

**Using DartHub  
Class of 2022 — Fall Term 2018**

PLEASE NOTE: This document is available on our website: <https://students.dartmouth.edu/undergraduate-deans/students/resources-class/incoming-students-class-2022>.

You will be using DartHub to conduct official transactions and to obtain personal and academic information, including:

- viewing your Faculty Advisor, Undergraduate Dean, and UGA (Undergraduate Advisor) assignments
- completing the "Advising Questionnaire"
- viewing testing and placement information (beginning September 7)
- electing and dropping/adding courses
- check-in
- viewing your schedule once course election assignments have been finalized

- To access DartHub, go to [darthub.dartmouth.edu](http://darthub.dartmouth.edu).
- Log in using your NetID and password.
- Click on "**Login**."

Tiles or QuickLink	Start/End Dates
• <b>Faculty Advisor and UGA Assignments</b>	available on 9/5
• <b>Advising Questionnaire</b>	complete prior to your faculty advising meeting on 9/10
• <b>Who Is My Dean?</b>	available on 9/5
• <b>DartWorks QuickLink</b> See Degree Audit and Program Planner for <b>Placement Results</b>	Placement Results are available on 9/7
• <b>Course Election and Registration</b> See the informative "Course Registration Quick Guide: Students" on the Registrar's website: <a href="https://www.dartmouth.edu/~reg/docs/qrg_csel_student.pdf">https://www.dartmouth.edu/~reg/docs/qrg_csel_student.pdf</a> .	9/10, 8:00 a.m. to 6:00 p.m.
• <b>Student Schedules available for viewing</b>	9/10, view after 8:00 p.m.
• <b>Course Changes for entering students (Note: the Office of the Registrar will be open 9/11 from 8:00 a.m. – 4:00 p.m.)</b>	9/11, 8:00 a.m. – 6:00 p.m.
• <b>Add/Drop for all students</b>	9/12, 8:00 a.m. – 9/25, 11:59 p.m. (turned off at midnight)
• <b>Check-In</b>	9/11 at 8:00 a.m. to 9/14 at 11:59 p.m. to avoid a late fee of \$50  Deadline for delayed check-in with \$50 late fee is 9/21 at 4:00 p.m.

- Make sure you complete the check-in, course election, and course change processes by clicking on the "**Submit**" button. When you are finished using DartHub, quit your web browser and log out.
- See the informative "Course Registration Quick Guide: Students" on the Registrar's website ([https://www.dartmouth.edu/~reg/docs/qrg\\_csel\\_student.pdf](https://www.dartmouth.edu/~reg/docs/qrg_csel_student.pdf)) to assist you with the registration process. For additional help using any of these web processes, contact your UGA, the Undergraduate Deans Office (Carson Hall, Suite 125, 603.646-2243), or go to the Registrar's Office (105 McNutt).

• <b>Faculty Advisor Assignment</b>
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Your **Faculty Advisor** assignment will be available on DartHub. After logging in, click on "**Faculty Advisor and UGA Assignments**" from the Degree Planning and Advising category to view the **Faculty Advisor** assigned to you. **You must plan to meet with your Faculty Advisor on Monday, September 10 between 12:00 p.m. (noon) and 5:00 p.m. at their office** or elsewhere as instructed by advisor.

### • Undergraduate Dean Assignment

Your **Undergraduate Dean** assignment will also be available on DartHub. To find out who your **Undergraduate Dean** is, click on “**Who is my Dean?**” in the Degree Planning and Advising category and view the **Undergraduate Dean** assigned to you. Bookmark the Undergraduate Deans Office website: <https://students.dartmouth.edu/undergraduate-deans/>.

### • Advising Questionnaire (complete by 9/10 at 5:00 p.m.)

You must fill out the “**Advising Questionnaire**” in advance of your meeting with your Faculty Advisor. **You can change and save information multiple times**, but you must complete the questionnaire prior to your meeting.

### • Credits on Entrance

**All credits on entrance from scores we have received** will be reflected on *DartWorks* on Friday, September 7. Following the Local Placement Exams offered during Orientation, additional results for languages, chemistry, computer science, mathematics, and physics will be available on *DartWorks* after 7:00 a.m. on Friday, September 7, Saturday, September 8, or Sunday, September 9. **Click on the *DartWorks* (Degree Audit and Program Planner) QuickLink in DartHub to view your scores.**

*All pre-matriculation credits on entrance will be listed on your DartWorks degree audit. DartWorks is the individualized degree audit that you will use throughout your years at Dartmouth. DartWorks combines Dartmouth’s specific course requirements and completed courses into an easy-to-read worksheet. You will eventually use DartWorks to declare your major. Log into DartHub and select the “DartWorks” QuickLink.*

*DartWorks is available 24/7. Each student is responsible for meeting all requirements and should use this often, throughout their time at Dartmouth, as a tool for tracking degree progress. A Quick Reference Guide for reading the placement record portion is available at [www.dartmouth.edu/~reg/guides/credits/qrg\\_placement.pdf](http://www.dartmouth.edu/~reg/guides/credits/qrg_placement.pdf).*

*Further DartWorks reference guides may be found at <http://www.dartmouth.edu/~reg/guides/dartworks/index.html>. Assistance is available to aid in interpretation of the audit from the staff in the Undergraduate Deans Office, Undergraduate Advising and Research, your Faculty Advisor, and the Registrar’s Office.*

### • Course Election 2018 Fall (See the *Timetable of Class Meetings* QuickLink on the Office of the Registrar website.)

**\*\* Do not confuse course election with Check-In! They are separate processes. \*\***

Go to the “Course Registration Guide: Students” [https://www.dartmouth.edu/~reg/docs/qrg\\_csel\\_student.pdf](https://www.dartmouth.edu/~reg/docs/qrg_csel_student.pdf) for student information about course election and general information about how course registration works at Dartmouth.

### • Check-In

You are required to **check-in online** every term in order to be enrolled for that term. The check-in period for Fall term is Tuesday, September 11 at 8:00 a.m. until Friday, September 14 at 11:59 p.m. to avoid a late fee of \$50. The deadline for delayed check-in with the \$50 late fee is September 21, 2018 at 4:00 p.m.

Click on the option “**Check-In.**” Then follow the instructions.

**If you can’t check-in because of a HOLD, resolve it immediately during business hours by visiting Financial Aid, or Campus Billing and DartCard Services at McNutt Hall, or Health Services at Rope Ferry Road.**