



Fall 2020 Quick Reference Guide

- New Student Orientation
- Registration Holds- Point of Contacts (**attached**)
- How to Schedule Appointment with Academic Advisor (**attached**)
- How to Register for Classes (**attached**)
- Student Services Offices
- Fall Important Dates Calendar
- Academic Accommodations
- Veterans
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- Want to Get Involved (Student Life)
- Student ID Process (**New!**)
- Parking
- Uploading Immunization Records, http://docs.udc.edu/health_services/Student_Health_Portal_Instruction_Sheet.pdf
- Health Insurance Waivers, www.firststudent.com
- Follett All Access Book Program (**New!**)
- Laptop Pilot Program (**New!**)
- How to view bill/make payment, <http://docs.udc.edu/fa/How-to-Make-Payments-Online.pdf>
- One Stop Student Web Page (**Coming Soon**)

new Student ORIENTATION

When: Tuesday, August 18th-Thursday, September 3rd *

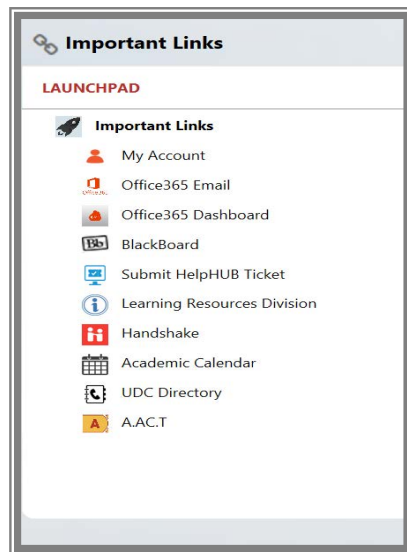
Students Have Been Automatically Enrolled in Student Orientation 101 Course (CRN 16036/16037/16038)

Platform: Blackboard

Time: No set time, students may access/complete orientation modules 24/7

Step 1: Sign into MyUDC Portal, my.udc.edu

Step 2: From the home tab on the MyUDC Portal, select LAUNCHPAD then Blackboard



Step3: Select New Student Orientation 101 Course (CRN 16036/16037/16038)

More Information: <https://www.udc.edu/orientation/enrollmentservices@udc.edu>

***Note:** Orientation may be completed as student schedule permits over a two-week window. However, the total orientation experience will take approximately 4hrs. Students are encouraged to complete orientation ASAP so that they may register for classes.

Office	Office Purview	Email (Preferred While Emergency Telework in Effect)	Phone Number	Supervisor(s)
Academic Advising/Student Success Center* (Virtual Appointments Available)	<ul style="list-style-type: none"> Academic Advising Assistance with registration. 	Various (See Advising Point of Contact Below)	Various (See Advising Point of Contact Below)	<p>Van Ness (Freshman and Sophomore) – Gift Middlebrooks, Acting Assistant Director of Student Success gift.middlebrooks@udc.edu</p> <p>Dr. Timothy Hatchett, Assistant Vice President of Student Success timothy.hatchett@udc.edu</p> <p>Community College Dr. Hermina Peters, Dean of Student Achievement hpeters@udc.edu</p>
Admissions (Virtual Appointments Available)	<ul style="list-style-type: none"> Admission Awards incoming students DCUP Scholarships Residency (DC & Metro Tuition rate eligibility reviews) 	udcadmissions@udc.edu (Student Inquires) udctranscores@udc.edu (Document Submission) residency@udc.edu (Residency Document Submission)	(202) 274-6115	Nailah Williams, Interim Associate Vice President for Enrollment Services nawilliams@udc.edu
Bookstore	<ul style="list-style-type: none"> Faculty Book Adoptions Process Orders/<u>Returns</u> Follett All Access Program 	0742mgr@follett.com	(202) 274-5110	Jennifer Horvatinovich, Bookstore Manager j.horvatinovich@follett.com

Financial Aid (Virtual Appointments Available)	<ul style="list-style-type: none"> • Awards student grant aid and loans • Disbursement of institutional (DCUP, Foundation, Department and external Scholarships. • Student Employment Program • Certifies eligibility for University housing, external housing, RSA, TAP IT etc. 	finaid@udc.edu (Student Inquires) fadcos@udc.edu (document submission)	(202) 274-5157 *(202) 274-5060 (Discontinued During Emergency Telework Period)	Wayne Montgomery, Acting Director of Financial Aid, wmontgomery@udc.edu / Nailah Williams, Interim Associate Vice President for Enrollment Services nawilliams@udc.edu
Health Services	<ul style="list-style-type: none"> • Validate Immunization Records/ lift immunization holds • Student Health Insurance Plan (United) • Health Insurance Waiver Troubleshooting Assistance 	monica.gaskin@udc.edu	(202) 274-5030	N/A
International Student Services	<ul style="list-style-type: none"> • Immigration advising • Issues I-20 (Certificate of Eligibility for Nonimmigrant Student Status) 	International@udc.edu	(202) 274-6317	Diana Housein Salaita diana.salaita@udc.edu

IT Department	<ul style="list-style-type: none"> • UDC Email • MyUDC Portal • Blackboard 	MyUDC Portal, my.udc.edu (Submit HelpHUB Ticket) support@udc.edu	(202) 274-5941	N/A
Registrar	<ul style="list-style-type: none"> • Enrollment Verification Requests • Academic Transcript Requests • Change of Address • Name Change • Process Graduation Applications • FERPA Release Submission • Change of major 	officeoftheregistrar@udc.edu	(202) 274-6225 *(202) 274-6200 (Discontinued During Emergency Telework Period)	Tiffany Cooper, Registrar tecooper@udc.edu Nakia Pugh, Associate Registrar nakia.pugh@udc.edu
Student Accounts	<ul style="list-style-type: none"> • Payment Plan • Administer Student Refunds • Removes Health Insurance Waiver • Removes Follett All Access Fee • Issues Student Billing Statements • Third Party Agency Billing 	studentaccounts@udc.edu	(202) 274-5168	David Garnett, dgarnett@udc.edu
Veteran Affairs	<ul style="list-style-type: none"> • VA Educational Benefit Certification 	military@udc.edu	(202) 274-6099	Sequoyah Adebayo Sequoyah.Adebayo@udc.edu

Fall 2020 Semester- Important Dates & Deadlines

Priority deadline to submit all required Financial Aid Documents* my.udc.edu	Friday, June 26th
Window to opt out of University sponsored Health Insurance (\$1,353) *** www.firststudent.com	Thursday, July 23th -Wednesday, September 30th
Follett All Access Program (Books) Opt Out Deadline https://www.udc.edu/enrollment-management/follett-access-textbook-program/ Opt Out Link https://accessportal.follett.com/0742	Saturday, August 8th - Tuesday, September 15th
Financial Aid Materials and Supplies Authorization Period* www.udcshop.com	Saturday, August 15th - Tuesday, September 15th
New Student Orientation MyUDC, my.udc.edu (Blackboard) https://www.udc.edu/orientation/	Tuesday, August 18th - Thursday, September 3rd
Satisfactory Academic Progress (SAP) Appeal Submission Deadline** my.udc.edu (StudentForms)	Friday, August 28th
Classes Begin	Tuesday, September 8th
Late Registration and Add/Drop Period (\$150 Late Registration Imposed)	Tuesday, September 8th - Monday, September 14th
Attendance Verification Window (Instructors and Professors)	Tuesday, September 8th - Monday, September 21st

<p>Deadline to Apply for Residency (DC or Metro Tuition Rate) Policy- http://docs.udc.edu/admissions/UDC-Guidance-for-Student-Residency-Classification-for-Tuition-Purposes-effective-8-1-19.pdf</p> <p>Document Submission- residency@udc.edu</p>	<p>Friday, September 11th</p>
<p>Financial Aid Disbursements****</p> <p><i>Allow the Office of Student Accounts up to 14 days to process and issue any refund that may be due to you.</i></p>	<p>Standard Term Classes (Fall/Spring Awardees): Tuesday, September 22nd</p> <p>Fall Semester Only Loan Recipients (2 Disbursements Required): 1st disbursement-Tuesday, September 22nd & tentative 2nd disbursement date Friday, October 30th</p> <p>First Year (less than 30crs), First Time Loan Borrowers Thursday, October 8th</p> <p>Late Starting Classes: Dates vary and are contingent upon class start date.</p>
<p>Deadline to Pay Balance or Bring Balance to \$1,000 Threshold through MyUDC portal, my.udc.edu or enroll in payment plan (NEW PROVIDER LINK WILL BE AVAILABLE SOON). For more information, please email the Office of Student Accounts at studentaccounts@udc.edu.</p>	<p>Thursday, October 1st</p>
<p>Classes Dropped for Non-Payment</p> <p><i>Students may seek course reinstatement Friday, October 2nd through October 7th. Please note that \$150 reinstatement fee (late fee will be assessed)</i></p>	<p>Friday, October 2nd</p>
<p>Financial Aid Exit Counseling for Fall Graduates</p> <p>www.studentloans.gov</p> <p><i>Required of all students who have borrowed Federal Student Loans while attending UDC.</i></p>	<p>Monday, November 30th – Friday, December 11th</p>
<p>Deadline to Accept Fall 2020 Financial Aid Award Offer</p> <p>MyUDC Account: my.udc.edu</p>	<p>Friday, December 4th</p>

** We cannot guarantee an award offer will be made prior to the start of classes, aid will disburse on scheduled disbursement date (September 22nd) or that your classes will not be dropped for non-payment for students who do not meet the financial aid priority application deadline. Students are strongly encouraged to make alternative payment arrangements while their file is under review.*

***Submission of an SAP Appeal does not guarantee approval. In the interim of your decision being rendered, please make the necessary payment arrangements for tuition/fee's and books.*

****Once aid has disbursed to your MyUDC account my.udc.edu, allow the Office of Student Accounts up to 14 days to process and issue any refund that may be due to you.*

*****If your health insurance waiver is approved, the Office of Student Accounts will remove the health insurance premium from your student account.*

Note: The above calendar is inclusive of student services dates only, please visit <https://www.udc.edu/registrar/academic-calendars/> to view the academic calendar.

ACADEMIC ADVISORS –COMMUNITY COLLEGE

(Must Make Appointment Through A.AC.T.)

Student Success Specialist	Advising Caseloads
Domina Glenn domina.glenn@udc.edu 202-274-6721	
Maurice Cook maurice.cook@udc.edu 202-878-1386	
Daunte Marshall daunte.marshall@udc.edu 202-878-1388	Liberal Studies Last Name A-Ri
Tara McNair tara.mcnair@udc.edu 202-875-2066	Admin. Office Mgmt., Aviation Maint. Tech, Bus. Admin, Fashion Merch., Hospitality Mgmt., Tourism
Dr. Janice Jackson janice.jackson1@udc.edu 202-630-6729	Architectural Eng. Tech., Comp. Acct. Tech., Comp. Science Tech. Construct. Mgmt., Music, Graphic Design
Breion Goldsby-Harris (Academic Coach) breion.goldsbyharris@udc.edu 202-875-4060	SAP Appeals, Probation, DC-UP
Lasean Robinson lasean.robinson@udc.edu 202-963-8509	Liberal Studies

ACADEMIC ADVISORS – VAN NESS CAMPUS

(Freshman, Sophomores and Transfer Students who Have Earned Less than 60crs. Must Make Appointment Through A.AC.T.)

Academic Advisors	Advising Caseloads
Dr. Kenneth Cooper kenneth.cooper@udc.edu 202-934-0426	
Jasmine Fleming jasmine.fleming@udc.edu 202-923-0585	
Gift Middlebrooks gift.middlebrooks@udc.edu 202-963-8515	
Joseph Pinkney joseph.pinkney@udc.edu 202-897-8107	
Grady Wright grady.wright@udc.edu 202.819.2327	Non-Degree Seeking Students/Dual Enrollment
Dr. Darryl Hylton darryl.hylton@udc.edu 202-963-8508	DC-Up Students

FACULTY ADVISORS

JUNIORS, SENIORS AND TRANSFER STUDENTS WHO HAVE EARNED 60+ CREDITS

FIRST/MI	LAST	DEPT./DIV.	UNIT	EMAIL
Anika S.	Burtin	Education, Health & Social Work	CAS	anika.burtin@udc.edu
Alexander	Howe	Arts & Humanities	CAS	ahowe@udc.edu
Guy	Shroyer	Social & Behavioral Sciences	CAS	gshroyer@udc.edu
Xueqing	Song	Sciences & Mathematics	CAS	xsong@udc.edu
James	Maiden	Health, Nursing & Nutrition	CAUSES	james.maiden@udc.edu
Ralph	Belton	Architecture & Urban Sustainability	CAUSES	rbelton@udc.edu
Robin	Cook	Math, Info Tech & Engineering	CC	rlcook@udc.edu
Sandra	Jowers	Humanities	CC	sjowers@udc.edu
Scott	King	Business & Public Administration	CC	scott.king@udc.edu
Bushra	Saeed	Nursing & Allied Health	CC	bushra.ahmadsaeed@udc.edu
Jian	Hua	Business Management	SBPA	jhua@udc.edu
Tih Koon (Alex)	Tan	Accounting & Finance	SBPA	tihkoon.tan@udc.edu
Pradeep K.	Behera	Civil Engineering	SEAS	pbehera@udc.edu
Kate	Klein	Mechanical Engineering	SEAS	kate.klein@udc.edu
Esther	Ososanya	Electrical Engineering	SEAS	esosanya@udc.edu
Briana L.	Wellman	Computer Engineering	SEAS	briana.wellman@udc.edu

Requesting Academic Accommodations

If student has a documented disability, and needs academic accommodations, please have the student contact the Accessibility Resource Center.

Enrolled at Van Ness contact:	Enrolled at the Community College contact:
Clayton McLaughlin cmclaughlin@udc.edu	Jeremy Wood jeremy.wood@udc.edu



Veterans

The Office of Military and Veterans Student Services is a centralized office designed to provide comprehensive resources to veterans and military related personnel who are utilizing VA and tuition assistant educational benefits. Students may view step by step instructions for applying for BE Educational Benefits by visiting <https://www.udc.edu/military/how-to-apply-for-va-benefits-at-udc/> .



International Students

New F-1 international students are also required to take the international student orientation. The international student orientation can be accessed through the New Student Orientation course. This information has been communicated to F-1 international students. However, if they have questions please refer them to the International Student Services Coordinator, Ms. Diana Salaita at diana.salaita@udc.edu .



Want to Get Involved?

UDC has many clubs and organizations that offer great opportunities to have fun, learn with your peers and develop career readiness skills.

- To learn more about clubs and organizations and how to get involved please contact the Office of Student Life:

Mary Roberts, Student Activities Specialist

mroberts@udc.edu

Melinda Jennings, Director of Student Life

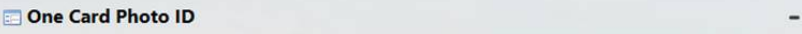
Melinda.jennings@udc.edu


UDC One Card

Point of Contact: Office of Public Safety, onecard@udc.edu



To obtain a New UDC ONE Card, please direct students, faculty and staff to the following link on MyUDC, my.udc.edu. Once on the page, they will select the link “One Card Photo ID Submission Form”. After the form is submitted, OPSEM will follow up with further direction. In the event they are unable to access MyUDC, please advise the individual(s) to send an email to onecard@udc.edu and someone will reach out to them directly to assist.





UDC Online Photo Submission

All University of the District of Columbia Students, Staff, and Faculty may submit a photo to the Office of Public Safety and Emergency Management so that it can be placed on your UDC ONE Card (university ID). Please click on the link below to enter your data into the form and submit it. You should receive a confirmation email within 1 – 2 business days. The confirmation email will include the next steps to obtain your UDC ONE Card. If you have any questions, please email onecard@udc.edu.

[One Card Photo ID Submission Form.](#)



Point of Contact: Auxiliary Services, auxiliaryservices@udc.edu.

As of the date of this communication, a decision has not been made whether fall parking permits will be sold. Students who are required to come on campus to attend classes should be prepared to pay the \$4 daily rate (valid UDC One Card required).



Point of Contact

Enrollment Services (General Questions): enrollmentservices@udc.edu

Bookstore (Order status/opt out assistance/technical difficulties): 0742mgr@follett.com



Transforming the Way Course Materials are Delivered – Follett Access Textbook Program

The Follett ACCESS program takes the hassle out of course material buying because course material costs are covered as part of the Follett All Access Fee (\$34 per credit hour). This allows every enrolled student access to all required materials on day one. Click [HERE](#) to learn more.

***All students are automatically opted in each semester. Students may opt out of the fall semester through September 15, 2020 by visiting <https://accessportal.follett.com/0742>.**

Microsoft Pro Laptop Pilot Program



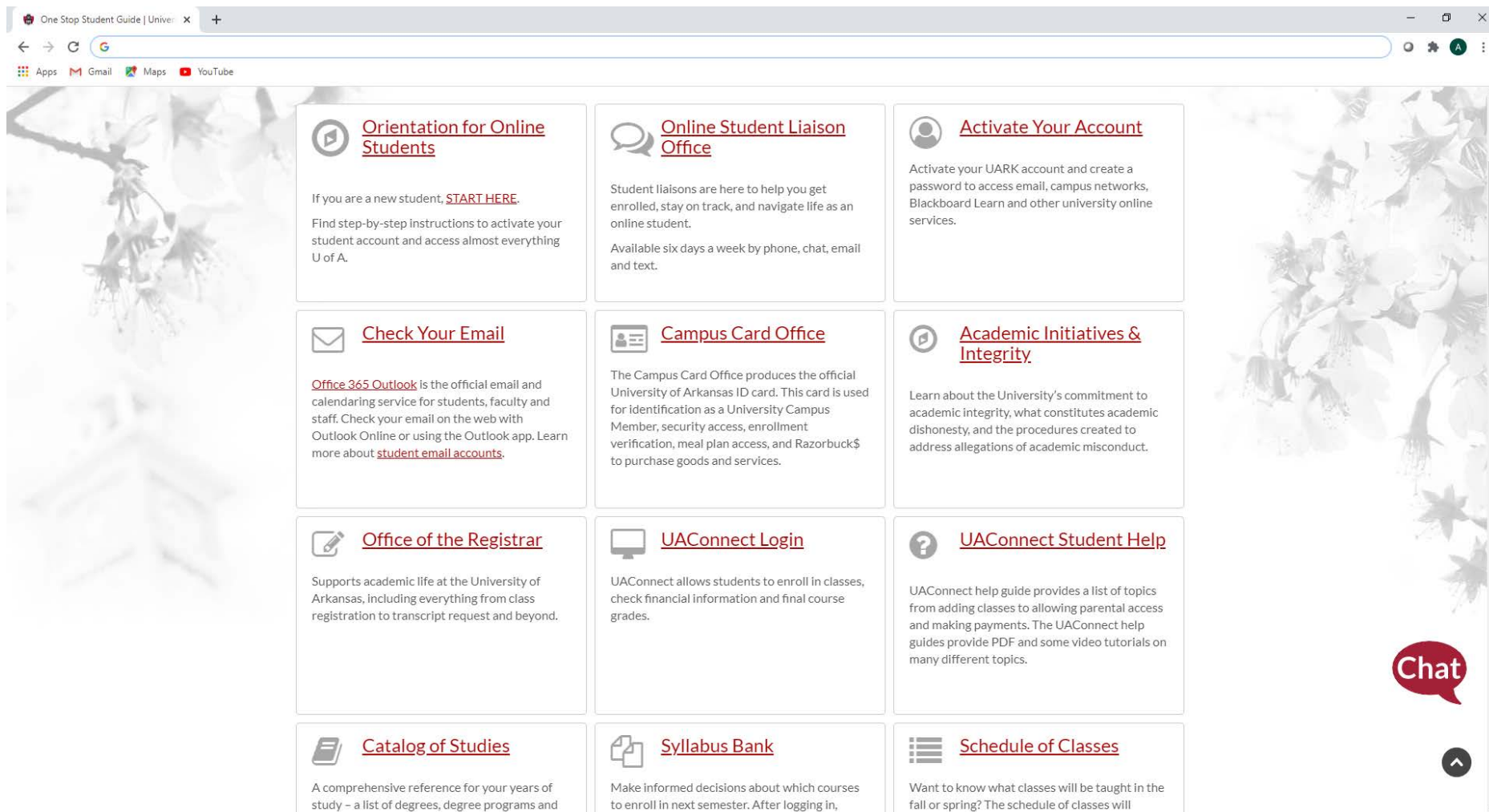
Point of Contact: Enrollment Services, enrollmentservices@udc.edu

The Student Development and Success Division is pleased to announce that in partnership with Microsoft, 500 incoming students are receiving a Microsoft Surface Pro 7 (Intel i5 Processor, 8GB Memory, 128GB SSD, with an interactive 12.3” Touch Screen) 2 in 1 PC! With the current environment we are in due to COVID-19, devices are being shipped directly to student’s residence. The device will include a Surface Type Cover and 3-year warranty which covers accidental damage for up to two incidents.

Student Resource Links

- [Surface Warranty Information Overview](https://aka.ms/surfacewarrantyoverview) – aka.ms/surfacewarrantyoverview
- [All Things Surface Pro Help](https://aka.ms/allthingsurfacepro) - aka.ms/allthingsurfacepro
- [Microsoft GET HELP App](https://aka.ms/surfacegethelp) – aka.ms/surfacegethelp
- [Device Service and Repair Site](https://aka.ms/surfaceserviceandrepair) – aka.ms/surfaceserviceandrepair
- [How to Get Service for your Surface](https://aka.ms/surfacegetservice) – aka.ms/surfacegetservice
- [Clean and Care Instructions](https://aka.ms/surfacecare) – aka.ms/surfacecare
- [Getting Started with Surface Pen](https://aka.ms/surfacepenstart) – aka.ms/surfacepenstart
- [How to Use Surface Pen](https://aka.ms/surfacepenuse) – aka.ms/surfacepenuse
- [Microsoft Office Trainings](https://aka.ms/msofficetrain) – aka.ms/msofficetrain
- [Microsoft Windows 10 Training](https://aka.ms/win10train) – aka.ms/win10train
- [Dictate in Office apps](https://aka.ms/appdictate) - aka.ms/appdictate
- [Keyboard shortcuts for Windows 10](https://aka.ms/keyshortcut) - aka.ms/keyshortcut
- [Surface Touchpad Usage and Settings](https://aka.ms/surfacetouch) - aka.ms/surfacetouch
- [Other Surface Trainings](https://aka.ms/surfaceother) – aka.ms/surfaceother


Student One Stop Page (Coming Soon!)



One Stop Student Guide | Univer x +


← → ↻ G

Apps Gmail Maps YouTube




Orientation for Online Students

If you are a new student, [START HERE](#). Find step-by-step instructions to activate your student account and access almost everything U of A.




Online Student Liaison Office

Student liaisons are here to help you get enrolled, stay on track, and navigate life as an online student. Available six days a week by phone, chat, email and text.




Activate Your Account

Activate your UARK account and create a password to access email, campus networks, Blackboard Learn and other university online services.




Check Your Email

[Office 365 Outlook](#) is the official email and calendaring service for students, faculty and staff. Check your email on the web with Outlook Online or using the Outlook app. Learn more about [student email accounts](#).




Campus Card Office

The Campus Card Office produces the official University of Arkansas ID card. This card is used for identification as a University Campus Member, security access, enrollment verification, meal plan access, and Razorback\$ to purchase goods and services.




Academic Initiatives & Integrity

Learn about the University's commitment to academic integrity, what constitutes academic dishonesty, and the procedures created to address allegations of academic misconduct.




Office of the Registrar

Supports academic life at the University of Arkansas, including everything from class registration to transcript request and beyond.




UAConnect Login

UAConnect allows students to enroll in classes, check financial information and final course grades.




UAConnect Student Help

UAConnect help guide provides a list of topics from adding classes to allowing parental access and making payments. The UAConnect help guides provide PDF and some video tutorials on many different topics.




Catalog of Studies

A comprehensive reference for your years of study - a list of degrees, degree programs and



Syllabus Bank

Make informed decisions about which courses to enroll in next semester. After logging in,



Schedule of Classes

Want to know what classes will be taught in the fall or spring? The schedule of classes will

Chat