

DREW

DREW UNIVERSITY / MADISON NJ

SummerTerm 2020 Orientation Information

Dear Student,

We are delighted that you will be joining us to attend SummerTerm classes online.

This email highlights some of the areas you may have questions about. Should you need assistance, please don't hesitate to reach out to the Office of Continuing Education at summer@drew.edu. We will be happy to assist you.

Summer Session Dates

Session I: May 18 – June 26*

Session II: June 29 – August 7*

*There may be some exceptions to the date range provided. Classes may meet for four, five or six weeks within each session and the frequency of class meetings also varies. Please check the [Dynamic Schedule](#) and select "Summer 2020" to review schedules. If changes are made, you will find them in the [Dynamic Schedule](#), so you are advised to check it before your classes begin.

Even though summer classes are being offered online, attendance is required at all class meetings. Should you need to miss a class for some reason, please communicate with the instructor of record prior to the class. You should be mindful of instructor policies by reviewing the course syllabus.

Before classed begin, there are some areas that should be 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 receive activation information, please contact the Office of Continuing Education at summer@drew.edu or at 973-408-3400. **If you have trouble accessing any [TreeHouse](#) features, please contact University Technology directly at 973-408-HELP (4357).**

****Please note:** students who have previously attended classes at Drew will not activation information. Such students should contact University Technology at 973-408-4357 for assistance in resetting their 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:

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.

Paperless Billing

Drew's billing statements for summer tuition and fees are only available in electronic form. Paper billing statements will not be mailed to home addresses. Students can access their electronic billing statement through TreeHouse, their Drew student portal online, at the end of April. For additional information regarding billing, contact Student Accounts at studentaccounts@drew.edu.

Payment

Payment is due in full *before* the start of summer classes. Visit [Payment Options](#) for additional information.

Check or Money Order: may be mailed to the payment address below, but to avoid delay it is recommended you pay via credit card:

Drew University
Attn: Student Accounts
36 Madison Avenue
Madison, NJ 07940

Credit/Debit Card Payments: may be authorized using an approved card through the TMS One-Time Payment Gateway which can be accessed from TreeHouse (attaches your account to the transaction) or by following the link below (you must enter your student account information). There is a convenience fee associated with making a student account payment using a credit/debit card and is based on the amount being paid (minimum fee is \$1.00).

www.drew.edu/payments (click on "Student Account Payments" in the black box at the bottom of the page).

E-check from Checking or Savings Account: Student Account and DrewCard Payments may be authorized to be taken directly from your bank checking or savings account through TMS One-Time Payment Gateway (routing and account numbers required). There is no fee associated with this payment method (regardless of payment amount) for use of the automated self-service method. There is a \$10 fee if the payer chooses to speak with a TMS representative to make their payment.

Payment questions? Contact Student Accounts at studentaccounts@drew.edu.

Academic Calendar

Visit the link below to review Drew's academic calendar where you will find important dates that you should be aware of:

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

No Classes

Monday, May 25: Memorial Day holiday

Friday, July 3: Independence Day holiday

Sequence Classes

If you are registered for a session II course for which you are attending the pre-requisite course 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.

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

Session I

Monday, May 18, 2020: Summer Session I Begins

Thursday, May 21, 2020: Last Day to Add Summer Session I Classes

Monday, May 25, 2020: Memorial Day – No Classes

Thursday, May 28, 2020: Last day to drop Summer Session I Classes with a “W”

Friday, June 26, 2020: Summer Session I Ends

Session II

Monday, June 29, 2020: Summer Session II Begins

Thursday, July 2, 2020: Last Day to Add Summer Session II Classes

Friday, July 3, 2020: Independence Day Holiday – No Classes

Thursday, July 9, 2020: Last day to drop Summer Session II Classes with a “W”

Friday, August 7, 2020: Summer Session II Ends

Dropping a Class With or Without a “W”

Students may drop a course through their TreeHouse student portal. Please view instructions at the link below:

<http://www.drew.edu/registrars-office/about-us/registration-guide/>

Institutional Refund Policies

Prorated charges are based on actual withdrawal as per the University withdrawal/lead of absence procedure, according to the following schedule:

Withdrawal Date

Through Tuesday of the first week of term: 100%

Through Thursday of the first week of term: 50%

After the Thursday of the first week of term: 0%

<https://www.drew.edu/university-finance/about-us/student-accounts/student-accountsinfo-for-students-parents/institutional-refund-policies/>

Syllabi

You can view course syllabi on the [SummerTerm webpage](#). Please be aware, 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.

Books

Textbook assignments can be viewed 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 2020” under the Term box. Please enter “C” for College, under the Division box. Then simply follow the prompts for Department and course.

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, visit:

<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.