



DIGIPEN INSTITUTE OF TECHNOLOGY



NEW DRAGON *STRATEGY* *GUIDE*

WELCOME
INCOMING CLASS OF 2024!
#NEWDRAGON2024



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 **September 3**. 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

- ☒ **Enroll**
- ☐ **Log into Colleague Self Service**
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- ☐ **Register for classes**
Page 5
- ☐ **Upload a photo for your student ID badge**
Page 6
- ☐ **Obtain required course materials**
Pages 8–9
- ☐ **Ask your high school or college to send us your final transcript (if applicable)**
Page 10

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 Manager**
- **Online coursework tools (such as Moodle)**

You should have received your student account login credentials via email within a week of 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 2024 classes will open in early June for new incoming students.

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

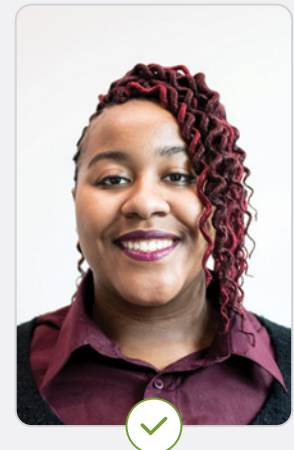
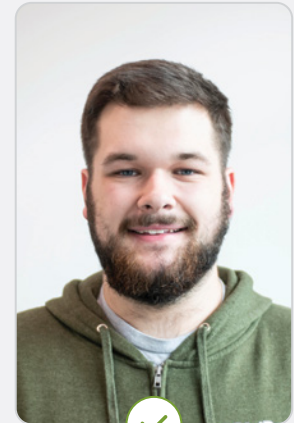
1. Take a passport-format photo of yourself (i.e., vertically oriented, facing forward, and containing your head and shoulders) in front of a white backdrop.
2. Log in to the Application Portal at: connect.digipen.edu/apply
3. On your checklist, click the "**Student ID Badge Photo Submission**" form. 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**.

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

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



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:

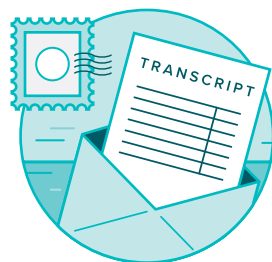
digipen.edu/student-portal/for-incoming-students/preparation/incoming-student-supplies



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



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 off-campus, apartment-style housing 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.

To ensure students can focus on their studies and make connections with their peers, DigiPen Housing and Residence Life provides the following services and benefits:

- Furnished apartments with kitchen and in-unit washer and dryer
- 24/7 on-call emergency support
- Assigned resident assistants
- Gender-inclusive housing options
- Walking distance to campus, eateries, and downtown Redmond
- Shuttle service to and from campus and apartment communities
- Monthly community engagement opportunities

OUR PROGRAMS FOR 2024-2025

- **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). Application opens February 1, 2024.
- **Spring Start Housing (spring semester only)**
 - Spring Start Housing is offered to new and continuing students as a four-month contract. Application opens October 1, 2024

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.

RAINBOW THEMED LIVING LEARNING COMMUNITY

The Rainbow Themed Living Learning Community (Rainbow TLLC) strives to host a supportive and welcoming environment for new residents who identify as LGBTQ+ or as allies of the community. Through educational opportunities and specialized programming, incoming first-time freshman can engage with peers within this community with the support of a resident assistant (RA) and staff advisor.

Those who join the Rainbow TLLC can expect to:

- Attend unique programs and events centered around identity affirmation, discovery, and LGBTQ+ education.
- Develop interpersonal relationships with likeminded peers.
- Learn from local non-profits and organizations who support LGBTQ+ individuals and initiatives.
- Gain access to social support and professional development opportunities.

Students accepted into the Rainbow TLLC must complete the following each academic year to be considered a resident in good standing:

- Attend monthly education workshops.
- Attend two Rainbow TLLC events per semester.
- Support and respect all members and the LGBTQ+ community across campus.

Those interested in living or participating in the Rainbow TLLC should indicate this when submitting a DigiPen Housing application. The application portal will supply you with a supplemental Rainbow TLLC application. If approved, you will be sent information regarding next steps from DigiPen Housing staff.

HOUSING APPLICATION AND PROGRAM TIMELINES

	Academic Year Housing	Spring Start Housing
Housing Application Opens	February 1, 2024	October 1, 2024
Priority Application Deadline	April 1, 2024	N/A
Housing Application Closes	June 1, 2024	December 1, 2024
DSS Accommodation Approval Deadline	June 1, 2024	December 1, 2024
Deposit Refund Deadline <i>(Must cancel application before this date to be eligible for deposit refund)</i>	June 1, 2024	December 8, 2024
Confirmation of Space <i>(apartment and roommate information, or waitlist status)</i>	July 1, 2024	December 15, 2024
Program Start/Move In	August 24, 2024	January 4, 2025

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 2024-2025 academic year and do not guarantee rates for the 2025-2026 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	\$20,260	\$10,130
Double Room	\$10,130	\$5,065
Triple Room	\$9,130	\$4,565

Payment is due in full at the beginning of each term and is collected by the DigiPen Accounting Department. For the 2024-2025 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.

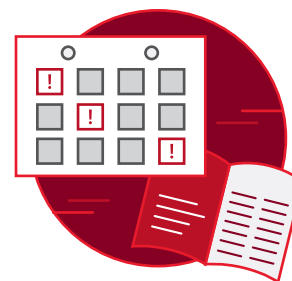
- **Financial Aid Questions:** faid@digipen.edu
- **Veteran Benefits Questions:** veteranbenefits@us.digipen.edu

TRANSPORTATION AND PARKING INFORMATION

Parking at DigiPen's campus is abundant but can fill up during busy hours. Students in DigiPen Housing are encouraged to take the DigiPen shuttle to campus. Students may park in any parking spot labeled with a "dP" or any other blank parking spot.

Students must register their vehicle to park on campus. To register your vehicle, go to our student store, the Dragon Shop, within the first two weeks of classes to fill out a form and receive your parking sticker.

DigiPen supports alternate modes of transportation by providing ample outdoor bike and scooter racks on campus. Bikes and scooters are not allowed indoors. Please exercise caution when biking or scooting to campus and remember to always wear a helmet.



IMPORTANT DATES

EARLY JUNE

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

APRIL 13 & MAY 18

Admitted Dragon Day

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

Tuition balance due

AUGUST 24

DigiPen Housing move-in day

AUGUST 26–30

New Student Orientation

SEPTEMBER 3

First day of class

SEPTEMBER 10

Last day to register for classes

SEPTEMBER 16

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 dgpn.link/2024Cohort 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 26–30**. 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. An updated schedule and additional details will be mailed to you closer to the event and will be available on the NSO page of the DigiPen website. Family Orientation will be held on Saturday, August 24, and will be an opportunity for families to make final arrangements for their student before NSO and the fall semester begins.

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**](https://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**](https://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**](https://webmail.digipen.edu)

SCHOLARSHIP MANAGER

This is a great online resource that will match you with eligible scholarship opportunities. 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.edu/scholarship-manager**](https://digipen.edu/scholarship-manager)

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**](https://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: (425) 629-4884

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

DigiPen Housing LLC

Phone: (425) 895-4411

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

**DIGIPEN
BOUND!**

