



DREW UNIVERSITY / MADISON NJ

SummerTerm 2022 Orientation Information

We are delighted that you will be attending SummerTerm classes with Drew University this summer.

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 SummerTerm Office at 973-408-3400 or summer@drew.edu. We will be happy to assist you.

Summer Session Dates

Session 1: Monday, May 23 – Friday, July 1, 2022*

Session 2: Tuesday, July 5 – Friday, August 12, 2022*

*Although each summer session is comprised of 6-week blocks, classes may meet for four, five or six weeks in duration. Please check the [Dynamic Schedule](#) and select "Summer 2022" from the drop down menu to review schedules. If changes are made, you will find them in the Dynamic Schedule, so please check it before your course begins.

SummerTerm classes move at a fast pace and students are expected to attend all class meetings. Should you need to miss a class for some reason, please communicate with the instructor of record prior to the class meeting. You should be mindful of instructor policies by reviewing the course syllabus.

Network Accounts

By now, visiting students should have received an email from University Technology providing them with information on their 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. These features can be accessed from drew.edu/home. If for some reason you did not get activation information, please contact the Office of Continuing Education 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) or helpdesk@drew.edu.**

****Important note:** if you have previously attended classes at Drew, the system will not resend activation information to you. In such instances, contact University Technology at helpdesk@drew.edu or 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:

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.

In- Person Classes

Students attending on campus classes (labs and art classes) should review room assignments through the Dynamic Schedule by selecting Summer 2022 from the drop down menu.

https://selfservice.drew.edu/prod/bwckschd.p_disp_dyn_sched

In-Person Course Protocols

Masks are not currently required, but individual instructors may require them for attendance in their course. It is best to bring a mask with you in case of such instances.

Health Forms

All students attending summer classes are required to submit Health Forms. Visit the [Health Services website](#) for the steps required to complete your Health Forms. If you have questions related to health forms, please contact Health Services at 973-408-3414 or health@drew.edu. Current Drew students who have already submitted health forms are not required to re-submit them.

COVID-19 Vaccination/Booster Card

Students who will be attending in-person classes at our campus in Madison, NJ, are required to upload their Covid-19 Vaccination and Booster Card to their health portal. Simply look for the Help and Services heading on the top left hand side of your TreeHouse portal and click on “**MyHealthPortal**” which is where the card should be uploaded.

Drew ID Cards

Visit the link below and complete the brief form which will require you to upload a photo and indicate your Drew ID# (this was sent to you when you were asked to activate your Drew network account). You can then pick up your Student Identification Card from Room 138 of the Ehinger Center during regular business hours (9:00 AM to 5:00 PM, Monday – Thursday).

<https://docs.google.com/forms/d/e/1FAIpQLSeD5u1GS0OU784Lrr49F5EFqAjUBmp6yO7gGCMj-9wLYj624Q/viewform>

Parking Information

Parking passes are only required for students attending in-person classes on campus this summer.

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.

Once this is done, you can go to Campus Security located in Pepin Service Center to pick-up your parking decal. Make sure to bring the following items with you:

- *Student ID card
- *Driver’s License
- *Vehicle Registration

Public Safety will review these items prior to giving you your parking decal. There is a \$50 charge for summer parking which will be applied to your Drew account. Hours for pick-up are as follows: 8:00 AM through 12 PM and 1:00 PM to 4:00 PM, Monday through Thursday.

Drew students who already have parking decals do not need to get one specifically for the summer as they are good for the whole year.

Students may park in any parking lot within white-lined spots, unless they are marked as designated for a specific office or individual. Cars without permits will get ticketed so please do address this if you plan on being on campus.

Campus Map

Visit the link below to access a map of campus or to take a virtual tour to acclimate yourself to campus.

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

Billing Statements

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. Statements are emailed to students’ Drew email address on or about the 5th of each month. Additionally, students can access their electronic billing statement through TreeHouse, their Drew student portal online. For additional information regarding billing contact Student Accounts at 973-408-3114 or studentaccounts@drew.edu.

Payment

Payment is due in full *before* the start of summer classes. Payment can be made through the NeltNet Student Account Center, which is accessible from the My Account section on the Student tab in TreeHouse. Students and their families may also visit [Payment Options](#) for additional information. Please review the “Student Accounts Office Information to Know” sheet attached for additional information. The answers to many of your Students Accounts related questions can be found by visiting the [Students Accounts webpage](#) on TreeHouse.

Accessing Summer Classes Online

Your instructor will reach out to you with a Zoom link. This will be sent to your **Drew email address** so make sure you have activated your Drew network account and have access to your Drew Gmail account (find a link on the top right hand side at drew.edu/home)

Summer Academic Calendar

Monday, May 23 Summer Session I Begins

Thursday, May 26	Last Day to Add Summer Session I Classes
Thursday, May 26	Last Day to Drop a Summer Session I Class Without a “W”
Monday, May 30	Memorial Day - No Classes
Thursday, June 2	Last Day to Drop Summer Session I Classes With a “W”
Monday, June 20	Juneteenth (No Classes)
Friday, July 1	Summer Session I Ends
Monday, July 4	Independence Day – No Classes
Tuesday, July 5	Summer Session II Begins
Friday, July 8	Last Day to Add Summer Session II Classes
Friday, July 8	Last Day to Drop Summer Session II Classes Without a “W”
Thursday, July 14	Last Day to Drop Summer Session II Classes With a “W”
Friday, August 12	Summer Session II and Full Term Ends

Visit the link below to review Drew’s academic calendar at the link below:

<http://www.drew.edu/registrars-office/about-us/academic-calendars/>

Final Exams

A separate final exam schedule is not a part of SummerTerm. If your instructor is assigning a final exam it will take place during the stated class schedule.

Accessibility Resources

Contact Dana Giroux, Director of The Office of Accessibility Resources at dgiroux@drew.edu or 973-408-3962. Additional information can be found at the following link:

<https://www.drew.edu/center-academic-excellence/about-us/accessibility-resources/requesting-accomodations/>

Sequence Classes

If you are registered for a session 2 course for which you are attending the pre-requisite course during session 1, you must successfully complete the course to move on to the session 2 course. If you do not pass the class, you are responsible for dropping the session 2 course. This will not automatically take place.

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

Institutional Refund Policies can be found at the link below:

<https://drive.google.com/file/d/17KIby05WGtTur0nc51fwSe84C1d8hU5A/view>

Summer Standard Courses (Classes Scheduled 4 or more weeks)

Prorated charges are based upon the date of actual withdrawal as per the University withdrawal/leave 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%

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 “View Course Syllabi” link under Course Information.

Books

Textbook assignments can be viewed at the link below:

<https://www.bkstr.com/drewstore/shop/textbooks-and-course-materials>

Select Summer 2022 from the drop down menu under “Get Your Textbooks” and then click on find courses.

Look up book assignments by clicking on the Books tab and then select “Summer 2022” under the Term box. Please enter “C” for College, under the Division box. Then simply follow the prompts for Department and course. Select “C” from the Select Division Section. If books have been assigned for any particular course you will see them listed here. If not, please contact your instructor for information on textbooks.

Transcript Requests

Drew does not automatically forward transcripts to visiting students’ current schools. To review information on how to formally request a transcript, 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.