

DREW

DREW UNIVERSITY / MADISON NJ

SummerTerm 2024 Orientation Information

We are delighted that you will be attending [SummerTerm](#) classes with Drew University this year.

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 20 – Friday, June 28, 2024*

Session 2: Monday, July 1 – Friday, August 9, 2024*

*Both of our summer sessions are comprised of 6-week blocks, but classes may meet for fewer than six weeks in duration within each session. Please check the [Dynamic Schedule](#) and select “Summer 2024” from the drop down menu to review schedules. If changes are made, you will find them posted in the [Dynamic Schedule](#), so please check it before your classes begin.

The format that classes are being offered in (in-person or online) is stated in the [Dynamic Schedule](#), students should check to see what format their classes are being offered in my reviewing course information through the [Dynamic Schedule](#) and select “Summer 2024” from the drop down menu.

Attendance Policy

SummerTerm classes move at a fast pace and students are expected to attend all class meetings. It is the responsibility of each student attending summer classes to follow the attendance policy outlined in the syllabus.

[Drew's attendance policy can be viewed here.](#)

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 already have access*).

Before you can use your uLogin account, you must activate it by visiting <https://cas.drew.edu/pwm/public/ActivateUser/> and answering some prompts. Once you activate your account, you will have access to all Drew technology services including:

- Drew email account
- Access to [TreeHouse](#), 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 “Students” 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 in-person classes should review room assignments through the [Dynamic Schedule](#) by selecting Summer 2024 from the drop down menu.
https://selfservice.drew.edu/prod/bwckschd.p_disp_dyn_sched

Health Forms

All students attending summer classes are required to submit Health Forms. Visit the [Health Services website](#) for the [steps new students are required to take to complete these 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.

Drew ID Cards

[Learn how to secure a Drew Identification Card here.](#)

Parking

Students may park in any parking lot within white-lined spots, unless they are marked as designated for a specific office or individual.

Housing

Student interested in residing on campus while attending summer classes should reach out to reslife@drew.edu for further information.

Campus Map

Review a copy of the [Drew Campus Map and directions to campus here](#). You can pick-up a hard copy of the [campus map](#) from our Admissions Offices located in Wesley House.

Billing Statements

Drew University issues all billing statements electronically. Please note that a paper billing statement will not be mailed to either the student or parent. An e-mail notification will be sent to

the student's official Drew University e-mail address when the monthly and semester statements are produced. This e-mail is also sent to individuals with NelNet Proxy access to statements. Statements are available (in PDF format) through [TreeHouse](#) by logging into your NelNet Student Account to view or print. Please refer to the Academic Year [Tuition and Fee Schedule](#) for current tuition rates and other applicable fees.

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 NelNet 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](#).

Accessing Summer Classes Online

Your instructor will reach out to you with a Zoom link. This will be sent to your **Drew email account** 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 20	Summer Session 1 Begins
Thursday, May 23	Last Day to Add Summer Session I Classes
Thursday, May 23	Last Day to Drop a Summer Session I Class without a "W"
Monday, May 27	Memorial Day (No Classes)
Thursday, May 30	Last Day to Drop Summer Session I Classes with a "W"
Wednesday, June 19	Juneteenth (No Classes)
Friday, June 28	Summer Session I Ends
Monday, July 1	Summer Session 2 Begins
Thursday, July 4	Independence Day (No Classes)
Friday, July 5	Last Day to Add Summer Session 2 Classes
Friday, July 5	Last Day to Drop Summer Session 2 Classes without a "W"
Thursday, July 11	Last Day to Drop Summer Session 2 Classes with a "W"
Friday, August 9	Summer Session 2 and Full Term Ends

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

<https://drew.edu/academic/office-of-the-registrar/academic-calendars/>

Final Exams

There is no separate final exam schedule for 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://drew.edu/academic/student-resources/center-for-academic-excellence/office-of-accessibility-resources/>

Sequence Classes

Should 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”

Non-attendance does not constitute an official withdrawal. Students may drop a course through their [TreeHouse](#) student portal. Please view instructions at the link below. Should you have any difficulty, contact the [Registrar’s Office](#) for assistance.

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

Institutional Refund Policies

Visit Drew’s Institutional Refund [webpage here](#) to view refund policies.

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 and Percentage Refund

- 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](#). 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. Please be aware, not all syllabi are current and syllabi are not posted for all courses.

Books

- Textbook assignments can be viewed [here](#).
- Web Site: <https://www.bkstr.com/drewstore/home>
- Phone: 973-408-3097
- Shop in store or order online with in-store pickup or ship to home
- The Bookstore’s Summer Hours: Monday through Friday, 10:00 AM – 2:00 PM

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.

<https://drew.edu/academic/office-of-the-registrar/student-information-forms/transcript-requests/>

For further information, visit:

Visit the [SummerTerm webpage](#) for additional information.

Questions?

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