

**2011**  
***NEW STUDENT***  
***ORIENTATION***  
***INFORMATION***

(REV. 3)

*PLEASE REVIEW ALL PAGES AND KEEP THIS INFORMATION  
TO USE AS A REFERENCE GUIDE*

DeVry  
University

The logo for DeVry University, featuring a stylized shield with a red, white, and blue design.

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# Welcome to DeVry University and your journey to a College Degree!!!

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## Quick Reference Phone Numbers

1. Main Operator's Phone Number: **(602) 749-4500**
2. Academic Success Center: **(602) 749-4639**
3. Admissions: **(602) 749-7301**
4. Bookstore (Follett): **(602) 749-4650**
5. Career Services: **(602) 749-4553**
6. Deans:
  - a. Academic Affairs: **(602) 749-4541**
  - b. College of Business & Management: **(602) 749-4535**
  - c. College of Liberal Arts and Science: **(602) 749-4533**
  - d. College of Engineering & Information Science: **(602) 749-4534**
  - e. Engineering Technology: **(602) 749-4536**
  - f. Clinical Laboratory Science: **(602) 749-4532**
  - g. Evening Chair Duties: **(602) 749-4624**
  - h. Student Central Dean: **(602) 749-4545**
7. Electronics Lab: **(602) 749-4640**
8. Financial Literacy Consultant: **(602) 749-4647**
9. IT Help Desk for the Campus: **(602) 749-7346**
10. Library: **(602) 749-4638**
11. President's Office: **(602) 749-4611**
12. Registrar's Office: **(602) 749-4537**
13. Student Central: **(602) 749-4545**
14. Student Success Coaches: **(602) 749-4800** (Agent IDs on Page 5)
15. Student Finance Consultants: **(602) 749-4800** (Agent IDs on Page 5)
16. Security Office: **(602) 749-4609**
17. Student Services: **(602) 749-4538**
18. Testing Center: **(602) 749-4544**

# Campus Locations

**1. Main Campus**

2149 W. Dunlap Ave, Phoenix, AZ 85021. . . . . (602)-749-4500

**2. Mesa Center**

1201 S. Alma School Rd, Suite 5450, Mesa, AZ 85210. . . . . (480) 827-1511

**3. Glendale Center**

6751 N. Sunset Blvd, Suite 104, Glendale, AZ 85305. . . . . (623)-872-3240

**4. Scottsdale Center (NE Phoenix)**

North Scottsdale Corporate Center I, 18500 N. Allied Way, Suite 150,  
Phoenix, AZ 85054 . . . . . (480)-657-3223

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## The Main Campus & Centers are closed during the following Holidays:

Martin Luther King, Jr. Day (Third Monday in January – Fall Session B)

Labor Day (First Monday in September - )

Spring Holiday – (See Academic Calendar for April)

Memorial Day (Last Monday in May)

Independence Day (July 4)

Thanksgiving Day & following (Fourth Thursday & Friday in November)

Winter Holiday (December 24-25)

New Year’s Eve & Day (December 31 – January 1)

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# Phoenix Campus Community Website

[www.phx.devry.edu](http://www.phx.devry.edu)

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Links off of the Campus Web Page we think you should know about in your first few weeks of school:

1. First Line Links of importance under **Community Links**:
  - a. Student Central: *Your first line of defense for all academic needs*
  - b. Student Services: *Housing, ID Cards, Student Handbook*
  - c. Academics: *Academic Support, Registration, Orientation videos*
  - d. Campus Information: *Bookstore, Parking, School Maps*
  - e. Admissions: *Transfer Credit, Articulation between schools*
  - f. Financial Info: *Finance Website, Tuition*
  - g. Career Services: *Part-Time Jobs*
  - h. Glendale/Mesa/Northeast Centers: *Center Locations*
  
2. First Line Links of importance under **Your Tools**
  - a. Student email access: *Keep your school stuff separate from home - A free DeVry email address*
  - b. Faculty & Staff email: *Contacting Faculty and Staff*
  - c. Log in to MyDeVry portal: *View/Update all personal information AND access eCollege*
  - d. Log in to eCollege: *Go to Class here*
  
3. Check Out the two “***Quick Links***” (Drop Down Windows)
  - a. ***Academic Catalogs***: Graduate and Undergraduate
  - b. ***Student Handbook***: Withdrawals, Add/Drop, Attendance Policies
  - c. ***Bookstore***: Rent or Buy your books here
  - d. ***Maps***: To Campus, and the First & Second Floor Layout

# Metro & Local Campus Management

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

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## 1. Craig Jacob – Metro President

**Office:** First Floor, Southwest Corner, Suite 103  
**Phone:** 602-749-4612  
**Email:** cjacob@devry.edu

**Assistant:** Carol Hamlett  
**Phone:** 602-749-4611  
**Email:** chamlett@devry.edu

## 2. Geof Gates, PhD – Metro Dean of Academic Affairs

**Office:** Second Floor, Student Central, Office 200F  
**Phone:** 602-749-4541  
**Email:** ggates@devry.edu

**Assistant:** Wendy Garcia  
**Phone:** 602-749-4555  
**Email:** wgarcia@devry.edu

## 3. Michael Chase – Dean of Student Central

**Office:** Second Floor, Student Central, Office 200A  
**Phone:** 602-749-4539  
**Email:** mchase@devry.edu

**Assistant:** Student Central  
**Phone:** 602-749-4545

# Academic Deans/Management

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

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- 1. Robert J. Miksovsky – Associate Dean  
Engineering & Information Science  
CIS, NCM, NSA, GSP, Media Arts & Technology**  
**Office:** Second Floor, Student Central, Office 200S  
**Phone:** 602-749-4534      **Email:** rmiksovsky@devry.edu
- 2. Ira Rubins, Ph.D. – Associate Dean  
Business & Management  
BSBA, BSTM, BSM**  
**Office:** Second Floor, Student Central, Office 200T  
**Phone:** 602-749-4535      **Email:** irubins@devry.edu
- 3. Glenn Robinson - Associate Dean  
Liberal Arts and Sciences**  
**Office:** Second Floor, Student Central, Office 200R  
**Phone:** 602-749-4533      **Email:** grobinson@devry.edu
- 4. Gary E. Bryan - Program Dean  
Engineering Technology Programs  
BMET, CET, EET, ECT**  
**Office:** Second Floor, Student Central, Office 200U  
**Phone:** 602-749-4536      **Email:** gbryan@devry.edu
- 5. Naomi McMillan - Program Dean  
Clinical Lab Science CLS**  
**Office:** Second Floor, Student Central, Office 200Q  
**Phone:** 602-749-4532      **Email:** nmcmillan@devry.edu
- 6. Jason Huber - Visiting Professor / Evening Chair Duties  
All Evening Programs (CIS, NSA, BSBA, BSTM, BSM)**  
**Office:** Second Floor, Student Central, Office 200V  
**Phone:** 602-749-4624      **Email:** jhuber@devry.edu

<b>Amanda Bartels:</b> Assistant for all Academic Deans & Chairs <b>Phone:</b> 602-749-4543 <b>Email:</b> abartels@devry.edu
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# Student Central & Success Teams

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

**Hours:** Mon-Thu (8am-8pm); Fri (9am-5pm); Sat (9am-1pm)

**Main Phone Numbers: 602-749-4800 or 1-877-509-1663**

## Operational Support Staff:

Krista Weathersby – 602-749-4546; kweathersby@devry.edu

Jessica Marmar – 602-749-4547; jmarmar@devry.edu

Rochelle Ramos – 602-749-4545; rramos6@devry.edu

<b>Student Success Coaches (SSC)</b>		<b>Student Finance Consultant (SFC)</b>	
<b>First Letter Student Last Name</b>	<b>SSC's help students make decisions about courses &amp; programs that ensure success.</b>	<b>First Letter Student Last Name</b>	<b>SFC's guide students through tuition investment and financial aid decisions.</b>
<b>A-B</b>	<b>Jamie Seeland</b> jseeland@devry.edu Agent ID: 5111	<b>A-B</b>	<b>Travis Hurt</b> thurt@devry.edu Agent ID: 5093
<b>C-D, T-V</b>	<b>Tasha White</b> twhite2@devry.edu Agent ID: 5104	<b>C-D, T-V</b>	<b>Mercele Taylor</b> mtaylor@devry.edu Agent ID: 5097
<b>E-G, S</b>	<b>Vicky Reeves</b> vreeves@devry.edu Agent ID: 5107	<b>E-G, S</b>	<b>Mikaela Emia</b> memia@devry.edu Agent ID: 5094
<b>H-L</b>	<b>Diane Miksovsky</b> dmiksovsky@devry.edu Agent ID: 5105	<b>H-L</b>	<b>Tom Quinn</b> tquinn@devry.edu Agent ID: 5096
<b>M-Q</b>	<b>Steve Gehlke</b> sgehlke@devry.edu Agent ID: 5114	<b>M-Q</b>	<b>Abigail Degler</b> adegler@devry.edu Agent ID: 5090
<b>R, W-Z</b>	<b>Christina Salazar</b> csalazar@devry.edu Agent ID: 5099	<b>R, W-Z</b>	<b>Andrea Rodela</b> arodela@devry.edu Agent ID: 5202
<b>Keller A-Z</b>	<b>Emily Jeffrey</b> ejeffrey@devry.edu Agent ID: 5108	<b>Keller A-Z</b>	<b>Sara Marchel</b> smarchel@devry.edu Agent ID: 5087

# Student Services and Registrar

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

**Hours:** Mon-Thu (8am-8pm); Fri (9am-5pm); Sat (9am-1pm)

**Main Student Central Phone: 602-749-4545**

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## 1. Martin Flores - Associate Dean of Student Services

**Responsibilities:** Special Accommodations,  
International Students,  
Student Events,  
Clubs and Activities

**Location:** Second Floor, Student Central, Office 200D

**Phone:** 602-749-4538

**Email:** mflores@devry.edu

## 2. Jill Jamerson - Registrar

**Responsibilities:** Process High School & College Transcripts,  
Verifications of enrollment,  
Transcript Requests,  
Maintain Student Records

**Location:** Second Floor, Student Central, Office 200I

**Phone:** 602-749-4537

**Email:** jjamerson@devry.edu

## 3. Casey Comings - Financial Literacy Consultant

**Responsibilities:** Exit Counseling for Federal Loans  
Money Management Strategies such as budgeting, savings and credit.  
Loan Repayment Options  
Workshops  
Exit Counseling,  
1:1 appointments for budgeting, credit information, identity theft

**Location:** Second Floor, Student Central

**Phone:** 602-749-4647

**Email:** ccomings@devry.edu

# Career Services

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

**Hours:** Mon-Thu (7am-6pm); Fri (9am-5pm); Sat (9am-1pm by appt.)

**Main Student Central Phone: 602-749-4545**

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## 1. Deena Handler - Director of Career Services

**Responsibilities:** Management of Career Services Staff; Resume Assistance – all programs  
**Phone:** 602-749-4540  
**Email:** dhandler@devry.edu

## 2. Ryan Jefferson - Associate Director Career Services

**Responsibilities:** Management of Career Services Staff; Resume Assistance – all programs  
**Phone:** 602-749-4552  
**Email:** rjefferson@devry.edu

## 3. Paul Upsahl - Senior Career Advisor

**Responsibilities:** Job/Resume/Co-Op Job Assistance for Undergraduates & Graduates; **BMET, BSBA, CLS, HIT, Accounting, Management, BSTM, ECT, EET, Keller**  
**Phone:** 602-749-4551  
**Email:** pupsahl@devry.edu

## 4. Gerri Dames - Senior Employer Liaison

**Responsibilities:** Employer Relations; Job/Resume Assistance; **BMET** Internships  
**Phone:** 602-749-4554  
**Email:** gdames@devry.edu

## 5. Nanette Powell - Career Advisor

**Responsibilities:** Job/Resume/Co-Op Job Assistance for Undergraduates & Graduates; **CIS, GSP, MDD, NCM, NSA, WGE, CET, Keller**  
**Phone:** 602-749-4550  
**Email:** npowell@devry.edu

## 6. Lataifa Edward - Career Services Assistant

**Responsibilities:** Part-Time Job/Resume/Co-Op Job Assistance for Undergraduates & Graduates – All Programs  
**Phone:** 602-749-4553  
**Email:** ledward@devry.edu

# Student Assistance and Tutoring

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

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## **Wendy Garcia - Academic Coordinator**

**Location:** Second Floor, Student Central  
**Responsibilities:** Part-Time Faculty Assistant (FA) coordinator,  
**Phone:** 602-749-4555  
**Email:** wgarcia@devry.edu

## Academic Success Center

**Location:** Library, Second Floor, 2149 W. Dunlap Ave, Phoenix, AZ 85021

**ASC Hours may differ from Library hours, but generally:**

Mon-Thu (9am-7pm); Fri (9am-4pm)

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## **Margo Cassidy - Librarian & Manager of ASC**

**Location:** Second Floor, Library  
**Responsibilities:** Librarian and Coordinator of ASC and Tutoring Assistance  
**Phone:** 602-749-4608  
**Email:** mcassidy@devry.edu

A. **The Academic Success Center (ASC)** is a **FREE** tutoring service to students. Manned by highly qualified Faculty Assistants, who can help students understand concepts and work through difficult problems. Faculty Assistant Hours and their specialties are posted outside the ASC door.

**Phone in ASC: 602-749-4639**

B. **Faculty Office Hours** are also held in the ASC, so you will regularly see professors in the ASC. They are happy to assist and review material in their specialty whether or not you are in their particular class. Students in their classes will be given preference. Faculty and their specialties are also posted outside the ASC door.

**Phone in Library (Circulation Desk): 602-749-4638;**

# Testing Center

**Location:** Second Floor, Student Central, 2149 W. Dunlap Ave, Phoenix, AZ 85021

**Main Student Central Phone: 602-749-4545**

**Testing Coordinator's Phone: 602-749-4544**

**Hours:** Mon, Wed, Fri (9am-3pm to start exam); Tue, Thu (12pm-6pm to start exam)

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## Jay Syler -

**Location:**

**Responsibilities:**

**Phone:**

**Email:**

## Testing Coordinator

Second Floor, Student Central

Make-up Testing,  
Proficiency Testing,  
Placement Testing, and  
Attendance Systems

602-749-4544

jsyler@devry.edu

**Note:** More information regarding the Testing Center is available on the DeVry University Phoenix Campus Community Web Site at [[www.phx.devry.edu](http://www.phx.devry.edu)].

# OFFICE HOURS

## STUDENT CENTRAL (602-749-4545)

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	9:00 am – 5:00 pm
Saturday	9:00 am – 1:00pm

## LIBRARY (602-749-4638) – ROOM 236

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 – 602-749-4650 - ROOM 108

Books, Supplies, DeVry Apparel  
Open later during first week of classes

Sunday	Closed
Monday	9:00 am – 6:00 pm
Tuesday	9:00 am – 6:00 pm
Wednesday	9:00 am – 6:00 pm
Thursday	9:00 am – 6:00 pm
Friday	9:00 am – 5:00 pm
Saturday	Closed

## COMPUTER LABS / ELECTRONICS LAB

Request permission of instructor to use benches assigned to specific classes.

Sunday	Closed
Monday	7 am – 10 pm / 8 am – 5 pm
Tuesday	7 am – 10 pm / 8 am – 5 pm
Wednesday	7 am – 10 pm / 8 am – 5 pm
Thursday	7 am – 10 pm / 8 am – 5 pm
Friday	7 am – 5 pm / 8 am – 4 pm
Saturday	9:00 am – 1:00 pm (posted days)

## IT HELP DESK (602-749-7346) – ROOM 238

Hardware, Software, and System assistance for students, faculty and staff.

Sunday	Closed
Monday	6:00 am – 10:00 pm
Tuesday	6:00 am – 10:00 pm
Wednesday	6:00 am – 10:00 pm
Thursday	6:00 am – 10:00 pm
Friday	6:00 am – 6:00 pm
Saturday	8:00 am – 3:00 pm

## ACADEMIC SUCCESS CENTER (602-749-4639)

FREE Tutoring - LOCATED WITHIN THE LIBRARY

Sunday	Closed
Monday	9:00 am – 7:00 pm
Tuesday	9:00 am – 7:00 pm
Wednesday	9:00 am – 7:00 pm
Thursday	9:00 am – 7:00 pm
Friday	9:00 am – 4:00 pm
Saturday	Closed

## CAFETERIA - STUDENT COMMONS – ROOM 227

Hot and Cold Food, Drinks, Vending

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

## REGISTRAR'S OFFICE (602-749-4537)

Address Changes, Transcripts, Enrollment Verification Letters

Sunday	Closed
Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 7:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 7:00 pm
Friday	9:00 am – 5:00 pm
Saturday	Closed

## TESTING CENTER (602-749-4544) – Student Central

Make-up exams by appointment only; Scheduled CPT exams; Challenge exams

Sunday	Closed
Monday	9:00 am – 3:00 pm
Tuesday	12:00 pm – 6:00 pm
Wednesday	9:00 am – 3:00 pm
Thursday	12:00 pm – 6:00 pm
Friday	9:00 am – 3:00 pm

## CRASH LOUNGE (FIRST FLOOR – RM 107)

Available to all students from Carrington, Chamberlain, DeVry and Keller

Sunday	Open when campus is open
Monday	Open when campus is open
Tuesday	Open when campus is open
Wednesday	Open when campus is open
Thursday	Open when campus is open
Friday	Open when campus is open





# Academic Calendar

## 2011-2012

Monday - Sunday	June 27 - July 3	Summer Break
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### **2011 Summer Semester: July 4, 2011 – October 23, 2011**

Monday	July 4	Session A begins, Independence Day Holiday, no classes
Sunday	August 28	Session A ends
Monday	August 29	Session B begins
Monday	September 5	Labor Day Holiday, no classes
Sunday	October 23	Session B ends

### **2011 Fall Semester: October 24, 2011 - February 26, 2011**

Monday	October 24	Session A begins
Thursday-Friday	November 24-25	Thanksgiving break
Sunday	December 18	Session A ends
Monday-Sunday	December 19-January 1	Winter recess
Monday	January 2	Session B begins
Monday	January 16	Martin Luther King Jr. Day, no classes
Sunday	February 26	Session B ends

### **2012 Spring Semester: March 5, 2012 - June 24, 2012**

Monday-Sunday	February 27-March 4	Summer Break
Monday	March 5	Session A begins
Friday	April 6	Spring Holiday, no classes
Sunday	April 29	Session A ends
Monday	April 30	Session B begins
Monday	May 28	Memorial Day Holiday, no classes
Sunday	June 24	Session B ends

## The Term-inator: SUMMER 2011

<b>WEEK SUMMER BREAK</b>	<b>MON June 27</b>	<b>TUE 28</b>	<b>WED 29</b>	<b>THU 30</b>	<b>FRI JULY 1</b>	<b>SAT 2</b>
1	4 4 <sup>th</sup> of July HOLIDAY	5 Session A Starts	6	7	8 Session A – drop deadline	9
2	11	12	13	14	15	16
3	18	19	20	21	22	23
4	25	26	27	28	29	30
5	AUGUST 1	2	3	4	5	6
6	8	9	10	11	12	13
7	15	16	17	18	19 Session A – last day to withdraw	20
8	22	23	24	25	26	27
1	29 Session B Starts	30	31	SEPTEMBER 1	2 Session B – drop deadline	3
2	5 Labor Day Holiday	6	7	8	9	10
3	12	13	14	15	16	17
4	19	20	21	22	23	24
5	26	27	28	29	30	OCTOBER 1
6	3	4	5	6	7	8
7	10	11	12	13	14 Session B – last day to withdraw	15
8	17 Final Exam Week	18	19	20	21 SUMMER 2011 GRADUATION	22

## The Term-inator: Fall 2011

WEEK #	MON. October 24	TUE. 25	WED. 26	THU. 27	FRI. 28	SAT. 29
1	OCT 31	NOVEMBER 1	2	3	4	5
2	7	8	9	10	11	12
3	14	15	16	17	18	19
4	21	22	23	24 Thanksgiving Holiday	25 Thanksgiving Holiday	26
5	28	29	30	DECEMBER 1	2	3
6	5	6	7	8	9	10
7	12	13	14	15	16	17
WINTER BREAK	19	20	21	22	23 <u>Xmas holiday</u>	24
WINTER BREAK	26	27	28	29	30 <u>New Year's Holiday</u>	31
1	JANUARY 2 <u>New Year's Holiday</u> Session B Starts	3	4	5	6	7
2	9	10	11	12	13	14
3	16 Martin Luther King Holiday	17	18	19	20	21
4	23	24	25	26	27	28
5	30	31	FEBRUARY 1	2	3	4
6	6	7	8	9	10	11
7	13	14	15 Sr. Project Fair	16	17	18
8	20 Final Exams	21 Final Exams	22 Final Exams	23	24 FALL 2011 GRADUATION	25

# E-COLLEGE'S DeVRY eLEARNING PLATFORM GUIDE

All DeVry and Keller courses are run through a Web-Based Course Management System designed by e-College. Students will need to have access to this system in order to take their classes, whether taking classes onsite or online.

**E-College** has a set of online tools that you will use to participate in the Web-based portion of your DeVry University 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, see your grades, download course documents, participate in assignments, click on course related web-links and much more. You can access the DEP with any Web browser, anytime, anywhere.

## *E-College Log-in Instructions:*

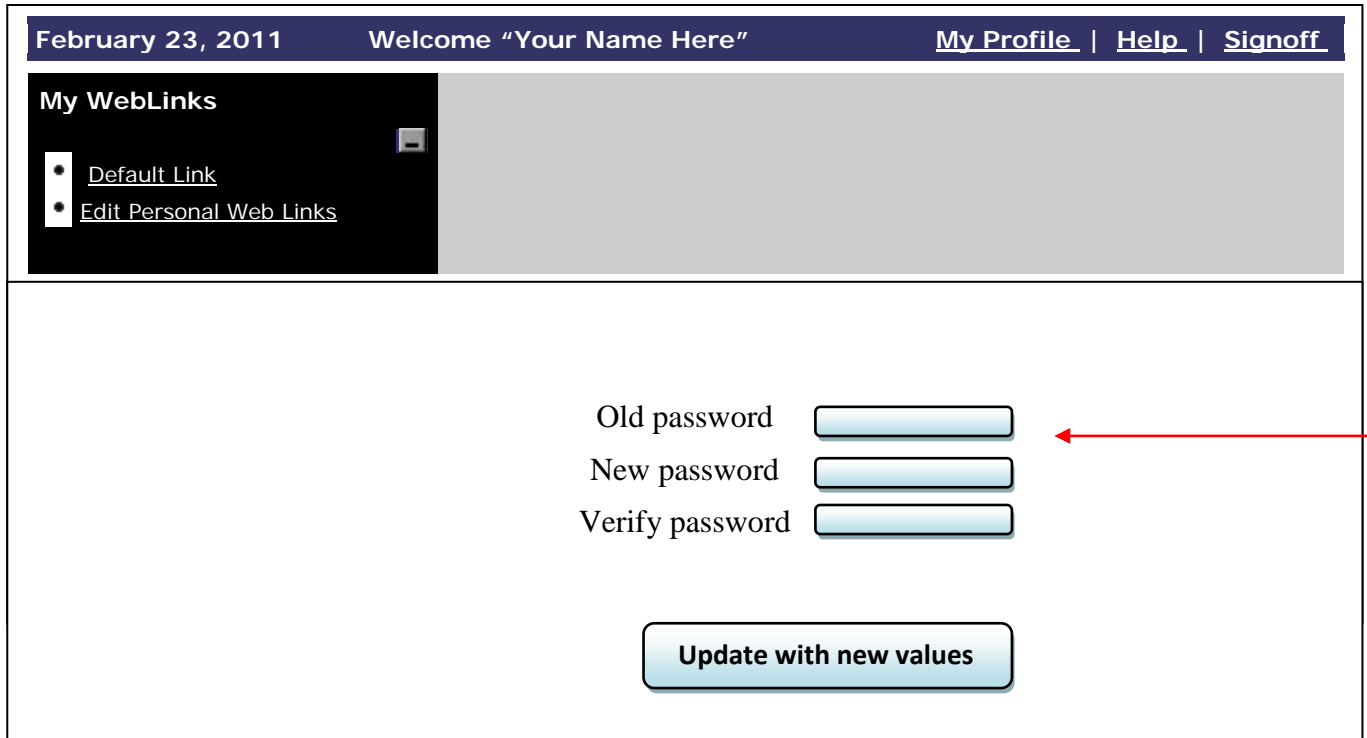
You access e-college at [<http://www.devryu.net>]. To log in, the default user ID will be your DSI# (or 9-digit D#, including the first letter 'D'). The default password is the year and month of your date of birth as it appears in the Student System YYYYMM. If you did not provide a birth date when you 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**

The screenshot shows the DeVry University eLearning Platform login page. At the top left is the DeVry University logo. To its right, the text reads "Welcome to the DeVry University eLearning Platform". Below this is a dark blue navigation bar with three links: "Welcome", "Help Desk", and "Technical Requirements". The main content area is divided into two columns. The left column contains a login form with a "User ID" field, a "Password" field, and a "Go to Class" button. The right column contains a "Welcome" heading and a paragraph of text: "You've reached the DeVry University eLearning platform, where round-the-clock access is provided to virtual classrooms that support and enhance DeVry University and Keller Graduate". Red arrows from the list above point to the "User ID" field, the "Password" field, and the "Go to Class" button.

Regular maintenance of your eCollege account is important and simple to do! You must keep your email updated and change your password on a regular basis to ensure security. You should change your eCollege password occasionally to protect your site. Updating your profile on eCollege 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. There you will be able to change your password.



The screenshot shows a user interface for a DeVry University account. At the top, there is a dark blue header bar with the date "February 23, 2011", a welcome message "Welcome 'Your Name Here'", and navigation links for "My Profile", "Help", and "Signoff". Below the header, there is a "My WebLinks" section with two links: "Default Link" and "Edit Personal Web Links". The main content area contains a password change form with three input fields labeled "Old password", "New password", and "Verify password". A blue button labeled "Update with new values" is positioned below the input fields. A red arrow points from the "My Profile" link in the header to the "Old password" input field.

- 2) If your email changes, you will need to change it in the DeVry Portal.
- 3) Be sure to read all Announcements in the Student Message Center in your Shells.
- 4) Your courses will appear below the Announcements under the current Session Label. To go to class, select the link to your class.
- 5) For more detail about using e-college refer to the DeVry Campus Community Website; then link to Academics; then link to Student Orientation; see orientation videos.

# ONLINE COURSES

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**New to Online?** No Problem. You Have the YOLC! If this is your first time taking an online course, the first place you should visit is "Your Online Learning Community (YOLC)." The YOLC is a great place for you to get acquainted with your online courses.

We welcome you to visit the YOLC at [www.devryu.net](http://www.devryu.net), using the following log-in information:

username: yolc

password: yolc

The YOLC includes a practice course that walks you through a typical week at DeVry or Keller. These concise and practical videos were designed specifically for you and will hopefully help ease you into taking your first online class.

The YOLC also offers you an opportunity to develop a personalized time management calendar and take a learning style inventory. In addition, you have access to financial aid information and videos.

## MYSCRIBE (E-BOOK READER)

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The MyScribe Users Guide is located in the [DeVry Phoenix Campus Community Homepage](#) –

[www.phx.devry.edu](http://www.phx.devry.edu)

- In the left frame, select "**Academics**"
- Under Academics, select "**Student Orientation**"
- Under Files, select "**MyScribe Users Guide**"

## DEVRY'S WIRELESS NETWORK

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A Description of the DeVry Phoenix Free Wireless Network is located in the DeVry Phoenix Campus Community Homepage at [www.phx.devry.edu](http://www.phx.devry.edu)

- In the left frame, select "**Campus Information**"
- Under Campus Information, select "**Additional Online Tools**"
- Under Additional Online Tools, select "**Campus Wireless Network**"

# 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
COLL148A	3	times	A (4)	12
ECET100A	4	times	C (2)	8
MATH104C	4	times	B (3)	12
MATH190B	4	times	A (4)	16
PSYC110B	3	times	D (1)	3
<b>TOTALS</b>	<b>18</b>			<b>51</b>

**Therefore:**

$$GPA = \frac{51}{18} = 2.83$$

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 3<sup>rd</sup> 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
<u>Semester 3</u>	<u>16 Credit Hours</u>	<u>Points Earned = 61</u>
Cumulative Totals	52 Credit Hours	Points Earned = 182

$$\text{Cumulative Grade Point Average (CGPA)} = 182 / 52 = 3.50$$

# DEVRY UNIVERSITY ATTENDANCE POLICY

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The single most important factor contributing to your success is regular class attendance.

You are expected to attend all scheduled class sessions. Attendance is recorded and tracked on a course by course basis. For onsite classes, attendance is tracked using attendance rosters which you sign in the first weeks of a session and that are maintained by your professors in the subsequent weeks. For online classes, attendance is determined based on your accessing the shell and participating in the online activities.

A student who does NOT attend an onsite course or participate in an online course during any given week may be sent an attendance warning notice. Failure to receive this notice does not change the attendance requirements. Failure to attend/participate in a course for a second week will be sent a dismissal letter and will be withdrawn from the course. There is an appeal process – see your Student Success Coach. **Note that, unlike the prior policy, the absences do not have to occur in consecutive weeks.**

- Missing one week's worth of classes: **Warning Notice**
- Missing second week's worth of classes: **Dismissal from course**  
(W on Transcript)

Students are responsible for doing ALL the following:

1. Attending all scheduled class sessions
2. Notifying their professors and Student Success Coach of any planned absence
3. Notifying their professors and Student Success Coach immediately in the event of an unplanned absence, e.g. illness, accident, etc.
4. Fulfilling all course requirements missed during an absence

# MY DeVRY PORTAL

The DeVry Portal is a web-based resource where you can find information and help with all things related to DeVry. Your personal information is kept here, as is your academic history, your finances, information about Career Services and graduation, and lots of other helpful resources.

## **THIS IS WHERE YOU CAN SIGN-UP FOR YOUR FREE DeVRY EMAIL ADDRESS**

You can find out more about your free DeVry email and how to manage it by going to the [Portal](http://www.My.Devry.edu) at [www.My.Devry.edu](http://www.My.Devry.edu).

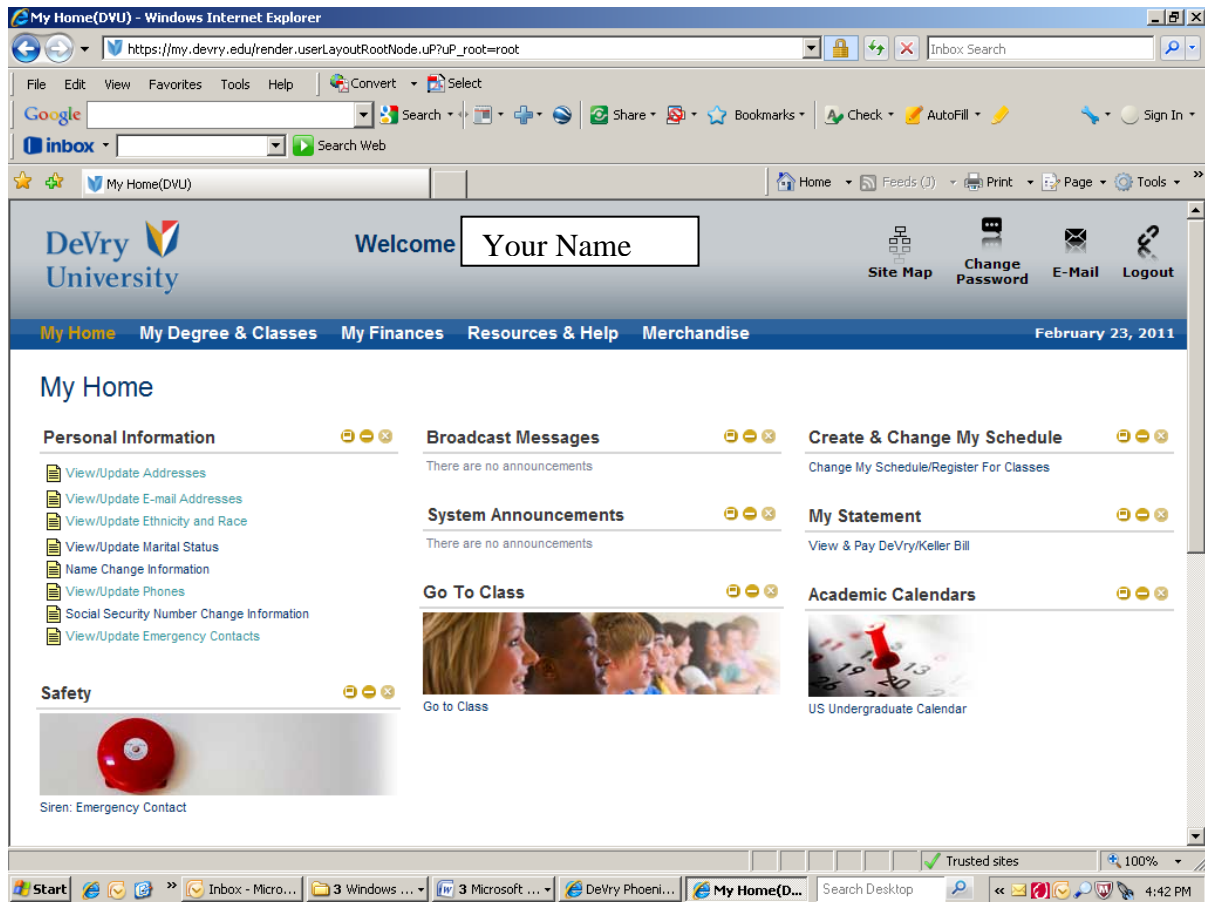
1. On the DeVry homepage ([www.phx.devry.edu](http://www.phx.devry.edu)) log into ***My DeVry Portal***.
2. Login using your D# as your Username, and initially your date of birth for your password. Your date of birth should be in the form of Mmm-YYYY.



3. Once you are logged in, there are several options under ***Personal Information*** where you can change your ***Address***, your ***E-mail***, your ***Marital Status***, your ***Phone number***, etc.

You should take the time to review all of these links and make sure that the information is correct.

4. Be sure to fill in the ***Emergency Contact*** information. (Located under the picture of the Red Bell)



5. You can “Go To Class” from this page also. The link is right in the middle under the picture of the students in class. Selecting this link takes you to eCollege where you can login and go to class.
6. At the top of the page, there are links to various other features mentioned above. The one that says, ***My Degree & Classes*** takes you to another page where you can see your ***grades***, your ***schedule***, some information about ***Career Services and Graduation***, the ***Academic Catalog*** and finally, your history of courses under the heading ***Degree Navigator***.
7. Some of the other Links at the top of the page are ***My Finances***, ***Resources and Help***, and ***Merchandise***. Check out these helpful resources as you can. Of particular importance is the name of your SFC, your ***Student Finance Consultant***. You will find his/her name under ***My Finances***.

# LIBRARY ON-LINE DATABASES

**Location:** Second Floor, East Hallway, 2149 W. Dunlap Ave

**Librarian:** Margot Cassidy (602) 749-4608

**Circulation Desk:** (602)-749-4638

**Hours:** Mon-Thu 8am-9pm; Fri 8am-6pm

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These databases are web-based and can be accessed from any PC connected to the internet by going to either the **Phoenix Campus Community Website** [[www.phx.devry.edu](http://www.phx.devry.edu)] or from your DeVry Portal, [[www.MyDeVy.edu](http://www.MyDeVy.edu)] under **Resources & Help**. Use them for information and research.

## **EBSCOhost**

**User ID : D#**

**Password : YYYYMM of birth**

Offers full text articles from thousands of newspapers, journals and magazines, covering all subject areas. EBSCOhost is the primary tool we use to support student learning.

## **NetLibrary**

**User ID : D#**

**Password : YYYYMM of birth**

Check out a new way of reading books electronically, using NetLibrary. Browse through 20,000+ books and 600+ audiobooks. Create a unique username and password to save books to your Favorites folder. Access ebooks from home by using the Library web page. Available to all DeVry students, faculty and staff.

## **Safari**

**User ID : D#**

**Password : YYYYMM of birth**

Safari is an eBook library for programmers and IT professionals with a broad range of technical books on such topics as programming, certification, networking, e-commerce, graphics, hardware, and more.

## **Faulkner - FACCTS**

**User ID : D#**

**Password : YYYYMM of birth**

Faulkner's Advisory on Computer and Communications Technologies is a database that provides comprehensive coverage of computer system, software, networking, and telecom technologies. Topics range from network management, electronic business, and wireless communications to application development, IT asset management, and more.

## **Plunkett Research**

**User ID : D#**

**Password : YYYYMM of birth**

Plunkett Research Online is a leading provider of industry sector analysis and research, industry trends and industry statistics.

## **Reference USA**

**User ID : devryphx**

**Password : research2**

An excellent business reference tool that has data gathered from various white and yellow page directories. It has detailed information on over 12 million U.S and Canadian businesses.

**Arizona Republic & Wall Street Journal User ID: devry85021 Password: phoenix**

The Arizona Republic is an excellent source for local news from Phoenix and around the state of Arizona. Articles are full text, from 1999-present. Wall Street Journal is the financial newspaper of record offering in-depth coverage of national and international finance as well as first rate coverage of hard news. Articles are full text, from 1984-present.

**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.

**Credo Reference User ID : D# Password : YYYYMM of birth**

Credo is a collection of 250+ high quality, constantly updated reference books, dictionaries, encyclopedias and atlases.

# STUDENT SOFTWARE, PLUG-INS, SETTINGS

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To prepare for successfully participating in the online components of your courses, we strongly recommend that you review information and recommendations at:

*[http://www.devry.edu/whydevry/online\\_options\\_technical\\_specs.jsp](http://www.devry.edu/whydevry/online_options_technical_specs.jsp)*

Here you will find information about plug-ins, clients, and settings for your computer. In order to support student home use of the software taught in the undergraduate and graduate curricula, DeVry University provides four options for accessing software for use on your personal computer or laptop.

## 1. iLabs

iLabs provide anytime access to many of the software packages used in the curriculum via the Internet where a small client application can be downloaded.

Additional information on accessing and using DeVry University's iLabs is available from your local campus Help Desk or in the course materials available to you through [ <http://www.devryu.net> ] – eCollege.

## 2. Student Software Store

Through DeVry's licensing agreements, you may obtain free or significantly discounted versions of applications that you are eligible for. Some of these items will be available for you to download immediately and install on your personal computer.

To access the Student Software Store, please go to your course shell in devryu.net. Click on the Software Store link while classes are in session to see what items are available to you.

## 3. Microsoft Developer Network Academic Alliance (MSDN AA)

You may be eligible for software through DeVry University's membership in the MSDN AA. **Student software is available only when classes are in session.** To access the MSDN AA options, use the Software Store link in your course in devryu.net. A large number of Microsoft products are available to download and

use to further your education. Simply download the software, burn to a disk, install the software using the provided license key, and you're on your way!

#### **4. DeVry Advantage Program**

Through the DeVry Advantage program, you may elect to purchase a custom laptop with Office pre-installed. Click on...

*<http://www.riversidetechnologies.com/devryadvantage/cart/>*

...to review the special laptop offers available to you. You will obtain your Office Product License Key through the link to the Software Store in your courses in devryu.net.

All new students receive a bundle of software to support their academic studies after the second week of school.

# Dean's & President's List, Honor Societies, & Graduation Honors

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## 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. NATIONAL HONOR SOCIETIES

### A. Alpha Chi (AX) - National College Honor Society

- a) Alpha Chi is a general honor society that admits students from all academic disciplines.
- b) Membership is limited to the top 10% of the juniors, seniors, and graduate students.
- c) Invitations to membership are issued by the faculty.

### B. Tau Alpha Pi (TAP) – Engineering Honor Society

- a) Tau Alpha Pi is the national honor society for engineering technology.
- b) Membership is limited to students who have a CGPA of 3.50 or above.
- c) Invitations to membership are issued by the current chapter.
- d) The membership fee is \$35.

## 4. THE OUTSTANDING STUDENT AWARD

Every graduation we honor two outstanding students, one from our baccalaureate programs and one from our associate degree programs. Nominations for this honor are solicited from students and professors. A selection board, made up of academic deans and a career services representatives, interview and select the winners. GPA is important but community service, persistence under duress, and attitude are all part of the selection criteria.

## 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

# REGISTRATION PROCESS AND GUIDELINES

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## Campus Courses:

Registration opens each semester during Week 4 of Session B.

The **PRACTICE SCHEDULER** is at the following URL and is useful to piece together your schedule. You can find this helpful resource at [ <http://www.phx.devry.edu> ]; followed by clicking on

1) academics, 2) registration and then 3) Practice Scheduler

As a general guide, follow these simple steps as you prepare to register:

1. **CHECK ON YOUR HOLDS:** Start immediately and check with Student Central (602.749.4545) to see if you have any holds. Check for both financial and academic holds.
2. **CLEAR HOLDS:** Make an appointment with the appropriate department and get your holds cleared.
3. **MAKE AN APPOINTMENT** with your Student Success Coach if you need advising, but bring an attempted Practice Schedule with you.
  - a. **CREATE A PRACTICE SCHEDULE:** TURN IT IN AT STUDENT CENTRAL.
    - i. KNOW YOUR PROGRAM.
    - ii. HAVE YOUR PLAN OF STUDY HANDY. (Your Flowchart)
    - iii. KNOW WHICH COURSES YOU HAVE COMPLETED.
    - iv. DETERMINE WHICH COURSES YOU NEED TO TAKE NEXT SEMESTER.
  - b. **SUBMIT PRACTICE SCHEDULE:**
    - i. Print and turn schedule into Student Central for approval.
    - ii. Or submit your schedule electronically directly from the Practice Scheduler page.
4. **PICK UP YOUR APPROVED SCHEDULE** (AT STUDENT CENTRAL). When you receive notification that your schedule is approved, you must pick up your “Approved” schedule so you can get your books.
5. **GET YOUR BOOKS** by taking your approved schedule to the bookstore.

## On-Line Courses:

1. **CONTACT YOUR STUDENT SUCCESS COACH:** To enroll in any ONLINE Classes, please see your Student Success Coach.
2. **THE LIST OF ONLINE CLASSES** IS AVAILABLE FROM [www.devryu.net](http://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](http://www.devry.efollett.com)
  - b. E-BOOKS – will be sent to your e-college site automatically.
  - c. COST OF YOUR ONLINE E-BOOK CAN BE FOUND AT [www.devryu.net](http://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. REGISTER EARLY.

# Parking and Parking Permits

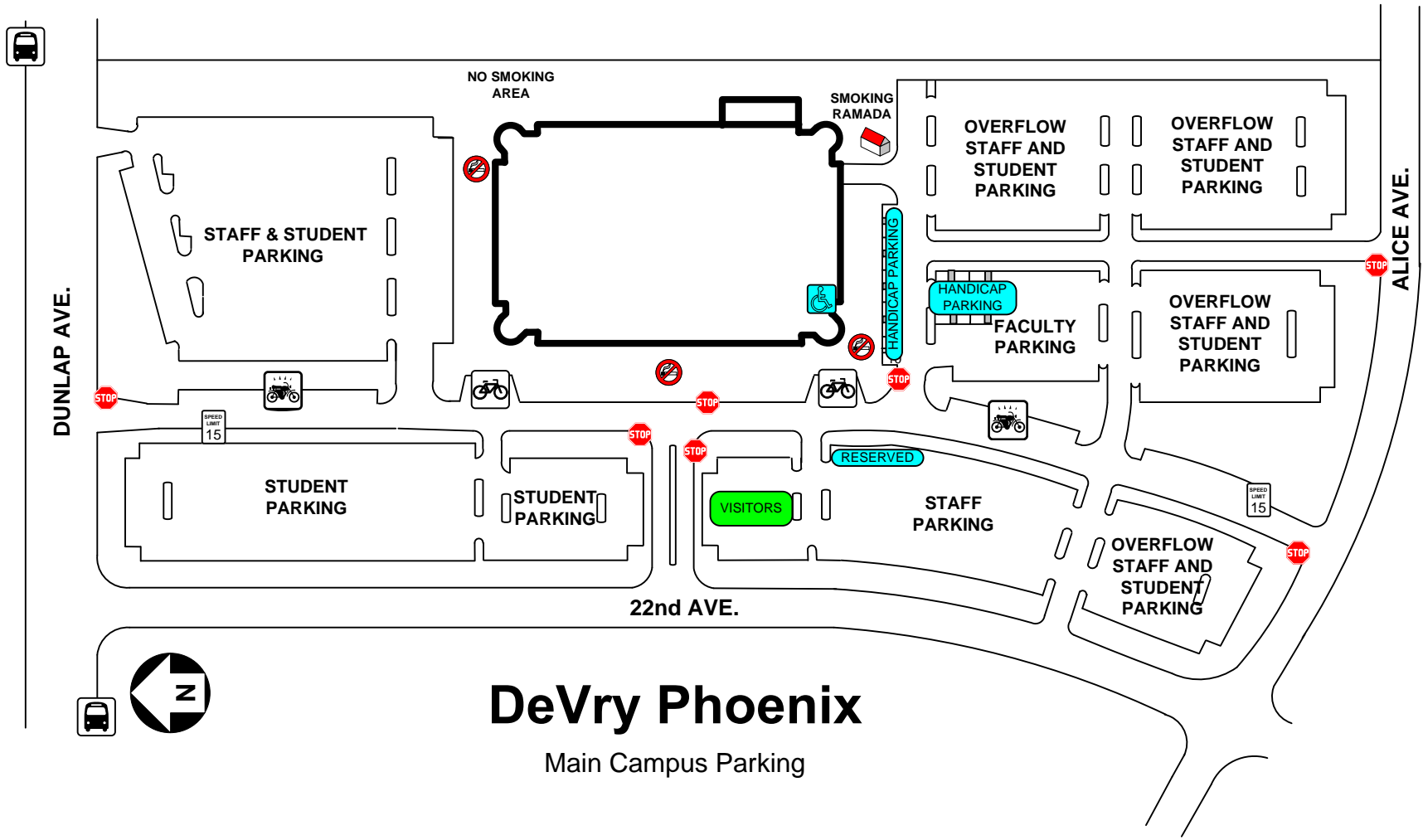
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1. All Day Students must register their vehicles for campus parking. Day Students are students whose classes meet between 8am – 6pm. There are some choices and discounts:
  - a. Regular On-Campus Parking: \$15 per semester
  - b. Car-Pooling: (must car-pool 3 times per week) \$0
  - c. Biking: (must bike 3 times per week) \$0
  - d. Bus Riders: (must bus 3 times per week) Bus Passes available \$27.50
2. Night School students do not need to register their cars, nor buy a parking pass. Night Students are students whose classes meet from 6pm – 10pm.

# ID Badges & Lanyards

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3. **ID Badges:** In order to provide for a safe community for staff, faculty and students, everyone on campus is issued a picture identification badge by Student Central.
4. **Wearing the Badges:** While on campus, all personnel, including students, must wear their badges on the provided lanyard, around their neck, or on their right front hip with the lanyard hanging down. The badge and lanyard must be fully visible and not obstructed by clothing.
5. **Badge Colors Important:** Badges need to be worn using the breakaway lanyard designated by the appropriate color scheme below:
  - a. **Students:** Gold/Yellow
  - b. **Faculty/Staff:** Blue
  - c. **Online Staff:** Black
  - d. **Student Workers:** Gold/Yellow lanyard, but two different ID Badges
6. **Forgotten Badges:** Students, faculty, and staff who forget their badges must go to Student Central upon arrival on campus and obtain a temporary badge. This lanyard will be RED and must be returned to Student Central when departing campus.
7. **Replacement of Lost or Stolen Badges:** Lost Badges and lanyards will have a replacement cost of \$5.00. This replacement fee must be paid to Student Central before a new ID will be issued.



# DeVry Phoenix

Main Campus Parking

# Time Management Worksheet:

Do you have enough time to study?

Fill in 1) *School Schedule*, 2) *Work Schedule*, 3) *Sleep Schedule*, 4) *Family Time*, and 5) **any other hours** that are part of your life. Then put in 2 hours of study time for each credit hour of class (i.e. 4 credit hours = 8 more study hours). If you cannot find the time for this critical part of your education, please visit with your Student Success Coach for suggestions.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

# **SMARTHINKING**

## **ONLINE TUTORING SERVICE – SUPPORTING STUDENT SUCCESS**

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SMARTHINKING is live access tutoring up to 24 hours a day, seven days a week, available to all DeVry University and Keller Graduate School of Management students.

With SMARTHINKING, students can:

- **Connect with an e-structor** for live tutoring
- **Submit their writing** to an Online Writing Lab for review and critique
- **Submit a question** and receive a reply the next day

### **Who are the tutors?**

- 1,500 college/university faculty, graduate students, retired educators, and full-time online educators
- 90% have an advanced degree (Masters or Ph.D.) in the subject area they tutor
- On average, nine (9) years of teaching experience
- Required to participate in regular professional development exercises □ Reviewed bi-weekly by leadership staff
- Participate in student evaluations
- Sessions monitored and reviewed by SMARTHINKING and DeVry staff

### **How do SMARTHINKING tutors work with students?**

SMARTHINKING tutors *will*:

- Engage students in discussion and problem-solving strategies
- Encourage students with constructive criticism
- Help students see areas where their work can be improved

SMARTHINKING tutors *will not*:

- Complete assignments for students
- Proofread student papers
- Re-write student papers

### **What subjects are supported?**

- **Math**
  - Basic
  - Math
  - Algebra

- Geometry
- Trigonometry
- Pre---Calculus
- Single---variable
- Calculus
- Statistics
- **Writing**
  - Easy
  - Critique
  - Grammar
  - and
  - Mechanics
  - Pre---Writing
- **Science**
  - Intro to Human Anatomy & Physiology
  - Chemistry
  - Organic Chemistry
  - Biology
  - Physics
- **Business**
  - Accounting
  - Economics
  - Introduction to Finance
  - Statistics
- **ESOL**
  - ESL Writing Center
  - Math in English/Spanish
- **Spanish**
  - Spanish Essay Center
  - Grammar Questions

## How do you access SMARTHINKING?

From within The|HUB or  
From within eCollege via the Tutor Source

**Academic support services available to DeVry and Keller students**

**Connect with an e--structor now** – 24/7 live tutoring for math and live tutoring for all other subjects provided via schedule

**Submit a question** – allows students to submit a question via whiteboard/email in any subject; 24---hour turnaround time

- Submit questions 24 hours a day, 7 days a week

**Submit writing** – students can submit paragraphs or essays up to 10 pages long; 24---hour turnaround time

- Submit writing 24 hours a day, 7 days a week

**Academic resources and student archives** – students can access the study resources and archives of all their past sessions in their [My File Cabinet](#).

- Students can access and use 24 hours a day, 7 days a week

**Notes:**

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**Notes:**

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**Notes:**

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