



DREW UNIVERSITY / MADISON NJ

SummerTerm 2023 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 22 – Friday, June 30, 2023*

Session 2: Monday, July 3 – Friday, August 11, 2023*

*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 2023” 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 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 2023” from the drop down menu.

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 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:

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 2023 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](#). You will require this in order to get a Drew Parking Pass.

Parking Information

Parking permits are required for students attending in-person classes on campus this summer. You should be aware that there is a \$50 charge for summer parking which will be applied to your Drew account.

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 top pick-up your parking decal. Make sure to bring your Drew Student Identification Card with you. 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

Review a copy of the [Drew Campus Map here](#). You can pick-up a hard copy 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](#) 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

[\(the Academic Calendar can be viewed here\)](#)

Monday, May 22	Summer Session 1 Begins
Thursday, May 25	Last Day to Add Summer Session I Classes
Thursday, May 25	Last Day to Drop a Summer Session I Class without a "W"
Monday, May 29	Memorial Day (No Classes)
Thursday, June 1	Last Day to Drop Summer Session I Classes with a "W"
Monday, June 19	Juneteenth (No Classes)
Friday, June 30	Summer Session I Ends
Monday, July 3	Summer Session 2 Begins
Tuesday, July 4	Independence Day (No Classes)
Friday, July 7	Last Day to Add Summer Session 2 Classes
Friday, July 7	Last Day to Drop Summer Session 2 Classes without a "W"
Thursday, July 13	Last Day to Drop Summer Session 2 Classes with a "W"

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

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://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"

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/registrars-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

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 [here](#).
- Web Site: 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.

<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.