



Information for Non-Matriculated Students



A WILDCAT ICON INDICATES A REQUIREMENT FOR ALL STUDENTS

OFFICES

Student Success Center -Research & Information Commons	716-839-8228
Campus Safety	716-839-8446
Health & Insurance Services -Wick Center	716-839-8446
Registrar -Duns Scotus, Room 123	716-839-8214
Registration -Duns Scotus, Room 120	716-839-8214
Student Accounts -Duns Scotus, Room 114	716-839-8213

ACADEMIC ACCOMMODATIONS

Students requiring special academic accommodations should contact Jennifer Runco, Coordinator of Disability Services, by email at jrunco@daemen.edu or by phone at (716) 839-8228.

ACADEMIC CALENDAR

The academic calendar is available online at my.daemen.edu under academics.

BOOKSTORE

The Bookstore is located in the ground level of the Dunc Scotus Building and is open Monday through Friday from 8:30 am-4:30 pm. The bookstore will have extended hours during the first week of classes.

BLACKBOARD

Blackboard Learn is a web-based course management software system used to support teaching and learning either in the classroom, a hybrid environment, or exclusively online class. Blackboard is used for course materials, class discussions, individual or group assignments, student grade feedback, and overall class collaboration on important course topics. For Blackboard information and support go to www.daemen.edu/BBstudentsupport

CAMPUS SAFETY

Daemen College Campus Safety is committed to providing the campus with a safe, secure and friendly environment. The Department of Campus Safety is staffed 24 hours a day, 365 days a year, by trained professionals employed to serve the Campus community. We strive to improve daily life around campus through continual training, upgrades and services. We remain totally committed to crime prevention and to ensuring the safety of all of our students, faculty and staff. The campus safety desk is located in the Wick Center and they may be called at 716-839-8446 or 716-839-SAFE.

COMPUTER ACCOUNTS



New students who have already registered for classes can look up their Daemen email username and password by going to my.daemen.edu/student and clicking on TECHNOLOGY.

COMPUTER NETWORK ASSISTANCE & MICROSOFT OFFICE INSTALLATION

For new students who need help connecting to Daemen's network or downloading the free Microsoft Office software, the Daemen College S.M.A.R.T. Squad Help Desk is here to help all students with technology. If you don't know who to ask or what to do with technical issues, contact the S.M.A.R.T. Squad Help desk. The Smart Squad is located in the Research & Information Commons at the following times during the academic year:

- Sunday: 10:00 am – 10:00 pm
- Monday - Friday: 8:00 am – 10:00 pm
- Saturday: 9:00 am – 6:00 pm

COURSE SCHEDULES

Non-matriculated students will register with academic advisement (Located in the Research & Information Commons). Please note that appropriate documentation (i.e. transcripts) of required prerequisites must be provided at time of registration. Professors or classrooms may change after initial registration. Be sure to check your schedule the week before class at <http://my.daemen.edu/webadvisor>.

DINING SERVICES

The Office of Dining Services (located in the Wick Center, Dining Hall) will be open daily from 8:30 am – 7:00 pm during the academic year to assist students who have questions about meals or who wish to purchase DC Bucks and/or the Eco-Go set. You may also purchase DC Bucks online at www.campusdining.com/daemen

HEALTH RECORDS



Submit your health records (if you have not already done so). Health Records are required of any undergraduate student taking 6 credits or more and any graduate student taking 4 credits or more. A form may be downloaded at daemen.edu/student-life/student-services/daemen-college-health-services. PLEASE NOTE: No Student will be allowed to register for classes until they are health compliant.

ID CARDS



ID Cards are issued at the Campus Safety Desk at the Wick Center on Mondays from 9:00 am-4:00 pm, Tuesday through Fridays from 9:00 am-7:00 pm.

PARKING PASSES



Once students have set up their computer accounts (see above) they may apply for their parking pass online at daemen.edu/parking. The annual fee for parking permits is \$35. Students who have been notified that their parking passes are ready may pick them up at the Campus Safety Desk at the Wick Center on Mondays from 9:00 am-4:00 pm, Tuesday through Fridays from 9:00 am-7:00 pm. Please see the Parking Map in this handout for student parking locations.

RESEARCH & INFORMATION COMMONS (RIC)

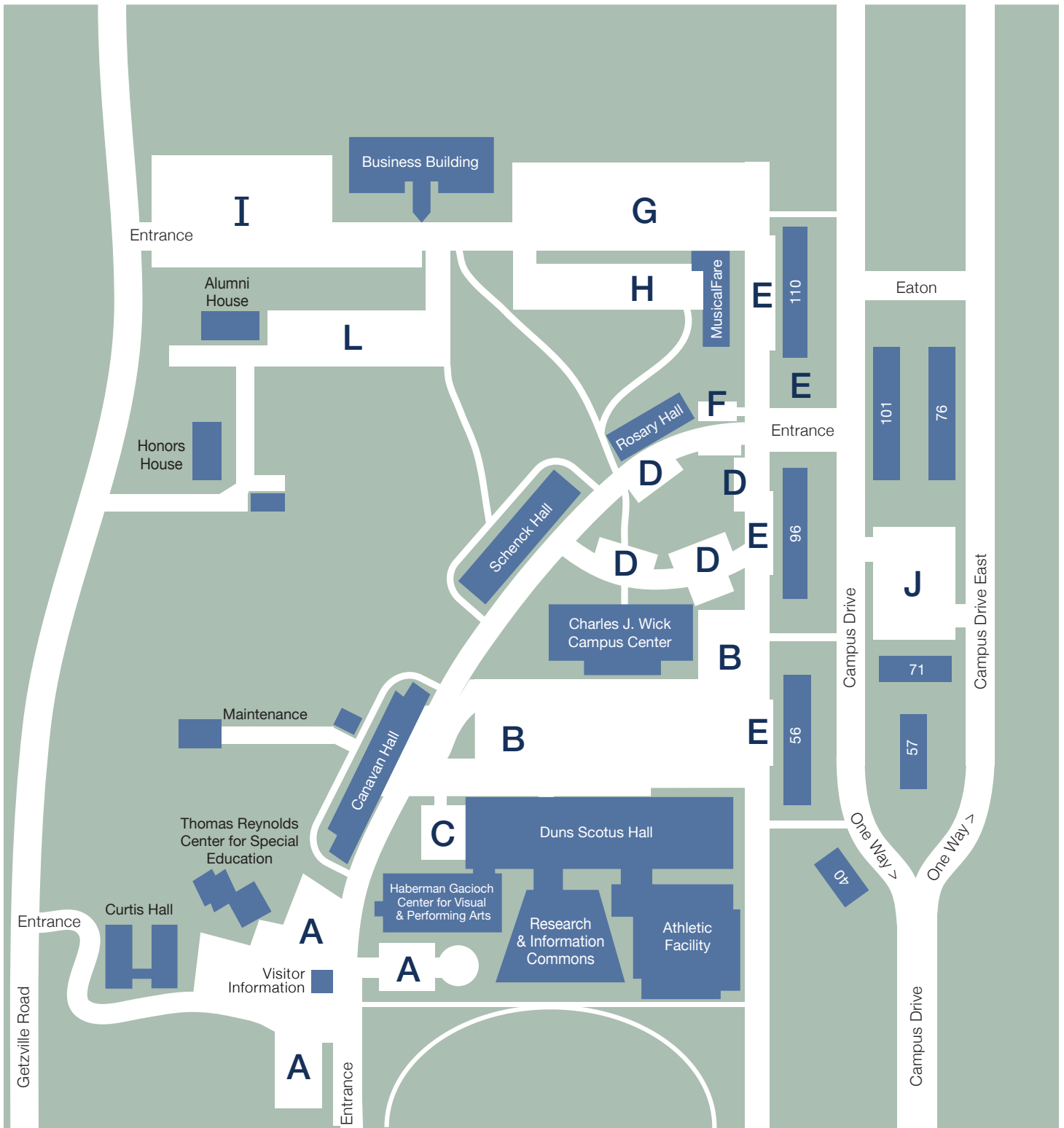
The research and information commons, attached to the Duns Scotus Building, offers many services for Daemen students including:

- S.M.A.R.T Squad
- Academic Advisement
- The Learning Center
- The Library
- The Professional Educator Resource Center
- RIC's Daily Grind Café
- PCs and laptops
- Quiet and talking-permitted study areas with over 300 seats
- Group-study rooms
- Printing, photocopying, scanning, media viewing
- Over 160,000 books and journals

STUDENT ACCOUNTS



Meet with Student Accounts (Duns Scotus Room 114) to settle your bill. Payments may also be made on-line through Webadvisor.



4380 Main Street

DAEMEN

Academic & Wellness Center

K

DAY PARKING ONLY (No parking between 1am and 7am): Lots A, B, D, F, G, K & L | RESERVED (No parking except for those with special permits or visitors): Lot C

DAY/OVERNIGHT PARKING (Parking permitted overnight): Lots E, H, I & J