2021–2022
NEW STUDENT HANDBOOK

SLU ONLINE
BACHELOR’S | MASTER’S | CERTIFICATES

SAINT LOUIS UNIVERSITY
SCHOOL FOR PROFESSIONAL STUDIES
MESSAGE FROM DEAN

Welcome to our new students and welcome back to our returning students! Thank you for choosing the School for Professional Studies and Saint Louis University as your partner on this educational journey.

Choosing a school to continue your educational journey is an important decision. As someone who was an adult learner my entire educational career, I can honestly say I have "walked in your shoes." Ten years to complete my bachelor’s degree while moving all around the world for my husband’s Air Force career and raising three kids. The School for Professional Studies is truly your partner in your educational endeavor. We are laser focused on supporting our students and their learning. Our faculty and staff are not only recognized experts in their discipline but are passionate about supporting adult learners.

You have many choices when deciding where to pursue your degree. You have chosen an institution that provides quality, affordability, flexibility and convenience. Saint Louis University will prepare you with deep disciplinary knowledge as well as the key skills employers seek in hiring decisions, communication, critical thinking, ethical decision making and the ability to work as a team.

I look forward to meeting you and again, welcome to Saint Louis University and the School for Professional Studies.

Tracy A. Chapman, Ph.D.
Dean

ACCREDIATION

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 (SPS) 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.

2021–2022 ACADEMIC CALENDAR

SPS follows an academic calendar of six, eight-week terms with classes each year. 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, Juneteenth and Independence Day.

TERM DATES FOR 2021–22 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 1</td>
<td>May 24 – July 18*</td>
</tr>
<tr>
<td>Summer 2</td>
<td>June 14 – August 8*</td>
</tr>
<tr>
<td>Fall 1</td>
<td>August 16 – October 10</td>
</tr>
<tr>
<td>Fall 2</td>
<td>October 18 – December 12</td>
</tr>
<tr>
<td>Spring 1</td>
<td>January 18 – March 13</td>
</tr>
<tr>
<td>Spring 2</td>
<td>March 21 – May 15</td>
</tr>
</tbody>
</table>

TERM DATES FOR 2022–23 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 1</td>
<td>May 23 – July 17*</td>
</tr>
<tr>
<td>Summer 2</td>
<td>June 13 – August 7*</td>
</tr>
<tr>
<td>Fall 1</td>
<td>August 15 – October 9</td>
</tr>
<tr>
<td>Fall 2</td>
<td>October 17 – December 11</td>
</tr>
<tr>
<td>Spring 1</td>
<td>January 17 – March 12</td>
</tr>
<tr>
<td>Spring 2</td>
<td>March 20 – May 14</td>
</tr>
</tbody>
</table>

Note: All online classes begin the first day of the term; registration closes at 5 p.m. the Friday before.

*Summer 1 and 2 overlap by 4 weeks
TUITION AND FINANCIAL AID

2021–22 TUITION RATES

<table>
<thead>
<tr>
<th>Undergraduate Tuition Rate</th>
<th>$650/credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military/Veteran Tuition Rate</td>
<td>$295/credit hour</td>
</tr>
<tr>
<td>First Responder Tuition Rate</td>
<td>$295/credit hour</td>
</tr>
<tr>
<td>Cannabis Science and Operations Tuition Rate</td>
<td>$400/credit hour</td>
</tr>
<tr>
<td>Medical Science Cannabis and Therapeutic Management Tuition Rate</td>
<td>$625/credit hour</td>
</tr>
<tr>
<td>Graduate Tuition Rate</td>
<td>$750/credit hour</td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$60 per term (Summer Terms not included)</td>
</tr>
<tr>
<td>Books</td>
<td>Approximately $100 per class.</td>
</tr>
</tbody>
</table>

Tuition rates are subject to change each academic year beginning in summer. Partnership students may receive reduced tuition rates. Contact Justin Smith at (314) 977-2334 or justin.smith@slu.edu to learn more about these rates.

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 “Payment Suite.” Within “Payment Suite” select “refunds” then click on “Payment Profile.”

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.

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) 977-2350 to take advantage of this service.

DEDUCTED 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 Financial Services 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.

For term | Payment is deferred until
--- | ---
Summer 2021 | 08/07/21
Fall 1 2021 | 11/06/21
Fall 2 2021 | 01/21/22
Spring 1 2022 | 05/22/22
Spring 2 2022 | 07/25/22

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 standards to measure a student’s Academic Progress. These standards will be applied uniformly to federal and state University administered and/or other funds regardless of whether the student previously received these funds.

FINANCIAL LITERACY 101
Students who are并在 college and after graduation. Saint Louis University has adopted Financial Literacy 101 as a component of our School for Professional Studies online programs. Financial Literacy 101 is a fully independent program for adults committed to thinking about their life choices.

To participate in the program, you will need a computer with Internet access and audio capabilities just like any other online course.

How to Log-in:
Visit www.financialliteracy101.org and type in access code “SPS” and click SIGN UP.

FINANCIAL LITERACY 101
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 February 1 of each academic year.

The FAFSA may be completed online by visiting www.fafsa.ed.gov. SLU’s FAFSA school code is 002506.

One to two weeks upon receipt of the FAFSA, SLU will send out a financial aid award notice, indicating a student's eligibility.

Saint Louis University School for Professional Studies
2021–2022 SPS Student Handbook
SAINT LOUIS UNIVERSITY SCHOOL FOR PROFESSIONAL STUDIES

2021–2022 SPS STUDENT HANDBOOK

MYSLU PORTAL – MYSLU.SLU.EDU

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 email username 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 email 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 hassle 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 2021–2022" 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 Award Offers." 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."

SCHOLARSHIP SUITE

If you are interested in applying for scholarships, please visit Saint Louis University’s online scholarship platform — Scholarship Suite. Here is how you can access Scholarship Suite:

1. Log in to your MySLU
2. Click on the Tools Tab
3. Click on the Scholarship Suite icon
4. Complete the general application questions upon entering the site
5. You will then be able to see and apply for scholarships that you are eligible for. Scholarship opportunities are posted 45 days prior to the start of each term. The deadline to apply for scholarships is 10 days prior to the start of each term, at which time applications are reviewed. You will be notified via email if you received an award 7–10 days prior to each term.

If you have any questions about Scholarship Suite, please contact sps@slu.edu or 314-977-2330.

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 academic coach to be sure that all withdrawal procedures are followed. There is no refund after week 4. Withdrawals are permitted through the Sunday of week 8. Withdrawals may not be permitted for violations of academic integrity. See the tuition refund schedule below.

2021–2022 Tuition Refund Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Monday of Week 1</td>
<td>Sunday of Week 2</td>
</tr>
<tr>
<td>50%</td>
<td>Monday of Week 3</td>
<td>Sunday of Week 4</td>
</tr>
<tr>
<td>0%</td>
<td>No Refund Beginning Monday of Week 5</td>
<td></td>
</tr>
</tbody>
</table>

Important Deadlines

Summer 1  Friday, May 14, 2021
Summer 2  Friday, June 4, 2021
Fall 1    Friday, August 8, 2021
Fall 2    Friday, October 15, 2021
Spring 1  Friday, January 7, 2022
Spring 2  Friday, March 11, 2022

For questions, visit the Office of Scholarship and Financial Aid. Their office is located in DuBourg Hall, Room 121, 314-977-2350.

TUITION AND FINANCIAL AID

SCHOLARSHIPS AND HOW TO APPLY

SPS offers several scholarships exclusively for you. For more information and to apply online for these scholarships, visit slu.edu/online.

Complete and submit the online application along with necessary documents via the Scholarship Suite. Register for the term for which you are applying. Note that partnership students or students who receive a reduced rate may not qualify for scholarships.

Important Deadlines

Summer 1  Friday, May 14, 2021
Summer 2  Friday, June 4, 2021
Fall 1    Friday, August 8, 2021
Fall 2    Friday, October 15, 2021
Spring 1  Friday, January 7, 2022
Spring 2  Friday, March 11, 2022

For questions, visit the Office of Scholarship and Financial Aid. Their office is located in DuBourg Hall, Room 121, 314-977-2350.

2021–2022 Tuition Refund Schedule

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<tr>
<td>0%</td>
<td>No Refund Beginning Monday of Week 5</td>
<td></td>
</tr>
</tbody>
</table>
YOUR SLU EMAIL AND CANVAS

USING OFFICE 365 EMAIL
Office 365 is the official email 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 your graduate.

It is imperative that you regularly check your SLU email account, or take steps to forward it to an email 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.

For additional information on using email, visit slu.edu/its/about/services-and-products/office-365.php.

For information about software discounts, visit slu.edu/its/downloads-and-discounts/index.php.

USING CANVAS
SLU utilizes Canvas as its online course management system. Access your courses from 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 Canvas icon.

To ensure that you can properly utilize all aspects of the online classroom, there are specific hardware and software requirements. For specific SPS requirements see: slu.edu/life-at-slu/student-tech-services/checklists-tech-recommendations.php

At a minimum to access classes, you will need to have the following:

• Access to a computer
• Internet access
• A web browser like Mozilla Firefox, Google Chrome, Apple Safari or Microsoft Edge/Internet Explorer
• Word processing software such as Microsoft Word or OpenOffice
• Presentation software such as Microsoft PowerPoint or OpenOffice
• Adobe Reader (Windows) or Schubert-it PDF Reader (Mac) installed
• Access to SLU email

For additional information on using email, visit slu.edu/its/about/services-and-products/office-365.php.

REGISTRATION INFORMATION

ACADEMIC COACHING
Students work with an admissions specialist during the admissions process and initial registration, and then with an academic coach throughout their remaining coursework in SPS. Together, the admissions and coaching team assist students with their admission, orientation, academic planning and course selection.

To make an appointment with a coach, call the SPS office at 314-977-2330 or (800) 734-6736. Coaches are available by appointment at the St. Louis campus location on Tuesday, Wednesday, and Thursdays. Virtual or phone appointments can be done Monday–Friday when the university is open. Walk-In Appointments are not available unless offered by the specific academic coach.

REGISTRATION
Students may register for classes online using Banner Self-Service. Students must assume responsibility for completion of all course prerequisites prior to the start of the class. Registration closes at 5 p.m. the Friday before the first class.

REGISTERING USING BANNER SELF SERVICE
1. Log into Banner Self-Service
2. Click on the Student tab
3. Click on Registration
4. Click on Look Up Classes
5. Click the Search by Term drop down menu and select the appropriate semester and click submit
6. Select the appropriate Subject and click on Course Search
7. Locate the appropriate course and click on View Sections
8. Make a note of the 5-digit CRN (Course Reference Number) for each course
9. Go back to Registration and click on Add or Drop Classes
10. Add/Drop your courses by entering the 5-digit CRN each course

For more information on registering using Banner Self Service, go to the Registration Procedures web page, at slu.edu/online/current-students/registration.php

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 coach 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.

TERM DISTINCTIONS
When searching for courses in Banner, look for the following section codes to determine which eight-week term is offered:

- Fall 1, Spring 1 and Summer 1 will show a "11" section
- Fall 2, Spring 2 and Summer 2 will show a "21" section
CONTINUOUS ENROLLMENT POLICY

Remaining continuously enrolled in a program of study is a key factor for student progression and successful completion of a program. Therefore, the School for Professional Studies encourages and supports students to remain continuously enrolled in their program of study. The School recognizes that, on occasion, a student may experience an extraordinary personal situation for which the student may need an extended break between terms.

Policy
School for Professional Studies undergraduate students must enroll in and complete at least one course each term during the Fall and Spring semesters. A student with an extenuating circumstance may apply for a Term Stop-Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply to stop-out (not enroll) in one of the two terms immediately following the term of current enrollment. The student must successfully complete the Term immediately prior to the Stop-Out term. Under no circumstances will two consecutive Term Stop-Outs be approved (i.e., Fall 2 and Spring 1 or Term 1 & Term 2 of the same semester). The student must commit to returning in the Term immediately after the Stop-Out Term or the student will be withdrawn from the School for Professional Studies.

Students who are receiving Title IV funding must be scheduled to meet with his or her Academic Coach to obtain a Stop-Out Request form. The Academic Coach will provide the student with the necessary information to make an informed decision. The Stop-Out Request forms received after the last day to drop courses will not be honored. Students will remain continuously enrolled and will not be eligible to receive financial aid, at Saint Louis University or at any other institution, during the Stop-Out.

PST 1500 JESUIT EDUCATION AND THE ADULT LEARNER / HUM 2000 ETHICS OF WRITING

All first-time undergraduate students are required to take PST 1500 and HUM 2000. The classes count as a core requirement and are vital to the success of a student in the School for Professional Studies. PST 1500 will allow you to go through an orientation with your academic coach and begin to learn what will be expected of you as a writer in SPS. HUM 2000 will fully immerse students into ethical writing and what it will take to be successful in SPS.

APPROPRIATE STUDENT CONDUCT

Display appropriate courtesy to all School for Professional Studies, faculty and staff, and communicate in a manner that is respectful and sensitive to cultural differences, religious beliefs, sexual orientation, and other elements of diversity in the SLU community. The student who does not adhere to these conditions may be dismissed upon review by the associate deans.

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, Smartthinking and/or SLU Libraries. These resources have been designed specifically for your use; we encourage you to take advantage of the assistance they offer:

- Smartthinking: smartthinking.com
- Tutoring and Online Writing Center: slu.edu/life-at-slu/student-success-center/academic-support
- SLU Libraries: lib.slu.edu

Third, contact your academic coach for concerns regarding problems in class. Your coach may be able to suggest additional resources.

WHY DO I HAVE A HOLD ON MY ACCOUNT?

A list of student holds can be found at: slu.edu/register. 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 314-977-2350 or visit slu.edu/student-accounts for more information. A list of student holds can be found at: slu.edu/register.

Your coach may be able to suggest additional resources.

WHAT ARE GENERAL TIMELINES?

Course syllabi will be posted to Canvas one week prior to the start of the term.

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

WHAT IS MY RESPONSIBILITY AS A PARTNERSHIP STUDENT?

It is your responsibility to contact your coach should you need to make any changes to your schedule. You will always be registered for each term unless your coach 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 your contact your coach directly should the need arise to meet any adjustments to your schedule.

Once your academic schedule has been confirmed, your schedule will be sent to you from your coach directly to your SLU email account.

HOW MUCH TIME SHOULD I EXPECT TO SPEND ON HOMEWORK?

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 15–20 hours per week, depending on the subject matter.
RESOURCES

ADDITIONAL RESOURCES & SLU CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPS Website</td>
<td>slu.edu/online</td>
</tr>
<tr>
<td>SLU Bookstore</td>
<td>slu.bncollege.com</td>
</tr>
<tr>
<td>Regular Schedule of Classes</td>
<td>slu.edu/online/current-students</td>
</tr>
<tr>
<td>SPS Academic Coaching</td>
<td>slu.edu/online/current-students</td>
</tr>
<tr>
<td>SPS Course Descriptions</td>
<td>banner.slu.edu</td>
</tr>
<tr>
<td>Scholarships and Financial Aid</td>
<td>slu.edu/online/becoming-a-student</td>
</tr>
</tbody>
</table>

ADDITIONAL RESOURCES & SLU CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Student Success Center</td>
<td>Busch Student Center 20 N. Grand, Suite 321 Phone: 314-977-3484 and 314-977-3499 (TTD)</td>
</tr>
</tbody>
</table>

Disability Services

Student Success Center
Busch Student Center
20 N. Grand, Suite 321
Phone: 314-977-3484 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.

University Counseling Center

The experienced counseling professionals at the University Counseling Center provide care and consultation to Saint Louis University students. The staff members are highly trained clinicians who can assist with a variety of issues, such as adjustment to college life, troubling changes in mood and chronic psychological conditions. The University Counseling Center is fully accredited by the International Accreditation of Counseling Services (IACS).

If you or someone you know is having trouble coping with stressful events, the Saint Louis University Counseling Center is here to help. During normal business hours (Monday through Friday, 8 a.m. to 5 p.m. during the academic year, or 9 a.m. to 4 p.m. during the summer break) contact us by phone at 314-977-8255 (TALK) or visit us at the clinic.

slu.edu/life-at-slu/university-counseling/crisis-resources.php

IMPORTANT PHONE NUMBERS ON SLU CAMPUS

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School for Professional Studies Main Line</td>
<td>314-977-2330</td>
</tr>
<tr>
<td>School for Professional Studies Fax</td>
<td>314-977-2333</td>
</tr>
<tr>
<td>ITS Help Desk</td>
<td>314-977-4000 <a href="mailto:helpdesk@slu.edu">helpdesk@slu.edu</a></td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>314-977-2350 <a href="mailto:sfs@slu.edu">sfs@slu.edu</a></td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>314-977-2289 <a href="mailto:registrar@slu.edu">registrar@slu.edu</a></td>
</tr>
<tr>
<td>Inclement Weather Hotline</td>
<td>314-977-SNOW</td>
</tr>
</tbody>
</table>

ADMISSION CHECKLIST

You’ve completed your admission meeting — congratulations!

Here are only a few more steps before your application can be processed:

- Arrange for your most recent official transcript to be mailed or emailed to:
  School for Professional Studies
  Attn: Transcripts
  3840 Lindell Blvd.
  St. Louis, MO 63108
  spstranscripts@slu.edu

- File FAFSA if interested in financial assistance.
  - Go to www.fafsa.ed.gov
  - SLU’s Federal School Code is 002506

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

Congratulations — you are a student at Saint Louis University!

EXPECTATIONS FOR SUCCESS

Students Responsibilities

- Actively participate in your online course
- Ask coach for help
- Allocate time for studying
- Surround yourself with supportive people
- Check your SLU email frequently
- Allow your coach or course instructor one business day to answer a voicemail/email message and please leave only one message
- Communicate with your coach 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:
  - Communicate in a manner that is respectful, professional, and sensitive to cultural differences, religious beliefs, sexual orientation and other elements of diversity in the SLU community
  - 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

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- Eric, Leadership and Organizational Development
ABOUT SAINT LOUIS UNIVERSITY’S WORKFORCE CENTER

The Workforce Center was established in 2013 to address the skill needs of our modern and fast-paced workplaces. With a mission to provide exceptional training and service, the Center offers a range of training topics including Cyber Security, Project Management, Agile, Analytics, Software Engineering and more. Course schedules are designed with the professional’s schedule in mind and offer day and night training for short courses, SLU-issued certificates and certification bootcamps. The Center’s instructor-led courses are all available in a Live Online format and taught by industry professionals who bring real-world knowledge into the classroom. Programs are eligible to earn digital badges, Continuing Education Units (CEUs) and some meet the criteria for Professional Development Units (PDUs) as well. Since its inception, the Center has trained over 7,000 professionals and worked with over 400 companies.

TRAINING OPTIONS FOR EMPLOYERS

SLU’s Workforce Center wants to partner with your organization for all your technical and professional development needs! Our services include:

- Customized training for groups of five or more students—you choose the curriculum, dates and location.
- Flexible payment options including tuition assistance programs and corporate training vouchers.
- Individualized learning plans and progress reports for students.
- Specialized services for students under the GI Bill/Vocational Rehab/Trade Adjustment Act (TAA).

ENROLLMENT

There is no formal application process, and enrolling is easy.
Call: 314.977.3226 / Visit: workforcecenter.slu.edu / Email: info@workforcecenter.slu.edu

LET YOUR CERTIFICATIONS WORK FOR YOU

Don’t miss out on our certification bootcamps and the opportunity to earn college credit at SLU. Our most popular bootcamps are:

- CompTIA Security+
- Project Management Professional (PMP)®
- Certified Information Systems Security Professional (CISSP)
- Information Technology Infrastructure Library (ITIL)
- Certified ScrumMaster®
- Certified Information Security Manager (CISM)
- Certified Information Systems Auditor (CISA)
- Certified Ethical Hacker (CEH)

Enhance your learning experience: Our live-online classrooms allow for participation in real-time. This enables you to ask questions, interact with classmates and engage in group workshop activities—all from the comfort of your home or office.

Please contact SLU’s Workforce Center with questions, to enroll in classes or to find out more about our corporate training opportunities.

OUR AUTHORIZED PARTNERS

Our authorized partners include ISACA, Pearson, VUE Authorized Test Center, AWS Academy, and others.