



A POINT OF REFERENCE

We're excited that you've decided to pursue your education at DigiPen!

The start of the fall semester is right around the corner, which means it's time to go over the important details of how to transition into your new role as a DigiPen student.

In this reference guide, you'll learn what steps you need to take to prepare for the start of classes on **August 28**. We encourage you to read it carefully, check off each item on the to-do list on the following page, and contact us at admissions@digipen.edu if you have any questions or concerns.

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NEW STUDENT CHECKLIST

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- Log into Colleague Self Service**
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- Register for classes**
Pages 5
- Upload a photo for your student ID badge**
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- Obtain required course materials**
Pages 8
- Complete your summer assignment (if applicable)**
Page 10
- Ask your high school or college to send us your final transcript (if applicable)**
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PRO TIP

*Read your email (personal and DigiPen accounts).
Don't procrastinate.*

YOUR DIGIPEN STUDENT ACCOUNT



Your student account gives you access to a range of computer and IT resources, including:

- **Your DigiPen student email**
- **On-campus computer workstations**
- **Colleague Self Service**
- **Scholarship Universe**
- **Online coursework tools (such as Moodle)**

You should have received your student account login credentials via email shortly after your acceptance. If you did not receive this email, or if you need it to be re-sent, please contact the Office of Admissions at admissions@digipen.edu.

Keep your student account login information safe and secure. You will use this account throughout your entire time at DigiPen.

HOW TO SET UP YOUR EMAIL

Using your student account credentials, you can now access your DigiPen email by going to: webmail.digipen.edu

You can access your email directly from your browser using RoundCube, or you can follow the instructions for setting up an email client, such as Thunderbird.



COLLEAGUE SELF SERVICE

Colleague Self Service is the online service you will use during your time at DigiPen to update your contact information, register for classes, and manage other important academic information. You can log in using your DigiPen student account username and password.

HOW TO LOG IN TO COLLEAGUE SELF SERVICE FOR THE FIRST TIME

1. Go to <https://selfservice.digipen.edu/Student/>
2. Enter your:
 - DigiPen student account username
 - DigiPen student account password

REGISTERING FOR CLASSES

Registration for fall 2023 classes will open in late March.

Detailed information, including registration dates and instructions, will be sent to your DigiPen email address. Keep an eye on your inbox!



YOUR STUDENT ID BADGE

DigiPen's campus remains locked throughout the day. To gain entry, you'll need your student ID badge, which unlocks approved exterior and interior doors around the building.

Upload a photo for your student ID badge:

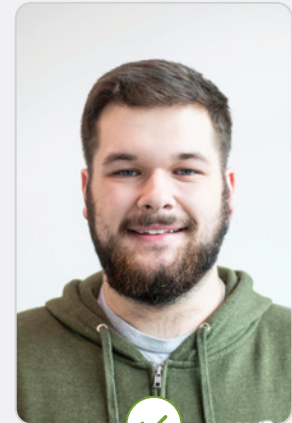
Please follow these instructions on how to take and upload your own ID badge photo.

You must upload a photo for your student ID badge no later than **August 1**. We will have your student ID badge ready and waiting for you at New Student Orientation. Photos uploaded after this date may not be processed in time for Orientation.

HOW TO UPLOAD YOUR STUDENT ID BADGE PHOTO

1. Take a passport-format photo of yourself (i.e., vertically oriented, facing forward, and containing your head and shoulders) in front of a white background.
2. Log in to the Application Portal at: connect.digipen.edu/apply
3. On your checklist, click the “**Student ID Badge Photo Submission**” form. This will take you to a form with instructions and a photo upload option. Upload your photo as a **JPEG (.jpg)** file. Image size must be **at least 600-by-800 pixels** and **no bigger than 768-by-1024 pixels**.
4. You will be notified if your self-prepared photo was accepted. If your photo is not accepted, we will tell you what was wrong with your photo (for example, too dark or blurry, not a white background, etc.). You will then be able to upload a new photo that complies with the specifications requested.

Examples of acceptable photos: head and shoulders only in front of a white backdrop



We know you're a creative and unique person, but your student ID badge is not the place to express your individuality — it's just to get you in the building.

Please do not submit a photo containing any of the following: props, costumes, inappropriate poses, hats, background drawings/text, or sunglasses.

For more information, visit:
digipen.edu/student-portal/campus-information/id-badges

REQUIRED SUPPLIES FOR INCOMING STUDENTS



Laptop Requirement

All new, incoming students are required to provide their own laptop computers. Additionally, some degree programs may require the purchase of additional software. For recommended technical specification and software requirements, please consult the incoming students section on our website:

digipen.edu/student-portal/for-incoming-students/preparation/computer-recommendations



Art Materials

Each art course lists its required materials in the Required Materials list each semester. For BFA in Digital Art and Animation students, the DigiPen campus store sells an art supply kit at a discounted price (students must preorder the kit prior to New Student Orientation). For other vendors, visit:

digipen.edu/student-portal/for-incoming-students/preparation/incoming-student-supplies



Sound Design Tech Bundle

Students entering the BA in Music and Sound Design program will be required to purchase certain sound design equipment prior to the beginning of their first semester. We have bundled that equipment at a discounted rate, which you can find by visiting:

digipen.edu/student-portal/for-incoming-students/preparation/incoming-student-supplies



Required Materials by Course

Many courses have additional materials requirements, including textbooks. Required books can be purchased either from the campus store (limited quantities available) or online. For specific course requirements, visit:

digipen.edu/student-portal/academics/required-materials-list



SUMMER ASSIGNMENTS

If you are enrolled in the **BFA in Digital Art and Animation** or the **BA in Game Design** degree program, you are encouraged to participate in optional summer practice assignments to prepare for required first-semester courses.

ART 101 – Practice and Preparation

Students in the **BFA in Digital Art and Animation** program can view instructional videos on the DigiPen website to help prepare for **ART 101**. Even though this summer practice assignment is optional, it is strongly recommended that you complete it in order to ensure that you are adequately prepared for the foundation art classes in the first semester. You can find details about the assignment on DigiPen's website: digipen.edu/summer-assignment

Your assignment may take you multiple weeks to complete, so we encourage you to get started as soon as possible.

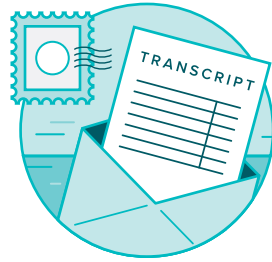
DES 100 – Games Review

Students in the **BA in Game Design** program can get a head start for **DES 100** by reviewing or playing any of the following games:

- *BioShock*
- *Cribbage*
- *Marvel Snap*
- *Peggle*
- *Portal*
- *Settlers of Catan*
- *Spiritfarer*
- *This War of Mine*
- Any tabletop role-playing game

This list is not comprehensive. Anything you can do to increase the types of games you are familiar with is valuable.

While playing, consider why these games are so engaging. What moments and ideas stand out? What are some design choices that make them less engaging? Try taking notes!



YOUR HIGH SCHOOL, COLLEGE, OR MILITARY TRANSCRIPT

If you recently graduated from high school or college, ask your school to send us your final transcript. This version of your transcript should list your date of graduation or conferment of degree. Similarly, if you have completed any college or military education courses since you submitted your application to DigiPen, please send us official transcripts for that coursework. All transcripts should be delivered through a verified electronic transcript delivery service such as Parchment, eSCRIP, National Student Clearinghouse, or SCOIR. You can also have your transcripts mailed in a sealed envelope directly from the high school or college to the address below.



**Office of Admissions
DigiPen Institute of Technology
9931 Willows Road NE
Redmond, WA 98052**

THE DIGIPEN DRAGON IS

*Courageous
Intelligent
Innovative
Magical
&
Creative*

JUST LIKE OUR STUDENTS.

NEW STUDENT INFORMATION

FERPA

DigiPen Housing and Residence Life

Disability Support Services (DSS)

Paying Tuition and Financial Aid

Transportation and Parking Information

Important Dates

Connect with DigiPen

New Student Orientation

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects your education records. Once you start college or reach 18 years of age, your parents no longer have an automatic right to access your records without your consent. This includes information such as your grades, class schedules, tuition, and Financial Aid information. In order to designate who may have access to your records, you need to create a proxy via the Proxy Module found in Colleague Self Service.

Under FERPA, some student information such as name and dates of attendance are considered public or Directory Information. According to the FERPA guidelines, DigiPen may release this information to any third-party that inquires. **If you do not want DigiPen to release this information, you can enact a “FERPA Block” through Colleague Self Service (CSS) via the link found in the Proxy Module.**

For more information on FERPA and your rights as a student, visit:

digipen.edu/current-students/incoming-students/registration/ferpa

DIGIPEN HOUSING AND RESIDENCE LIFE

DigiPen Housing and Residence Life offers furnished, off-campus living accommodations to a limited number of students based on application priority. Housing is not guaranteed for all applicants, and applicants may be placed on a waitlist if all available spaces are filled.

We partner with local apartment complexes and manage all leases and services for our housing residents.

Services include:

- 24/7 on-call emergency support
- Assigned resident assistants
- Utility and maintenance management
- High-speed internet
- Monthly community engagement opportunities

OUR PROGRAMS FOR 2023-2024

- **Early Arrival Program (pre-fall semester)**
 - The Early Arrival Program (EAP) is a first-year program in partnership with DigiPen's Office of Student Engagement and is offered in two options (see next page).
- **Academic Year Housing (fall and spring semesters)**
 - Academic Year Housing is offered as an eight-month contract, spanning from August to April (covers all times classes are in session, as well as holiday breaks). Applications open in February of each year.
- **Spring Start Housing (spring semester only)**
 - Spring-Start Housing is offered to new and continuing students as a four-month contract. Applications open in October of each year.

For more information on how to apply, or to learn more about our Housing programs, please visit digipen.edu/housing or email housing@digipen.edu.

EARLY ARRIVAL PROGRAM

The Early Arrival Program (EAP) is a partnership program between DigiPen Housing and Residence Life and DigiPen's Office of Student Engagement. This program is exclusive to incoming first-year students and is offered in two options:

Events Only and **Events & Housing**.

EAP provides you with an opportunity to meet new friends, learn more about the Redmond area, and become familiar with faculty and staff before the academic year begins. Several co-curricular experiences are planned, including day trips within the Redmond and greater Seattle area, as well as social nights.

Program Dates: August 12-18, 2023

ELIGIBILITY

Events Only: Any incoming first-year student is eligible to apply.

Events & Housing: Any incoming first-year student who has also applied to the 2023-2024 Academic Year Housing program is eligible to apply. *(If your 2023-2024 Academic Year Housing application is cancelled/withdrawn, you will automatically be switched to the "Events Only" option unless otherwise noted.)*

HOW TO APPLY

The EAP application is hosted on the same portal used to apply to DigiPen Housing (housingapp.digipen.edu/housing) and follows the same application timeline as the 2023-2024 Academic Year program (see previous page).

COST

Events Only: \$1,000 USD*

Events & Housing: \$1,500 USD*

**Please note that the cost of EAP is not covered by financial aid.*

HOUSING APPLICATION AND PROGRAM TIMELINES

	Early Arrival Program	Academic Year Housing	Spring Start Housing
Housing Application Opens	February 1, 2023	February 1, 2023	October 1, 2023
Priority Application Deadline	April 1, 2023	April 1, 2023	November 1, 2023
Housing Application Closes	May 1, 2023	May 1, 2023	December 1, 2023
DSS Accommodation Approval Deadline	June 1, 2023	June 1, 2023	December 1, 2023
Deposit Refund Deadline <i>(Must cancel application before this date to be eligible for deposit refund)</i>	June 1, 2023	June 1, 2023	December 8, 2023
Confirmation of Space <i>(apartment and roommate information, or waitlist status)</i>	July 1, 2023	July 1, 2023	December 15, 2023
Program Start/ Move In	August 12, 2023	August 19, 2023	January 6, 2024

The move-in dates listed above are for first-year students.

HOUSING ROOM OPTIONS AND RATES

Although all residents are asked to select a Room Type preference in their application, residents are ultimately assigned to an apartment depending on availability and priority.

Prices shown below are for the 2023-2024 academic year and do not guarantee rates for the 2024-2025 academic year or future years.

RATES

	Academic Year Housing <i>(8-month contract, August-April)</i>	Spring Start Housing <i>(4-month contract, Jan-April)</i>
Single Room	\$18,540	\$9,225
Double Room	\$9,270	\$4,635
Triple Room	\$8,780	\$4,390

Payment is due in full at the beginning of each term and is collected by the DigiPen Accounting Department. For the 2023-2024 academic year, the cost is billed in two parts, once in August and once in December.

DISABILITY SUPPORT SERVICES

DigiPen Institute of Technology is committed to providing equal access to all of its programs, courses, activities, events, and services. As required by the Americans with Disabilities Act of 1990 as amended, as well as Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended (P.L. 93-16), DigiPen will provide reasonable accommodations to qualified students with disabilities.

DigiPen's Disability Support Services Office (DSS Office) and its staff are appointed by the president of DigiPen to review student documentation and determine the needs for any reasonable accommodations to be provided by DigiPen to ensure equal access. Wherever possible, reasonable accommodations will be offered — provided they neither fundamentally alter the nature of the programs or the academic requirements that are considered essential to the program of study, nor create an undue hardship for DigiPen. The DSS Office will also work with departments, faculty, and staff in the broader DigiPen community to prevent and eradicate discrimination on the basis of disability.

A student requesting accommodation must inform the DSS Office of the existence of a disability and assist the Office in determining appropriate and helpful accommodations and auxiliary aids. They must be prepared to provide documentation of their disabilities to the DSS Office and complete an intake appointment.

Please contact the DSS Office at dss@digipen.edu or (425) 629-5015. For more information, visit: digipen.edu/dss

PAYING TUITION AND FINANCIAL AID

Paying Tuition

For the complete tuition payment schedule, refer to your Student Enrollment Agreement. For detailed instructions on how to pay tuition, visit: digipen.edu/tuition-payment

Financial Aid

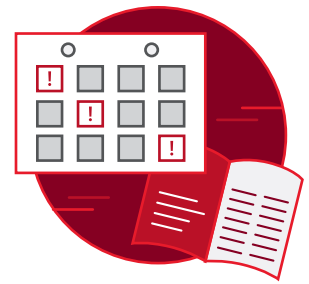
If you have questions about the status of your financial aid, please contact your financial aid advisor using one of the email addresses listed below.

- **Financial Aid Questions:** faid@digipen.edu
- **Scholarship Questions:** scholarships@digipen.edu
- **Veteran Benefits Questions:** veteranbenefits@us.digipen.edu

TRANSPORTATION AND PARKING INFORMATION

Parking at DigiPen's campus is limited and available on a first-come, first-served basis. Students who live nearby or in DigiPen Housing are encouraged to walk, bike, or take the DigiPen Shuttle to campus. For students who live farther away and need to drive to campus, students must register their vehicle to park on campus.

To register your vehicle, go to the DigiPen student store within the first two weeks of classes to fill out a form and receive your parking sticker.



IMPORTANT DATES

LATE MARCH
Registration opens for first-year students (check your DigiPen email address for the exact date)

APRIL 15 & 16
Accepted Student Open House

JULY 1
Priority deadline to submit financial aid documents to the Office of Financial Aid

JULY 1
Roommate assignments and housing placements announced (for students in DigiPen Housing)

AUGUST 14
Final transcripts due to the Office of Admissions

AUGUST 15
Fall semester housing balance due (for students in DigiPen Housing whose financial aid award does not cover the cost of housing)

AUGUST 15
Tuition balance due

AUGUST 19 & 20
DigiPen Housing move-in day

AUGUST 23–25
New Student Orientation

AUGUST 28
First day of class

SEPTEMBER 5
Last day to register for classes

SEPTEMBER 7
Last day to drop a class without penalty



CONNECT WITH DIGIPEN

Get to know your future classmates by joining our incoming student Discord server! Just go to dvpn.link/2023Cohort and request to join.

Are you a parent or family member of a DigiPen student?

Visit facebook.com/groups/digipenfamilies to get to know other DigiPen families and share your experiences. To expedite group access, please send a message to one of the group administrators letting us know the name of the student with whom you are associated.



NEW STUDENT ORIENTATION

New Student Orientation (NSO) will take place **August 23–25**. At NSO, you will meet DigiPen staff and faculty, learn about the on-campus resources available to you, and have opportunities to meet and hang out with your classmates. NSO is mandatory for all new incoming students and will include in-person sessions and online content. A schedule and additional details will be mailed to you closer to the event.

For more information, visit:

digipen.edu/new-student-orientation

A QUICK REFRESHER: ONLINE PLATFORMS

We've covered a lot of information in this book, and we understand it might take a while to figure out where you need to go or what platform you need to use. Here's a quick recap on some of the most frequently used platforms and web-based resources.

COLLEAGUE SELF SERVICE

This is the primary administrative platform you'll be using throughout your time at DigiPen. Use your DigiPen student account to log in. This is the place to go to for:

- **Registering for classes**
- **Adding or dropping classes**
- **Checking your course schedule**
- **Making a tuition payment**
- **Managing your financial aid**

URL: selfservice.digipen.edu

APPLICATION PORTAL

Using the same email login credentials you created when starting your application to DigiPen, this is the place to go for anything related to your application to DigiPen. This includes:

- **Submitting final transcripts and other application materials**
- **Uploading your student ID badge photo**

URL: connect.digipen.edu/apply

WEBMAIL

If you need to check your DigiPen email, you can access your account from any compatible browser via Webmail. You can also go here for help with setting up a non-browser-based email client.

URL: webmail.digipen.edu

SCHOLARSHIP UNIVERSE

This is a great online resource that will match you with eligible scholarship opportunities, including both institutional and outside scholarships. It's also where you will go to apply for any DigiPen scholarships for which you are eligible. Log in using your DigiPen student account.

URL: digipen.scholarshipuniverse.com

MICROSOFT TEAMS

For any online courses, or hybrid courses with a live online component, you'll be using Microsoft Teams. This is where you will view and access any livestreamed lectures and class sessions.

There are free versions of Teams available for most computer devices. You can also access Teams directly from your browser. You will log in to Teams using your DigiPen student account.

URL: teams.microsoft.com

CONTACT US



If you still need help with troubleshooting a problem or anything not covered in this guide, let us know!

Office of Admissions

Phone: 425-629-5001

Email: [*admissions@digipen.edu*](mailto:admissions@digipen.edu)

Office of Financial Aid

Phone: 425-629-5002

Email: [*faid@digipen.edu*](mailto:faid@digipen.edu)

Office of the Registrar

Phone: 866-478-5236

Email: [*registrar.us@digipen.edu*](mailto:registrar.us@digipen.edu)

DigiPen Housing LLC

Phone: 866-478-5236

Email: [*housing@digipen.edu*](mailto:housing@digipen.edu)



**DIGIPEN
BOUND!**

