Congratulations and Welcome to SLU!

As a new student, you recognize the importance of earning your degree from Saint Louis University. At the School for Professional Studies at SLU, we understand that you are a working adult. Our flexible programs are designed around you—we are here to guide you to your educational and career goals.

Saint Louis University is a Jesuit, Catholic university ranked among the top research institutions in the nation. The University fosters the intellectual and character development of more than 14,000 students on campuses in St. Louis and Madrid, Spain. Founded in 1818, it is the oldest university west of the Mississippi and the second oldest Jesuit university in the United States.


Accreditation
Saint Louis University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

SPS Mission
The School for Professional Studies offers globally accessible, academic, professional, and continuing education programs for adult learners and working students in Saint Louis University’s Jesuit tradition of excellence. Our faculty and staff promote a student-centered, innovative, and enterprising environment built on a foundation of integrity, accountability, and collaboration.

Contact Us
School for Professional Studies
Brouster Hall
3840 Lindell Blvd.
St. Louis, MO 63108
Phone: (314) 977-2330 or (800) 734-6736

busyadults.slu.edu
SPS follows an academic calendar of five, eight-week terms with classes meeting once per week. There is also a four-week intersession available in the spring, and two-week and four-week intersessions available in the summer, which allow students to earn more credit hours or to take extended breaks during the spring and summer months.

Classes meet once per week. However, during the fall and spring terms, each class will usually meet one additional class session during one of the weeks in the term. This allows for the ninth class meeting during an eight-week time frame. Every effort is made to alternate those weeks within the calendar to avoid creating consecutive weeks of doubling of classes.

Recognizing the need for working adults to be with family around the holidays, SPS makes every effort to avoid class sessions during holidays as well. This necessitates doubling of classes in some terms more than others.

Observed holidays include Labor Day, Thanksgiving and the following Friday, Christmas break through January 1, Dr. Martin Luther King Jr. Day, Holy Thursday, Good Friday, Memorial Day, and Independence Day.

### Summer Term
- **Monday - Friday:** 5:30 - 9:30 p.m.

### Summer Intersession
- **Thursday:** 5:30 - 9:30 p.m.

### Fall Term 1
- **Monday - Friday:** 5:30 - 9:30 p.m.

### Fall Term 2
- **Monday - Friday:** 5:30 - 9:30 p.m.

### Spring Term 1
- **Monday - Friday:** 5:30 - 9:30 p.m.

### Spring Term 2
- **Monday - Friday:** 5:30 - 9:30 p.m.

### Summer Term
- **Monday - Friday:** 5:30 - 9:30 p.m.

### Summer Intersession
- **Thursday:** 5:30 - 9:30 p.m.

*Shown in bold*: 8 a.m. - 5 p.m.

*Blended & Partnership Students Only*
Tuition and Financial Aid

2015-2016 Tuition Rates

St. Louis Campus and Online Courses

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Course Audit (formal)</th>
<th>Late Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$620/credit hour</td>
<td>$620/credit hour</td>
<td>$50 per occurrence</td>
</tr>
</tbody>
</table>

Military Tuition Rate

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Aviation Management Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>$400/credit hour</td>
<td>$250/credit hour</td>
</tr>
</tbody>
</table>

Graduate Programs

<table>
<thead>
<tr>
<th>Tuition</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$760/credit hour</td>
<td></td>
</tr>
</tbody>
</table>

Tuition rates are subject to change each academic year beginning in summer. Tuition for Allied Health, School of Nursing, School of Social Work and master’s level courses will vary. Partnership students may receive reduced tuition rates. See your admissions counselor to learn about these rates.

Billing and Payment Options

Fall bills will be mailed out in July with an estimated due date of August 1, and spring bills will be mailed out in December with a due date of January 1. Students have several options for making tuition payments.

Online Payment

Tuition may be paid online through SLU’s Payment Suite, accessed through the mySLU web portal. To reach the Payment Suite, go to http://myslu.slu.edu and log into mySLU using your SLU user ID and password. Once you are logged in, click on the “Tools” tab, and then the Payment Suite icon. You may use one of the available payment plans, or make a direct payment for your account. Please note: there may be a convenience fee assessed when paying by credit card.

Direct Payment

Tuition payments can be made directly to the Office of Student Financial Services and must be accompanied by the top portion of the bill. Mail your payment to:

Saint Louis University
Office of Student Financial Services
PO Box 790165
St. Louis, MO 63179-0165

Make all checks payable to Saint Louis University, and please write your Banner ID number on the face of your check. You may also pay in person at the Cashier’s Office (DuBourg Hall, Room 4). Accepted methods of payment include cash and check. Credit cards are only accepted for payments made online.

Budget Payment Plan

Students who would like to pay their tuition in installments may arrange to participate in this plan. Options include a monthly payment plan with a finance charge of 1% per month assessed on the unpaid balance, or an interest-free monthly payment plan with an up-front semester enrollment fee of $75. Payments must be received prior to the due dates to prevent late fees and holds on registration.

Direct Billing to Employers

Students whose employers will pay tuition costs directly to the University may use the company billing process. Contact the Office of Financial Services at (314) 977-2395 to take advantage of this service.

Deferred Payment Option

The School for Professional Studies offers special financial arrangements for students whose employers reimburse tuition costs after completion of a course. To take advantage of the deferred payment option, students must submit documentation indicating the employer’s reimbursement amount and the student’s eligibility to the Office of Student Accounts prior to the beginning of each semester this option is to be used. Tuition or fees not paid by employers are due on the regular payment due dates. Under this option, students are responsible for the full tuition amount, whether or not the reimbursement is received. Additionally, a 1% per month finance charge will be assessed on open balances after the deferred payment due date. Payment must be received prior to the deferred deadline to ensure continued eligibility for deferment and prevent late fees and holds on future registration.

<table>
<thead>
<tr>
<th>For term</th>
<th>Payment is deferred until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer:</td>
<td>September 9, 2015</td>
</tr>
<tr>
<td>Fall 1:</td>
<td>November 27, 2015</td>
</tr>
<tr>
<td>Fall 2:</td>
<td>January 29, 2016</td>
</tr>
<tr>
<td>Spring 1:</td>
<td>April 22, 2016</td>
</tr>
<tr>
<td>Spring 2:</td>
<td>June 24, 2016</td>
</tr>
</tbody>
</table>

Drop from Enrollment for Nonpayment

Students who have unpaid balances or who have not made financial arrangements by the end of the first week of the term may have their registration cancelled for non-payment. A $50 late registration fee will be assessed upon re-enrollment.

Financial Assistance: How it Works

Saint Louis University is committed to providing scholarship and financial aid programs to recognize academic excellence and to make a SLU education affordable. In addition to offering merit-based scholarships, SLU provides need-based scholarships, grants, and loan programs to qualified applicants.

Contact the University’s Office of Scholarship/Financial Aid for the most up-to-date information on available financial aid. Their office is located in DuBourg Hall, Room 121. You may also call (314) 977-2350, or visit their website at www.slu.edu/x21861.
FAFSA

Students wishing to apply for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Saint Louis University encourages all students to complete the FAFSA prior to March 1 of each academic year.

FAFSA forms are available in the University Office of Scholarship/Financial Aid. The FAFSA also may be completed online by visiting www.fafsa.ed.gov. A Personal Identification Number (PIN) is required to sign the application electronically. SLU’s FAFSA school code is 002506.

Upon receipt of the FAFSA, SLU will send out a financial aid award notice, indicating a student’s eligibility.

Partnership Rate

Students enrolled in a SPS partnership program are eligible for special partnership tuition rates under the condition that these courses are needed within certain agreed-upon partnership programs. If the course does not apply to the program for degree or certification completion, partnership students will incur the standard SPS tuition rate.

Financial Counseling

Each student has been assigned a Student Financial Services Counselor to assist with any questions. Counselors are assigned according to the first letter of a student’s last name.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Counselor</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A,B,C</td>
<td>Frank Tucci</td>
<td>(314) 977-2351</td>
<td><a href="mailto:tuccifv@slu.edu">tuccifv@slu.edu</a></td>
</tr>
<tr>
<td>D, L, S</td>
<td>Shayla Eubanks</td>
<td>(314) 977-2346</td>
<td><a href="mailto:seubank2@slu.edu">seubank2@slu.edu</a></td>
</tr>
<tr>
<td>F-J</td>
<td>Brittany Kennedy</td>
<td>(314) 977-2839</td>
<td><a href="mailto:kennedyba@slu.edu">kennedyba@slu.edu</a></td>
</tr>
<tr>
<td>R,T-Z</td>
<td>Cara Gitchos</td>
<td>(314) 977-2352</td>
<td><a href="mailto:cgitchos@slu.edu">cgitchos@slu.edu</a></td>
</tr>
<tr>
<td>E,K-M,Q</td>
<td>Mike Ruggless</td>
<td>(314) 977-4203</td>
<td><a href="mailto:rugglesma@slu.edu">rugglesma@slu.edu</a></td>
</tr>
<tr>
<td>Military</td>
<td>Jennifer Matteson</td>
<td>(314) 977-2259</td>
<td><a href="mailto:jmattes2@slu.edu">jmattes2@slu.edu</a></td>
</tr>
<tr>
<td>Partnership</td>
<td>Carolyn Merkel</td>
<td>(314) 977-2405</td>
<td><a href="mailto:merkelcm@slu.edu">merkelcm@slu.edu</a></td>
</tr>
</tbody>
</table>

Refunds

Students borrowing in excess of tuition will be sent a refund to their billing, local or permanent address. You may designate an account for an electronic refund. Log into mySLU. Under the “Student Tab” select “Payment Suite.” Within “Payment Suite” select “Refunds” then click on “Payment Profile.”

Academic Requirements for Financial Aid Eligibility

Federal and state regulations require that educational institutions measure students’ progress toward a declared educational objective, both quantitatively and qualitatively. In accordance with these requirements, Saint Louis University has established the following standards to measure a student’s Academic Progress. These standards will be applied uniformly to federal/state and University administered and/or other funds regardless of whether the student previously received these funds.

Scholarships and Loans

SPS offers several students exclusively for our adult students. For more information and to apply online for these scholarships, visit www.slu.edu/x23497.xml.

Anne Haltenhof Project Management Scholarship
Brandt Disability Scholarship
Continuous Progress Scholarship
Dean’s Emergency Scholarship
Executive Advisory Board Scholarship for Servant Leadership
Herndon Products Scholarship for Organizational Studies
The Larry L. Cockell Security & Strategic Intelligence Scholarship Fund
New Student Incentive Scholarship
New Student Commitment Scholarship
Steven and Diana Ippolito Scholarship
Diana, Alice, Emily & Cecelia Ippolito Healthcare Scholarship
Lumiere Place Hospitality Scholarship
Hospitality Industry Advisory Board Scholarship

How to apply:

Complete and submit the online application along with necessary documents at busyadults.slu.edu. Register for the term for which you are applying. Complete math and/or English placement tests and Student Health Services TB test requirements, as necessary.

Note that partnership students or students who receive a reduced rate may not qualify for scholarships.

Important Deadlines

Summer: Wednesday, May 20, 2015
Fall 1: Friday, August 7, 2015
Fall 2: Friday, October 2, 2015
Spring 1: Friday, December 11, 2015
Spring 2: Friday, February 12, 2016

For additional financial aid and scholarship opportunities, visit the Office of Scholarship and Financial Aid. Their office is located in DuBourg Hall, Room 121, (314) 977-2350.
**Tuition and Financial Aid**

**Estimate of Tuition and Fees: 2015-2016 Academic Year**

**St. Louis Campus & Online**

<table>
<thead>
<tr>
<th></th>
<th>Fall 1 &amp; Fall 2</th>
<th>Spring 1 &amp; Spring 2</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Based on 6 Credit Hours Per Term/12 Per Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition* ($620/credit hour)</td>
<td>$7,440.00</td>
<td>$7,440.00</td>
<td>$3,720.00</td>
</tr>
<tr>
<td>Books (estimate)</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fees†</td>
<td>$97.50</td>
<td>$97.50</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$7,937.50</strong></td>
<td><strong>$7,937.50</strong></td>
<td><strong>$3,920.00</strong></td>
</tr>
<tr>
<td>Federal Direct Subsidized/Unsubsidized Loan</td>
<td>($4699.00)</td>
<td>($4699.00)</td>
<td>$0</td>
</tr>
<tr>
<td>Based on max. loan amount for independent freshman student less 0.5% of the amount borrowed for loan fees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNMET COST</td>
<td><strong>$3,238.50</strong></td>
<td><strong>$3,238.50</strong></td>
<td><strong>$3,920.00</strong></td>
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<tr>
<td>Monthly Payment Option</td>
<td>$648.00 divided over 5 payments</td>
<td>$648.00 divided over 5 payments</td>
<td>$1960.00 June and July payments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Fall 1 &amp; Fall 2</th>
<th>Spring 1 &amp; Spring 2</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Based on 3 Credit Hours Per Term/6 Per Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition* ($620/credit hour)</td>
<td>$3,720.00</td>
<td>$3,720.00</td>
<td>$1,860.00</td>
</tr>
<tr>
<td>Books (estimate)</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fees†</td>
<td>$97.50</td>
<td>$97.50</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,017.50</strong></td>
<td><strong>$4,017.50</strong></td>
<td><strong>$1,960.00</strong></td>
</tr>
<tr>
<td>Federal Subsidized/Unsubsidized Loan</td>
<td>($4699.00)</td>
<td>($4699.00)</td>
<td>$0</td>
</tr>
<tr>
<td>Based on max. loan amount for independent freshman student less 0.5% of the amount borrowed for loan fees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNMET COST</td>
<td>($681.50)</td>
<td>($681.50)</td>
<td><strong>$1,960.00</strong></td>
</tr>
</tbody>
</table>

*All figures are estimated and subject to change. Summer 2016 tuition cost should be available in Feb. 2016. Military and partnership students should discuss their estimated tuition with their admissions counselors.*

†Fees include student government, student union, readership and technology fee.
Getting Started with mySLU Portal

Every student at Saint Louis University is assigned a nine-digit student ID number, frequently referred to as a “Banner ID” number. You are assigned this number at your Admission Interview. You’ll need this number for a variety of purposes, including signing up for SLU Google e-mail and Google Apps, and registering for classes using the Banner Self-Service utility. All of these services can be accessed using mySLU, Saint Louis University’s web-based communication system, utilized by students, faculty and staff.

Your Banner ID number_______________________________

Your SLU email address_______________________________

Your username is the part of your e-mail address before the @ symbol. For example, if your e-mail address is smithj@slu.edu, your username is: smithj. Your temporary password is set to the last six digits of your Banner ID preceeded by the letters “Id”; however, this password will expire, and must be replaced with a password you create.

To initiate your account, log on at password.slu.edu using your username, and your temporary password. Click “Change Password” on the left side of the screen and enter a new password according to the guidelines shown. Your password must be a combination of letters and at least one number.

Now you go to myslu.slu.edu and click on the Tools tab. On the Tools page, you will see the Google Apps link. Click it, and the Google Apps screen will open. Log in using your username and password.

Banner Self-Service

SLU Banner Self-Service is a comprehensive system that manages many aspects of university business, including financial aid, registration, student information, records, and more. You can access SLU Banner from any Internet connection, making it easy for you to stay up-to-date with your accounts, coursework and contact information.

To access Banner, go to myslu.slu.edu, and log in using your SLU e-mail user name and the last six digits of your Banner ID number. Once you are logged in, you will be able to access two different areas:

Personal Information:
In this section, you will be able to update your home and e-mail addresses, contact information, marital status and other personal information; customize your student directory profile; and change your log-in PIN.

Student Resources & Financial Services:
This section is the heart of Banner for students. You may register for classes, accept scholarships, view your grades and even fill out course evaluations, all at your convenience and without the hassles of setting appointments or waiting in line.

Confirming Financial Aid Through mySLU

To confirm/accept/decline your Financial Aid awards, you must log in to mySLU.

There, you can accept or decline the individual components that make up your financial aid award.

To confirm your award, log into myslu.slu.edu using your SLUNet ID and password. Select the “Student” tab, then select “Financial Aid Awards” from the “Student Financial Services” section. Select “Aid Year 2015-2016” from the drop-down box, and click “Submit.”

Click on each tab to review important information. You must read the terms and conditions of your financial aid award prior to reviewing/accepting your financial aid. You may need to scroll down to the bottom of the page to accept the terms and conditions.

Click on the “Accept Award Offers” tab to review and accept or decline your award. Choose to accept the full amount, accept a partial amount or decline an amount for each component of your financial aid award.

To accept the full amount for all awards, click “Accept Full Amount All Awards.” To accept a partial amount of an award, indicate that choice in the “Award Decision” dropdown box, type the desired amount in the “Accept Partial Award” box and click “Submit Decision.”

To decline an award, indicate that choice in the “Award Decision” dropdown box and click “Submit Decision.”
Your SLU email and Blackboard

Using Google E-mail
SLU Google e-mail is the official communication tool of the university. This address is where all your SLU correspondence will be sent, and it will remain active for a full 12 months after you graduate.

It is imperative that you regularly check your SLU Google e-mail account, or take steps to forward it to an e-mail account that you do check regularly. Failure to do so could result in missing needed information such as registration status and important news about the school.

The Google account will give you 2 GBs of space, and a variety of applications to use with fellow students and Google members. You can sign directly into particular Google Apps by using these links:

**E-mail:** mail.slu.edu
**Calendar:** calendar.slu.edu
**Docs:** docs.slu.edu

For additional information on using Google E-mail and the other Google Apps, visit www.google.com/support/a/users/.

Using Blackboard Learn
SLU utilizes Blackboard Learn as its online course management system. Access your courses from just about any computer with an Internet connection. SLU SPS courses may be accessed by logging into your mySLU account at myslu.slu.edu, clicking on the "Tools" tab, and then clicking on the Blackboard icon.

To ensure that you are able to properly utilize all aspects of the online classroom, there are specific hardware and software requirements. These may vary by department and course; check with the instructor.

At a minimum you will need to have the following:

- Access to a computer
- Internet access*
- Mozilla Firefox browser
- Word processing software such as Google Docs, Microsoft Word or OpenOffice
- Presentation software such as Google Docs, Microsoft PowerPoint or OpenOffice
- Adobe Reader (Windows) or Schubert-it PDF Reader (Mac) installed
- Access to SLU email

*High-speed Internet access is recommended. Students using older, slower computers may have difficulty accessing the course or some of its functions or getting course pages to load in a timely manner. Likewise, connecting to the Internet via a dial-up connection will decrease the speed with which students can interact with course material; audio or video files will take substantially longer to load, and may appear choppy, or not at all.
Registration Information

Academic Advising
Students work with an admissions counselor during the admission process and initial registration, and then with an academic advisor throughout their remaining coursework in SPS. Together, the admissions and advising team assist students with their admission, orientation, academic planning and registration.

To make an appointment with an advisor, call the SPS office at (314) 977-2330 or (800) 734-6736. Advisors are available by appointment at the St. Louis campus location. Evening and daytime appointments are available.

Stop-Out Policy
Students must complete a minimum of one SPS course each academic year in order to maintain an active status. Students who do not complete the minimum course requirement will become inactive one year from the last completed course date. Inactive students who wish to regain admission to SPS must reapply and complete the admission process. Students who reapply will be subject to any changes under the new program.

Registration
Students may register by mail, phone, e-mail, fax, Banner Self-Service, or in person after admission into the School for Professional Studies. Students must assume responsibility for completion of all course prerequisites prior to the start of the class. Students will need to obtain permission from the instructor to register after the first day of class.

Registering Using Banner Self Service
2. To browse the course offerings for the upcoming terms:
   • Click on the Student tab.
   • Click on “Look Up Classes” under Registration Tools.
   • Use the form fields to select your desired programs.
   • SPS campus locations include Frost Campus (St. Louis) and “Internet Based” for online courses.
   • Use the “Part of Term” field to select the term(s) in which you would like to search for classes. Fall Term is divided into Professional Studies Terms 1 and 2; Spring Terms are Professional Studies Terms 3 and 4. Summer Term is listed as Professional Studies Summer.
   • Be sure to note the Course Registration Number (CRN) for each class you want to add.
3. When you have the information on the courses you want to take:
   • Click on the Student tab.
   • Click on “Add or Drop Classes” under Registration Tools.
   • On the “Add or Drop Classes” worksheet, select the appropriate term.
   • Enter the Course Registration Numbers (CRN) for each desired course section.
   • Once all CRNs are entered, click the “Submit Changes” button.

Provided you do not receive errors, you have successfully registered! Click on either Student Schedule or Student Schedule: Detail to print out a complete copy of your course list.

For more information on registering using Banner Self Service, go to the Registration Procedures web page, at http://www.slu.edu/x6342.xml.

Course Format Definitions
Various references in the registration process are defined as follows:

Saint Louis (STL) – Course is held at the St. Louis campus, once per week from 5:30 - 9:30 p.m.,

Online (OL) – Course is held completely online using SLU Global and is taught asynchronously.

Waitlist Procedure
Students may be added to a waitlist for a course that has closed due to full enrollment. If a seat becomes available, the student will receive email notification (from waitlist@slu.edu) and will have 24 hours to change their status from waitlisted to registered via Banner Self-Service. If a student does not register within 24 hours, an email notification will be sent to the next student. Once all waitlisted students have been notified, the seat is then open to the general population.

In some instances, a staff member in SPS may see that the seat has become available. In this instance, the student will be automatically registered for the course and an email will be sent to the student’s SLU email address informing them of the change. It is the students responsibility to inform the advisor if they are no longer interested in enrolling in the class or if they need to drop a replacement course. Students will not be automatically dropped from a class they chose as a substitute for the waitlisted class.

English Composition Transfer Credit Policy
All first time freshmen, readmitted and transfer students admitted into SPS must complete the English composition placement exam unless they have successfully completed a composition course within the last five years.

Students who successfully completed a composition course more than five years before their date of admission into SPS will be awarded transfer credit based on the results of their placement exam score.
FAQs and Resources

What do I do if I am having problems in class?

• First, talk with your instructor. Instructors will schedule time outside of class to meet with you and assist you in problem areas or connect you with resources that could help you to better grasp the information. It is always a positive step to show an instructor that you care about learning and that you are trying to do your best in the class.

• Second, utilize the Tutoring Center, Online Writing Center and/or SLU Libraries. These resources have been designed specifically for your use; we encourage you to take advantage of the assistance they offer:

  • Tutoring Center: http://www.slu.edu/x54220.xml
  • Online Writing Center: http://www.slu.edu/x34507.xml
  • SLU Libraries: http://libraries.slu.edu

• Third, contact your advisor to concerns regarding problems in class. Your advisor may be able to suggest additional resources.

Why do I have a hold on my account and what can I do to have the hold removed?

• A list of student holds can be found at: http://www.slu.edu/x25921.xml. Click on the hold type to find out how to get the hold removed.

Note that Student Accounts holds are not automatically removed upon payment to the university. Contact Student Accounts at 314.977.2395 to have the hold removed.

• Any questions regarding holds on your account can be addressed to your academic advisor.

How much time should I expect to spend on homework outside of the classroom?

• You should expect to spend approximately 2-3 hours outside of the classroom for every unit of credit.

For example, if you are taking 3 credit hours per term, you should expect to spend 6-9 hours per week of time studying outside of the classroom.

• Online classes are often more intense and can sometimes require between 15-20 hours per week, depending on the subject matter.

General Timelines

• Course syllabi will be posted to Blackboard 1 week prior to the start of the term.

• Students can be registered for the next academic year each April. Contact your advisor to start the process of registering for the upcoming academic year starting in March.

Partnership Students Only

• It is your responsibility to contact your advisor should you need to make any changes to your schedule. You will always be registered for each term unless your advisor is notified in writing.

• It is your responsibility to communicate with your employer regarding what classes are covered under your tuition benefits. It is required that you contact your advisor directly should the need arise to make any adjustments to your schedule.

• Please also note that you will have a Dean’s Hold placed on your account by your academic advisor in order to keep the direct billing process in line. This hold prevents you from registering yourself for class on Banner. Please contact your advisor should you need to make any changes to your schedule such as adding or dropping a course.

• Once your academic schedule has been confirmed, your schedule will be sent to you from your advisor directly to your SLU email account.
FAQs and Resources

Reminders
If you haven't already done so, please complete the following:

• Obtain a University ID card through Parking and Card Services in DuBourg Hall. Several buildings on campus require a SLU-issued ID card for entry to the building.

• Check your course registration in Banner Self-Serve each term.

• Check your SLU email account frequently. All SLU communication, including details related to class registration, will be sent automatically to your SLU email.

• Your grades will not be mailed to you. You will need to access your grades online via Banner Self Service at the end of each term.

Additional Resources & SLU Contact Information
• SPS Website:
  http://busyadults.slu.edu
• SLU Bookstore:
  http://www.slu.edu/x11123.xml
• Regular Schedule of Classes:
  http://www.slu.edu/x10997.xml
• SPS Advising:
  http://www.slu.edu/x23343.xml
• SPS Course Descriptions:
  http://www.slu.edu/x105119.xml
• E.Advisor (SPS electronic newsletter):
  http://www.slu.edu/x12574.xml
• Scholarships and Financial Aid:
  http://www.slu.edu/x23475.xml

Important Phone Numbers on SLU Campus:
• School for Professional Studies Main Line: 314.977.2330
• School for Professional Studies Fax: 314.977.2333
• ITS Help Desk: 314.977.4000
• Student Financial Services: 314.977.2350
• Office of the Registrar: 314.977.2269
• Inclement Weather Hotline: 314.977.SNOW

Disability Services
Student Success Center
Busch Student Center
20 N. Grand, Suite 331
Phone: 314.977.8885 and 314.977.3499 (TTD)

Students with a documented disability may request an academic accommodation by contacting disability services. Consultations are confidential and any information is used solely to determine the appropriate accommodation.

When accommodations are granted, the student should discuss with the instructor to identify how the accommodation will work in that specific course. Students do not have to disclose the disability, only their reasonable accommodation.
Withdrawal Policies

Students who wish to withdraw from a class should do so in a timely manner. Students may withdraw from classes using Banner Student Self-Service prior to the start of the term. After that date, students should contact their advisor to be sure that all withdrawal procedures are followed. Withdrawals may not be permitted for violations of academic integrity. See the tuition refund schedule (below) for specific deadlines.

2015-16 Tuition Refund Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Drop In Banner</th>
<th>“W” on Transcript</th>
<th>Written request needed?</th>
</tr>
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<td>Summer (6/1/15 – 7/26/15)</td>
<td>4/6/15</td>
<td>6/7/15</td>
<td>Until 5/31/15</td>
<td>No</td>
<td>After 5/31/15</td>
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<tr>
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<td>6/21/15</td>
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<td>Yes</td>
</tr>
<tr>
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<td>6/28/15</td>
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<td>7/12/15</td>
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<td></td>
</tr>
<tr>
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<td>Yes</td>
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<td>9/6/15</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
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<td>Fall Term 1 (8/17/15 – 10/11/15)</td>
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<td>Until 8/16/15</td>
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</tr>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
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<tr>
<td>Fall Term 2 (10/19/15 – 12/13/15)</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>Yes</td>
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<tr>
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<td>Until 1/10/16</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>2/21/16</td>
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<tr>
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<tr>
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<td>No Drop</td>
<td>Yes, until 4/24/16</td>
<td></td>
</tr>
</tbody>
</table>
2015-2016 Admission Status

Students applying for admission to the School for Professional Studies must sign and return this Admission Status statement (tear out or photocopy) to:
School for Professional Studies, 3840 Lindell, St. Louis, MO 63108

CLEAR ADMISSION applies when the student has met all admission criteria.

PROBATIONARY ADMISSION may be granted to a student who has less than the minimum 2.5 cumulative GPA, and/or has less than 15 hours of transferable college credit. In consultation with their admission counselor/advisor, probationary admitted students are required to register for the following as their first courses:

- PST 1000 Learning Resources and Strategies (Required)
- CIS 1150 Concepts and Applications of Technology (Required)
- English Composition Course(s) (May not be required based on assessment and/or transfer credit)

Remaining courses may be chosen from the following:
- ARTH 1005 Approaching the Arts
- BIOL 1405 Biology of Health and Disease
- CMMK 1210 Public Speaking in Organizational Life
- CIS 1300 Information Systems and Technology
- ENGL 2025 Introduction to Literary Studies (pre-req ENGL 1905)
- HIST 1115 Origins of the Modern World to 1600 (pre-req ENGL 1905)
- HIST 1125 Origins of the Modern World from 1600 to Present (pre-req ENGL 1905)
- Math class(es) (based on proficiency assessment)

MUSC 1005 Approaching the Arts: Music
PHIL 1055 Historical Introduction to Philosophy (pre-req ENGL 1505)
PHIL 1105 Intro to Philosophy: Critical Thinking (pre-req ENGL 1505)
POLS 1105 Intro to Politics (pre-req ENGL 1505)
PSYK 1010 General Psychology (pre-req ENGL 1905)
SOC 1105 Intro to Sociology (pre-req ENGL 1505)
SOC 1205 Intro to Anthropology (pre-req ENGL 1505)
THR 1005 Approaching the Arts: Musical Theater
THEO 1005 Theo Foundations (pre-req ENGL 1505)

In order for the student to gain clear admission, the student must complete these courses with an SPS minimum cumulative GPA of 2.0. If the student’s SPS cumulative GPA is below 2.0 at the end of the first Fall or Spring semester in which they have enrolled, the student will be subject to dismissal at the end of that semester. If the student meets the criteria permitting an appeal of the dismissal, the appeal form must be submitted according to the established timeline.

CONDITIONAL & PROBATIONARY ADMISSION applies when the student has not submitted all official transcripts. Conditional admission allows an applicant to enroll for one semester only. In order to be considered for enrollment in future terms, the student must ensure that the University receives all requested documentation before the end of the first semester (end of Summer, Fall II and Spring II terms). Until an official transcript evaluation can be completed, there is no guarantee that courses taken will apply toward a specific degree and, because transfer GPA cannot be calculated, students must follow the aforementioned guidelines for Probationary Admission. If the student’s transcripts are received and the transfer GPA meets the requirements of clear admission, the student’s status will be updated to “Clear.” If the student’s transcripts are received and the transfer GPA does not meet the requirements of clear admission, the student’s status will be updated to “Probational admission.” The student who does not meet these conditions will be dismissed.

DEFERRED ADMISSION applies if, at any point during the admissions process, the School for Professional Studies determines that further information is needed in order to make a decision regarding a student’s admission into the program. In this case, SPS will defer an admission decision and forward a letter indicating what action the student must take before a final decision can be made. A deadline for completing these steps will also be provided. Students who have questions about deferred admission policies should contact their admissions counselor.

STOP-OUT POLICY: Students must complete a minimum of one School for Professional Studies course each academic school year in order to maintain an active status. Students* who do not complete the minimum course requirement will become inactive one year from the last completed course date. Inactive students who wish to regain admission to the School for Professional Studies must reapply and complete the admission process. Students who reapply will be subject to any changes under the new program.

I understand the parameters as stated above for clear, probationary, conditional and deferred admission into the School for Professional Studies. I also understand the Stop-Out Policy and the minimum requirements necessary to remain an active student at the School for Professional Studies.

Signature of Student ___________________________ Date ______________

*Students in programs with specific course credit requirements.
Founded: 1818

Religious affiliation: Catholic, Jesuit and welcoming individuals of all faiths and backgrounds.

Location: St. Louis, Missouri -- in the city’s arts district, five minutes from the Gateway Arch on the Mississippi riverfront. A second campus is located in Madrid, Spain.

Enrollment: More than 8,600 undergraduates and 5,100 graduate students (including medical and law students) from all 50 states and nearly 80 foreign countries.

Faculty excellence: 99 percent of our full-time faculty hold the highest degree in their fields.

Athletics: NCAA Division I in 18 sports including baseball, basketball, cross country, field hockey, soccer, softball, swimming and diving, tennis, track and field, and volleyball; part of the Atlantic 10 Conference.
Partnership students applying for admission to the School for Professional Studies must sign and return this Admission Status statement (tear out or photocopy) to:
School for Professional Studies, 3840 Lindell, St. Louis, MO 63108

_____ Clear Admissions applies when the student has met all admission criteria.

_____ Probationary Admission may be granted to a student who has less than the minimum 2.5 cumulative GPA, and/or has less than 15 hours of transferable college credit.

In order for the student to gain clear admission, the student must complete their first four courses with an SPS minimum cumulative GPA of 2.0. If the student's SPS cumulative GPA is below 2.0 at the end of the first Fall or Spring semester in which they have enrolled, the student will be subject to dismissal at the end of that semester. If the student meets the criteria permitting an appeal of the dismissal, the appeal form must be submitted according to the established timeline.

_____ Conditional and Probationary Admission applies when the student has not submitted all official transcripts.

Conditional admission allows an applicant to enroll for one semester only. In order to be considered for enrollment in future terms, the student must ensure that the University receives all requested documentation before the end of the first semester (end of Summer, Fall II and Spring II terms). Until an official transcript evaluation can be completed, there is no guarantee that courses taken will apply toward a specific degree and, because transfer GPA cannot be calculated, students must follow the aforementioned guidelines for Probationary Admission. If the student’s transcripts are received and the transfer GPA meets the requirements of clear admission, the student’s status will be updated to “Clear.” If the student’s transcripts are received and the transfer GPA does not meet the requirements of clear admission, the student’s status will be updated to “Probational admission.” The student who does not meet these conditions will be dismissed.

_____ Deferred Admissions applies if, at any point during the admissions process, the School for Professional Studies determines that further information is needed in order to make a decision regarding a student’s admission into the program. In this case, SPS will defer an admission decision and forward a letter indicating what action the student must take before a final decision can be made. A deadline for completing these steps will also be provided. Students who have questions about deferred admission policies should contact their admissions counselor.

_____ Stop-Out Policy: Students must complete a minimum of one School for Professional Studies course each academic school year in order to maintain an active status. Students who do not complete the minimum course requirement will become inactive one year from the last completed course date. Inactive students who wish to regain admission to the School for Professional Studies must reapply and complete the admission process. Students who reapply will be subject to any changes under the new program.

I understand the parameters as stated above for clear, probationary, conditional and deferred admission into the School for Professional Studies. I also understand the Stop-Out Policy and the minimum requirements necessary to remain an active student at the School for Professional Studies.

Signature _____________________________  Date ______________

2015-2016 Partnership Admission Status
First university west of the Mississippi River
1818

First medical degrees awarded west of the Mississippi River
1839

Parks College was the nation’s first federally certified flight school
1927

First university in a former slave state to establish
an official policy admitting African-American students
1944

First major Catholic institution with a lay board of trustees
1967

First American university with an independent campus in Europe
1972

First human heart transplant in Missouri
1972

First school of public health in Missouri
1991

First university to participate in the
Campus Kitchen program to feed the needy
2001
Student Requirements for Online Classes

The following basic competencies are required to enroll in an online course.

☐ Computer and Broadband Internet access in your home

Utilizing the internet, including:

☐ Connecting to the internet via a modem or by other means
☐ Browsing the internet, recognizing web links, and printing web pages
☐ Using internet search engines
☐ Creating and editing bookmarks
☐ Downloading and installing software such as Java, Adobe Reader

Utilizing Microsoft Office or Microsoft Office accessible software, including

☐ Using basic word processing software, such as Microsoft Word
☐ Using presentation software, such as Microsoft PowerPoint

Accessing and utilizing email, including:

☐ Sending and receiving email messages
☐ Attaching files to email

I acknowledge it is strongly recommended to know all of these basic competencies before enrolling in an online class.

Signature  ___________________________  Date  __________________
St. Louis Campus Directions

School for Professional Studies
Brouster Hall
3840 Lindell Blvd.
St. Louis, MO 63108
Phone: (314) 977-2330 or (800) 734-6736

Take I-64/40 to the Forest Park Blvd./Grand Blvd. exit. Turn right on Grand, then turn left on Lindell. The SPS building (Brouster Hall) is a two-story stone building, three buildings east of Vandeventer Avenue on the left (south) side of Lindell.

Parking by permit is available directly behind Brouster Hall and in nearby lots. Metered parking is available along Lindell Blvd, McPherson Ave and Vandeventer Ave.

Stay Connected!

busyadults.slu.edu

Don’t miss events and updates - Follow or Like Us Online!

twitter.com/SLU_SPS
facebook.com/SLUforBusyAdults
youtube.com/SLUforBusyAdults
linkedin.com/groups/Saint-Louis-University-School-Professional-1794662
STUDENT NAME    BANNER ID NUMBER

DATE OF BIRTH

Please answer the following questions:

☐ Yes  ☐ No  Have you lived or traveled >2 months in Asia, Africa, Central or South America or Eastern Europe?
☐ Yes  ☐ No  Were you born on one of these continents?
☐ Yes  ☐ No  Have you ever been vaccinated with BCG?
☐ Yes  ☐ No  Have you ever had a positive TB skin test or history of active tuberculosis infection?
☐ Yes  ☐ No  Has anyone living in your household ever had a history of active tuberculosis?
☐ Yes  ☐ No  Have you worked or volunteered in a nursing home, hospital, homeless shelter, prison, or other health care facility?

If the answer is NO to all of the above questions, no further testing or action is required. Please sign below and forward this form with your immunization record to Saint Louis University Student Health and Counseling. A physician’s signature is not required on this questionnaire if you answered NO to all the questions.

If the answer is YES to any of the above questions, then Saint Louis University requires that a health care provider complete a tuberculosis risk assessment within 6 months prior to the start of class. Results of a tuberculin skin test (PPD) or IGRA blood test such as Quantiferon gold or a T-spot must be provided, unless a previous positive test has been documented. A chest X-ray performed within six months prior to the first day of class is required for a positive PPD or IGRA. A written medical interpretation of the x-ray (in English) must be included.

NOTE: Testing is recommended (but not mandated) for individuals in the following groups:

- HIV Positive
- Immunosuppressive disorders from illness or medication (e.g. organ transplants, prednisone)
- History of IV drug abuse or alcoholism
- Students with chronic medical conditions (e.g. diabetes, cancer, kidney disease, malabsorption disorders, etc.)

TB (Tuberculin) Skin Test - Date Administered: _________ Date Read: _________ Result: _________ mm.
-OR- equivalent blood test result: ________________________

Chest X-ray required if TB test is positive: Date: ___________ Result: ☐ NORMAL  ☐ ABNORMAL
(Attach written medical interpretation of Chest X-ray in English).

Dates of treatment:

Physician/ Clinic Name: _______________________________________

Physician/ Clinic Address: _______________________________________

Phone Number: _________________________________________________

Physician signature: ______________________________________ Date:

(Physician signature is only required if providing TB test results, blood test results or chest x-ray).

By signing I attest that the above information is true to the best of my knowledge

Student signature: ____________________________________________ Date: __________________
Students applying for admission to the School for Professional Studies may use this form (tear out or photocopy) to request official transcripts for any previously completed coursework from each respective institution attended.

Date: ________________

School Name: _____________________________________________________________

School Address: ___________________________________________________________

Dear Registrar,

This is a request that my official transcript be sent to:

Saint Louis University  
Attention: Transcripts  
School for Professional Studies  
3840 Lindell Boulevard  
Saint Louis, MO 63108

I attended your institution from: __________________________ to: __________________________

Please notify me if there will be a charge. My name and other important information is listed below.

Name: ________________________________________________________________

Signature: ______________________________________________________________

Maiden name (if applicable): _____________________________________________

Any other name(s) ever used: _____________________________________________

Social Security Number: ________________________________________________

Address: ______________________________________________________________

(Street)  
(City) (State) (Zip)

(Phone)
Expectations for Success

Students will treat their classroom obligations as they would treat any serious professional engagement. Those responsibilities include:

- Attend class and actively participate in your online course
- Ask for help
- Allocate time for studying
- Devise a plan to have access to a reliable computer
- Surround yourself with supportive people
- Check your SLU email frequently
- Allow your advisor one business day to answer a voicemail/email message and please leave only one message
- Communicate with your advisor at SPS any changes that need to be made to your academic schedule (this is your responsibility)
- Turn in all necessary tuition forms each term and submit your grades at the end of each term to your tuition coordinator (partnership students only)
- Read and adhere to all SLU School for Professional Studies policies

Courtesy for Online Classes

- Prepare thoroughly for each online session in accordance with the instructor’s requests
- Participate fully and constructively in all online classroom activities and discussions
- Display appropriate courtesy to all involved in the online class sessions. Courteous behavior specifically entails:
  - Communicating in a manner that is respectful and sensitive to cultural differences, religious beliefs, sexual orientation and other elements of diversity in the SLU community
  - Refraining from talking while the instructor and/or other students are talking
  - Adhere to deadlines and timetables established by the instructor
  - Provide constructive feedback to faculty members regarding their performance
  - Honor the academic environment with a focus on learning
Admission Checklists

Pre-Admissions Checklist

You’ve completed your admission meeting – congratulations! Here are only a few more steps before your application can be processed:

☐ Arrange for your official transcripts to be mailed to:
  School for Professional Studies
  Attn: Transcripts
  3840 Lindell Blvd.
  St. Louis, MO 63108

☐ Fax or mail your Immunization Status Summary to:
  Health and Counseling
  3518 Laclede Avenue
  Marchetti Tower East
  St. Louis, MO 63103-3398
  Fax: (314) 977-7165

  (Students enrolled in programs offered entirely online/off campus are exempt.)

☐ File FAFSA if interested in financial assistance.
  • Go to www.fafsa.ed.gov
  • SLU’s Federal School Code is 002506
  • More questions? Call SLU Financial Aid at (314) 977-2350.

☐ Apply for SPS scholarships (if eligible). Visit www.slu.edu/x23497.xml to apply online.

☐ Check with your employer’s human resource department regarding any tuition assistance program they may offer.

☐ Take English composition/math placement tests, if necessary

☐ Sign and submit these completed forms:
  • Admission Status Form
  • Student Requirements for Online Classes

Post-Admissions Checklist

Once you’ve received your letter of acceptance into the School for Professional Studies, you should:

☐ Attend New Student Orientation.
  Online orientations are also available if you are unable to attend an orientation at the St. Louis campus.

☐ Get your SLU ID Card from Parking and Card Services (DuBourg Hall, Room 33).
  Students enrolled in programs offered entirely online do not require an ID card.

☐ Familiarize yourself with the mySLU web portal, at: myslu.slu.edu.
  Through mySLU, you can access your e-mail account, Google Apps, Banner Self-Service, and Blackboard for online courses.

☐ Pay for tuition or complete the necessary tuition paperwork for your employer.
  It is your responsibility to access and pay your bill through the Bill Payment Suite (accessible through mySLU) or an alternate method

☐ Purchase your books from the bookstore at Busch Student Center (St. Louis campus) or online at http://slu.bkstore.com.

Once all official transcripts are received, you will be provided with a copy of your official Academic Plan and you will be assigned an academic advisor.

Congratulations – you’re a student at Saint Louis University!