

2017 – 2018
NEW STUDENT
HANDBOOK

SLU ONLINE
BACHELOR'S & MASTER'S DEGREES



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, 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.

The 2017 edition of *U.S. News & World Report's "America's Best Colleges"* placed SLU among the top Jesuit universities in the country for the 13th consecutive year.

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 (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.

CONTACT US

School for Professional Studies
Brouster Hall, 3840 Lindell Blvd., St. Louis, MO 63108
Phone: 314-977-2330 or 800-734-6736
Phone: 314-977-2330 or 800-734-6736
Website: slu.edu/online / Email: sps@slu.edu

[SLU.EDU/ONLINE](http://slu.edu/online)



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

2017–2018 ACADEMIC CALENDAR

SPS follows an academic calendar of five, 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, and Independence Day.

TERM DATES FOR 2017–18 ACADEMIC YEAR

Fall 1	August 21 – October 15, 2017
Fall 2	October 23 – December 17, 2017
Spring 1	January 15 – March 11, 2018
Spring 2	March 19 – May 13, 2018
Summer	June 4 – July 29, 2018

Note: All online classes begin the first day of the term

TUITION AND FINANCIAL AID

2017-18 TUITION RATES

Undergraduate Tuition Rate	
Tuition	\$640/credit hour
Course Audit (formal):	\$640/credit hour
Late Registration Fee	\$50 per occurrence
Military Tuition Rate	
Tuition	\$400/credit hour
Aviation Management Tuition	\$250/credit hour
First Responder Tuition Rate	
Tuition	\$400/credit hour
Graduate Tuition Rate	
Tuition	\$780/credit hour

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 admission 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 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	September 9, 2017
Fall 1	November 30, 2017
Fall 2	February 4, 2018
Spring 1	April 27, 2018
Spring 2	July 1, 2018

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 Office of Student Financial Services 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.

FINANCIAL AID & SCHOLARSHIPS

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 Office of Student Financial Services. 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.

Last Name	Counselor	Telephone	Email
A-D,K,Q	Frank Tucci	314-977-2351	tuccifv@slu.edu
L,S,Z	Shayla Johnson	314-977-2346	seubank2@slu.edu
E,M,P,R,T-X	Haley Held	314-977-2352	heldh@slu.edu
F-J,N,O,Y	Kofi Oyirifi	314-977-2839	koyirif1@slu.edu
Military	Jennifer Matteson	314-977-2259	jmattes2@slu.edu
Partnership	Carolyn Merkel	314-977-2405	merkelcm@slu.edu
Employee	Debbie Alexander	314-977-2424	alexand2dl@slu.edu

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/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 slu.edu/online.

- 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 slu.edu/online. 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	Friday, May 12, 2017
Fall 1	Friday, July 28, 2017
Fall 2	Friday, September 29, 2017
Spring 1	Wednesday, December 20, 2017
Spring 2	Friday, March 2, 2018

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: 2017–2018 ACADEMIC YEAR

ONLINE CLASSES

Based on 6 Credit Hours Per Term/12 Per Semester	Fall 1 & Fall 2	Spring 1 & Spring 2	Summer
Tuition* (\$640/credit hour)	\$7,680.00	\$7,680.00	\$3,840.00
Books (estimate)	\$400.00	\$400.00	\$200.00
Technology Fee	\$25.00	\$25.00	\$0
TOTAL	\$8,105.00	\$8,105.00	\$4,040.00

Based on 3 Credit Hours Per Term/6 Per Semester	Fall 1 & Fall 2	Spring 1 & Spring 2	Summer
Tuition* (\$640/credit hour)	\$3,840.00	\$3,840.00	\$1,920.00
Books (estimate)	\$200.00	\$200.00	\$100.00
Technology Fee	\$25.00	\$25.00	\$0
TOTAL	\$4,065.00	\$4,065.00	\$2,020.00

**All figures are estimated and subject to change. Summer 2018 tuition cost should be available in spring of 2018. Military and partnership students should discuss their estimated tuition with their admissions counselors.*



MYSLU PORTAL – MYSLU.SLU.EDU

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 email 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 _____@slu.edu

Your username is the part of your email address before the @ symbol. For example, if your email address is smithj@slu.edu, your username is: smithj. Your temporary password is set to the last six digits of your Banner ID preceded 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 Office 365 Email tool. Click it, and Office 365 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 email 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 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 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 2017–2018” 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.”

PAYMENT SUITE

Every new student being admitted to the School for Professional Studies is required to pay a \$25 deposit to confirm admission (your admission counselor will email you step-by-step directions to pay the deposit). Once the deposit has processed you will be able to work with your admission counselor to get registered for your first class(es). The deposit is the last step in the admission process, and will be applied toward your tuition upon registration.

YOUR SLU EMAIL AND BLACKBOARD

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 you 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/office365/faqs.

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 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

**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.*



– Marissa, Organizational Studies

REGISTRATION INFORMATION

ACADEMIC ADVISING

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

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

CONTINUOUS PROGRESS POLICY

The objective of this policy is to assist students in moving more efficiently toward degree completion and the achievement of their educational goals.

When an eligible SPS student does not register for courses in a given 8-week term, they are considered a **“stop out”** for that term. When a student is stopped out for one term, they are still a SPS student and may be registered in courses for future terms.

When possible, students should avoid being at “stop out” status for consecutive terms, or an entire semester without future course registrations as there can be implications financially and academically. Key components of the new policy are:

- Students have the option of requesting a **leave of absence** in those instances where it is necessary to be stopped out for a full semester. With a leave of absence, a student can maintain their current academic plan for the degree program when they re-enroll.
- Students who have stopped out for a semester, have not been granted a leave of absence and are not registered for future SPS courses will be considered closed inactive. To continue courses, a student would have to reapply for admission and develop an updated academic plan for the degree program.
- All SPS students must pass a minimum of one course each academic year to avoid being subject to **academic dismissal**.

The full Continuous Progress Policy can be viewed online. If you have additional questions please feel free to contact an academic adviser or admission counselor at 314-977-2330

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. Students will need to obtain permission from the instructor to register after the first day of class.

REGISTERING USING BANNER SELF SERVICE

1. Log into Banner Self Service at mySLU.slu.edu.
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 slu.edu/x6342.xml.

COURSE FORMAT DEFINITIONS

Various references in the registration process are defined as follows:

Helpful Course Codes and Abbreviations:

- IL – Summer Intersession
- IS – Independent Study
- L0 – Summer, L1 – Fall 1, L2 – Fall 2, L3 – Spring 1 and L4 – Spring 2
- J – (partnership students only)
- AA or ORLD – Graduate-level courses

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 student’s responsibility to inform the adviser 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. Based upon placement test scores, students will be eligible to register in either English 1505 or English 2005. For those who test into English 2005, general elective credits may be given for the successful completion of composition courses prior to their SPS admission. Please see your academic adviser or admission counselor for details.

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

Third, contact your adviser to concerns regarding problems in class. Your adviser 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: 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 314-977-2395 to have the hold removed.

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

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 adviser to start the process of registering for the upcoming academic year starting in March.

PARTNERSHIP STUDENTS ONLY

It is your responsibility to contact your adviser should you need to make any changes to your schedule. You will always be registered for each term unless your adviser 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 adviser 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 adviser in order to keep the direct billing process in line. This hold prevents you from registering yourself for class on Banner. Please contact your adviser 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 adviser directly to your SLU email account.

FAQS AND RESOURCES

REMINDERS

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

- 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	slu.edu/online
SLU Bookstore	slu.bncollege.com
Regular Schedule of Classes	slu.edu/online/current-students
SPS Advising	slu.edu/online/current-students
SPS Course Descriptions	slu.edu/online/current-students
Scholarships and Financial Aid	slu.edu/online/becoming-a-student

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: 314-977-3484 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.



- Tawanda, Organizational Studies

TUITION REFUND SCHEDULE & WITHDRAWALS

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 adviser 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.

2017-18 TUITION REFUND SCHEDULE

Term	Start	End
Summer 2017		
100%	4/3/2017*	6/11
90%	6/12	6/18
80%	6/19	6/25
60%	6/26	7/2
0%	No refund beginning 7/3	
Summer Intersession 2017		
100%	4/3/2017	7/6
60%	7/1	7/12
0%	7/7	7/17
16-Week English – Fall 2017		
100%	4/3/2017	8/27
90%	8/28	9/3
80%	9/4	9/10
60%	9/11	9/17
0%	9/18	10/29
Fall Term 1 2017		
100%	4/3/2017	8/27
90%	8/28	9/3
80%	9/4	9/10
60%	9/11	9/17
0%	No refund beginning 9/18	
Fall Term 2 2017		
100%	4/3/2017	10/29
90%	10/30	11/5
80%	11/6	11/12
60%	11/13	11/19
0%	No refund beginning 11/20	
Spring Term 1 2018		
100%	4/3/2017	1/21
90%	1/22	1/28
80%	1/29	2/4
60%	2/5	2/11
0%	No refund beginning 2/12	
Spring Term 2 2018		
100%	4/3/2017	3/25
90%	3/26	4/1
80%	4/2	4/8
60%	4/9	4/15
0%	No refund beginning 4/16	



– Claire, Leadership and Organizational Development

*"W" on transcript beginning the second week of the term
Written request needed only if hold on account

*Course registrations for the entire year open on April 3, 2017

2017–2018 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/adviser, 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 2005*)
- HIST 1115 Origins of the Modern World to 1600 (*pre-req ENGL 2005*)
- HIST 1125 Origins of the Modern World from 1600 to Present (*pre-req ENGL 2005*)
- 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 2005*)
- SOC 1105 Intro to Sociology (*pre-req ENGL 1505*)
- SOC 1205 Intro to Anthropology (*pre-req ENGL 1505*)
- 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.

_____ **APPROPRIATE STUDENT CONDUCT:** Display appropriate courtesy to all School for Professional Studies students, 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.

_____ **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 "Probationary admission." The student who does not meet these conditions will be dismissed.

_____ **CONFIRMING ADMISSION:** All newly admitted students must submit a \$25 deposit to confirm their admission to SLU. Newly admitted students understand that they will not have access to register for classes until the \$25 deposit is submitted.

_____ **CONTINUOUS PROGRESS POLICY:** Students who have stopped out for a semester, have not been granted a leave of absence and are not registered for future SPS courses will be considered closed inactive. To continue courses, a student would have to reapply for admission and develop an updated academic plan for the degree program.

I understand the parameters as stated above for clear, probationary and conditional admission into the School for Professional Studies. I also understand the Continuous Progress Policy and the minimum requirements necessary to remain an active student at the School for Professional Studies. Lastly, I understand and will adhere to appropriate student conduct with my classmates, faculty and staff in the School for Professional Studies.

Signature of Student

Date

2017–2018 PARTNERSHIP ADMISSION STATUS

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.

_____ **CONFIRMING ADMISSION:** All newly admitted students must submit a \$25 deposit to confirm their admission to SLU. Newly admitted students understand that they will not have access to register for classes until the \$25 deposit is submitted.

_____ **CONTINUOUS PROGRESS POLICY:** Students who have stopped out for a semester, have not been granted a leave of absence and are not registered for future SPS courses will be considered closed inactive. To continue courses, a student would have to reapply for admission and develop an updated academic plan for the degree program.

_____ **APPROPRIATE STUDENT CONDUCT:** Display appropriate courtesy to all School for Professional Studies students, 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.

I understand the parameters as stated above for clear, probationary and conditional admission into the School for Professional Studies. I also understand the Continuous Progress Policy and the minimum requirements necessary to remain an active student at the School for Professional Studies. Lastly, I understand and will adhere to appropriate student conduct with my classmates, faculty and staff in the School for Professional Studies.

Signature of Student

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!

 **SLU.EDU/ONLINE**

Don't miss events and updates — Follow or Like Us Online!



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[YOUTUBE.COM/SLUFORBUSYADULTS](https://www.youtube.com/SLUFORBUSYADULTS)



[FACEBOOK.COM/SLUFORBUSYADULTS](https://www.facebook.com/SLUFORBUSYADULTS)



[LINKEDIN.COM/GROUPS/1794662](https://www.linkedin.com/groups/1794662)

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 adviser one business day to answer a voicemail/email message and please leave only one message
- Communicate with your adviser 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-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 official transcripts to be mailed to:
School for Professional Studies
Attn: Transcripts
3840 Lindell Blvd.
St. Louis, MO 63108
- 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
- Check with your employer's human resource department regarding any tuition assistance program they may offer
- Take** English composition placement test, if necessary
- Sign and submit** the Admission Status Form

POST-ADMISSION CHECKLIST

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

- Submit** the \$25 deposit to confirm your admission
- Attend** Online New Student Orientation.
- Familiarize** yourself with the mySLU web portal, at: myslu.slu.edu.
- 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 slu.bncollege.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 adviser.

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



– Andrew, Organizational Studies

CENTER FOR WORKFORCE AND ORGANIZATIONAL DEVELOPMENT



– Eric, Leadership and Organizational Development

LET YOUR CERTIFICATIONS WORK FOR YOU

Don't miss out on our test prep classes and earning college credit at SLU. Some popular certification classes include:

Certified Ethical Hacker (CEH)

Certified Information Systems Auditor (CISA)

Certified Information Security Manager (CISM)

Certified Information Systems Security Professional (CISSP)

CompTIA Security+

Information Technology Infrastructure Library (ITIL)

Microsoft Official Courses

Project Management Professional (PMP)

Please contact the Workforce Center with any questions, to register for classes or for assistance.

ABOUT SLU'S WORKFORCE CENTER

Saint Louis University's Workforce Center is a 14,000 square foot state-of-the-art facility designed to provide high-quality workforce training and development programs to business professionals. Our training, consulting and assessment services are competitively priced and customized to meet your needs. Courses are available during the day and night and in several formats including Self-Paced Online, Virtual via Web-Ex, Live at SLU and Live at the client's location of choice. We also offer 60/90 hour certificates as well as more than 50 certification prep classes that can earn you CEUs and even college credit at SLU.

TRAINING OPTIONS FOR EMPLOYERS

The Center offers more than 400 courses annually covering topics in IT, Project Management and Professional Development. Serving over 400 companies since 2013, our services include:

- Customized training for organizations having groups of four or more students.
- Tuition assistance, corporate training vouchers and Microsoft SATVs.
- Individualized learning plans and progress reports for students.
- Services for students under the GI Bill / Vocational Rehab / Trade Adjustment Act (TAA).

REGISTRATION

There is no formal application process, and registering is easy.

Call: 314.977.3226 / Visit: workforcecenter.slu.edu / Email: info@workforcecenter.slu.edu

SERVING OVER

400

COMPANIES

20+

Certificate Programs

400+

COURSES

FOUNDED IN

2013

50+

Certification Prep Classes

OUR AUTHORIZED PARTNERS

Microsoft Partner
Silver Learning

PEARSON
VUE-Authorized
Test Center



Project Management Institute
Registered Education Provider



– Sharie, Organizational Studies



SAINT LOUIS UNIVERSITY



SCHOOL FOR PROFESSIONAL STUDIES