2019–2020
NEW STUDENT HANDBOOK

SLU ONLINE
BACHELOR'S & MASTER'S DEGREES

SAINT LOUIS UNIVERSITY.

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.

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

Tracy A. Chapman, Ph.D.
Dean

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
Website: slu.edu/online / Email: sps@slu.edu

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.

2019–2020 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, and Independence Day.

TERM DATES FOR 2019–20 ACADEMIC YEAR

Fall 1	August 19 – October 13, 2019
Fall 2	October 21 – December 15, 2019
Spring 1	January 13 – March 8, 2020
Spring 2	March 16 – May 10, 2020
Summer 1	May 18 – June 12, 2020
Summer 2	June 15 – August 9, 2020*

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

terms overlap

– Andrew, Organizational Studies
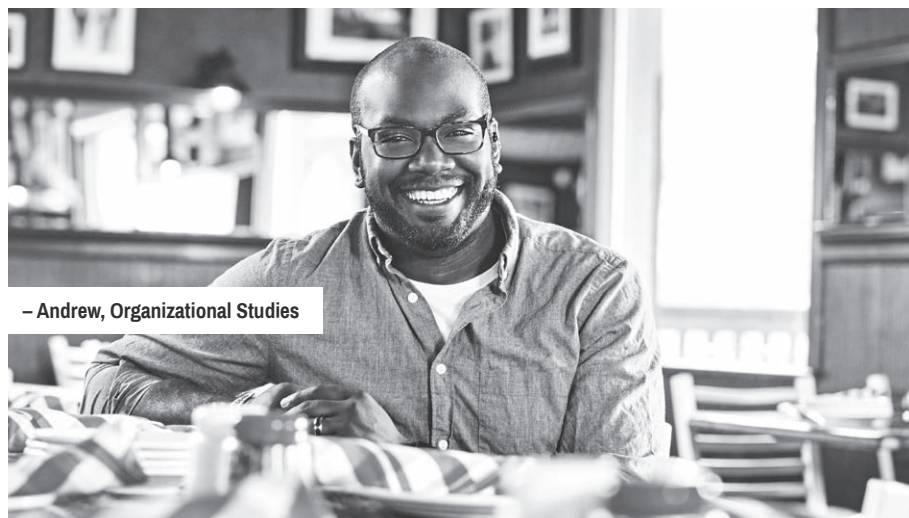
TUITION AND FINANCIAL AID

2019–20 TUITION RATES

Undergraduate Tuition Rate	
Tuition	$650/credit hour
Course Audit (formal):	$650/credit hour
Military Tuition Rate	
Tuition	$410/credit hour
Aviation Management Tuition	$250/credit hour
First Responder Tuition Rate	
Tuition	$410/credit hour
Graduate Tuition Rate	
Tuition	$790/credit hour

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 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.

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 registration holds.

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.

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, 2019
Fall 1	November 29, 2019
Fall 2	February 3, 2020
Spring 1	April 24, 2020
Spring 2	June 29, 2020

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 **finaid.slu.edu.**

Last Name	Counselor	Telephone	Email
Military	Jennifer Matteson	314-977-2259	jennifer.matteson@slu.edu
Employee	Debbie Alexander	314-977-2424	debbie.alexander@slu.edu

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 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.

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."

TUITION AND FINANCIAL AID

ESTIMATE OF TUITION AND FEES: 2019–2020 ACADEMIC YEAR

ONLINE CLASSES

Based on 6 Credit Hours Per Term/12 Per Semester	Fall 1 & Fall 2	Spring 1 & Spring 2	Summer 1 & Summer 2
Tuition* ($650 / $790 credit hour)	$7,800.00 / $9,480.00	$7,800.00 / $9,480.00	$3,900.00 / $4,740.00
Books (estimate)	$400.00	$400.00	$200.00
Technology Fee ($50/term)	$100.00	$100.00	$0
TOTAL	**$8,300.00 / $9,980.00**	**$8,300.00 / $9,980.00**	**$4,100.00 / $4,940.00**

Based on 3 Credit Hours Per Term/6 Per Semester	Fall 1 & Fall 2	Spring 1 & Spring 2	Summer 1 & Summer 2
Tuition* ($650 / $790 credit hour)	$3,900.00 / $4,740.00	$3,900.00 / $4,740.00	$3,900.00 / $4,740.00
Books (estimate)	$200.00	$200.00	$200.00
Technology Fee ($50/term)	$100.00	$100.00	$0
TOTAL	**$4,200.00 / $5,040.00**	**$4,200.00 / $5,040.00**	**$4,100.00 / $4,940.00**

All figures ($650/credit – undergraduate; $790/credit – graduate) are estimated and subject to change.

– Marissa, Organizational Studies

TUITION AND FINANCIAL AID

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.

FINANCIAL LITERACY 101

Student debts – such as student loans, and high interest credit card debt, are significant issues in the lives of students both during 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.

With Financial Literacy 101 students gain a deeper understanding of financial aid. Students will be able to create a budget, track spending habits, get personalized feedback on their financial knowledge, attitudes, and behaviors, set financial goals, plus much more.

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.**

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 10, 2019
Summer 2	Friday, June 7, 2019
Fall 1	Friday, August 9, 2019
Fall 2	Friday, October 11, 2019
Spring 1	Friday, January 3, 2020
Spring 2	Friday, March 6, 2020

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

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 6. Withdrawals may not be permitted for violations of academic integrity. See the tuition refund schedule (below) for specific deadlines.

2019–2020 Tuition Refund Schedule		
Term	Start	End
SUMMER 1 2019		
100%	3/18/2019	5/26
90%	5/27	6/2
80%	6/3	6/9
60%	6/10	6/16
0%	No refund beginning 6/17	
SUMMER 2 2019		
100%	3/18/2019	6/23
90%	6/24	6/30
80%	7/1	7/7
60%	7/8	7/14
0%	No refund beginning 7/15	
FALL 1 2019		
100%	4/8/2019	8/25
90%	8/26	9/1
80%	9/2	9/8
60%	9/9	9/15
0%	No refund beginning 9/16	
FALL 2 2019		
100%	4/8/2019	10/27
90%	10/28	11/3
80%	11/4	11/10
60%	11/11	11/17
0%	No refund beginning 11/18	
SPRING 1 2020		
100%	4/8/2019	1/19
90%	1/20	1/26
80%	1/27	2/2
60%	2/3	2/9
0%	No refund beginning 2/10	
SPRING 2 2020		
100%	4/8/2019	3/22
90%	3/23	3/29
80%	3/30	4/5
60%	4/6	4/12
0%	No refund beginning 4/13	

MYSLU PORTAL – MYSLU.SLU.EDU

GETTING STARTED

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 communications system, utilized by students, faculty and staff.

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 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 2019-2020" 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."

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 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.

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 correspondendce 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.

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
- 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

– Daniel, Security and Strategic Intelligence

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. Evening, daytime and phone/virtual appointments are available.

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 on 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
11. Once all CRNs are entered, click Submit Changes button

Provided you do not receive errors, you have successfully registered. Click on either Student Schedule or Student Detail 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.

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 "12" section

– Claire, Leadership and Organizational Development

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.

REGISTRATION INFORMATION

POLICIES

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 coach at 314-977-2330.

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 coach or admission counselor for details.

– Tawanda, Organizational Studies

FAQS

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

• Smarthinking: smarthinking.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.

Brouster Hall

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 314-977-2395 to have the hold removed.

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

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.

WHAT ARE GENERAL TIMELINES?

Course syllabi will be posted to Blackboard 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.

Please also note that you will have a Dean's Hold placed on your account by your academic coach in order to keep the direct billing process in line. This hold prevents you from registering yourself for class in Banner. Please contact your coach 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 coach directly to your SLU email account.

RESOURCES

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 Academic Coaching	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.

– Eric, Leadership and Organizational Development

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

☐ **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.

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

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

☐ **Take** English composition placement test, if necessary (undergraduate only)

☐ **Register** for classes

☐ **Participate** in New Student Orientation (virtual orientation emailed as soon as students are admitted).

☐ **Complete** SmarterMeasure Readiness tool

☐ **Explore** the Billiken Backpack

☐ **Submit** IELTS or TOEFL scores (international students)

☐ **Apply** for SPS scholarships

Congratulations — you are a student at Saint Louis University!
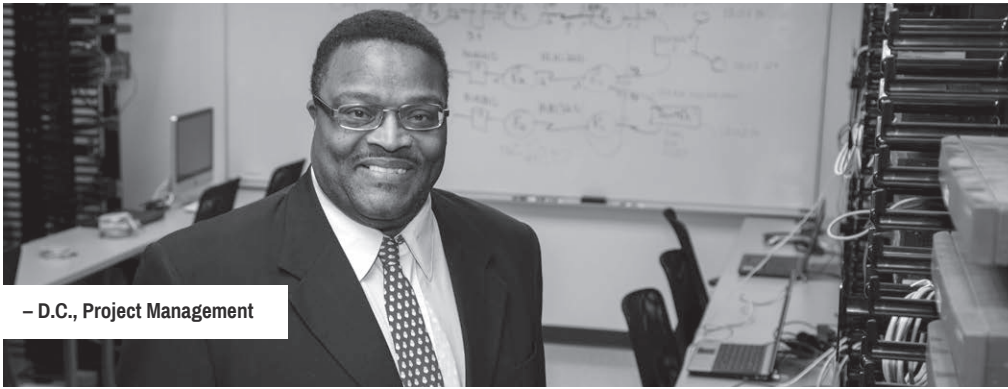
EXPECTATIONS FOR SUCCESS

STUDENT RESPONSIBILITIES

• Actively participate in your online course

• Ask coach 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 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

CENTER FOR WORKFORCE AND ORGANIZATIONAL DEVELOPMENT

– D.C., Project Management

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)

Certified ScrumMaster®

Project Management Professional (PMP®)

Please contact SLU's Workforce Center with questions, to register for classes or to find out more about our corporate training opportunities.

ABOUT SAINT LOUIS UNIVERSITY'S WORKFORCE CENTER

SLU'S Workforce Center provides cutting-edge technology training services and professional development solutions to organizations across the country. We offer over 400 instructor-led, hands on courses annually in Cybersecurity, Project Management, Agile/Scrum, Big Data, Artificial Intelligence, Application Development and so much more. Our seasoned instructors can coach you through certification boot camps and certificate programs ranging from 36 to 90 hours, and we now have a digital badging program so sharing your new skills with your social network is easy. If flexibility is key, we offer day, night, virtual and self-paced delivery option to work with your schedule. Our goal is to provide our students with exceptional service, world class instruction and the skills they need to succeed in their career today, tomorrow and in the future.

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 methods including tuition assistance programs, corporate training vouchers and Microsoft SATVs.
- Individualized learning plans and progress reports for students.
- Specialized 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

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SERVING OVER
400
COMPANIES

20+
Certificate Programs

400+
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– Sharie, Organizational Studies