

DeVRY University

2149 W. Dunlap Ave
Phoenix, Arizona 85021
(602) 870-9222

Welcome Students!

This packet contains semester specific information that you really want to know.

Take some time to read it carefully and keep it handy!

ORIENTATION PACKET



Welcome to DeVry University and your journey to a College Degree!!!
Quick Facts Sheet

1. Student Central Hours: M-Th 8 am - 8 pm F 8 am – 5 pm
 - i. Academic Administration
 1. Dr. Geof Gates – Dean of Academic Affairs
 2. Glenn Robinson – Associate Dean,
College of Liberal Arts & Sciences
 3. Dr. Ryan Lunsford – Associate Dean,
College of Business & Management
 4. Robert J. Miksovsky – Associate Dean,
College of Engineering & Information Sciences
 5. Gary Bryan – Program Dean,
Engineering Technology Programs
 6. Martin Flores – Dean of Student & Career Services
 7. Michael Chase – Director of Finance
 8. Jill Jamerson – Registrar
 9. Student Success Coaches/Program Coordinators
 - a. Diane Miksovsky, Vicky Reeves, Catherine Burton (eve.)
2. URL to Student Orientation & Practice Schedule www.phx.devry.edu
 - a. Click on Academics, then click on STUDENT ORIENTATION
 - b. Click on Academics, then click on REGISTRATION
3. Adds, Drops, & Withdrawals of courses ON CAMPUS
 - a. ADDS: Must add a course BEFORE the first time it meets in a session
 - i. Exception: MyMathLab and COMP100 – up until it meets week 2
 - b. DROPS: By the end of week 1 of the Session (no course charge)
 - c. DROPS ONLINE COURSES: Before you sign into the course
 - d. WITHDRWALS: By 8 am Monday of Session Finals. “W” on your transcript.
4. FERPA Policy – Release of Financial & Academic Information
 - a. See Student Central
5. ADA – Special Accommodations
 - a. See Martin Flores



Summer & Fall, 2009, Academic Calendar

2009 Summer Semester: July 6, 2009 - October 25, 2009

Session A

Monday July 6 Session A begins
Monday August 24 Session A Finals Week
Sunday August 30 Session A ends

Session B

Monday August 31 Session B begins
Monday September 7 Labor Day – **No School**

Monday October 19 Session B Finals Begin
Sunday October 25 Session B

2009 Fall Semester: October 26, 2009 - February 28, 2010

Session A

Monday October 26 Session A begins
Thursday-Friday November 26-27 Thanksgiving break – **No School**

Monday December 14 – Wednesday December 16 Session A Finals
Sunday December 20 Session A ends

Monday-Sunday December 21-January 3 Winter break – **No School**
Monday January 4 Session B begins

Monday January 18 Martin Luther King Jr. Day – **No School**
Monday February 22 Session B Finals Begin

Sunday February 28 Session B ends

STUDENT CENTRAL

Academic Administration, Student Finance, and Student Services

Sunday	Closed
Monday	8:00 am – 8:00 pm
Tuesday	8:00 am – 8:00 pm
Wednesday	8:00 am – 8:00 pm
Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed

LIBRARY (EXT. 712)Books, Periodicals, Videos, On-Line Research,
On-Line Books, Study Areas, Study Rooms.

Sunday	Closed
Monday	8:00 am – 9:00 pm
Tuesday	8:00 am – 9:00 pm
Wednesday	8:00 am – 9:00 pm
Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 6:00 pm
Saturday	Closed

BOOKSTORE (EXT. 714)

Books, Supplies, DeVry Apparel.

Sunday	Closed
Monday	9:00 am – 5:00 pm
Tuesday	9:00 am – 7:00 pm
Wednesday	9:00 am – 5:00 pm
Thursday	9:00 am – 7:00 pm
Friday	9:00 am – 5:00 pm
Saturday	Closed

COMPUTER LABS / ELECTRONICS LABRequest permission of instructor to use benches
assigned to specific classes.

Sunday	Closed
Monday	7:00 am – 10:00 pm
Tuesday	7:00 am – 9:00 pm
Wednesday	7:00 am – 10:00 pm
Thursday	7:00 am – 10:00 pm
Friday	7:00 am – 6:00 pm
Saturday	9:00 am – 1:00 pm (posted days)

ACADEMIC SUPPORT CENTER (EXT. 712)

Free Tutoring, Private Tutor Referrals

Located within the Library

Sunday	Closed
Monday	PLEASE
Tuesday	SEE
Wednesday	POSTED
Thursday	HOURS
Friday	ON THE ASC DOOR
Saturday	Closed

CAFETERIA

Hot and Cold Food, Drinks, Vending

Sunday	Closed
Monday	6:30 am – 7:00 pm
Tuesday	6:30 am – 7:00 pm
Wednesday	6:30 am – 7:00 pm
Thursday	6:30 am – 7:00 pm
Friday	6:30 am – 5:00 pm
Saturday	Vending Only

REGISTRAR'S OFFICE (EXT. 670)Address Changes, Transcripts, Enrollment
Verification Letters.

Sunday	Closed
Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed

TESTING CENTER (EXT. 695)Make-up exams by appointment only; Scheduled
CPT exams; Challenge exams

Located within the Library

Sunday	Closed
Monday	9:00 am – 3:00 pm
Tuesday	12:00 pm – 6:00 pm
Wednesday	9:00 am – 3:00 pm (Make-up)
Thursday	12:00 pm – 6:00 pm
Friday	9:00 am – 3:00 pm

REGISTRATION PROCESS AND GUIDELINES

CAMPUS COURSES:

REGISTRATION OPENS EACH SEMESTER DURING → → → **WEEK 4 of Session B**

ALL STUDENTS SHOULD HAVE A PRACTICE SCHEDULE PREPARED BEFORE REGISTERING. DO THIS AT THE FOLLOWING URL: http://206.209.106.106/academics/registration/practice_schedule/

1. **CLEAR YOUR Financial & Academic HOLDS** however, you can still do a Practice Schedule and turn it in!
2. **MAKE A PRACTICE SCHEDULE AND TURN IT IN AT STUDENT CENTRAL.**
3. **THIS SCHEDULE MUST BE APPROVED** BY A PROGRAM COORDINATOR, ASSISTANT, OR DEAN.
4. A MESSAGE WILL BE SENT TO YOU TELLING YOU YOUR SCHEDULE IS APPROVED.
5. **PICK UP YOUR SCHEDULE AT STUDENT CENTRAL.**
6. **ENTER YOUR SCHEDULE IN OSS, PRINT A COPY OF THE OSS SCREEN THEN RETURN TO STUDENT CENTRAL WITH YOUR OSS PRINTOUT (INCLUDING ERROR MESSAGES).**
7. **GET YOUR ID VALIDATED OR ERRORS CORRECTED BY YOUR PROGRAM COORDINATOR.**
8. **YOU CAN NOW GET YOUR BOOKS BY TAKING YOUR APPROVED SCHEDULE AND VALIDATED ID TO THE BOOKSTORE.**

To help you in this process:

(A, B, C, and D can all be found at <http://my.devry.edu> ...Program Flowcharts can be pickup in Student Central)

- A. **KNOW YOUR PROGRAM.** Can't remember what program you are in? Please check with Academics or the Registrar's Office and they will help you.
- B. **HAVE YOUR PLAN OF STUDY HANDY.** Don't have a Plan of Study? Please check with Academics or the Registrar's Office and they will help you.
- C. **KNOW WHICH COURSES YOU HAVE COMPLETED.** Don't know which courses you have taken? Please check with Academics or the Registrar's Office and they will help you.
- D. **KNOW WHICH COURSES YOU NEED TO TAKE NEXT TERM.** Don't know which courses you need to take? Please check with Academics and they will help you.
- E. **TAKE CARE OF ANY FINANCIAL AID AND OTHER HOLDS YOU HAVE.** Don't know if you have holds? Please check with Student Accounts and they will tell you what you need to do to clear them.

-
- F. **ONLY MAKE AN APPOINTMENT TO SEE YOUR PROGRAM COORDINATOR OR DEAN IF YOU NEED ADVISING.** They must approve your practice schedule prior to entering in OSS.
-

ON-LINE COURSES:

1. TO ENROLL IN ONLINE CLASSES, PLEASE SEE YOUR PROGRAM COORDINATOR.
1. A LIST OF ONLINE CLASSES IS AVAILABLE FROM www.devryu.net [click on the button – DeVry University ONLINE Annual Schedule]
2. BOOKS FOR YOUR ONLINE CLASS ARE EITHER HARDBACK OR E-BOOKS.
 - a. HARDBACK – Must be ordered from www.devry.efollett.com
 - b. E-BOOKS – will be sent to your e-college site automatically.
3. COST OF YOUR ONLINE E-BOOK CAN BE FOUND AT www.devryu.net [click on the same button as in 2. above – DeVry University – ONLINE Annual Schedule]

RESERVATIONS FOR **ON-LINE** CLASSES MUST BE MADE NO LATER THAN NOON ON THE FRIDAY BEFORE CLASSES START THAT SESSION AND ARE AVAILABLE ON A **“first-come, first-served”** BASIS. SO PLAN AHEAD.

DEVRY eLEARNING PLATFORM (DEP) 'QUICK START' GUIDE FOR STUDENTS

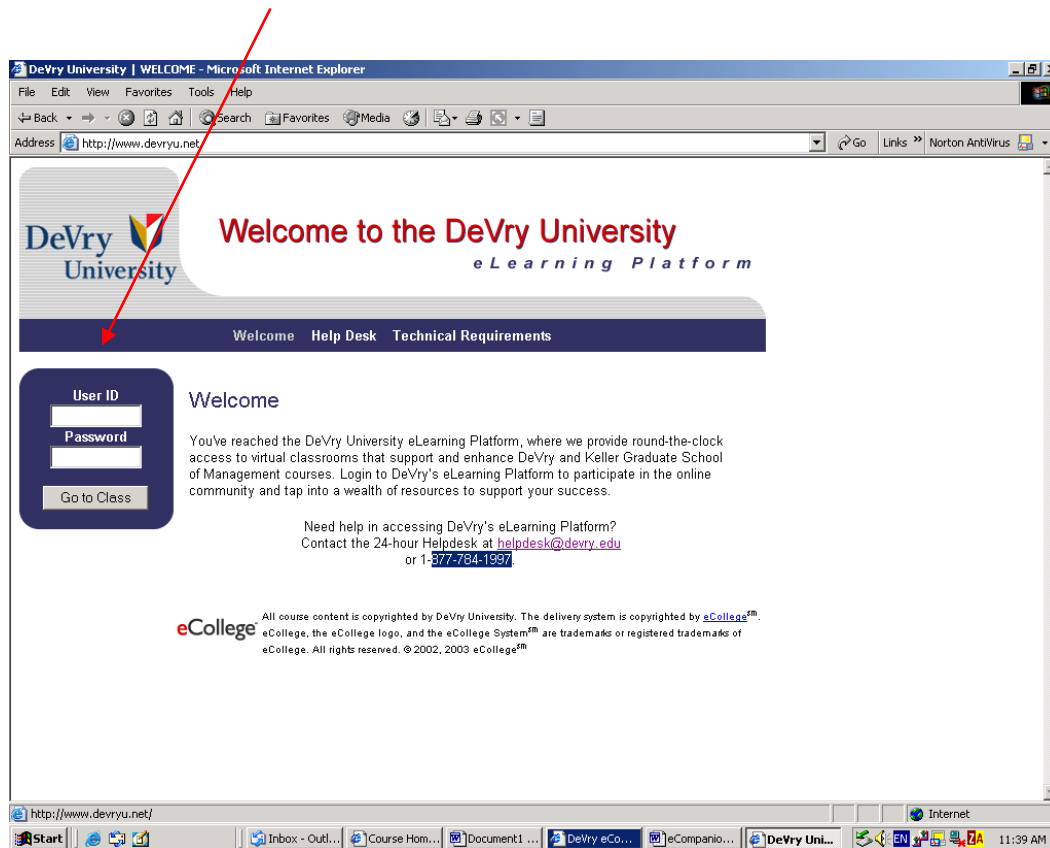
The **DeVry eLearning Platform (DEP)** is a set of online tools that you will use to participate in the Web-based portion of your DeVry University iOptimize course. You will be able to view course content such as lectures and presentations. As well, you will be able to participate in online discussions, email classmates and/or your instructor, view course announcements, download course documents, and participate in assignments, click on course related web-links and much more. You can access the DEP with any Web browser, anytime, anywhere.

DEP Access Instructions

You access the DEP at <http://www.devryu.net> To log in, the default user ID will be your DSI#. The default password is the year and month of your date of birth as it appears in the Student System YYYYMM. If you did not provide a birth date when you first registered, check with your Center or Campus to find out what 'placeholder' birth date was entered for you.

To "login" go to <http://www.devryu.net>

1. Login with your User ID (your DSI #).
2. Enter your password (birth date year and month YYYYMM unless advised otherwise) in the password box. Click on **Go to Class**



Maintaining your DEP eCollege Account

Regular maintenance of your eCollege DEP account is important and simple to do! You must keep your email updated and change your password on a regular basis to ensure security. The first time that you sign in at www.devryu.net you should verify that your email address in the eCollege system is accurate. Any time that you change your email address it is your responsibility to update your account. As well, on a regular basis you should change your eCollege DEP password. Updating your profile on the eCollege DEP requires only a few simple steps as outlined below.

- 1) Once you have logged in to www.devryu.net and are on your personal homepage, click on **My Profile** in the top right-hand corner of your screen.
- 2) You will see 'e-mail address' and a text box in which you can modify your email address should it be incorrect or need updating

- 3) As well, you can change your **password** in the box directly below your email address. You will need to type in the new password a second time to verify the change you made. Please note that you are changing your password to sign in to www.devryu.net so do not forget what you changed your password to!
- 4) Once you have completed the changes to your email address and/or password, you must **save your changes** by clicking on 'update with new values'. You may need to scroll down in the update window to see this button.

Please note: You must also advise your Program Coordinator or campus Registrar if your email address is incorrect initially or if you change your address in the future. He/she will need to change your email address in the Student System as well.

Your Homepage

Your homepage is the first page you come to after logging in. Here you will see the list of courses you are taking and those you have completed.

Your Course List	
Special Courses	
ECOLLEGE -- ID April 2004 Course Tutorial (old) - eCompanion AU	
iOptimize Student Tutorial Student Orientation Tutorial for the iOptimize Courses - I	
SUMMER Session B 2007	
Arizona	Mesa, AZ/Undergraduate
HUMN420 ACC U Nunes DVUC MESA Contemporary Literature	
SUMMER 2007	
Arizona	Phoenix, AZ/Undergraduate
HUMN417 STN A Goff DV PHOENIX Emergence of the Modern Era	
PSYC315 STN B Sheahan DV PHOENIX Social Psychology	

GPA CALCULATION

A grade point average is computed by dividing the total grade **POINTS** earned by the total number of **CREDIT HOURS** enrolled in.

$$GPA = \frac{POINTS}{CREDIT HOURS}$$

CREDIT-HOURS are assigned to each course.

POINTS are calculated by taking the Grade-Multiplier times the Credit-Hour of each course, and adding them together. The Credit-Hour of each course is given in the school catalog and should be noted in the professor's syllabus

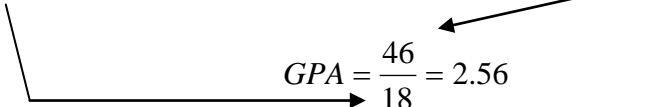
GRADE-MULTIPLIERS are based on the grade you get; the better the grade, the higher the multiplier.

A = Multiplier of 4
B = Multiplier of 3
C = Multiplier of 2
D = Multiplier of 1
F = Multiplier of 0

EXAMPLE: Let's say you are taking the following courses and get the grades shown:

Course	Credit Hour		Grade (Multiplier)	Points Earned
COLL147	2	times	A (4)	8
MATH181	5	times	B (3)	15
COMP100	2	times	A (4)	8
EET110	4	times	C (2)	8
EET122	4	times	D (1)	4
EET122L	1	times	B (3)	3
TOTALS	18			46

Therefore:

$$GPA = \frac{46}{18} = 2.56$$


TGPA = Term GPA is based on one semester.

CGPA = Cumulative GPA combines the points and credit-hours of all terms.

EXAMPLE: Let's say you have just finished your 3rd semester of school. You have the following points and credit hours in each semester:

Semester 1	18 Credit Hours	Points Earned = 49
Semester 2	18 Credit Hours	Points Earned = 72
Semester 3	16 Credit Hours	Points Earned = 61
Cumulative Totals	52 Credit Hours	Points Earned = 182

Cumulative Grade Point Average (CGPA) = $182 / 52 = 3.50$

K – GPA Calculations

DEVRY ATTENDANCE POLICY

What is the official Attendance Policy?

All students are expected to attend every class meeting and will be marked absent if they miss class or are more than a few minutes late. Attendance will be recorded on an hourly basis in all classes and is monitored through Academics. There are no “excused” absences.

Students who attend classes regularly have been consistently shown to perform better than students who do not. The truth of that statement may be obvious, but students do not always adhere to it. To help students establish the habit of regular attendance, DeVry monitors all students according to the following policy:

The following table summarizes this policy:

Credit hours for the class	Hours of absence requiring an attendance appeal	Hours of absence required to be withdrawn
2	2	4
3	3	6
4	4	8

Students receiving a warning letter should see the Program Coordinator of their academic program to discuss the situation. Students who are withdrawn from class may appeal in writing to the Dean of their academic program within three (3) business days.

ONLINE EDUCATIONAL RESOURCES

HOW TO SET UP YOUR DeVRY EMAIL ADDRESS

All students are required to have a DeVry email address, as all business with students, and all communications through the eCollege course management system will be conducted through a DeVry email account. This will keep your school-related communication separate from your personal or work emails.

First, set up your DeVry email account:

1. On the DeVry homepage (www.phx.devry.edu) log into the Student Portal.
2. Your DeVry email address will be shown on the left-hand side of the screen under the heading: DeVry University Email.
3. Click on the “Set up my account” button.
4. You will be directed to a Hotmail page where you can log in with your new email address. Your default password is the year and month of your birth (YYYYMM).
5. Click “[click here](#)” to complete the Hotmail account creation process, and follow all the instructions. Your DeVry email account will not be set up properly unless this step is completed.
6. Return to the Student Portal at <http://my.devry.edu>.
7. Navigate back to the DeVry University Email heading and click on the “Update” button.

LIBRARY ON-LINE DATABASES

These databases are web-based and can be accessed from any PC connected to the internet by going to the DeVry Phoenix homepage (www.phx.devry.edu). Use them for information and research.

On the DeVry Phoenix homepage, click on “Library” under the Your Tools heading along the left side of the screen. This will take you to the Library homepage. You can then select any of the 13 online tools under the Online Resources heading. A short description of each tool needing Login and Password is provided below.

Proquest

User ID : devryphx

Password : research

Proquest offers full text articles from newspapers, journals and magazines, covering a wide range of business, news and professional topics. It also covers the Computing and Telecommunications databases in varying levels of details : citations, abstracts, full text, and text with graphics.

Faulkner - FACCTS

User ID : devryphx

Password : research

Faulkner's Advisory on Computer and Communications Technologies is a database that provides comprehensive coverage of computer system, software, networking, and telecom technologies - including trends, vendor strategies, and product solutions. FACCTS is a robust, dynamically-updated and fully searchable information service that covers all of the areas of vital interest and importance to today's IT and communications manager, specialist, and end-user. Topics range from network management, electronic business, and wireless communications to application development, IT asset management, and more.

FAACTS Help Guide

Follow these steps to make sure the necessary cookies get downloaded:

- Select "Returning Subscribers."
- Select "Login with Username and Password."
- Enter the required "Username and Password" given above.

Hoovers

User ID : devryphx

Password : research

Hoover's Online has company and industry information which provides a business-oriented perspective on important topics like money management, career development, news, and business travel.

Reference USA

User ID : devryphx

Password : research

An excellent business reference tool that has data gathered from various white and yellow page directories. It has a listing of 12 million U.S Businesses.

NetLibrary

<http://www.phx.devry.edu/library/netlibrary.asp>

Check out a new way of reading books electronically, using netLibrary. Browse through 9000+ books and make your selection. You need to create your unique username and password on campus, to start checking out books from netLibrary. Access ebooks from home by using the Library web page. Available to all DeVry students, faculty and staff. Ebooks can be checked out for 24hrs.

Arizona Republic & Newsbank

User ID: 16941

Password: 16941

Excellent source for local news from Phoenix and around the state of Arizona. All articles are full text. Newsbank includes newspapers from other states.

New York Times

User ID : devryphx

Password : research

Full-text coverage of the US newspaper of record. Offers superb coverage of national and international news, plus coverage of important speeches and documents, Supreme Court decisions, and presidential press conference transcripts.

Wall Street Journal

User ID : devryphx

Password : research

The financial newspaper of record offering in-depth coverage of national and international finance as well as first rate coverage of hard news

Opposing Viewpoints

Password : phoenix

Opposing Viewpoints Resource Center provides a complete one-stop source for information on social issues. Access viewpoint articles, topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles

SIRS (Social Issues Resource Series) Customer : AZ0312H

Password : 85021

Full-text articles on social, scientific, health, historic, economic, business, political and global issues. Other Information that you can access from here: Today's News, World Almanac Excerpts, Maps of the World and Spotlight of the Month.

Student Software

All new students receive a bundle of software to support their academic studies. Students must first accept and sign an electronic acceptance/license form which is part of the process of [Signup/Obtaining the Software](#).

Directions For Obtaining the Student Software

- 1.) Students may not receive software or sign acceptance/license form until their official registration has been completed.
- 2.) Students may obtain their software by logging into the DeVry student portal. The Portal can be found at <http://my.devry.edu>.
- 3.) Once logged in, there is a link on the left side of the page under Student Resources called [Student Software](#).
- 4.) Once you have registered for the software, it will be delivered to your home via UPS or made available for immediate download – depending on the title. There is no charge for the software or shipping.

Further Information

Please be aware that you must order your software bundle before graduation. As long as you are enrolled at DeVry you may use the software. If you leave school before graduation, you are no longer legally allowed to use the software, and by the terms of our contract, should destroy it, and keep proof of destruction.

Six weeks after you graduate the software ownership can be transferred to you by means of the MS Graduate Acceptance form called Information Exhibit 1, which can be located by logging back into <http://my.devry.edu>.

For any issues with the software bundle system, it is best for students to call 877 784-1997. By doing so your issues will make it into the ticketed queue, which will ensure that they are taken care of in a timely manner.

DEAN’S LIST, PRESIDENT’S LIST, AWARDS & HONORS

1. DEAN’S LIST AWARD

To make the Dean’s List, a student must complete a semester with a Term GPA of at least 3.50, after which the student’s transcript will read “Dean’s List.” This honor is bestowed upon all students for their efforts each semester and is not determined by cumulative effort. Each student with this honor will receive a Dean’s List certificate.

2. PRESIDENT’S LIST AWARD

To make the President’s List, a student must complete two consecutive semesters with a Term GPA of at least 3.50 and have earned a Cumulative GPA of at least 3.80. This honor is a local honor bestowed upon students and is not reflected on the student’s transcript; however, the student will receive a President’s List certificate.

3. A. LINCOLN PERSISTENCE AWARD

At the end of each semester, the staff selects one student for the A. Lincoln Persistence Award. This award comes at graduation and honors a student who has persisted through difficult times and circumstances, and has made it finally to graduation. Several of these awards are posted in the hallways.

4. THE OUTSTANDING STUDENT AWARD

Every graduation we honor 4 outstanding students, one from four general program areas. One student will be selected from the following program areas 1) ECT, 2) EET, CET, and BMET, 3) BSBA and BSTM, and 4) CIS and GSP.

Nominations for this honor are solicited from students and teachers. Two candidates are chosen to meet a selection board made up of academic deans and a career services representative. While good scholarship is expected of the candidates, this is not a valedictory award for the highest GPA. Nor is this a popularity contest that goes to the student with the most friends. What the selection board looks for are candidates that have had to overcome unusual difficulties or obstacles to complete their studies, or who have made a significant contribution to the school or their classmates, and who have been able to achieve good grades as well. They should be students who will go on to represent the best of DeVry and their graduating class.

5. GRADUATION HONORS

A graduate from a non-baccalaureate program who has a cumulative grade point average of at least 3.50 will graduate “with honors.”

A graduate from a baccalaureate program who has a cumulative grade point average of at least 3.50 is eligible for one of the following recognitions and may wear the associated Honor Cord:

<u>Honor</u>	<u>CGPA</u>	<u>Cord Color</u>
Cum Laude	3.50 – 3.69	White
Magna Cum Laude	3.70 – 3.89	Silver
Summa Cum Laude	3.90 – 4.00	Gold

ONLINE CLASSES

1. To enroll in ONLINE Classes, please see your Academic Program Coordinator.
2. A list of ONLINE Classes is available from www.devryu.net [click on the button – DeVry University ONLINE Annual Schedule]
3. BOOKS for your ONLINE Class are either HARDBACK or E-BOOKS.
 - a. HARDBACK – Must be ordered from www.devry.efollett.com
 - b. E-BOOKS – will be sent to your e-college site automatically.
4. COST of your ONLINE E-BOOK can be found at www.devryu.net [click on the same button as in 2. above – DeVry University – ONLINE Annual Schedule]
5. COST of your ONLINE Class can be found by visiting <http://htlp.devry.edu>
6. ONLINE Classes are accessible from your e-College site www.devryu.net [to log into e-College, use your D# as the User ID and your birth-date for your password (YYYYMM)].
7. STRATEGIES for success in ONLINE Classes:
 - a. Log on daily – check messages and review assignments, and participate in Discussion
 - b. Spend a minimum of 2 hours per night Mon – Thu for each class taken.
 - c. Read your textbook assignments before Monday so you will be ready for Discussion.
 - d. Fully engage in the Discussion – 3 posts weekly per question
 - e. Look for **multiple** Threaded Discussion questions (pull-down menu)
 - f. Ask lots of questions of your fellow students
8. THREADED DISCUSSION ARENA (TDA) tips
 - a. Graded on quantity, timeliness, and quality of posting
 - b. Keep your answers as short as possible.
 - c. Participate at least 3 times, or as indicated by instructor
 - d. Post every other day for each topic given.
 - e. Answer instructor questions thoroughly and respond to other students
9. Test and Quizzes are given online.
 - a. If your computer quits in the middle of your tests, contact your instructor immediately for instructions.
 - b. Be sure to save regularly and submit your test after you finish taking them. Push the submit button.
10. READING Assignments will be long and hard – get started early and finish before Monday.
11. Understand your assignments before you start to prevent unnecessary work.
12. If you have technical issues, contact our local evening office first and see if we can help. If we cannot help, then we can go to the next level.