

Instructions on How to Use DartHub
Class of 2024 — Fall Term 2020

PLEASE NOTE: This document is available on our website: <https://students.dartmouth.edu/undergraduate-deans/students/resources-class/incoming-students-class-2024>.

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 8)
- 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.
- Log in using your Dartmouth ID (F00xxxx) and password.
- Click on "Login."

Tiles or QuickLink	Start/End Dates
• Advising Questionnaire	Complete by 9/9 at 11:59 p.m. ET
• Who are my Advisors?	Available in DartHub on 9/8
• DartWorks QuickLink See Degree Audit and Program Planner for Placement Results	Placement Results are available on 9/8
• Course Election and Registration See the informative "Course Registration Reference Guide: Students" on the Registrar's website: https://www.dartmouth.edu/reg/guides/csel/csel_student.html .	9/11, 8:00 a.m. ET to 6:00 p.m. ET
• Student Schedules available for viewing	9/11 view after 8 p.m. ET
• Course Changes for entering students (Note: The Office of the Registrar will be open 9/12 from 8:00 a.m. – 12:00 p.m. ET)	9/12, 8:00 a.m. ET – 9/13 at 11:59 p.m. (turned off at midnight) ET
• Add/Drop for all students	9/14, 8:00 a.m. ET. – 9/27, 11:59 p.m. (turned off at midnight) ET
• Check-In (termly process where students verify that they are enrolled for the term. IMPORTANT ACTION REQUIRED.	9/13 at 8:00 a.m. to 9/16 at 11:59 p.m. ET to avoid a late fee of \$50 Deadline for delayed check-in with \$50 late fee is 9/23 at 4:00 p.m. ET

- Whenever a student completes a task in DartHub, they should always be sure to click on the **"Submit"** button.
- See the informative "Course Registration Reference Guide: Students" on the Registrar's website https://www.dartmouth.edu/reg/guides/csel/csel_student.html to assist you with the registration process. For additional help using any of these web processes, contact your UGA, the Undergraduate Deans Office (603-646-2243), or the Registrar's Office (<https://www.dartmouth.edu/reg/>).

• **Faculty Advisor Assignment**

Your **Faculty Advisor** assignment is available on DartHub. After logging in, click on **"Who are my Advisors?"** from the Degree Planning and Advising category to view the **Faculty Advisor** assigned to you. **You should plan to meet with your Faculty Advisor on or by Friday, September 11** as instructed by your advisor.

• Undergraduate Dean Assignment

Your **Undergraduate Dean** assignment is also available on DartHub. To find out who your **Undergraduate Dean** is, click on **"Who are my Advisors?"** 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 9/9 at 11:59 p.m. ET)

You must complete 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 Tuesday, September 8. Following the Local Placement Exams offered during Orientation, additional results for will be available on *DartWorks* after 7:00 a.m. ET on Thursday, September 10 or Friday, September 11. **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.

Further DartWorks reference guides may be found at <https://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 2020 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/guides/csel/csel_student.html 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 Sunday, September 13 at 8:00 a.m. ET until Wednesday, September 16 at 11:59 p.m. ET to avoid a late fee of \$50. The deadline for delayed check-in with the \$50 late fee is September 23, 2020 at 4:00 p.m. ET. Failure to complete this process may result in removal from courses and a full withdrawal from the term.

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

If you are unable to check-in because of a HOLD, resolve it immediately during business hours by contacting Financial Aid, Campus Billing and DartCard Services, or Health Services.

- **Financial Aid** = Financial.Aid@dartmouth.edu; (800) 443-3605 or (603) 646-2451
- **Campus Billing and DartCard Services** = Dartmouth.Card@Dartmouth.edu; (603) 646-3724
- **Health Services** = Dicks.House.Health.Service@Dartmouth.edu; (603)-646-9400