



SAINT LOUIS UNIVERSITY.  
—  
VISITING YOUNG SCHOLARS PROGRAM



# Visiting Young Scholars Program Guide

## AY 2016-2017

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One North Grand Blvd. DuBourg Hall 17 | St. Louis, MO 63103

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## VISITING YOUNG SCHOLARS PROGRAM

### Director's Welcome

Congratulations on your acceptance into Saint Louis University's Visiting Young Scholars Program (VYS)!

We are thrilled to have an exceptional student, such as you, joining us on campus to further push yourself and explore who you are as a budding academic. Your acceptance into the program is a high honor, due to the high standards of admission for this dual enrollment program. You should be proud of your accomplishment and we hope you are looking forward to what is to come in the coming weeks!

We welcome you into SLU's long tradition of academic excellence. Your acceptance officially welcomes you as part of the Billiken family and inducts you into the long tradition of SLU's Jesuit mission of educating the whole person. While it may seem daunting, we know you are going to excel and reap the benefits of earning college credit from SLU and gain deep insight into college from your time on campus.



As a Visiting Young Scholar you should expect that you will be treated by everyone on-campus with the same respect and care that we offer our full time undergraduate students. This means that the resources SLU offers to our students are available to you. You will have access to the library, SLU databases, tutoring/writing services, and academic advising and coaching to name a few.

Please know that throughout your time here, our office is here to assist you. We are here for you and happy to help you as you navigate SLU. Please utilize the following pages for some helpful information and instructions on making the most out of your experience! Again, welcome and congratulations Billiken! We are so happy you are here and choose SLU to be part of your budding college career.

Sincerely,

Bretton M. DeLaria, Visiting Young Scholars Program Director



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### **Tuition Policies**

The Visiting Young Scholars Program was established as a viable way for students who are exceptionally talented to gain access to college courses.

The dual enrollment program is meant that to help students continued to be pushed academically while providing access to quality college coursework that can be transferred nationally.

Therefore, Saint Louis University has provided a discounted tuition rate for students.

### **Tuition Rate**

The tuition rate for the Visiting Young Scholars Program is set at **\$350.00 per credit hour**.

### **Calculating Your Tuition**

Tuition is billed based on the amount of credit hours taken. Your tuition bill is calculated by taking the number of credit hours multiplied by the cost of a credit hour.

For example a course that is three credit hours will cost \$1,050 ( $3 \times \$350 = \$1050$ ).

### **Billing Information**

Tuition bills are mailed via the United States Postal Service to the home address provided. The bills are addressed to the student in a Saint Louis University envelope and will be marked “Invoiced Enclosed.”



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### **Ways to Pay Tuition**

Tuition balances can be paid three ways:

**In-person:** Visit the Caisher's Office located on the ground floor of DuBourg Hall to pay with cash or check. Credit cards can only be used online. DuBourg is located at One Grand Blvd. St. Louis, MO 63103. Please have your student's Banner ID.

**Snail Mail:** Return the invoice with a check for the total tuition amount to the address indicated on the tuition bill.

**Online:** Students may pay tuition bills online by utilizing their SLUnet username and Banner ID. Students should login to mySLU.slu.edu, select the tools tab, and then open the "Payment Suite" icon to process a credit card or electronic check. Please note there is a processing fee associated with online payment.

### **Tuition Deadlines**

The Visiting Young Scholar Program follows all regular Saint Louis University deadlines for tuition payment. Please consult Student Financial Services regarding payment deadlines for the semester you are enrolled in. Deadlines are posted on the Student Financial Services website.

### **Tuition Payment Plans**

Due to the reduced tuition rate, Visiting Young Scholars are not eligible for arranged payment plans with the University. Payments made be in partial increments over time, but the bill must be paid in full by the published deadline.



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**Consequences of Not Paying**

If tuition bills are not paid on time additional fees may be added to the tuition balance. Additionally, the University holds the right to remit any outstanding balance to a collections agency.

**Contacting Student Financial Services**

DuBourg Hall, Room 121

[SFS@slu.edu](mailto:SFS@slu.edu)

(314) 977-2350





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## VISITING YOUNG SCHOLARS PROGRAM

## Course Policies

### Registering for Courses

**New Visiting Young Scholars** students are automatically registered for their first semester of courses once approved. Students receive an official welcoming lettering confirming the course name, course title, and meeting locations and time information.

**Returning Scholars**, are scholars who are already approved and have taken courses during a prior semester, will need to submit a course request to gain approval from the VYS and academic departments. Once approved, the students are enrolled into the course by the VYS staff. Students receive an official welcoming lettering confirming the course name, course title, and meeting locations and time information.

### Course Load Policy

Visiting Young Scholars may take up to 11 credit hours per academic semester. Students are limited to 11 credit hours to ensure they are not charged the undergraduate tuition rate.

### Dropping Courses

The Visiting Young Scholars Program adheres to the regular University Academic calendar dates regarding drops, withdrawals, and refunds.

Please consult the Office of the Registrar's website, [registrar.slu.edu](http://registrar.slu.edu), for more information about specific deadlines and dates for the semester you are enrolled in.





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### **Academic Integrity**

The Visiting Young Scholars Program adheres to Saint Louis University's College of Arts and Sciences Academic Honesty policy. Please consult the policy at: <http://www.slu.edu/college-of-arts-and-sciences-home/undergraduate-education/academic-honesty>



## SLU Grading Information

The Visiting Young Scholars Program utilizes the SLU Undergraduate grading scale is utilized to assess student performance for their college grade in the dual course.

The undergraduate grading system at Saint Louis University follows a 0 - 4.000 grade point scale. Grades for the university transcript should be assigned as follows:

Please consult your course syllabus or instructor for specific information regarding how a course is weighted, percentages, or merits of A-F scale within the course.

Grade	Grade Points	Interpretation
A	4.000	High achievement and intellectual initiative
A-	3.700	
B+	3.300	Above average, approaching high achievement
B	3.000	Above average achievement
B-	2.700	
C+	2.300	Midway between B and C
C	2.000	Average achievement
C-	1.700	
D	1.000	Inferior but passing achievement
F	0	Failure



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### Important Policies Regarding Grading at SLU

All student grades are permanently recorded on the student's University transcript. These records are federally protected documents by FERPA and therefore students should be aware of the following items regarding grades:

- Grades can not be changed arbitrarily.
- A grade change can be requested if sufficient documentation proves a grading error or outstanding circumstance as to why the grade was not entered correctly.
- Grade changes require a written request from the teacher assigning the grade, and approval of the VYS Program Director, and University Registrar.
- No course may be dropped from or added to a transcript after the completion of a course.

The grades earned through the Visiting Young Scholars Program are considered Saint Louis University grades, and will become part of the student's undergraduate GPA if the student enrolls at Saint Louis University as a full time student.

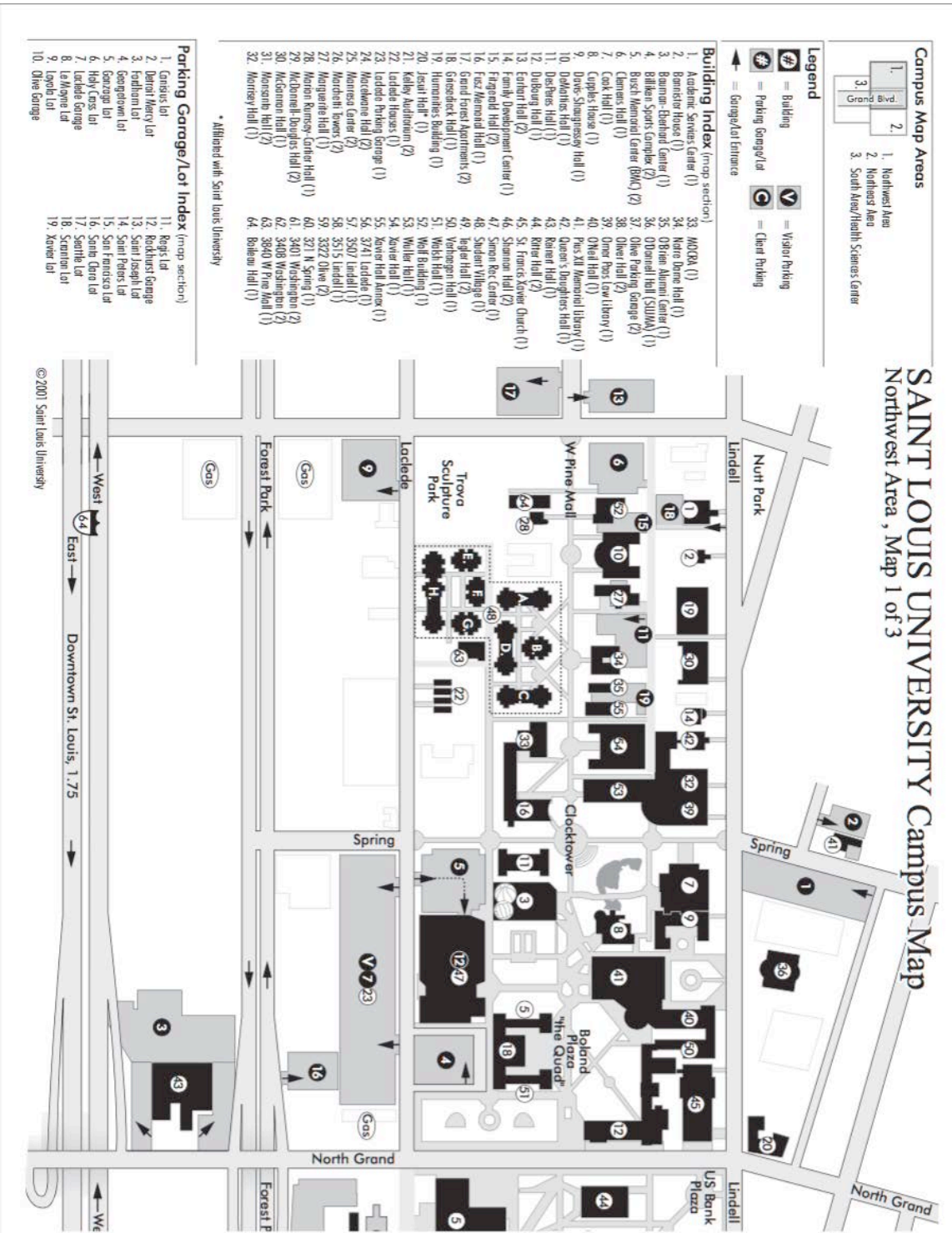
Students not planning to attend Saint Louis University should note that most institutions do not accept grades lower than a "C" for transfer credit. However, it is the student's responsibility to investigate how other institutions transfer in Saint Louis University



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### Campus Map Main Campus (Frost)

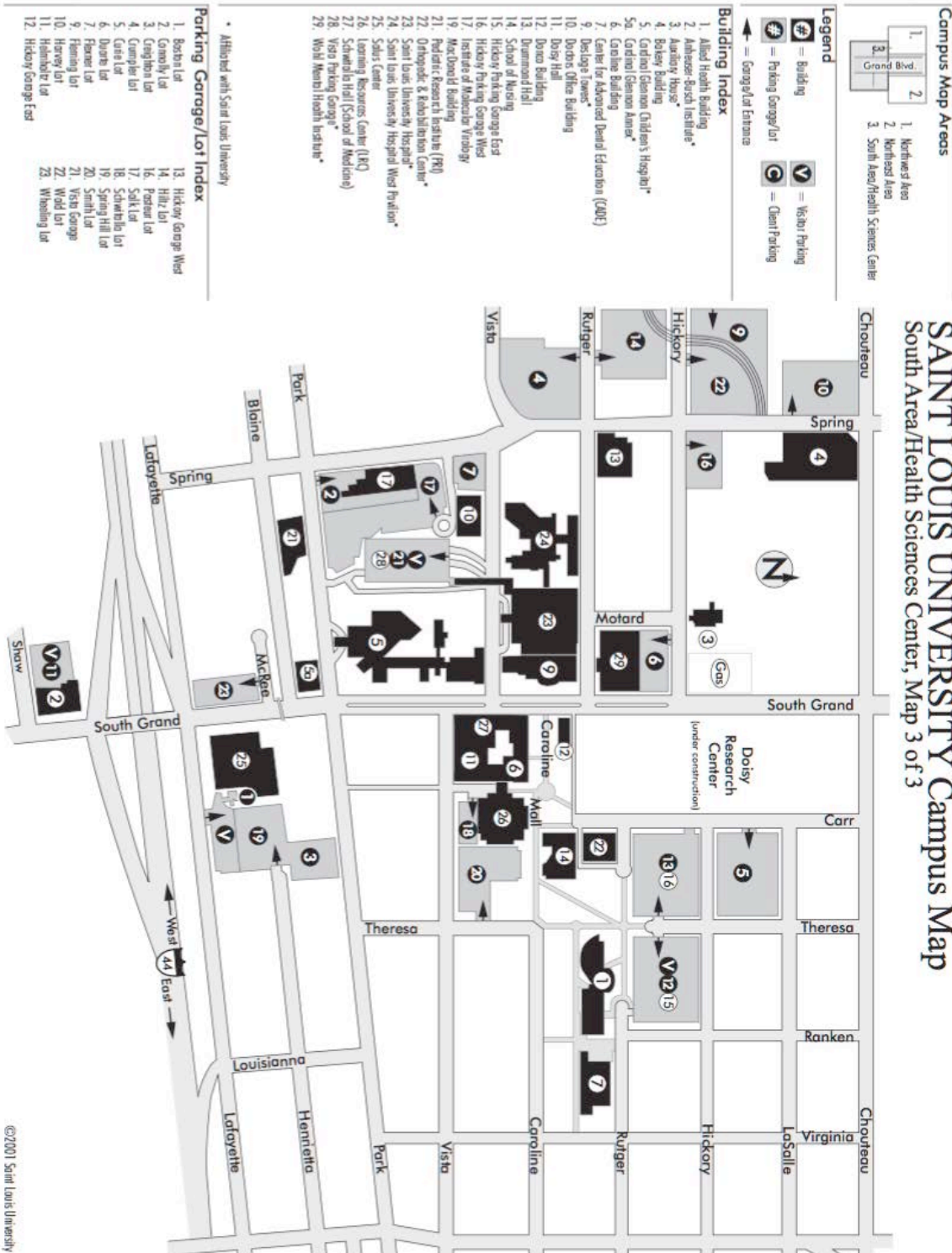




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### Medical Campus







## Student Success Services

The Saint Louis University SSC aids students in fulfilling their individual academic and career potential by providing intentional, developmentally appropriate opportunities for self-reflection and discovery, encouraging experiential learning, and supporting students' discernment in vocational, personal and academic choices.

### How Can the Student Success Center Help You?

**Academic Coaching** Personal coaching that assists undergraduate students with the planning and completion of academic goals. Like a coach of any sport, the academic coach's goal is to help students perform to the best of their ability through a process of personal exploration and skills development.

**Career Services** Helping SLU students and alumni map their dreams, construct a plan and start on the path to career success.

**Disability Services** Partnering with students, faculty, academic departments and service providers to facilitate equal access and opportunity. We coordinate auxiliary aids and services to meet the needs of students with disabilities and strive to create a safe and supportive campus community for all students.

**Major Exploration Academic Advising** Working to support transitioning students by fostering educational responsibility, encouraging campus involvement and promoting reflective decision-making within an inclusive, neutral environment.

**Tutoring/Writing Appointments** Making an appointment for a tutoring appointment or writing consultation is as easy as a click of a button.



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**Student Success Services Contact Information**

Busch Student Center (Frost Campus)

20 N Grand Blvd, Rooms 331, 354 & 356

Phone: 314-977-3484





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### **Parking and Card Services**

Visiting Young Scholars are responsible for transportation to and from campus. Students who wish to drive to class may utilize Saint Louis University's parking garages, but must adhere to the SLU parking guidelines.

### **Student Id Card**

Parking and Card Services provides students with their SLU Ids. Visiting Young Scholars are encouraged to visit the office during their first week to get a SLU issued Id while on-campus. Ids are free of charge and students should take their acceptance letter to the office and a photo Id to get their card issued.

### **Billiken Bucks and Flex Dollars**

Students can add money to their student Id card that can be used on campus for things such as printing and food purchases. This type of transactional purchase is referred to as "Billiken Bucks" or "Flex Dollars." Please consult Parking and Card Services for more information.

### **Visitor Parking Rate**

Visitor parking is available in the garages with visitor sections for \$2 per hour or \$6 for the day. During event parking collections for the Chaifetz arena, everyone entering event parking areas during collection will be charged the event parking price (determined by the Chaifetz arena).

Only Olive and Hickory East garages have overnight parking for visitors without purchasing a permit for display. Visitors using the Salus lot must have a valid card key or token to exit (tokens can be purchased from the Parking and Card Services office in DuBourg Hall, room 33 for \$6 per token).



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**Parking Passes**

Permits may be purchased throughout the year at the Parking and Card Services Office in DuBourg Hall, room 33 on the North Campus. The office is open Monday through Friday from 8:30am to 5:00pm.

Please consult Parking and Card Services or their website for the various level of parking and rates for specific passes.

**Contact Parking and Card Services**

DuBourg Hall, Room 33

[cardservices@slu.edu](mailto:cardservices@slu.edu)

314-977-2957



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## Campus Dining and Study Spaces

### Dinning Options

Saint Louis University offers a multitude of on-campus dining options operated by Aramark, Inc. For hours of operation and more information about dining hall and food court locations, please visit Dine SLU's website at [slu.campusdish.com](http://slu.campusdish.com)

### Study Spaces / Student Unions

**Busch Student Center** is a central focus on the Saint Louis University Campus that serves students, faculty, staff, alumni, and guests. The "BSC" offers programs, activities, services, meeting areas and facilities that are available for the various needs of its constituents.

The BSC is the home of many [Student Development departments](#) and student organizations that provide numerous ways to get involved in campus activities and advancement programs. The BSC also offers [dining, entertainment, media outlets, and retail services](#).

The BSC is located on the Main campus of SLU.

**Health Sciences Education Union (HSEU)** is located in the new heart of the Saint Louis University Medical Center. The tiered 225-seat auditorium is designed to give students the ability to move around and form teams for group discussions. Computer connections and outlets are at every seat.

The building is designed to bring together medical, nursing, allied health, public health and graduate dental students not only for lunch at the café but also for interprofessional education (IPE). This program is one of the nation's first of its kind to create a formal curriculum that teaches health care students from different professional paths how to work together as a team to provide the best possible patient care.



## **IT Help Information**

College can be a big enough milestone in a student's life, trying to navigate all of the smaller details can seem very daunting. In order to help students with their transitions, Information Technology Services and the Tech Services Center are here to help with any technical issues.

### **Student Service Desk**

The Student Service Desk has two strategically located help centers on both campuses to help better serve the student population. Each location handles all requests for technology services, including password resets, system and application access assistance, requests for software assistance, and many other technical questions and requests.

#### **MAIN CAMPUS LOCATION**

Student Tech Services Center

Busch Student Center, Room 137

Phone Number: 314-977-2522

#### **Operation Hours**

Sunday: 2 p.m. - 10 p.m.

Monday-Thursday: 8 a.m. - 10 p.m.

Friday: 8 a.m. - 3 p.m.

Saturday: 12 p.m. - 5 p.m.



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## MEDICAL CAMPUS LOCATION

Student Tech Services Center

3556 Caroline Mall

Caroline Hall, room 202

St. Louis, Mo 63104

Phone Number: 314-977-7290

### **Operation Hours**

Monday - Thursday 9am - 4pm

Friday 9am - 3pm

Saturday - Sunday 12pm - 5pm

### **Internet Access**

Students should use the SLUUsers network and login with their SLU net Id/username and password. Please consult the IT Service Desk for specific help or their website at [its.slu.edu](http://its.slu.edu)

### **Billiken Printing**

Students can print from their personal computer to one of the networked printers on campus you need to install the printer driver and Pharos software. You must use Billiken Bucks to pay for all copy and print jobs (costing 10 cents a page). They will need to install the Billiken Print Client. Please consult the IT Student Service Desk for assistance and more information.



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## IT Contact Information

Please see the Student Services Desk Contact Information above in this section.

## Setting Up Your SLU Password

Before you start using your Banner Account you need to reset your password to a permanent password.

Follow these steps to reset your password:

1. Prior to logging in to either mySLU or Banner you must **change your password at [password.slu.edu](https://password.slu.edu)**
2. Once at [password.slu.edu](https://password.slu.edu) enter your **SLU net username and default password** and click **Sign In**
  - a. **SLU net username:** If unknown, obtain from the high school 1818 ACC Coordinator **Default password convention: ldxxxxxx** (i.e. ld123456 - after ld are the last six digits of a student Banner Id number)
3. On the next page **fill out the fields as follows below** and click **"Change Password."**
  - a. **Current Password Field:** Enter your default password from Step 2
  - b. **New Password Field:** Create a new password following the guideline on the page
  - c. **Verify Password Field:** Re-enter your new password in the field

If you still have issues, please contact SLU's IT Help Desk at (314) 977-4000 option 2. If successfully, be sure to **"Sign Out."**



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## Steps for Logging Into mySLU and Banner

mySLU is a great resource for managing your student account. It is the gateway to all software applications that SLU offers its students in order to help them succeed throughout their SLU career.

There are a few things you need to note before trying to log into mySLU:

- **Prior to logging into mySLU** you must change your account password.
- Only attempt to login to mySLU **twice** as other attempts will lock your account. If you are having troubles try resetting your password
- If you are **locked out of your account** or have any other difficulties, please contact SLU's ITS Division at (314) 977-4000 option 2. You will need your banner Id number and date of birth for verification purposes.
- 

After reviewing the notes above you're ready to login! **Follow these steps:**

1. After you've changed your password, navigate to [myslu.slu.edu](https://myslu.slu.edu).
2. Click the blue login button and enter your SLUnet ID and password.
3. The screen will load and you will have access to your personal mySLU page.





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## Steps for Accessing Banner Self Service

Please note the following steps require you to be logged in to mySLU. Please see the above instructions regarding how to login to mySLU.

1. After you've logged into [mySLU.slu.edu](https://mySLU.slu.edu), navigate to the **"Tools" tab** at the top of the page and **click it**.
2. A new page will load with multiple icons. Find the one with two foot prints that is labeled **"Banner Self Service"** and **click on it**.
3. A new window will open and you are now in Banner Self-Service.



## Requesting A Transcript

### Online Instructions

1. **Login to mySLU** using your **SLU Net ID and password**.
  - a. If you do not know your SLUnet ID, please **contact the 1818 ACC office**.
  - b. If you do not know or your password does not work, please contact the IT Help Desk at (314) 977-4000 option 2.
2. Once in mySLU find and select the **"Tools tab."**
3. A new window will open with a variety of icons. Find and select the tile with foot prints called **"Banner-Self Service."**
4. Banner-Self Service will open in a new window. Under the title **"Main Menu"** find the link entitled **"Student"** and **click on it**.
5. On the page there will be a list of blue links. Locate the blue link called **"Student Records"** and **click on it**.
6. The page will load with another set of links. Locate the blue link that says **"Request A Transcript"** and **click on it**.
7. If you would like a **copy for yourself choose Option 1**. If you are mailing a **copy to another university choose Option 2** by entering the university contact person to who the mailing will be addressed attention to in the field.
8. **Click Continue**.
9. Verify or **input the correct mailing** information. Click continue.



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10. **Enter in the amount of copies** you would like to have sent in the field next to the text "**Number of Copies.**" **Click continue.**
11. Review the mailing information and **click "Submit Request."**

If you need additional copies sent to a different address, repeat steps 4-11.

### **Requesting A Transcript By Paper**

1. Download and fill out the **Transcript Request Form** from registrar.slu.edu
2. Transcript Request forms should be mailed or faxed directly to the Office of the University Registrar. Find their contact information on the upper left corner of the Transcript Request Form.
3. Transcripts will be mailed. Please allow 7-10 business days for processing.



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## **Contact VYS**

We're here to support you along the way. If you encounter any issues or have any questions, please never hesitate to contact our office first and directly. We're happy to answer your questions or direct you to the appropriate department or individual for assistance.

### **Hours of Operation**

The Visiting Young Scholars Program is housed through the 1818 Advanced College Credit Program Office.

The 1818 Advanced College Credit Program Office hours of operation are:

**Monday through Friday from 8:30 a.m. until 4:00 p.m. \***

\* Excluding University Holidays and other events.

### **General Inquiries**

For all general inquiries, questions, or concerns regarding the 1818 Advanced College Credit Program or Visiting Young Scholars Program at Saint Louis University, please contact us at:

1818 Advanced College Credit Program

Saint Louis University

1 Grand Blvd, DB 17

St. Louis, MO 63103

Phone: 314-977-3142

Fax: 314-977-7160

E-mail: [vys@slu.edu](mailto:vys@slu.edu)



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