

Dear Brown/RISD Dual Degree Class of 2016!

Below is a compiled list of materials due to both Brown University and the Rhode Island School of Design and their due dates. You will be receiving a lot of material from both institutions. This is an effort to try to clarify, those deadlines and materials that pertain to you. As a student matriculating at both institutions, you will undoubtedly receive something or be notified about an item not on this list. Please contact the Brown RISD Dual Degree Advisor Assistant, Michele Zager (at Michele.Zager@brown.edu or 401-863-9800) with any questions you have over the summer.

As Soon as Available:

Final High School Transcript to Brown AND RISD

Both Brown and RISD require a final secondary school report and transcript from all incoming students. (For students at international schools, this may include the submission of external examination results, such as British A-Levels.)

For Brown, please use the Common Application "FINAL REPORT" form, which can be found at <http://commonapp.org/>. Please ask your guidance counselor, college or careers advisor, or other school official (usually the person who completed your Common Application School Report) to send the form, along with a copy of your official transcript, directly to the Brown Admission Office. These documents may be submitted online using the Common Application site or other web services, such as Naviance or Docufile.

For RISD, please send your transcript to:

RISD Admissions Office
2 College Street
Providence, RI 02903

RISD Computing and E-mail

Once you have received notice that it has been activated, please access your RISD Account: This account gives you access to many services on campus including RISD Google Apps for Education and WebAdvisor. Your RISD Account will be activated 2 weeks after matriculation.

- Change your RISD Account Password and set up your security questions @ pwchange.risd.edu
- Check your RISD Email @ mail.risd.edu
- Visit WebAdvisor to register your emergency contact information @ wa.risd.edu
- Having problems accessing your RISD Account? Contact the Help Desk @ 401.454.6106 or helpdesk@risd.edu
- For more information about your RISD Account please visit the [Student Campus Computing website](#).

Early June

In early June, you will receive an E-Bill from Brown. Electronic Billing (E-Bill) is Brown University's official method of billing. A link to the current billing statement will be sent to your official Brown email address on each bill date. If you have set up authorized users, an additional email will be sent to their address.

Brown University requires payment of tuition and fees by August 1 for Term 1. Charges applied to the student account during the term will be due upon receipt of the monthly electronic billing statement. Students can also choose to participate in the Installment Payment Plan (IPP). IPP enables students and their families to make interest-free monthly installments to cover each semester's tuition, housing, meals, and required fees (bookstore and other charges are not calculated into the plan and must be paid separately). The first fall Installment Payment Plan deadline occurs before the August 1 payment deadline. Consult the Brown Bursar for more information: http://brown.edu/Administration/Financial_Services/Bursar/

Due by June 1

Complete RISD Housing Application through the Housing Portal

The Office of Residence Life assigns housing through an online housing system (referred to as the Housing Portal). You will need your RISD username and password (same as your RISD e-mail account) to access the Housing Portal. You are assigned to rooms based on lifestyle preferences. All incoming first year students will need to fill out the housing application through the Housing Portal. There is an opportunity through the Housing Portal for you to indicate lifestyle preferences and for you to search for roommates based on lifestyle preferences.

What To Do

Your RISD email address and password is also your log in for the Housing Portal. When you have received your email address/password, log into the Housing Portal to fill out the application and search for roommates.

Where To Go Online

- **Housing Portal:** <http://www.risd.edu/Students/Residence Life/Choosing A Room/>
- **Room and Dining Rates:** <http://www.risd.edu/Students/Residence Life/Dining/>
- **RISD Housing Facilities:** <http://www.risd.edu/Students/Housing/RISD Spaces/>

If you have any further questions, you can contact the Office of Residence Life at 401-454-6650 or via email at rlo@risd.edu.

Your housing assignment will be confirmed by e-mail to your RISD e-mail account by August 1.

Brown Student Health Insurance Plan (If waiving student coverage)

All students must also have health insurance. All Dual Degree students pay Brown's health services and health insurance fees. Dual Degree students not covered under a parental or other insurance plan will be covered under SHIP.

It is important that Brown University students have access to comprehensive medical care while enrolled at Brown. Therefore, all registered students will be automatically enrolled in the 2011 - 2012 Student Health Insurance Plan (SHIP) for coverage effective August 15, 2011 to August 15, 2012. Students will be charged the spring premium of \$2,695. **Participation in SHIP is mandatory. However, students may waive enrollment in SHIP if they are covered by a comparable health insurance plan. When evaluating your plan, you must verify the following:** My plan provides adequate coverage that is accessible in the Providence area for:

- Lab tests and x-rays
- Prescription drugs
- Hospitalization (including room & board, physicians' fees and surgical expenses)
- Outpatient hospital services
- Mental Health care
- Emergency room care
- Intercollegiate sports injuries (for those participating, your insurance coverage must meet the NCAA required minimum coverage amount of \$90,000)
- My plan will cover me through August 15, 2012
- My plan does not have a high deductible that needs to be met before I am allowed to access coverage

Students must complete an online waiver form at www.universityhealthplans.com by the **deadline of June 1, 2011**. To access the waiver form, please visit University Health Plans' (UHP) website.

More information about Brown University's Student Health Insurance Plan (SHIP) can be found at: <http://www.brown.edu/Administration/Office of Insurance and Risk/students/>

Due by June 3

Activate Brown e-mail account and electronic services

Beginning in early June and continuing throughout the summer, Brown's Dean of the College Office will email you weekly at your Brown email address. These emails will contain important information about course offerings and lotteries, academic advising, and campus life issues. In order to receive these emails and to participate in summer course lotteries, you need to activate your Brown email account. You can do this by going to <http://activate.brown.edu> and following the instructions provided on the site.

You will need your Banner identification number in order to activate your electronic services. This number was assigned to you when you applied for admission to Brown. You can find your Banner ID by following the steps below.

1. Go to <http://selfservice.brown.edu/>
2. Log-in with the username and password the Admission Office gave you. If you have trouble recalling your username and password, please call 401-863-4357 (select option #3) or email CAP@brown.edu
3. Click on the "Student and Financial Aid" tab.
4. Click on the "Registration" link.
5. Click on the "Registration Status" link.

Your BannerID will be displayed in the upper right corner. It starts with the letter B and is nine characters long.

** NOTE: All institutional e-mails will be sent to your Brown or RISD student e-mail accounts.

Due by: June 15

Brown Student and Employee Accessibility Services (*Formerly Disability Support Services*) form due

Students who would like more information about Brown's Student and Employee Accessibility Services (SEAS) services are invited to submit this form (enclosed in the Welcome to Brown Matriculation mailing).

RISD Disability Support Services

At RISD, students can request disability support services through the Student Development and Counseling Services Office by calling 401.454.6637 or visiting the Student Development and Counseling website <http://risdcounseling.wordpress.com/disabilities/> for more information. The Office of Student Development and Counseling Services assists RISD students who have either cognitive (learning) or physical disabilities. There is a form to complete at the bottom of the website page.

Brown ChemWeb Tutorial Opens

Online registration for a free, online Chemistry summer tutorial begins. The tutorial reviews general chemistry and allows students to practice for the Chemistry 0330 placement exam. Students can access the tutorial until the first day of classes. Registration will be open from June 15–August 15.

Deadline for applying to the Brown University-Community Academic Advising Program

UCAAP matches first-year students with advisors whose academic work connects with service in the community. More information about UCAAP is online at www.swearercenter.brown.edu

~~Brown Housing Questionnaire~~ – Does not pertain to Dual Degree Students

Due by June 17

Brown First Year Seminar (FYS) Dual Degree Student Pre-Registration

Due to having to select a course that can work with your RISD Foundation schedule, Dual Degree students have the opportunity to select a Brown First Year Seminar prior to the Brown first-year student lottery. An e-mail, explaining this opportunity was sent to you on May 13th. Enclosed in the e-mail was a list of FYS that are compatible with your RISD Foundation Studies schedule.

An e-mail must be sent to the BRDD Advising Assistant, Michele Zager (Michele.Zager@brown.edu) to secure a seat prior to the first-year lottery.

Brown Academic Interest Questionnaire due

In the first week of June, we'll send you an email containing a link to this questionnaire, which asks for information about your academic and extracurricular interests. The information you provide in this questionnaire will help us match you with an academic advisor.

Due by July 1

~~Brown Health history documents due~~ - Does not pertain to Dual Degree Students. BRDD Students fill out the RISD Health Form and RISD and Brown will share this information

AP and IB Scores & College Transcripts due

Dual Degree students should have official score reports sent to both the Rhode Island School of Design and Brown University. Similarly, if you have taken college coursework prior to enrollment, have copies of your transcript sent to the Admissions Office at RISD and the Admissions Office at Brown.

At RISD, certain credit for Advanced Placement (AP) tests is granted on the basis of exam reports sent by the College Board. RISD may grant up to 9 credits for AP exam scores of 4 or 5. Sent score reports will be considered by the RISD Liberal Arts Office. Credit for participation in the International Baccalaureate Program or Oxford-Cambridge "A" levels is granted for course work receiving a grade of "C" or better or Higher Level (HL) grades of 5, 6, and 7 and is contingent upon the receipt of an official transcript. Transfer credits are accepted only from regionally accredited, residential, non-profit colleges and universities. Credits are transferable only for courses in which a grade of "C" or better has been earned. Transfer credits are not calculated in the RISD GPA. If you have any questions in regards to your records, you can contact Gail Hughes, the Liberal Arts Coordinator at 401.454.6572 or e-mail Gail at ghughes@risd.edu.

At Brown, credits do not count towards graduation requirements but may be recognized for placement into an advanced course and/or satisfaction of a concentration requirement, and/or for credit toward academic standing.

Brown I.D. Card photograph due

Information about the Brown ID Card may be found on page 37 of the Guide to Brown enclosed in the Brown Matriculation mailing. Instructions will be sent by Brown email prior to the deadline.

Brown Card Declining Balance Account Application/Deposit Slip

Brown University offers two optional financial applications that work directly with the Brown University ID card- the Brown Card Declining Balance Account and the Brown Card Off-Line Vending Program. Please see the white pamphlet enclosed in the Welcome to Brown Matriculation mailing with the Guide to Brown.

Brown Parents Leadership Program

Your parents are invited to join the Parents Leadership Program, a group that provides volunteer fund-raising opportunities for parents who share a common interest in excellent education and support for the University's goals. For more information, please see the yellow form enclosed with the Guide to Brown.

Due by July 15

RISD Health Form

The 2011-2012 Student Health Form is available online at:

http://www.risd.edu/Students/Wellness/Health_Services/ and should be filled out immediately. This form is mandated by the Rhode Island State Government and is required for all students enrolled at RISD. Failure to submit a completed Health Form by the due day may result in withdrawal and you will be charged a late fee. Your health information will be transferred to Brown Health Services so that you do not need to replicate the information on their form.

Due by August 1

Letter to Brown Advisor due (requires completion of First Readings selection)

Your June mailing will include a copy of the First Readings selection, a book that is our gift to you. Please read this book, which we will ask you to discuss in a letter to your academic advisor. This letter is also an opportunity for you to share your academic goals and interests with your advisor, who will read it prior to meeting with you during orientation. Visit http://brown.edu/college/secure/first_readings for more information about the book and for instructions on submitting your letter to your academic advisor.

~~Brown Meal Plan Contract Response Card~~ – Does not pertain to Dual Degree Students

Due by August 5

Brown Pre-Orientation Programs

Brown offers three optional pre-Orientation programs: Excellence at Brown, the Third World Transition Program, and International Student Orientation. (See page 32 of the Guide to Brown enclosed in the Welcome to Brown Matriculation mailing for more information.) Students who wish to participate in any of these programs are asked to register online by the advertised dates. (See the Brown Orientation website.)

** Additionally BRDD students who plan to attend a Brown Pre-Orientation Program must e-mail the BRDD Advisor Assistant, Michele Zager at Michele.Zager@brown.edu by this date so that she can coordinate an early move-in date for participating students with RISD Residence Life.

~~Brown Course Preference Form~~ – Does not pertain to Dual Degree Students

Due by August 19

Online Brown Code Tutorial

All incoming students are required to complete an on-line tutorial about the Code before they arrive on campus. We will e-mail you a link to the tutorial in June.

RISD Counseling Information Form

The transition to college life is often a stressful and demanding one. The counseling services at RISD are here to help you if you encounter any emotional problems. In order to assist us please complete the Information for Counseling Services Form. Information provided on the form is strictly confidential and will not be released by the Office of Student Development and Counseling Services to anyone without your written authorization unless required by law. No other College division has access to this information. It cannot affect your standing at school. Your cooperation and accuracy in completing this record will assist us in giving you better care. *If the information requested on this form is not relevant to you, it is not necessary to complete and return this form.* This form will be mailed to you but is also accessible online at:

<http://risdorientation.wordpress.com/important-forms-and-documents/>

Due by August 30

RISD ID Card Form with Photo

RISD Card Services will not be open on the day of BRDD Move-In. In order to have your RISD ID card ready upon your arrival, you must complete the RISD ID Card Form with an attached photo. The preferred method of submitting this information is via e-mail to Deborah Domaingue at Ddomaing@risd.edu. Photos should be in a jpeg format. If it is not possible to do this via e-mail, students should complete the form and send it to Card Services via mail. Information about your RISD ID card and the form can be located online at: <http://risdorientation.wordpress.com/important-forms-and-documents/> Please consult this information for guidelines. *(Please note that if sending your photo via mail and not via e-mail, you will need to allot sufficient time for it to arrive to RISD prior to the move in date of Sept. 3rd).*

RISD Health Insurance Waiver – Does not pertain to Dual Degree students. All Dual Degree students pay Brown’s health services and health insurance fees.

Due by September 6

RISD Freshmen Sketchbook Project

In early July, RISD Department of Foundations Studies will send you a blank sketchbook in the mail with instructions about participating in the Freshmen Sketchbook Project. Sketchbooks should be returned in person to Foundation Studies on September 6th, during Brown Orientation.

August 20–September 20

Introductory Chemistry Placement Exam

This placement exam is mandatory if you plan to take CHEM 0330 during your studies at Brown. The results of this exam will be available immediately and will determine your course placement in Chemistry. You must score a minimum of 8 in order to enroll in CHEM 0330. If you score below 8, please enroll in CHEM 0100. If you have official AP Chemistry test results on file at Brown by August 19 and your score is 4 or 5, you do not have to take this placement exam.