

January 20, 2012

Dear Student:

The Division of Technology Services collaborates with other areas in reviewing records, policies, and procedures. One record review was of those students that achieved Junior status upon successful completion of courses this past semester. The review focused on student eligibility for a laptop computer upgrade based upon students achieving Junior status through the attainment of **64 earned credits among other criteria.**

After review, a determination has been made that you are eligible for issuance of a new laptop. This will be the laptop that you will keep until you graduate from Wentworth. Please visit [www.wit.edu/laptop](http://www.wit.edu/laptop) for more information.

You will turn in your Lenovo or Apple MacBookPro laptop and receive (depending on your academic major) either a Lenovo W520 or Apple MacBookPro laptop computer. Please visit [www.wit.edu/laptop](http://www.wit.edu/laptop) for more details.

**To receive your upgraded laptop, please follow these instructions;**

**Beginning January 30, 2012, you will need to make an appointment to refresh your laptop by calling the Division of Technology Services Help Desk, Beatty Hall, Room 320 at 617-989-4500 during the hours of 9:00AM to 4:30PM, Monday through Friday. When calling the Help Desk, identify yourself as a Short Credit Junior.**

**If you do not contact the Help Desk and make arrangements to pick up your new laptop by the close of business on Friday, February 17, 2012, your next opportunity to refresh will be in September 2012 at the Fall 2012 Laptop Distribution.**

All students must do the following before you come to refresh your laptop:

- **Back up your data! DTS will not be able to assist you in backing up your data on the day of the refresh. You must have all of your data backed up before you come to the DTS Help Desk.**

**Note: The laptop you are returning will be reimaged and your data files will be irretrievable. Instructions for backing up your data can be found at:**

- [Macintosh](#)
  - [PC](#)
  - **Do not attempt to remove any stickers from the laptop.**
- You must also verify you have all the laptop component parts you need to return. The laptop needs to come back to DTS with the power adapter, battery, and all internal components. The following is a list of prices that will be charged for broken/missing parts (if applicable, the charge will appear on your tuition account). To avoid these charges, please replace the components (visit [www.wit.edu/laptop](http://www.wit.edu/laptop) and click the appropriate partner site):**

### Current charges, subject to change:

- Minor dents and scratches - No Charge
- Missing battery - \$150
- Missing AC Adapter - \$100
- Missing RAM - \$100 per 1GB chip.
- Missing Wentworth Asset Tag Number - \$25
- Cracked LCD Display - \$500
- Severe Case Damage (causing the machine or a component to be inoperable) – varies, up to \$500
- Case Damage (not necessarily causing the machine or a component to be inoperable) - varies, up to \$500 depending on the specific laptop component

### The Day of the Refresh

- **Bring your Student ID (no laptops can be distributed without a Student ID), your old laptop, and the required accessories.**
- The refresh process will involve an inspection of your old machine, "checking in" your old laptop, assigning a new laptop, and then doing the initial set-up of your new laptop.
- You will keep the laptop case you were initially given.

You can always find information about the program at the Laptop Program website [www.wit.edu/laptop](http://www.wit.edu/laptop) or contact me directly at [laptop@wit.edu](mailto:laptop@wit.edu) if you have questions.

On behalf of the Laptop Distribution Team, thank you for your cooperation and best wishes for a successful academic term!

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P Please consider the environment before printing this email. Thank you