Connecting with the Drake University School of Education

Welcome to ***BlueVIEW***—the Drake University portal to student services. The Drake portal both “connects” a student with Drake SOE and provides single sign-on for other web-based applications like Blackboard, Webmail, Room/Event scheduler, and MyDUSIS. Therefore, once you enter your username and password, you will be able to access these additional services. Under MyDUSIS find course descriptions, schedules, calendars, unofficial transcripts, and student resources.

To connect to the portal, follow the directions below:

1. Visit [*http://blue.drake.edu*](http://blue.drake.edu) with your internet browser.
2. Enter your user name (your Drake ID number in 9 digits) in the login box.
3. Enter your password in the login box. Your initial password is your birthdate in 6 digits, MMDDYY
4. Click the Login button.

After you have logged in, you should change your password. If you forget our password, you may have it reset to your birthdate by calling 515-271-3001.

The icons, located in the upper right hand corner, provide access to email, “group” communications, Blackboard, account information (MyDusis), and blueSpace.

Macintosh:Users:000590779:Desktop:Screen shot 2013-07-01 at 10.07.18 AM.png

***Reminder:*** The use of Drake email is **required**. All official communication from the Drake University and the School of Education will be sent to this account. The Support Center tab provides directions for customizing your portal and contains a preview of channels available to you. The portal can be extremely useful; it only needs a little time to explore the options and decide how it can best serve you. When you finish your connection, always remember to **logout** so your account is not visible to another user.

# FREE MICROSOFT OFFICE SUITE

As a degree-seeking student, you may download a complimentary copy of Microsoft Office Suite. To access this software, please open your BlueView portal account and click on the Support Center tab at the top of the page. Then click on E-academy software access in the first box on the left under Electronic Software Downloads. Select the product you wish to download. Click add to cart. Click check out. Select continue. Accept the terms. Answer the questions. Complete payment is applicable. Office Suite Professional Plus Mail Order will require payment. Complete documentation of this process is available under the eAcademy link.

# ACCESSING YOUR WEB-ASSISTED OR WEB-BASED CLASSES ON BLACKBOARD

In addition to the *BlueVIEW* entrance, you may directly access a web-assisted or web-based course at Drake University by going to: **http://bb9.drake.edu** and logging in, using your Banner ID for the user name and the 6-digit PIN number for the password. Note that **“cookies” must be enabled** to use Blackboard. When experiencing difficulties, contact the HelpDesk at 515-271-3001 or email bbsupport@drake.edu. Help Desk hours are M-TR 8:00 am–6:00 pm; Friday 8:00 am—4:30 pm.

### TO GET A DRAKE ID

You may get a Drake picture ID at the Student Life Center, first floor, Olmsted Bldg. This office is open regularly from 8:00 am-10:00 pm Monday through Saturday, and 11:00 am—10 pm on Sunday. If students cannot come to campus during these hours, special arrangements for obtaining a picture Drake ID may be made by calling 271-3711. There is no cost for this service for your first ID. If an ID is lost there is a $10 fee to replace it that will be charged to your account when they create the new ID.

### FINANCIAL AID AND LOAN DEFERMENTS

Registered students may defer loan payments by contacting the Federal Department of Education and by requesting deferment forms for the Federal Stafford Loan ([www.studentloans.gov](https://bl2prd0310.outlook.com/owa/redir.aspx?C=3MT8mO15BUyx0bFeV4JXQ4hsBnJ4PM8I7BkR3UqB-E_l4DM_foyDF17O5oaZO-BFFyaEe7mNLSU.&URL=http%3a%2f%2fwww.studentloans.gov" \t "_blank) or 1-800-848-0979) The completed deferment forms should be forwarded to the Drake Registrar's Office for verification of student enrollment status.  Students must be enrolled in at least 6 hours to be eligible for loan deferment. Questions about enrollment status can be directed to the Registrar's Office: 1-800-44 Drake ext 3901.  For additional questions, contact Office of Student Financial Planning 1-800-44-DRAKE, ext 2905.

**Students wishing to receive financial aid must be fully admitted 30 days prior to the ending date for each enrollment term. These deadlines are firm and non-negotiable.**

**ADMISSION POLICY FOR GRADUATE WORK**

Non-admitted students may be able to complete up to 7 credit hours before completing the admission process. Waivers must be submitted to the Associate Dean by a program advisor for approval.

### CAR REGISTRATION

Registered vehicles may be parked in all Drake parking areas, with the exception of Olmsted pay-lot. Registrations are valid for either one semester or one year, beginning the first day of the semester. Parking passes may be purchased online beginning the first week of August via BlueVIEW under the My Drake Account tab. Locate the Parking Tools on the left hand side and click Register for Drake Parking Tag. Please pick up and/or purchase the parking pass in the Cashier’s Office, 115 Old Main, during regular business hours. Residence Hall/Overnight parking permits are only available to students living in the residence halls or Drake West Village. Prices are as follows:

Daily Commuter (Annual): $160.00

Daily Commuter (Fall Only): $100.00

Daily Commuter (Spring Only): $100.00

Residence Hall/Overnight (Annual): $250.00

Residence Hall/Overnight (Fall Only): $165.00

Residence Hall/Overnight (Spring Only): $165.00

Parking Ticket (General): $25

Parking Ticket (Handicapped/Space Violation): $100

**DRIVING DIRECTIONS AND CAMPUS MAP**

You will find driving directions to campus and a printable campus map at the following website:

<http://www.drake.edu/visit/directions/>

**COURSE VALIDATION**

Students are required to validate their enrollment by attending the first class meeting for each course on their schedule.  Failure to attend the first class or to make prior arrangements with the professor will result in the student being dropped from that course.

**IMPORTANT PHONE NUMBERS**

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| **OFFICES** | **PHONE NUMBERS** |
| **ADMINISTRATIVE OFFICES** |  |
| Drake University Toll Free Number www.drake.edu | 1-800-443-7253 |
| School of Education Office of Graduate Admission  (School of Education, 3206 University Ave.) | 515-271-2552 |
| Office of Student Financial Planning (Carnegie Hall) | 515-271-2905 |
| Student Accounts Office (lower level of Old Main) | 515-271-2151 |
| Student Records and Academic Information (lower level of Old Main) | 515-271-3901 |
| Professional & Career Development Services (Student Employment) | 515-271-3741 |
| **CAMPUS INFORMATION** |  |
| Bell Center (NE Corner of Forest and 27th St.) | 515-271-3173 |
| Campus Security | 515-271-2222 |
| Class Cancellation Line | 515-271-4545 |
| Cowles Library (27th and University) | 515-271-2111 |
| Health Center (SE Corner of 32nd and Carpenter) | 515-271-3731 |
| Help Desk (help for DUSIS, Internet, Blackboard, Email, etc.) | 515-271-3001 |
| Student Life Center (main level of Olmsted Center) | 515-271-3711 |
| University Bookstore (NW Corner of 31st and Forest | 515-274-3401 |
| University Bookstore Toll Free Number | 1-800-430-9875 |

**Welcome to the School of Education. We wish you the best in pursuing your degree!**

