Welcome to Dartmouth! We hope you received the email introducing your dean – we can’t wait to meet you! Throughout your time at Dartmouth, you will receive information from the Undergraduate Deans about resources, academics, deadlines, and many other elements of your new world. We also look forward to offering encouragement and advising when you need it, knowing that the transition to college can be as challenging as it is rewarding. Our contact information is above, and you can find our hours (including when you can see us during New Student Orientation) in the first section below. And bookmark our website so you can find it easily: https://students.dartmouth.edu/undergraduate-deans/. To get you started, we are providing these important instructions and a "how to" guide.

Course Election Fall 2022 and How to Use DartHub Beginning Tuesday, September 6

Use 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.
- electing and dropping/adding courses.
- viewing your schedule once course election assignments have been finalized.
- check-in to confirm your plans to enroll for the term (must be done every term).

To access DartHub, go to darthub.dartmouth.edu. Log in using your Dartmouth ID (F00xxxx) and password. For additional help using any of these DartHub processes, contact your UGA, your Undergraduate Dean, or the Registrar's Office. We are all here to help!

Undergraduate Dean Assignment and Student Drop-In Advising

Find the Undergraduate Dean assigned to you on DartHub beginning on Tuesday, September 6 by clicking on “Who is my Dean?” in the Degree Planning and Advising category.

Student Drop-in Advising During Orientation (See NSO schedule.)
Friday, September 9, 12 noon – 6 p.m.
Saturday, September 11, 7:00 a.m. – 10:00 a.m. (course change advising)

Student Drop-In Hours every week (no appointment necessary)
Monday – Friday, 1 p.m. – 4 p.m.

Faculty Advisor Assignment

Find the Faculty Advisor assigned to you on DartHub beginning on Tuesday, September 6 by clicking on “Who are my Advisors?” in the Degree Planning and Advising category.

You must plan to meet with your Faculty Advisor on Friday, September 9 between 12:00 noon and 5:00 p.m. at their office or elsewhere as instructed by advisor. (See NSO schedule.)
Advising Questionnaire (complete by Thursday, September 8 at 5:00 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 it prior to your meeting.

Course Election Instructions

See the **Course Registration Guide: Students** at [http://dartgo.org/courseregistration](http://dartgo.org/courseregistration).

Whenever you complete a task in **DartHub**, always be sure to click on the **“Submit”** button.

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

<table>
<thead>
<tr>
<th>Tiles or QuickLink</th>
<th>Start/End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advising Questionnaire</strong></td>
<td>Complete by 9/8</td>
</tr>
<tr>
<td><strong>DartWorks QuickLink</strong></td>
<td>Placement Results are available on 9/9</td>
</tr>
<tr>
<td><strong>Course Election and Registration</strong></td>
<td>9/9, 8:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td><strong>Student Schedules available for viewing</strong></td>
<td>9/9, view after 8:00 p.m.</td>
</tr>
<tr>
<td><strong>Course Changes for entering students</strong></td>
<td>9/10, 8:00 a.m. through 9/11 at 6:00 p.m. (See NSO schedule.)</td>
</tr>
<tr>
<td><strong>Add/Drop for all students</strong></td>
<td>9/12, 8:00 a.m. – 9/25, 11:59 p.m. ET (turned off at midnight)</td>
</tr>
<tr>
<td><strong>Check-In (termly process where students verify that they are enrolled for the term) IMPORTANT ACTION REQUIRED</strong></td>
<td>9/11, 8:00 a.m. – 9/14, 11:59 p.m. ET to avoid a late fee of $50</td>
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Credits on Entrance

**All pre-matriculation credits on entrance from scores we have received** will be reflected on DartWorks on Friday, September 9. Click on the **DartWorks (Degree Audit and Program Planner)** QuickLink in DartHub to view your scores. A Quick Reference Guide for reading the placement record portion is available at [http://dartgo.org/placementrecord](http://dartgo.org/placementrecord).

DartWorks combines Dartmouth's specific course requirements and completed courses into an easy-to-read worksheet. You are responsible for meeting all requirements and should use this often as a tool for tracking degree progress. Assistance is available to aid in interpretation of the audit from the Undergraduate Deans Office, your Faculty Advisor, and the Registrar's Office.

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 11 at 8:00 a.m. until Wednesday, September 14 at 11:59 p.m. ET to avoid a late fee of $50. Click on the option **Check-In** and follow the instructions.

If you can’t check-in because of a HOLD, resolve it immediately during business hours by contacting the office that has placed the hold, Financial Aid, Campus Billing and DartCard Services, or Health Services.