

**2024 – 2025**  
**NEW STUDENT  
HANDBOOK**

**SLU ONLINE**

**BACHELOR'S | MASTER'S | CERTIFICATES**



**SAINT LOUIS UNIVERSITY**

**SCHOOL FOR PROFESSIONAL STUDIES**

# 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.

I understand the uncertainty and nervousness you may feel as you continue towards your educational goal. Please be assured that the School for Professional Studies will be with you every step of the way, as we understand the commitment and sacrifice it takes to pursue a dream. Our faculty and staff are not only recognized experts in their disciplines but are also passionate about supporting our students.

We are truly excited to join you on your educational journey. We aim to provide you with quality, affordability, flexibility, and convenience. Saint Louis University will prepare you with deep disciplinary knowledge as well as key skills employers seek. Thank you for choosing to be part of our community.

Scott



Scott Duellman, Ph.D  
Interim Dean, School for Professional Studies  
Alfred and Irene Dunkin Professor of Accounting  
Saint Louis University

## 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.

## 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, Good Friday, Memorial Day, Juneteenth and Independence Day.

### TERM DATES FOR 2024-25 ACADEMIC YEAR

Summer 1	May 20 – July 14*
Summer 2	June 17 – August 11*
Fall 1	August 19 – October 13
Fall 2	October 21 – December 15
Spring 1	January 21 – March 16
Spring 2	March 24 – May 18

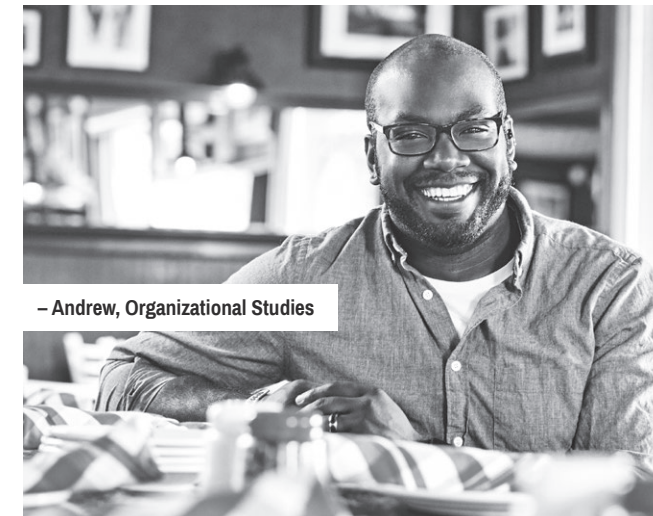
### TERM DATES FOR 2025-26 ACADEMIC YEAR

Summer 1	May 26 – July 20
Summer 2	June 16 – August 10
Fall 1	August 18 – October 12
Fall 2	October 20 – December 14
Spring 1	January 20 – March 15
Spring 2	March 23 – May 17

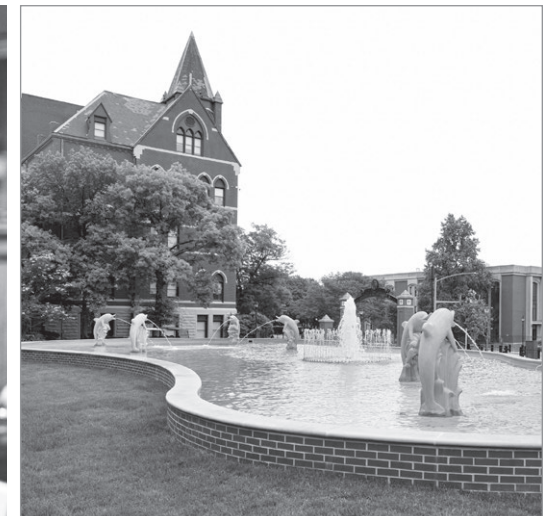
Note: All online classes begin the first day of the term; registration closes at 5 p.m. the Friday before.

\*Summer 1 and 2 overlap by 4 weeks

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



– Andrew, Organizational Studies



## TUITION AND FINANCIAL AID

### 2023–24 TUITION RATES

Undergraduate Tuition Rate	
Tuition	\$650/credit hour
Military/Veteran Tuition Rate	
Tuition	\$295/credit hour
First Responder Tuition Rate	
Tuition	\$295/credit hour
Cannabis Science and Operations Tuition Rate	
Tuition	\$400/credit hour
Medical Science Cannabis and Therapeutic Management Tuition Rate	
Tuition	\$625/credit hour
Graduate Tuition Rate	
Tuition	\$790/credit hour
Fees	
Technology	\$50 per term (Summer Terms not included)
Books	Approximately \$100 per class.

Tuition rates are subject to change each academic year beginning in summer. Partnership students may receive reduced tuition rates. Contact Kim Dondanville at (618) 531-1852 or [kimberly.r.dondanville@slu.edu](mailto:kimberly.r.dondanville@slu.edu) to learn more about these rates.

### ONLINE PAYMENT

To reach the Payment Suite, go to [auth.slu.edu](http://auth.slu.edu) and log into portal using your SLU user ID and password. Navigate to Payment Suite of your MyApps section and click on that icon

### 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. Contact Carolyn Merkel at [carolyn.merkel@slu.edu](mailto:carolyn.merkel@slu.edu) or 314-977-2405.

For term	Payment is deferred until
Summer 2024	09/03/24
Fall 1 2024	12/02/24
Fall 2 2024	02/05/25
Spring 1 2025	05/05/25
Spring 2 2025	05/22/25
Summer 2025	09/01/25

### 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.

Your Financial Aid counselor is Shayla Johnson and can be reached at 314-977-5141 or [spsfinaid@slu.edu](mailto:spsfinaid@slu.edu). Please allow 24–48 business hours for your email or voicemail to be returned.

Student Type	Counselor	Telephone	Email
Military	Leonard Dollenga	314-977-2267	<a href="mailto:leonard.dollenga@slu.edu">leonard.dollenga@slu.edu</a>
Employee	Debbie Alexander	314-977-2424	<a href="mailto:debbie.alexander@slu.edu">debbie.alexander@slu.edu</a>

### 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.studentaid.gov](http://www.studentaid.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.

## TUITION AND FINANCIAL AID

### 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 your MyApps section, select Payment Suite, then click on "Refunds."

### 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](http://www.financialliteracy101.org) and type in access code 'SPS' and click **SIGN UP**.



– Marissa, Organizational Studies

# TUITION AND FINANCIAL AID

## SCHOLARSHIPS AND HOW TO APPLY

SPS offers unique and exclusive scholarships for both undergraduate and graduate students. For more information and to apply online for these scholarships, visit [slu.edu/online](http://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, 2024
Summer 2	Friday, June 7, 2024
Fall 1	Friday, August 9, 2024
Fall 2	Friday, October 11, 2024
Spring 1	Friday, January 10, 2025
Spring 2	Friday, March 14, 2025

For questions, please contact [spsfinaid@slu.edu](mailto:spsfinaid@slu.edu).

## WITHDRAWAL POLICIES

Students who wish to withdraw from a class should do so in a timely manner. Students may withdraw from classes using Banner Student Self-Service prior to the start of the term. After that date, students should contact their academic coach to be sure that all withdrawal procedures are followed. There is no refund after week 4. Withdrawals are permitted through the Sunday of week 8. Withdrawals may not be permitted for violations of academic integrity. See the tuition refund schedule below.

2024–2025 Tuition Refund Schedule		
Term	Start	End
100%	Monday of Week 1	Sunday of Week 2
50%	Monday of Week 3	Sunday of Week 4
0%	No Refund Beginning Monday of Week 5	

*Academic Coaches cannot drop classes for students once the classes have started.*

# MYSLU PORTAL – AUTH.SLU.EDU

## BANNER SELF-SERVICE

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

## LOGGING IN TO MYSLU

- Go to [myslu.slu.edu](http://myslu.slu.edu)
- Click “Login”
- Type in your SLU Net Id and SLU Net Password, then click “Sign In”
- You may be prompted to enter a multifactor identification PIN that can be texted to you or relayed via phone.
- From the mySLU dashboard, click on a tab to find links to various applications, campus information, your student or employee information and more. 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.

### 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 [auth.slu.edu](http://auth.slu.edu) using your SLU Net ID and password. Select Banner Self Service under your MyApps section, then click on “Financial Aid” tab, click “Award” from the menu, select “Award Package for Aid Year” and finally select appropriate aid year from the drop-down menu and click “Submit”.

[www.slu.edu/financial-aid/apply-accept/accept.php](http://www.slu.edu/financial-aid/apply-accept/accept.php)

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.”

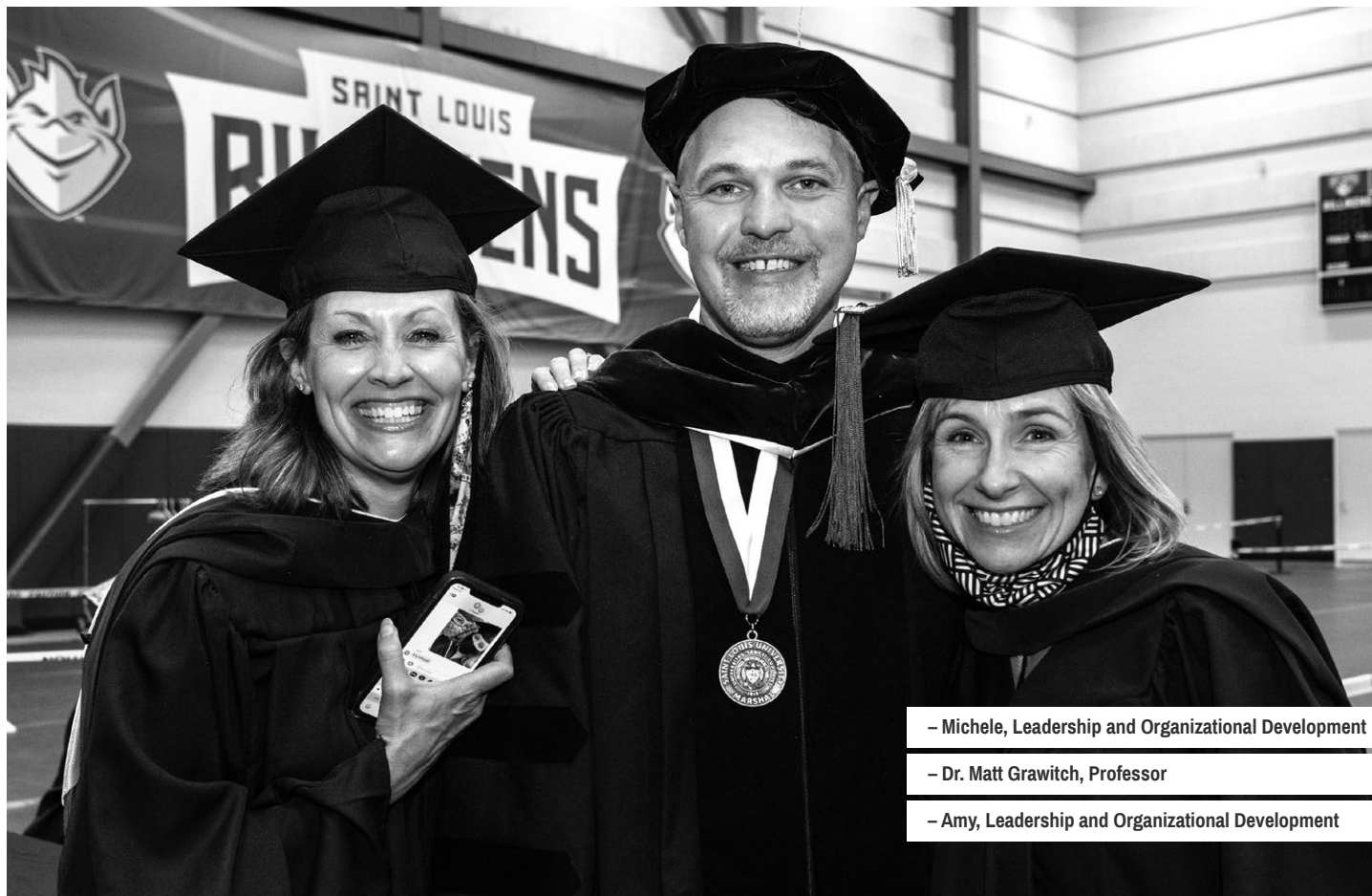
To decline an award, indicate that choice in the “Award Decision” dropdown box and click “Submit Decision.”

## 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. Go to your MyApps page
3. Click on 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](mailto:sps@slu.edu) or 314-977-2330.



– Michele, Leadership and Organizational Development  
 – Dr. Matt Grawitch, Professor  
 – Amy, Leadership and Organizational Development



# YOUR SLU EMAIL AND CANVAS

## USING OFFICE 365 EMAIL

Office 365 is the official email communication tool of the University. This address is where all your SLU correspondence will be sent, and it will remain active for a full 12 months after your graduate.

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

For additional information on using email, visit [slu.edu/its/about/services-and-products/office-365.php](http://slu.edu/its/about/services-and-products/office-365.php).

## USING CANVAS

SLU utilizes Canvas as its online course management system. Access your courses from any computer with an Internet connection. SLU SPS courses may be accessed by logging into your mySLU account at [auth.slu.edu](http://auth.slu.edu) and then clicking on the Canvas icon.

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

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

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

For information about software discounts, visit [slu.edu/its/downloads-and-discounts/index.php](http://slu.edu/its/downloads-and-discounts/index.php).



# REGISTRATION INFORMATION

## ACADEMIC COACHING

Students work with an admissions specialist during the admissions process, 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, please contact the academic coach appointed to your program:

### Sharon Spicer, M.P.A.

[sharon.spicer@slu.edu](mailto:sharon.spicer@slu.edu)

All domestic online graduate degrees and graduate certificates.

### Alyssa Brown

[alyssa.b.brown@slu.edu](mailto:alyssa.b.brown@slu.edu)

Programs: General Studies, Leadership and Organizational Behavior, Organizational Leadership and Technology, and Project Management

### Kyle Chapman, M.S.

[kyle.chapman@slu.edu](mailto:kyle.chapman@slu.edu)

Programs: Computer Information Systems, Emergency Management, and Security and Strategic Intelligence.

### Ashley Eckhardt

[ashley.eckhardt@slu.edu](mailto:ashley.eckhardt@slu.edu)

Programs: Brewing Science and Operations and Cannabis Science and Operations

### Deb Blanquart, M.A.

[debra.blanquart@slu.edu](mailto:debra.blanquart@slu.edu)

Programs: Nursing - R.N. to B.S.N.

Virtual or phone appointments can be done Monday–Friday when the university is open. Walk-In Appointments are not available.

## REGISTRATION

Students may register for classes online using [Course@SLU](mailto:Course@SLU). Students must assume responsibility for completion of all course prerequisites prior to the start of the class. Students should connect with their academic coach during the registration process to discuss upcoming enrollments and confirm their course schedule. Registration closes at 5 p.m. the Friday before the first class.

## REGISTERING USING COURSES@SLU

1. Run your Degree Works Report
2. Connect with your Academic Coach
3. Check for and clear any registration holds
4. Registration for Summer, Fall, and Spring opens every April.
5. Register for Classes using [courses.slu.edu](http://courses.slu.edu)

For more information on registering using [Course@SLU](mailto:Course@SLU) please go to the Quick Guide web page: [slu.edu/registrar/pdfs/courses-at-slu.pdf](http://slu.edu/registrar/pdfs/courses-at-slu.pdf)



## 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 begins with 1 first term of semester.
- Fall 2, Spring 2 and Summer 1 begins with 2 second term of semester.

## 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](mailto: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 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.

## DEGREE WORKS

Degree Works is a web-based tool designed to assist students, faculty, and certain designated staff with monitoring a student's academic progress toward degree completion. Degree Works organizes coursework in an easy-to-read degree audit summarizing completed requirements for a degree, as well as those that are still missing. It also shows how each requirement has been satisfied and what courses can be taken to complete remaining requirements. The degree audit does not replace academic advising, it is a supplement.

# POLICIES

## CONTINUOUS ENROLLMENT POLICY

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

### Policy

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

Students who are receiving Title IV funding must be scheduled to take at least six credit hours in a given semester. The student must meet with his or her Academic Coach to obtain a Stop-Out Request form. The Academic Coach will provide the student with the necessary information to make an informed decision. The Stop-Out Request form must be signed on or before the last business day to drop courses in the term for which the Term Stop-Out is being requested. Stop-Out Request forms received after the last day to drop courses will not be honored.

## APPROPRIATE STUDENT CONDUCT

Display appropriate courtesy to all School for Professional 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.



# ACADEMIC STANDING

## UNDERGRADUATE STUDENTS

### Good Standing

Students are considered to be in good academic standing if they are not on probation (either university probation or program probation) and have not been dismissed or suspended from Saint Louis University.

### University Probation

Students will be automatically placed on university probation if any of the following occurs:

- the Saint Louis University cumulative grade point average falls below 2.00
- the Saint Louis University semester grade point average is below a 1.00
- more than two Incomplete or two In-Progress grades on their academic transcript

Students on university probation may not register for more than 12 credits in the fall and spring semesters, 9 credits in the summer semester and 3 credits in the winter term. Please see the Summer/Winter Enrollment Limits ([catalog.slu.edu/academic-policies/academic-policies-procedures/overload-sw-credits](https://catalog.slu.edu/academic-policies/academic-policies-procedures/overload-sw-credits)).

Students may not remain on University probation for more than three consecutive semesters (including summer and winter, if enrolled).

### Program Probation

Although the University's minimum grade point average is 2.00, some individual majors, programs, schools, or colleges may require higher minimum grades or additional academic, clinical or professional criteria. These programs have specific policy statements regarding eligibility for continuation, progression, probation, and dismissal from the individual programs. Students have the obligation to familiarize themselves with these policies which can be found in the Academic Catalog or program handbooks.

### Academic Suspension

Students may be suspended from a course, from a school or college, or from the University for academic or disciplinary misconduct. Please see the Student Handbook for additional details.

### Academic Dismissal

**A student may be dismissed from the University under the following conditions:**

- Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
- A grade point average deficit points<sup>1</sup> of less than -15 points.

<sup>1</sup> Grade Point Average Deficit Points are defined as students' Total GPA Points — (2.00 \* GPA Credits). Deficit points are a numerical representation of the severity of being below a 2.00. Students on academic probation will have deficit points since their GPA is below 2.00. Small deficit points mean that students are very close to a 2.00, while larger number mean that students are further from 2.00.

## Changing Majors

Students in good standing, on University probation, or on program probation are eligible to request a change of major.

Students on University probation changing majors within their home college/school or to a different college/school will remain on University probation under the conditions outlined in the original probation notification.

Students on program probation changing majors within their home college/school or to a different college/school will return to good standing unless conditions are outlined in their change of major approval.

## GRADUATE STUDENTS

Classified students are in good academic standing when they are making progress toward a degree within the time period established for that degree by the University. Students will not be advanced to candidacy or be eligible to graduate or continue an assistantship while not in good academic standing. Candidacy is achieved after passing the oral exam, regardless of whether the prospectus is part of the exam. Students are not in good standing if any of the following conditions are true:

- They are on academic probation
- Their transcripts reflect more than two incomplete grades
- Their time to degree has expired
- They have been placed under temporary suspension for academic deficiencies or misconduct
- They have been formally dismissed from the University

If the cumulative grade point average of classified students falls below 3.00 (on the four-point scale, "B" = 3.00), students are automatically placed on academic probation (not to be confused with probationary admission). To continue degree pursuit, students must progress toward a 3.00 cumulative average and are expected to emerge from academic probation within nine credits or two successive academic terms during which coursework registrations are recorded. Students may not be advanced to candidacy status while on academic probation.

Graduate students are expected to complete academic work at the "B+" level. A limited number of credits in which the grade of "C" or "D" is earned may or may not be accepted toward a degree at the discretion of the individual department or program. The classified student's cumulative grade point average in academic work presented to fulfill degree requirements must be at least 3.00.

Each college, school, and center is responsible for establishing specific policies and procedures regarding the placement of, monitoring of and subsequent dismissals associated with academic probation at the program and university levels.

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

- Brainfuse Online Tutoring: Found in each Canvas class
- Tutoring and Online Writing Center:  
[slu.edu/life-at-slu/student-success-center/academic-support](http://slu.edu/life-at-slu/student-success-center/academic-support)
- SLU Libraries: [lib.slu.edu](http://lib.slu.edu)

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

### WHY DO I HAVE A HOLD ON MY ACCOUNT?

A list of student holds can be found at: [slu.edu/register](http://slu.edu/register). Click on the hold type to find out how to get the hold removed.

Note that Student Accounts holds are not automatically removed upon payment to the university. Contact Student Accounts at 314-977-2350 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?

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.

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 coach directly should the need arise to meet any adjustments to your schedule.

Please connect with your academic coach to confirm your intent for upcoming registration in future terms. Once your schedule has been discussed and confirmed, an email will be sent to your SLU email directly from your coach.

## RESOURCES

### ADDITIONAL RESOURCES & SLU CONTACT INFORMATION

SPS Website	<a href="http://slu.edu/online">slu.edu/online</a>
SLU Bookstore	<a href="http://slu.bnccollege.com">slu.bnccollege.com</a>
SPS Academic Coaching	<a href="http://slu.edu/professional-studies/contact-us/student-engagement-team.php">slu.edu/professional-studies/contact-us/student-engagement-team.php</a>
Scholarships and Financial Aid	<a href="http://slu.edu/professional-studies/becoming-a-student/tuition-scholarships-aid/index.php">slu.edu/professional-studies/becoming-a-student/tuition-scholarships-aid/index.php</a>

### 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 <a href="mailto:ask@slu.edu">ask@slu.edu</a>
Office of the Registrar	314-977-2269 <a href="mailto:registrar@slu.edu">registrar@slu.edu</a>
Inclement Weather Hotline	314-977-SNOW

### CENTER FOR ACCESSIBILITY AND DISABILITY RESOURCES

**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.

### STUDENT HEALTH AND MENTAL WELLNESS

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

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

[slu.edu/life-at-slu/university-counseling/crisis-resources.php](http://slu.edu/life-at-slu/university-counseling/crisis-resources.php)



– 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
  - spstranscripts@slu.edu
- File FAFSA** if interested in financial assistance.
  - Go to [www.studentaid.gov](http://www.studentaid.gov)
  - SLU's Federal School Code is 002506
  - More questions? Email SPS Financial aid at [spsfinaid@slu.edu](mailto:spsfinaid@slu.edu)
- 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:

- Register** for classes
- 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
- 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
- A working webcam to attend virtual meetings

## 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

# SAINT LOUIS UNIVERSITY WORKFORCE CENTER

## WE MAKE TRAINING SIMPLE

The Workforce Center was established in 2013 to address the skill needs of the modern, fast-paced workplace. Powered by top-ranked Saint Louis University, the Workforce Center provides premier training solutions to corporations and individuals nationwide and is the largest technology training center in St. Louis. The Center offers a range of training topics, including Cyber Security, Project Management, Agile, Analytics, Software Engineering, and more than 250 short courses, SLU-issued certificates, and certification bootcamps annually. All courses are led by instructors who are industry professionals and bring real-world knowledge to the classroom, so you can learn from the experts.



## LET YOUR CERTIFICATIONS WORK FOR YOU

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

CompTIA Security+

Project Management Professional (PMP)®

Certified Information Systems Security Professional (CISSP)

Amazon Web Services (AWS)

Certified ScrumMaster®

Certified Information Security Manager (CISM)

Certified Information Systems Auditor (CISA)

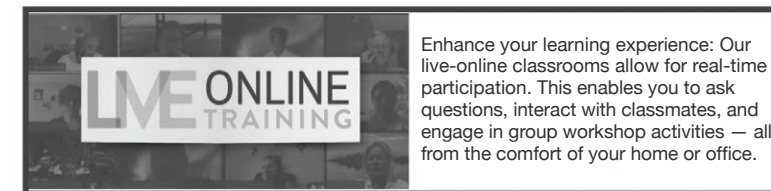
Certified Ethical Hacker (CEH)

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

## HELPING YOUR ORGANIZATION BUILD STRONGER TEAMS WITH TEAM TRAINING

SLU 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.
- Personalized instruction from professionals working in the industry.
- Flexible payment options include tuition-assistance programs and corporate training vouchers.
- Individualized learning plans and progress reports for students.



## ENROLLMENT

There is no formal application process. Enrolling is easy.  
 Call: 314.977.3226 / Visit: [workforcecenter.slu.edu](http://workforcecenter.slu.edu) / Email: [info@workforcecenter.slu.edu](mailto:info@workforcecenter.slu.edu)

SERVING OVER <b>700</b> COMPANIES	<b>20+</b> Certificate Programs	<b>250</b> COURSES	<b>50+</b> Certification Bootcamps
FOUNDED IN <b>2013</b>			

## OUR AUTHORIZED PARTNERS







– Sharie, Organizational Studies



SAINT LOUIS UNIVERSITY

SCHOOL FOR PROFESSIONAL STUDIES