows:

- Tuition: \$2,980 (per 4 credit course)
- Application Fee: \$25
- Transcript Fee: \$25
- Parking Fee: \$50 (after you have registered your car for a parking pass)
- Additional course fees are attached to art and labs courses. These fees are indicated along with course information.

Payment for the first summer session is due **before Session I classes begin**. If you are also registered for Session II class, payment for session II will be due before that session begins. Financial assistance and payment plans are not available during SummerTerm. For questions related to billing, please contact Student Accounts at 973-408-3114 or studentaccounts@drew.edu.

Student ID Cards

Students new to Drew who have registered and paid for their classes may obtain a summer I.D. card from Student Accounts located in Holloway Hall (see map link below). The student I.D. is necessary in order to borrow library books and to secure a parking pass. At some point this summer the office will move to Brother College. Contact the SummerTerm Office for additional information.

<http://www.drew.edu/about/maps-directions/>

Parking Pass

In order to secure your parking pass, begin by registering your car via your TreeHouse account. Look for the box marked, **Vehicles on Campus** (bottom right hand side of your TreeHouse page) and click on the **"MyParking"** link. You will then need to physically park your car outside Public Safety, located at Pepin Service Center, and bring the following items with you.

- *Student ID card (available from Student Accounts **after your bill has been paid**)
- *Driver's License
- *Vehicle Registration
- *Insurance

Public Safety will review these items and affix the decal on your car. The \$50 charge for the parking pass will be applied to your statement after you apply for your parking permit through TreeHouse.

Please note, Drew students who have an academic year permit are not required to purchase an additional parking decal.

Students may park in any white lined spot in the Tilghman Lot (first parking lot on your right hand side after entering at Lancaster Road Traffic Light) or the Main Parking Lot (go straight up after entering at the Lancaster Traffic Light, past the Security Gatehouse), or behind Sitterly House. You must have a parking pass to park on campus. Public Safety will ticket cars that do not have permits!

Be aware that maintenance on facilities is conducted during the summer, so please follow any instructions posted by Public Safety regarding access to classrooms or alternate parking.

Please visit: <http://www.drew.edu/map> for our campus map.

Academic Calendar

Please visit the link below to review Drew's academic calendar where you will find important dates that you should be aware of. Classes will not be in session on Monday, May 27th in recognition of the Memorial Day holiday.

www.drew.edu/cla/academic-calendar/

Sequence Classes

If you are registered for a session II course for which you are attending the pre-requisite course requirement during session I, you must successfully complete the course to move on to the session II course. If you do not pass the class, you must drop the session II course by emailing regist@drew.edu and summer@drew.edu.

Add/Drop Schedule

Please visit Drew's academic calendar at the link below to review Add/Drop dates.

Monday, May 20, 2019: Summer Session I Begins

Thursday, May 23: Last Day to Add a Summer Session I Class

Thursday, May 23: Last Day to Drop a Summer Session I Class Without a "W"

Thursday, May 30: Last Day to Drop a Summer Session I Class with a "W"

<http://www.drew.edu/cla/academic-calendar/>

Summer Withdrawal and Reimbursement Policy

All requests for withdrawal must be made in writing by midnight of the dates posted on the academic calendar. You will be required to send an email to Drew's Registrar's Office and the SummerTerm Office at:

regist@drew.edu and summer@drew.edu.

On or before Tuesday of the first week of the session: 100% refund (excluding application fee)

On or before Thursday of the first week of the session: 50% refund (excluding application fee)

On or after the first Friday of the first week of the session: 0% refund

Campus Map and Directions

Please visit the link below to review directions and a campus map. If you wish to pick up a hard copy of the map, please stop by the Admissions building (Wesley House) which is located beside the small parking lot on your left hand side as you enter campus from the Lancaster Road Traffic Light.

<http://www.drew.edu/MapsAndDirections/>

Books

Textbook assignments can be viewed (if the instructor provided a book list) at the link below:

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10351&langId=-1&catalogId=10001>

Look up book assignments by clicking on the Books tab and then select "Summer 2019" under the Term box. Please enter "C" for College, under the Division box. Then simply follow the prompts for Department and course.

Books can be ordered here or picked-up in the Bookstore, but please call them first to make sure they have a copy available on the shelf. You can of course, purchase your books elsewhere.

Syllabi

You can view course syllabi posted on the [SummerTerm webpage](#), but please be aware that not all syllabi are available and not all syllabi are current. To access course syllabus, please go to the SummerTerm webpage at www.drew.edu/summer and click on the green “View Course Syllabi” bar.

Please contact the **Drew Bookstore** at 973-408-3097 if you have questions.

Room Assignments

Please review the SummerTerm course list at the link below by clicking on “View Summer Course Offerings” and then selecting “Complete CLA Listing.” A sheet outlining current room assignments is attached, but you are advised to check the link below the night before the class begins to make sure there are no changes to the room location since it was originally posted.

www.drew.edu/summer

Housing

Housing is available upon request. Please contact Bob Meade at 973-408-3681 or rmeade@drew.edu for an application form and details. Housing rates and a housing application form for visiting non-Drew students can be accessed at the link below:

<http://www.drew.edu/reslife/summer-housing-information>

Dining Services

Residential and commuter students are welcome to dine in the Ehinger Center until June 2nd and in the Commons dining room between June 3rd and 25th. Please note there is no meal plan for residential students. Students may opt to walk to nearby downtown Madison (0.5 mile walk from campus) where many affordable dining options exist.

Transcript Requests

Drew does not automatically forward transcripts to visiting students’ current schools. To review information on how to formally request a transcript, please visit the link below. Please note, transcripts will not be released if you have an outstanding balance or have not submitted your health forms.

<http://www.drew.edu/registrar/student/transcript-requests>

For Further Information

<http://www.drew.edu/undergraduate/admissions/applying/summer-term-applications/information-for-admitted-summer-students>

Questions

Contact the SummerTerm Office at 973-408-3400 or summer@drew.edu should you need any assistance before or during the program.