University of Missouri - St. Louis

NEW GRADUATE STUDENT RESOURCES

UMSL Graduate School

CONTACT:
GRADUATE SCHOOL
314-516-5900
M-TH 8am - 6pm; F 8am - 5pm

ADDRESS
121 Woods Hall
1 University Blvd
Saint Louis, Missouri 63121
| 1.    | Canvas          |
| 2.    | Email           |
| 3.    | UMSL Drive      |
| 4.    | TritonCard      |
| 5.    | UMSL Mobile     |
| 6.    | Advising        |
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**Canvas**
Login to Canvas to view your courses, check your syllabus, and find contact information for your professor.

**Email**
Your e-mail account will be activated as soon as you are accepted into the Graduate School. UMSL uses Windows Live as the official campus communication tool and MUST be checked regularly.
In order to begin using your email, you must activate your Office 365 account:

1. If you have not already activated your UMSL SSO ID, visit MyView.
2. Use your SSO ID to set your Office 365 password. (Office 365 passwords are separate from your SSO ID.)
3. Log into http://mail.umsl.edu using your Office 365 login (ssoid@mail.umsl.edu) and password.

**UMSL Drive**
In additional to your university email, student's are also given access to their own personal Google Drive Account that can be accessed at https://mydrive.umsl.edu. To login you will use [SSO]@umsl.edu and the password that you created to login to your MyView account. Your UMSL Drive allows you to save files, create excel sheets, and share documents among other UMSL student's and staff. If you are having troubles accessing your drive, you can find step by step set up instructions here.

**TritonCard**
The TritonCard is UMSL's official identification card for students, faculty and staff. The card functions include identification, access to your student account, access to certain buildings/events, and sometimes even various discounts.

To obtain your TritonCard, you will need to go to the TritonCard Office. They are located at 190 Millennium Student Center (first floor of the MSC). You MUST be registered for at least one class and will need to bring a photo ID (driver's license, state ID, passport, or other government-issued photo identification).

If you lose your ID, you should report your card here.

**UMSL Mobile**
Download UMSL's Mobile app to keep up to date on what is going on on campus. You can access MyGateway, your course schedule, dining hours, maps, campus events, and much more! For more information visit http://www.umsl.edu/~umslmobile/.

**Meeting your Advisor / Program Director**
Before registering for classes, we strongly suggest reaching out to your advisor or program director. This could be in the form of an email, a phone call, or even scheduling a face to face meeting. Your advisor and/or program director will be essential to your success in your graduate program and some programs make advising meetings a requirement to obtain permission numbers for specific courses.

If you are unsure of who you should reach out to, you can find graduate program contact information HERE. They can assist you or send you in the direction of the advisor that can. As a graduate student, it is your responsibility to make these connections.
Register for Courses

After you are accepted and have met with your advisor about which courses to enroll in, you will need to login to MyView to register. It is important that you meet deadlines for enrolling and dropping coursework. If you miss a deadline, it is important to reach out directly to the registration office to figure out what your next steps might be. After your first semester, you will receive an enrollment date in MyView.

Guides for Registering on MyView

- Adding a Course
- Dropping a Course
- Swapping a Class / Class Section
- Withdrawing from UMSL

Textbooks

Most graduate level classes will require some sort of textbook. These materials (rental, used, and new) are available for purchase at the UMSL TritonStore, located in 209 Millennium Student Center (2nd floor of the MSC). You can order your books in person or online at UMSL TritonStore. This site allows you to compare prices and purchase textbooks for pickup online. If the textbooks are not listed on the TritonStore's webpage, you should check your class syllabus on Canvas for textbook information. We suggest doing this early and before classes begin to avoid long lines and book runouts.

If you would like to add your textbooks to your UMSL student account, you must bring your UMSL TritonCard with you at the time of purchase.

Regular Parking Pass

Student parking is available at no additional cost for all currently enrolled graduate students. To obtain a parking permit, you will need to bring your TritonCard to the Cashier's Office in 285 Millennium Student Center (2nd floor of the MSC). In addition to the parking permit, you will be required to register your vehicle. You will need to know the year, make, model, and license plate number to be able to complete registration.

Metro Pass

Graduate students are also eligible to pick up a Metro Pass available in the Cashier's Office. This is provided at no additional cost if they are currently enrolled. You must have your TritonCard to be able to use this Metro Pass and you are not allowed to loan this pass to anyone else. This pass can be used for both the Metrobus and Metrolink.

Daily Pass

Currently enrolled students, using a vehicle that is not registered with the university, can obtain a daily pass at the Office of Parking and Transportation (7700 Florissant Road) or printed HERE.

Visitor Pass

Visitors of campus, may pick of a daily visitor's pass from the Cashier's Office or the Office of Parking and Transportation for $1.
Overnight Parking
Students are allowed to leave vehicles parked on campus overnight if they have a current UMSL parking permit. You must park your vehicle in the MSC North Garage and complete an Overnight Parking Form.

Parking Tickets
Cars that do not have a parking pass visible or are parked in an illegal parking space are subject to a parking ticket by the Office of Parking and Transportation. Tickets must be paid or appealed within 14 days of the issue date.

Career Services
As an UMSL student (and two years after graduation), you have access to our Career Services Center. This center can assist you in updating your resume, assisting you in your job search, and giving you interview tips for your first big interview! Career Services is located in 278 Millennium Student Center.

Counseling
Self-Care is important, especially for busy graduate students! As a student of UMSL, our campus offers $10 counseling sessions at 2 different locations. Both require an intake session prior to starting services, but the good news is the first session is FREE!

UMSL Counseling Services - 131 Millennium Student Center (North Campus)
Counseling and Social Advocacy Center (CSAC) - Ward E Barnes Building (South Campus)

Libraries
UMSL’s North campus is home to four libraries- the Thomas Jefferson Library, the St. Louis Mercantile Library, the State Historical Society of Missouri Research Center - St. Louis, and the University Archives. While they are located within the Thomas Jefferson Library, each has a very different purpose. Before going to Thomas Jefferson, we suggest checking out this floor plan map. Within the Thomas Jefferson library, you can check out books, check out laptops, utilize the computer labs and printers, or grab a Starbucks at Cafe TJ. If you are starting a research project, it may be helpful to talk to one of the librarians about the various resources that are available to UMSL students. Work smarter not harder!

Millennium Student Center
The Millennium Student Center, also referred to as the MSC, is the home to many essential student resources. Here you will find places to eat, places to study or hangout, and many other important offices on campus! The MSC is the center of campus and where campus tends to be the mostly lively during the day!
Tour of the MSC

Recreation and Wellness Center
As a student at UMSL (part-time and full-time), you have full access to UMSL’s Recreation and Wellness Center. Our recreational center, newly renovated in 2015, consists of 100,000 square feet of space dedicated to maintaining a healthy lifestyle of our students! You can utilize the workout equipment, join a free group fitness class, go for a swim, or climb the rock wall right on campus! The only thing that you need to do is bring your TritonCard UMSL ID to access the facility and register at the front desk.
Tour of Recreation and Wellness Center

Bulletin
Students can use the bulletin to access graduate program policies and information on their college or department. As a graduate student, you have many options / resources to help assist you financially through your studies.
Cashiers Office
This office can assist you in understanding your bill, working with you on a payment plan, or answer any other questions that you have about paying for your education. Correspondence with the Cashier's Office regarding your bill will be made through student's official email account. Students are now able to see their accounts update in real time using eBill. You will need to login to MyView with your SSO and password.
(Main Menu > Self Service > Student Center > Make a Payment)

Make an Electronic Payment Help
Tuition and Fees
Billing Schedule

Assistantships
Students may fund their graduate studies through research and teaching assistantships, as well as graduate assistantships. Most assistantships are awarded through individual departments. If you have a question about assistantship opportunities, we suggest reaching out to your advisor and/or graduate program director. Our office will do our best to send out any assistantships that are sent to our office.

Fellowships
UMSL graduate students also have the opportunity to apply or be awarded fellowships at the masters and doctoral levels. Fellowships are very competitive and will require a letter of recommendation or nomination from your department, so it is best to talk these options over with your advisor and/or program director

On Campus Jobs
Students can find other outside jobs on UMSL's campus to assist in paying tuition. Many of these jobs are part-time and flexible positions on campus. For more information reach out to the department directly.

Financial Aid Office
Students requesting federal funding will be required to fill out a FAFSA (Free Application for Federal Student Aid) each academic school year. It is important to contact the Financial Aid Office, so that you do not miss out on priority deadlines. It is important to know that undergraduate financial aid and graduate financial aid policies, limitations, and awards may be different. Meet with an advisor, so that you are aware of all of your options.
UMSL FAFSA Code: 002519
FAQ