

DAEMEN



QUICK REFERENCE GUIDE FOR NON-MATRICULATED STUDENTS

716-839-8228 | STUDENT SUCCESS CENTER

Please Note:

All students should be aware of [the Daemen College COVID-19 Plan for Spring 2021](#) and be sure to follow the steps necessary to transition to campus.

ACADEMIC ACCOMMODATIONS

Students requiring special academic accommodations should contact Director of Disability Services, Therese Bass at tbass@daemen.edu or (716) 839-8228.

ACADEMIC CALENDAR

The academic calendar is available online at daemen.edu/calendar.

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. Blackboard may be accessed by logging into your <https://my.daemen.edu/portal/>.

BOOKSTORE

The Bookstore is located in the ground level of the Duns 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.

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. They strive to improve daily life around campus through continual training, upgrades and services. They are 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-SAFE.

COMPUTER ACCOUNTS

New students who have already registered for classes can activate their account by going to https://my.daemen.edu/users/username_lookup_passwd_change.php.

COMPUTER NETWORK ASSISTANCE & MICROSOFT OFFICE INSTALLATION

The Daemen College S.M.A.R.T. Squad Help Desk is here to help all students with technology. The S.M.A.R.T. Squad is a student staffed help desk trained and mentored by the Office of Information Technology to diagnose and remedy problems for personally owned student, faculty, and staff computers. Smartsquad may be reached at (716) 566-7865 or smart.squad@daemen.edu.

Regular Hours of Operation during fall and spring semesters:

Sunday and Saturday: 10am – 8pm Monday - Thursday: 8am – 11pm Friday: 8am – 8pm

COURSE SCHEDULES

Non-matriculated students will register with academic advisement (Located in the Research & Information Commons). Please contact (716) 839-8228 M-F 8:30am-4:30pm to schedule an appointment with an academic advisor. Please note that appropriate documentation (i.e. transcripts) of required prerequisites must be provided at time of registration.

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. You may also purchase DC Bucks online at daemen.edu/food.

HEALTH SERVICES

All students should be aware of the Daemen College [COVID-19 Plan for Spring 2021](#) and be sure to follow the steps necessary for a seamless transition back to campus and additional requirements necessary due to the pandemic.

HEALTH RECORDS

As required by New York State Public Health Law, students born on or after January 1, 1957, and taking 6 or more credits must submit proof of immunization for Measles, Mumps & Rubella (vaccinations or titers). Furthermore, all students taking 6

or more credits must submit proof of immunization for Meningococcal disease (completed vaccination or vaccination series within the past 5 years or a signed waiver declining the vaccination). Please note: Students will not be permitted to attend classes, receive keys to the residence halls OR practice/play a sport until they are health compliant. For more information visit daemen.edu/healthrequirements.

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.

ID Sticker & Daily Health Screening

As listed in the [Daemen College COVID-19 Plan for Spring 2021](#), all Daemen Community members are required to complete the required COVID-19 test. Once this is done individuals will receive a SP21' sticker for their college ID. To assist with campus reopening and education efforts, ERT Ambassadors (student assistants and professional staff) will be stationed at the entrances of buildings to verify that people have a SP21' sticker on their ID. Furthermore, ERT Ambassadors will be around campus to ensure that people are completing their daily health screening, wearing face coverings when they need to do so, and answering any other questions that they may have.

PARKING PERMITS

Once students have set up their computer accounts (see page 2) 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 during normal business hours from 8:30am-4:30pm Monday – Friday.

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
78 West Coffee Shop

PCs and laptops
Quiet and talking-permitted study areas
Group-study rooms
Printing, photocopying, scanning, media viewing
Over 160,000 books and journals

SOCIAL MEDIA

Want to know what is happening on campus? Follow @DaemenLife on Facebook, Instagram and Twitter!

STUDENT ACCOUNTS

Be sure to settle your bill. Student Accounts has paperless billing and payments may be made online through [self-service in mydaemen.edu](http://self-service.in.mydaemen.edu).

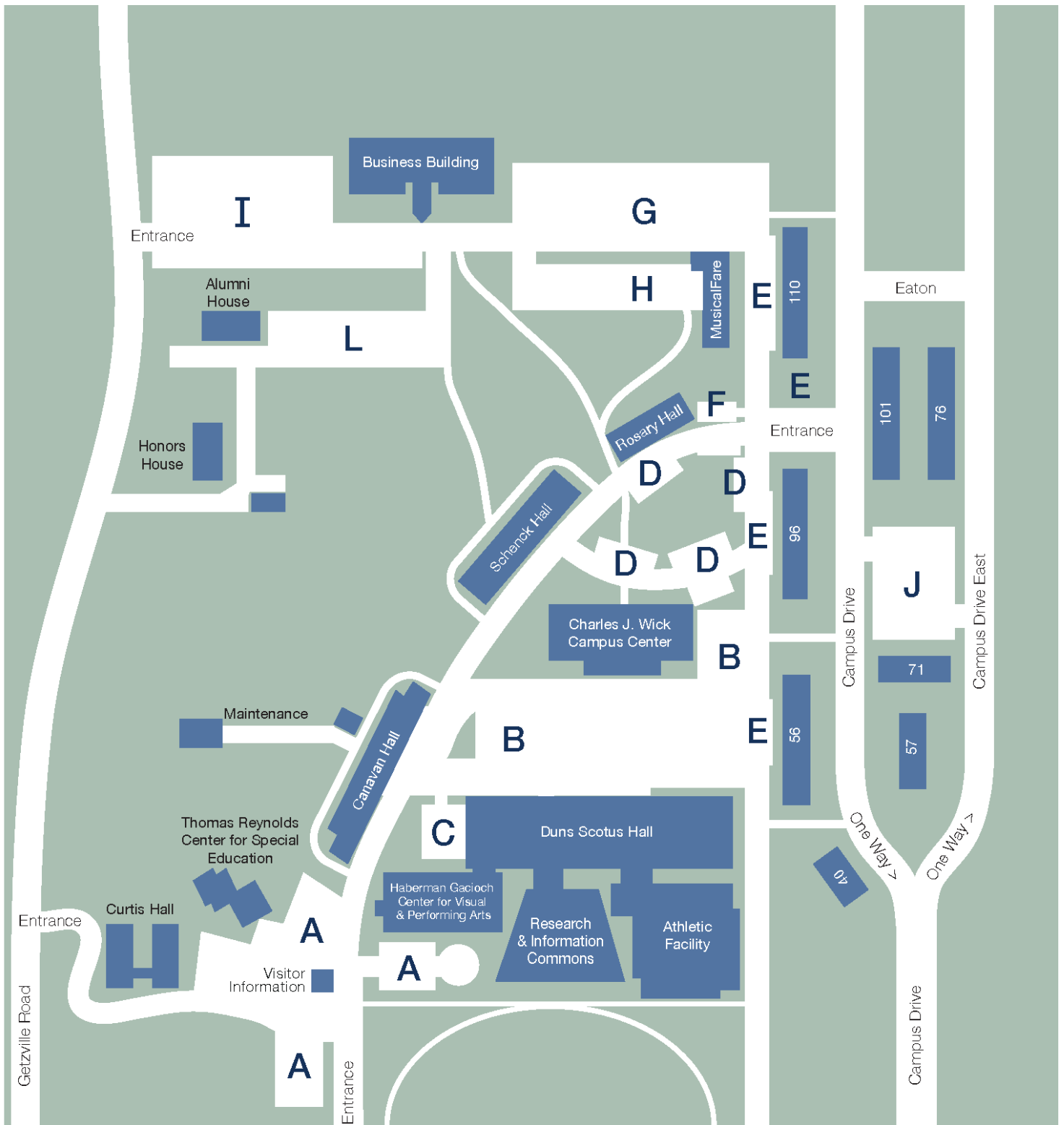
STILL HAVE QUESTIONS? ASK SPOT!

The SPOT
NOW AVAILABLE
by Text Message!

Available:
Mon - Fri
8:30am - 4:30pm
**Phone Number only available via text messaging

Text us:
716-272-1208
or Visit Us: Duns Scotus, 1st Floor

THE SPOT SERVICE PLANNING OPTIONS TRANSCRIPTS



4380 Main Street

DAEMEN
COLLEGE

Academic &
Wellness Center

K

Amherstdale Road

DAY PARKING ONLY (No parking between 1am and 7am): Lots A, B, D, F, G, K & L
 DAY/OVERNIGHT PARKING (Parking permitted overnight): Lots E, H, I & J

RESERVED (No parking except for those with special permits or visitors): Lot C