



# New Student Welcome Packet Cohort 2024

SWUFE-UD Joint Educational Institute  
Associate Dean of SWUFE-UD JEI

(Welcome message from Rick)

Dear Students:

# Get Started

## Completing the Quick Bio Form and Udel Email Set Up

### Link to Quick Bio Form:

<https://udapps.nss.udel.edu/gettingstarted/register/ce?execution=e1s1>

### **Page 1:**

#### **Full Name**

It is important that you enter your name correctly – your name should appear exactly as it does on legal identification documents (for example, your driver’s license and/or passport). If you enter your name incorrectly, you will be required to submit legal documentation of your correct name, in English, to UD. Remember: this is the name that will appear on your diploma!

- **Full First Name:** This is your given name – the name people use when speaking with you conversationally.
- **Middle name:** A second name, if you have one.
- **Full Last Name:** This is your surname/family name.

**For example, your Chinese name is 李大勇 (Lee Dayong). You will type Dayong as full first name, and Lee as full last name.**

#### **Identifying Information**

##### **Address:**

Street Line 1: University of Delaware  
Street Line 2: SWUFE-UD Institute of Data Science  
City: Newark,  
State: Delaware (DE) 19711

**Social Security Number:** You should be able to skip this question (even though it says it is required). If the form won’t continue without it, then enter 000-00-0000.

**Phone Number:** The form was created to only accept 10 digits for the phone number, and there is no way to input additional digits. **Please enter 10 digits of your phone number and then write this information down. You will need to verify this number to access the link to create your UD email.**

Once you have created your UD email credentials- username and password- you can always log into your student record at [www.udel.edu/udsis-student/](http://www.udel.edu/udsis-student/) to adjust your phone number. You can click on the “personal information” box and then contact details to adjust their phone numbers or add additional numbers.

**Page 2:**

**Demographic Information**

- Country of Citizenship
- Residency: Choose “Out-of-State Resident”

**Academic Information**

- Type of courses: Choose “Undergraduate courses”

**Note: If you do not see your UD ID number after you submit the Quick Bio Form, please contact [access-advise@udel.edu](mailto:access-advise@udel.edu). Please do not duplicate the Quick Bio Form.**

**Udel Email Set Up:**

1. Complete the QuickBio Form
2. Provide your UD ID to Ms. Lucia.
3. You will be sent a unique link that will allow you to complete the steps needed to set up your UD email credentials.

**Here is information about the email you will receive:**

The email is from [noreply@udel.edu](mailto:noreply@udel.edu) with the subject “Create your University of Delaware email.” This email will contain a link to My UD Settings: UD Account Creation.

Note:

1. This link will be valid for 3 days or until account creation is complete.
2. You cannot use other people’s links to complete your Udel Email setup. The link is unique to you.
3. The account creation process may take up to 15 minutes to complete so students should allow enough time before beginning the process.
4. If you need support on your Udel Email setup, please contact Michelle Parnell at [mparnell@udel.edu](mailto:mparnell@udel.edu)

**Attend an Orientation**

***Online Orientation***

The SWUFE-UD Institute of Data Science will deliver an online orientation that provides an overview of the UD resources that are most relevant to you. You will receive the orientation information from your SWUFE advisor.



**Have a question?**

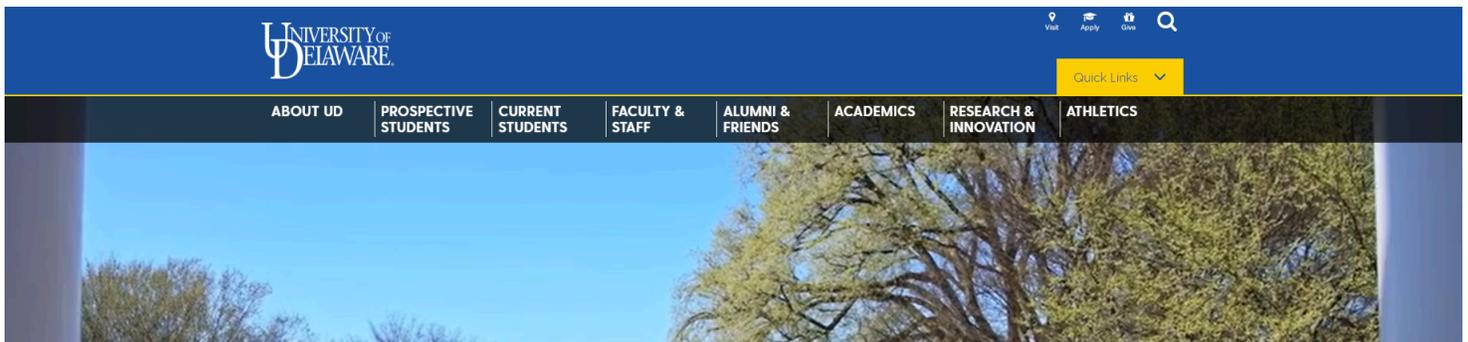
The SWUFE support email should be the first place you go to ask questions about your undergraduate studies.

[swufe-jei@udel.edu](mailto:swufe-jei@udel.edu)

## University of Delaware Website

The UD website is a very useful resource for students. Click on the gold “Quick Links” box and then click on “My UD.” This will open a page with links to all the UD websites you will use most often– for example, UD email, Canvas, and UDSIS.

<https://www.udel.edu/>



# Get Connected

## Submitting your Onecard Photo

The ONEcard office collects new student photos through an online system. New students should receive an email at their UD email address that includes a link to the photo upload platform. To ensure that this process goes smoothly, please take a look at the following steps and review the photo submission guidelines. Photos that do not meet the requirements will be rejected. If you have any questions on submitting your photo, please contact [id-card@udel.edu](mailto:id-card@udel.edu)

Step 1: Take your photo, making sure to follow the photo requirements listed below. (See the image below for examples.)

Step 2: [Upload your photo to the portal.](#)

Step 3: Submit your photo.

***Before you click “submit and sign out” make sure that your card photo is shown on the submission page.***

Step 4: Look for email with approval/rejection status. (If rejected, return to step 1.)

Note: Students are encouraged to review the guidelines for card care on the ONEcard homepage. Damage to your card can result in charges for a replacement.

### Photo requirements

All photos should be passport-style. An example of acceptable and unacceptable photos are described in the graphic below.

- Must be a recent photo (taken within 1 year).
- The photo must be in color taken against a plain background.
- Photo must be from the top of shoulders to top of head with some blank space above the head and top edge of the photo (similar to a passport photo).
- Photo must be straight-on and eyes looking directly at the camera.
- No hats, earbuds, sunglasses, red-eye, filters, props, additional persons, and jewelry or garments that obstruct a clear view of the face.
- JPEG, PNG or GIF format only.
- Photo file size cannot exceed 300MB.

<https://onecard.udel.edu/>

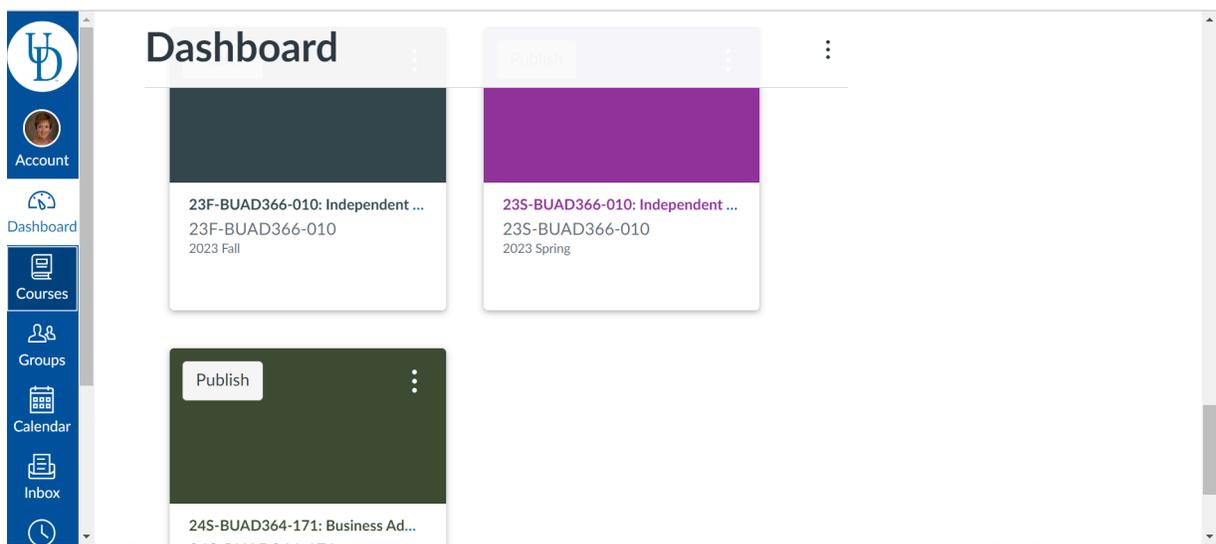
Your submission must be a passport-style photo.



## Canvas

Canvas is a learning management system (LMS) that provides private online spaces to support courses and projects at the University of Delaware. You will have a Canvas page for each UD course. You will access the course pages from your Dashboard.

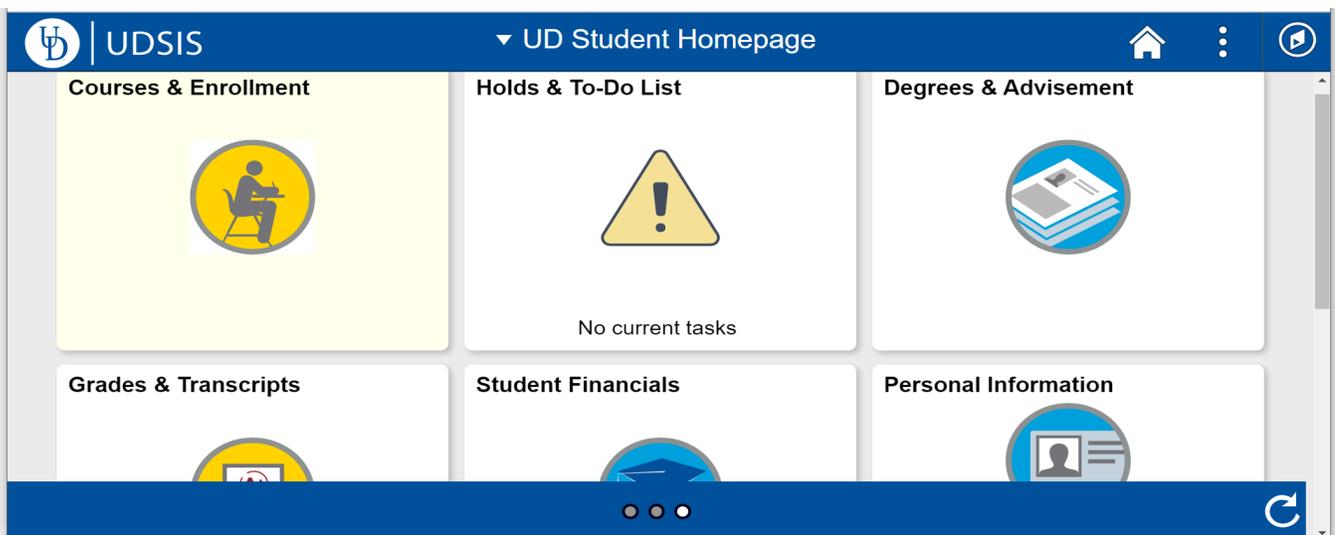
<https://my.udel.edu/task/all/canvas>



## UDSIS

UDSIS is the University's Student Records system. **You must access UDSIS at the beginning of every semester to confirm your enrollment in the appropriate UD classes.** UDSIS is also where you go to request a transcript or enrollment verification, add a diploma address, and maintain any many other aspects of your academic record at UD.

[UDSIS for Students \(UDSIS\) | All Campuses | My UD](#)



## Email

Email is the University's primary mechanism for official communication with students. Once you activate your UD email account, you may choose to forward your University of Delaware email to your primary email account. **However, you will still need to use the UD account for correspondence with many offices and must maintain your account by periodically updating your password.** For more information on University of Delaware email, go to the following website:

<https://www1.udel.edu/mail/>

# Prepare for Classes

## Confirm Your Enrollment

It is crucial that you keep track of the courses you're enrolled in and ensure that they align with your academic plan. Please check your course enrollment information at the beginning of each semester, if your enrollment information is incorrect (a class is missing or you are enrolled in the wrong class), please contact [swufe-jei@udel.edu](mailto:swufe-jei@udel.edu) ASAP. **You have a limited period of time in which to make changes to your official UD enrollment.** If you have any questions or concerns about your enrollment, please reach out immediately to [swufe-jei@udel.edu](mailto:swufe-jei@udel.edu) for assistance.

## Academic Calendar

The academic calendar will allow you to view important academic dates, such as start dates, add and drop deadlines, holidays, etc. As you plan your schedule, the academic calendar will be an integral resource for you to better prepare for your academic future. Below is a link to the academic calendar: <https://shorturl.at/D7Sqd>

## Syllabus

At the beginning of the semester, you can view the syllabus on Canvas. The syllabus serves as your roadmap to success throughout the semester. Within the syllabus, you'll find important information about course expectations, assignments, due dates, grading criteria, and class policies. It sets the standard for your participation and performance in the course. Please take the time to review the syllabus carefully. If you have any questions or concerns about its contents, please don't hesitate to reach out to your professor.

## Drop/Add and Withdrawal Procedures

**It is the student's responsibility to manage their UD enrollment. Failure to drop/withdraw from a course within the designated timeframe may result in receiving a failing grade on your UD academic record.**

Period	Last Day	Cohort 2024
Withdraw or Add with no impact on UD transcript		Contact <a href="mailto:swufe-jei@udel.edu">swufe-jei@udel.edu</a> and <a href="mailto:mparnell@udel.edu">mparnell@udel.edu</a> to request a change of registration/grading status.
Withdraw and receive a W on your UD transcript		
Late Withdraw (requires approval)		

# Stay on Track

## Cite your Sources

In today's environment of tagging, linking, and recycling content online, it is easy to forget that in an academic context, you must properly quote and cite any words and ideas that are not your own.

### **Tools to help you evaluate & properly cite your sources.**

#### [Evaluating Your Sources](#)

Researchers must be diligent about evaluating web resources. Unlike books or scholarly journal articles which are reviewed by professionals before publication, the Internet does not have such filters. This guide section will help you become a more diligent researcher.

#### [Citation Styles](#)

Each discipline and many individual journals have their own citation styles, meaning that there are hundreds of options. Be sure to check with your instructor (and this guide!) for what style you are to use on your upcoming assignment.

#### [RefWorks](#)

RefWorks is a citation manager that allows you to import citations for books and articles into your RefWorks account, organize them in folders, and create bibliographies. A great tool to help you finalize your next paper!

#### [More Citation Management Tools](#)

Use this research guide to learn about the four most commonly used citation manager programs at the University of Delaware.

## Academic Integrity

Students at the University of Delaware are expected to be honest and forthright in their academic endeavors. It is the official policy of the University that all acts or attempted acts of alleged academic dishonesty be reported to [Community Standards & Conflict Resolution \(CSCR\)](#).

Following is an explanation of the University's policy and general procedures for handling undergraduate student cases of academic dishonesty. All graduate student infractions should be referred to the [Assistant Provost for Graduate Studies](#). For additional information, refer to the [Student Guide to University Policies](#).

## Seek out Help

### ***Help with Writing***

The University Writing Center offers individual and small group support for University of Delaware students working on any writing or communication projects. Writing tutors and oral communication consultants offer feedback and help you make progress on your writing at any stage in the writing process: getting started, developing a research and writing plan, clarifying ideas, organizing paragraphs or sections, revising for sentence style and clarity.

Students may meet with a writing tutor or oral communication consultant in person or online and may have one appointment per day. Writing appointments last around 45-50 minutes and oral communication appointments last around 20-25 minutes. The Writing Center also offers workshops, writing groups, faculty development, and special events. All our services are free to UD students, staff, and faculty.

<https://writingcenter.udel.edu/>

### ***Student Wellbeing Services***

Our three well-being units—Student Health Services (SHS), Student Wellness and Health Promotion (SWHP), and the Center for Counseling and Student Development (CCSD)—are here to help you thrive both mentally and physically in your time as a Blue Hen and beyond.

<https://www.udel.edu/students/health-wellbeing/>