

## The DigiPen Administration FAQ!

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### ● Who do I talk to if **I don't have a badge**?

After you arrive at DigiPen, wait for the all-campus email announcing that badges are ready to be picked up at the DigiPen Front Desk!

### ● What if I **lost my badge** or it isn't working?

➔ First, do not try to badge open the doors while your badge is still in a purse or wallet. Take the badge out and then scan it. If the badge still does not open the door:

➔ Email [badge@digipen.edu](mailto:badge@digipen.edu) with the following information:

- Your name
- Your student ID #
- The reason you need a new badge. Is it lost? Did it break? Is it just not working?

➔ Wait for an email from the DigiPen Front Desk notifying you that your new badge is ready to be picked up.

### ● Where do I go if **I want to meet with** Financial Aid, Human Resources, Accounting, Admissions, or the Registrar?

Stop by the Front Desk and we'll direct you from here! Also, please take advantage of the Financial Aid emails: [financialaid@digipen.edu](mailto:financialaid@digipen.edu) and [scholarships@digipen.edu](mailto:scholarships@digipen.edu). Financial Aid will reply within 24 hours.

### ● Where are hard copies of **forms** for the Accounting, Registrar, HR, and Admissions Outreach offices?

Forms bins are located in the South hallway. Turn left before entering the Café and keep going past the women's restroom. (Turn right when exiting the Café.) The forms bins are hanging on the wall. If you cannot find a form and do not have a digital copy, please ask the front desk for assistance.

● How do I sign up for a **locker** and what are DigiPen's locker policies?

DigiPen has a limited number of lockers in the far North hall next to Hamada and Al-Khwarizmi. Stop by the Front Desk to pick up a **Locker Use Agreement Form** to check out a locker for the academic year. You are welcome to request a specific locker or your locker will be randomly assigned. DigiPen also has a very limited supply of locks to rent out. Students will be required to provide their own locks after all DigiPen locks have been rented. Locker rentals begin after New Student Orientation Week on the first day of classes. Any questions? Email Tana Goar at [tana.goar@digipen.edu](mailto:tana.goar@digipen.edu) or visit the Front Desk between 9:00AM-5:00PM!

Students who do not have a Locker Use Agreement Form on file with the DigiPen Front Desk **may not** use a locker. The lockers are distributed on a first-come, first-serve basis. You may not claim a locker before you fill out your form.

Locks found on lockers without forms filed may be removed. DigiPen has the right to search all areas within its premises, including all lockers, boxes, and other containers at any time to ensure that no illegal substances are being brought to or stored on the premises or for other reasons deemed appropriate by DigiPen. Students who use lockers accept all responsibility for items stored in that locker.

● Can I have **guests** on campus? And where do I bring them?

Your guests are welcome to visit campus! Security requires all guests to sign in at the Front Desk. Bring your guests to (or meet them at) the Front Desk. Have them sign in on the visitor's form and get badges. Do not let visitors into campus through the Café or North doors; please instruct them to go around the building to the Main Entrance. Thank you for your assistance and cooperation!

- How can I **allow access** to my academic, financial aid, or general information for my parents/guardians?

Under FERPA your right to privacy is automatically protected by DigiPen. If you would like specific people to be able to access any academic, financial aid, or account information, please fill out the FERPA Release of Records Form. Contact the Front Desk or Human Resources with any questions regarding your FERPA rights.

This is a very different form from the FERPA Release and Reference Request form. Fill out a FERPA Release and Reference Request form when you would like a faculty or staff member from DigiPen to serve as a reference for you when applying to scholarships or jobs.

- Where do I **turn in forms**?

For the most part and unless instructed otherwise, you can turn in any and all forms to the Front Desk! If the Front Desk cannot take the form they will direct you to the correct location to drop off the form.

- How can I request a Student Enrollment Verification Form to **prove I'm a student at DigiPen** for insurance or other purposes?

Request a Student Enrollment Verification Form off of SRS. You will receive an email notification when the Verification Form is prepared and ready to be picked up at the Front Desk.