

# New Charger Checklist

## 1. Create your DUNY email account

Login to Your Dominican University Email Account (<https://www.dc.edu/setting-college-email-account/>)

- Now that you are a Dominican University student, we will be using your Student Email Account (Outlook) for official communication. Your Student Email Account will be used to share communications about Orientation, Financial Aid, Billing, and Registering for classes. You should begin checking your Outlook email at least once per day.
- If you have any issues logging into your Student Email Account, you can contact [itsupport@duny.edu](mailto:itsupport@duny.edu)

## 2. Send AP Scores/College Credit

If you completed AP or college credit, it is your responsibility to share those with Dominican University. **Schedule changes will not be made until official test scores/transcripts are received.**

- For AP test scores, login to your College Board <https://www.collegeboard.org/account> and request a Score Report
- If you earned college credit from another institution, reach out to their Registrar's Office and request an Official Transcript to be sent to Dominican University, see address below:

**ATTN: New Student & Transition Center  
Dominican University  
470 Western Highway  
Orangeburg, NY 10962**

## 3. Review Your Schedule

- Check your Fall 2024 class schedule to see if you are enrolled in any classes that may have already been satisfied by AP or college credits
- If your courses do not seem to align with your intended major, contact the New Student & Transition Center
- For any scheduling issues you can email [nest@duny.edu](mailto:nest@duny.edu). Please include your name, ID#, intended major, and primary concerns in the email

## 4. submit Your Vaccination Records on Medicat

- Before coming to campus, all students must provide health records. Follow the steps here to submit your records today. <https://www.dc.edu/submitting-vaccination-records/> **Deadline to submit is 8/1** This is mandatory for all students to move into the Residence Halls and attend classes.

## 5. Complete the FERPA form

- This form is located on the Registrar's page on the portal [https://my.dc.edu/ICS/Enrollment\\_Services/Registration/](https://my.dc.edu/ICS/Enrollment_Services/Registration/), and email to the Registrar's office at [registraroffice@duny.edu](mailto:registraroffice@duny.edu).

## 6. Title IX & Other Mandatory Training:

- All new incoming (freshman, transfer, graduate, etc.) students whether residing on campus, commuting or attending online, are obligated to fulfill the sexual violence prevention training, the alcohol & other drugs training, and other relevant assigned training modules. These trainings are **MANDATORY** for all students intending to reside in campus housing and or participate in classes. The deadline for completing these mandatory trainings is **August 12, 2024**. Additionally, student-athletes must undergo supplementary training via our online training platform.
- Please refer to your DUNY email for login credentials. Upon receiving your username and password, students can access the training platform via the following link: <https://dcstudents-ny.safecolleges.com/login>.
- Kindly be aware that these mandated trainings may require up to **six (6) hours to complete** and feature interactive elements such as questions and quizzes throughout. Students have the flexibility to pause, save their progress, and resume the training at their convenience. Students who fail to complete their required trainings may be denied access to housing and or might not be eligible to attend and or enroll in courses until the training is finished. For further assistance, please reach out to the Office of Student Development at 845-848-4080.

## 7. Be on the Lookout for Information from the Student Development Team

- Check your Student Email Account for an invitation to the Class of 2028 Freshman Orientation. This will be a fun (and **MANDATORY**) opportunity to meet the DU Peer Mentors <https://www.instagram.com/dunypeermentors/> and get excited for your college journey! Orientation will take place on August 24<sup>th</sup>, 2024.

## 8. Share the Good News!

- Take a photo and share it on social media, and show your Charger Pride! Don't forget to tag The Nest on Instagram @nest\_duny.