EMAIL TO IMPORTED STUDENTS TO BEGIN PROCESS TO CONFIRM YOUR ENROLLMENT.

ONCE YOU CLICK ON CONFIRM YOUR ENROLLMENT: RED LINK WILL BE REDIRECTED TO THIS LOGIN PAGE:

If you have not setup your SSO ID or password, please visit MyView.umsl.edu site. You will need your student number from your admissions acceptance letter. See below of the myview.umsl.edu site login page.

Click “Look Up User ID (SSO ID)” and then add your student number.

Once you have your SSO ID, click on “create password”

Write these down in a safe place to remember. You will use these for future logins; including the Orientation login.
After you login to site: Checklist and this message will be what students see.

When student clicks on the “please let us know if you are accepting your offer of admission” link: this page pops up:

If you click, yes, and then update > moves you forward to checklist as completed.

If you click NO, additional questions pop up.
Once you accept your offer, button turns into green checkmark and Orientation reservation becomes available on the checklist:

```
Once you accept your offer, button turns into green checkmark and Orientation reservation becomes available on the checklist:

Confirm Your Attendance at this link. Once you confirm, it will change to a checkmark, and then you will be able to move forward with other checklist items.

Click here to make orientation reservation and pay confirmation fee.
```

**Task List Item has successfully been Checked.**

**Task List (Undergraduate Transfer)**

- **CONFIRM YOUR ATTENDANCE - Completion Date (11/03/2016)**
  - The accept your Admissions offer to attend the University of Missouri-St. Louis, please begin by creating your account and clicking the acceptance button.
  - Please let us know if you are accepting your offer of admission.

- **LIVING ON CAMPUS IN RESIDENTIAL LIFE AND HOUSING**
  - The process to sign up for housing requires students to complete the Residential Life and Housing application and pay the deposit. There is a recommended deadline to sign up before May 1. All rooms are selected on first-come, first-served basis.
  - Action to Take:
    - Learn how to Sign Up for Living on Campus in Residential Life and Housing: http://www.umsl.edu/services/reslife/
    - Check your Progress including application, deposit, move-in confirmation, roommate information
  - This item will automatically be marked as completed if you have signed up for Housing.

- **FINANCIAL AID - Completion Date (11/09/2016)**
  - We encourage all students to apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA). Students can submit the FAFSA online at fafsa.ed.gov and the priority deadline to apply is February 1. Contact Financial Aid with questions about scholarships, loans, or grants.
  - Action to Take:
    - Apply for aid by submitting a Free Application for Federal Aid (FAFSA) at: www.fafsa.ed.gov
    - UMSL School Code is 002519

- **UMSL SCHOLARSHIP APPLICATION**
  - UMSL offers a variety of scholarships each year. The University of Missouri-St. Louis Scholarship Application gets you considered for need-based and non-need-based scholarships.
  - Action to Take:
    - Visit this webpage to assist in finding a scholarship: http://www.umsl.edu/services/finaid/scholarships/ftnd.html

**ORIENTATION RESERVATION & CONFIRMATION FEE PAYMENT - Completion Date (01/25/2017)**

- Please complete the 5 steps in the reservation
  - Personal Information
  - Questionnaire
  - Orientation Dates
  - Guests
  - My Reservation
  - Pay Confirmation Fee

[Complete My Orientation Reservation and Pay Confirmation Fee](#)
**TASKLIST ➔ DETAILED TASKS LIST**, will appear for students to manually check-off once complete at own pace

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### Orientation Reservation

**Orientation Reservation Not Available**

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### SETUP YOUR UMSL EMAIL ACCOUNT

**Help!**

Your UMSL email account serves as the university's official form of communication. Many important messages are sent to your UMSL email address. Check your UMSL email regularly because many departments, academic advisors, and faculty, financial aid and cashier's office, will be contacting you even before you arrive on campus. Action to Take

- Activate your email by visiting umsl.edu/technology/email
- Check your email at mail.umsl.edu by logging in with your UMSI username and password
- Share your email address with your family and friends

**Help! Information Technology Center · Help Desk Located in Lucas Hall, Room 211 · Phone: 314-516-6034**

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### CHECK YOUR TECH

**Help!**

Log in to MyView and MyGateway. *MyView* is a web-based form of communication that allows you to access your student records (i.e., registration, financial aid, billing information, etc.). *MyGateway* (Blackboard) is our online course management system that provides access to course material. Action to Take

- Log in to myview.umsl.edu or mygateway.umsl.edu using your ID (SSO ID) and password. Be sure to click the “I Agree” on the e-consent page to gain full access.
- During Orientation, we will provide key tips and navigate through both of these portals to assist in using both of these portals as an UMSL student.
- Once you have successfully logged into both of these portals, you can check off your tasklist.

**Help! Information Technology Center · Help Desk Located in Lucas Hall, Room 211 · Phone: 314-516-6034**

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### VERIFY AND ACCEPT AWARD PACKAGES

**Help!**

You must officially accept any scholarships or award packages to have them credited toward your account. To secure your scholarship offer online, please follow these steps. Action to Take Go to myview.umsl.edu and log in using your SSO ID username and password. Select My Services link on the left side Select Financial Aid folder View / Accept Aid Package Then click on Accept or Decline. 7 Help Financial Aid Office Located in Millennium Student Center, 3rd Floor, Room 327 Phone: 314-516-5524 Email: financialaid@umsl.edu

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### UNDERSTANDING TUITION AND FEES

**Help!**

Tuition is the cost to attend a class at the University of Missouri-St. Louis. At UMSL, we aim to keep our tuition as low as possible while providing a quality education. Here are some quick facts about tuition: Tuition costs vary depending on the number of credit hours you take. To be considered a full-time student, you must register for 12 or more credit hours (approximately three to four classes). If you register for less than 12 credit hours, you will be considered a part-time student. **NOTE:** If you enroll in courses, but do NOT attend UMSL, you will still be held responsible for tuition and fees associated with those courses unless you officially withdraw from the University. Action to Take UMSL Net Price Calculator: To provide students and families with estimates on the total cost of attendance for UMSL. The estimated grant aid package determined by the calculator is based upon averages of grant and award to college students in particular income range that attended UMSL in previous academic years. The calculator will review the student's information for potential admissions scholarships. You can click http://www.umsl.edu/services/nidaid/np/index.html to use the Net Price Calculator to begin this process. UMSL Fee Estimator: https://umsl.acq.qualtrics.com/jfe/form/SV_b4d7QG71n69PC1CJR This allows students to estimate their out of pocket expenses needed for a single semester. It also estimate the monthly minimum payment options for each due date. The estimate is based on current tuition, fee and housing information and requires the student to know the amount of aid they are awarded for the semester. Once you have reviewed the information above, you can check off this item. During Orientation, you will attend Money Matters session that will discuss your financial responsibility that you have as an UMSL student. Some information in that session will include how to pay and view your bill, authorized access, accept scholarships, view a sample billing statement, and much more. 7 Help Financial Aid Office Located in Millennium Student Center, 3rd Floor, Room 327 Phone: 314-516-5524 Email: financialaid@umsl.edu Cashier's Office Located In Millennium Student Center, 2nd Floor, Room 285 Phone: 314-516-5151 Email: cashiers@umsl.edu

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### COLLEGE AND MAJOR SELECTION

**Help!**

If you are considering changing your major, it is recommended you do so before attending Orientation to ensure that you get the most out of your major registration sessions. Action to Take

- Please verify the correct major listed when you register for Orientation.
- If you are undecided and still exploring, visit the bulletin.umsl.edu to explore all of UMSL's majors and minors degree programs that we offer.
- Setup a meeting with an Academic Advisor to discuss further in a 1:1 setting.

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### ALEKS MATH PLACEMENT EXAM

**Help!**

The mathematics department has a placement exam that all students must take before they are allowed to register for certain Math courses. The ALEKS is important because it helps your advisor determine which mathematics course you should take and is extremely important for scheduling your courses for the Fall semester. All undergraduates, who are first-time freshmen must take the ALEKS Math Placement Exam. The ALEKS Math Placement Examination must be completed online by entering freshman and transfer students prior to attending their Orientation session. Action to Take

- Take the ALEKS Math Placement Exam: https://www.aleks.com/umsl/ppl
- Ideally, incoming freshmen students should take placement exams online before coming to their Orientation Session.
- Once you have completed this program, it will automatically update your task list as completed and send your score to your Academic Advisor.
**FINAL TRANSCRIPTS**

Help!

If you took two years of a foreign language in high school or any other courses prior to UMSL, your Academic Advisor will need a copy of your final transcripts to verify that you met these requirements. This will also assist in having a quicker meeting to develop your course schedule during your Academic Advising appointment. Action to Take:

- Request an official copy of your final high school or college transcript to:
  - Undergraduate Admissions 
  - University Blvd.
  - St. Louis, Missouri 63121

**REGISTER FOR CLASS**

Help!

You will meet with an Academic Advisor to register for classes. Academic Advisors will meet with you to assist in selecting courses based on your academic major. Action to Take:

- Verify college and major selection during the Orientation registration process
- Review the Course Catalog in the Bulletin
- Register for and attend Orientation
- Once you have registered for a class, it will automatically update your task list item as completed.

**COURSE CATALOG**

Help!

The Bulletin is the University's Course Catalog which allows individuals to learn more about programs of study/majors, determine the courses needed for graduation, or plan a plan of study. The Bulletin is online and is updated every year. Action to Take:

- Review the Bulletin Course Catalog at bulletin.umsl.edu
- Once you have reviewed the Bulletin, you can check off this item.

**TURN IN MENINGITIS FORM INTO HEALTH SERVICES**

Help!

If you are living on campus, including Residential Life and Housing or University Meadows Apartments, you must complete a Meningitis Form. Action to Take:

- Complete the form located at www.umsl.edu/services/health/immunization%20info/meningitis-info.html. The form must be completed and turned into Health Services prior to being able to move in.

Health Services Located in Millennium Student Center, 2nd Floor, Room 131 Phone: 314-516-5671 Fax: 314-516-5988

- Once Health Services has received your completed form, it will automatically update your task to completed.

However, in order to be compliant and able to move in, the completed form will need to show that the student has indeed been immunized for meningitis.

? Help Health Services Located in Millennium Student Center, 2nd Floor, Room 131 Phone: 314-516-5671 Fax: 314-516-5988

**PARKING PERMIT**

Help!

An UMSL parking permit is required to park on campus at all times. Action to Take:

- If you attend Orientation in person, we will provide your UMSL parking pass to you with your check-in materials.
- Once you have your TritonCard, you can pick up your pass in the Cashier’s Office, located in Millennium Student Center, 2nd Floor.
- Register your vehicle online with your license plate so that the police department has it on file to contact you if there is an emergency with your car at https://apps.umsl.edu/webapps/ITS/vehicle-registration/login.cfm

? Help Parking and Transportation Located at 44 Campus Police Building Phone: 314-516-4190

**STUDENT ID / TRITONCARD**

Help!

Your TritonCard is UMSL's official identification card for students. The multi-purpose card is used for student access across campus including the Rec Center, your Residence Hall or Entry Gate, check-in with advisors, access to your meal plan or declining balance account, and free entrance into Athletic events. You will have an option to upload a photo for your TritonCard. By uploading a photo prior to Orientation, it saves you time during check-in process. Action to Take:

- Register for class/II-
- To upload your photo prior to Orientation, visit https://www.umsl.edu/tritoncard/index.html
- Bring in a government issued photo ID to obtain your TritonCard/II-

? Help TritonCard Office Located in Millennium Student Center, 1st Floor, Room 190 Phone: 314-516-8640 Email: tritoncard@umsl.edu
SUBMITTING DISABILITY ACCESS SERVICE (DAS) AND REGISTRATION FORM

Help!
If you are an UMSL student and have a documented disability, Disability Access Services can help you obtain the accommodations you need in order to be successful in your courses. First, you have to become registered with our office. You can do this at any time during the semester, but we recommend doing it before classes start. Action to Take

- Click on Disability Access Services website to begin the checklist items listed below in order to begin receiving accommodations.
- UMSL.edu/services/disability 1. Complete a Disability Access Services (DAS) Application and Registration Form. 2. Arrange for medical documentation to be provided to Disability Access Services 3. Meet with a staff member in the office to discuss your accommodations
- Once you have reviewed these services and started the actions to take if in need of these accommodations, you can check off this item.

? Help Disability Access Services Located in the Millennium Student Center, 2nd Floor, Room 144 Phone: 314-516-6554 Fax: 314-516-6561

COMPLETE THE NOT ANYMORE (TITLE IX) PROGRAM

Help!
Not Anymore is online, Interpersonal violence prevention program that provides critical information about consent, bystander intervention, sexual assault, dating/domestic violence, stalking, and much more. All new UMSL students must complete the program with at least an 80% on the post-test. You can do this an any time, but it must be completed before the first day of classes. Action to Take

- Log on to Not Anymore through the UMSL Triton portal: https://studentsuccess.org/SP/umsl
- Enter your SSO username and password to log in
- Trigger Warning: This is sensitive information which may be upsetting for some. If you find this program too emotionally difficult, please contact our victim advocate, Mindy Stratmann-Sebel, at stratmannsebel@umsl.edu for information regarding alternative options to fulfill your requirement.
- Once you have completed this program, it will automatically update your task list item as completed.

? Help Office of Student Affairs Located in Woods Hall, Room 301 Phone: 314-516-5211 Email: umslstudentsa@umsl.edu

PURCHASE TEXTBOOKS AT THE TRITONSTORE

Help!
The UMSL TritonStore serves as the campus headquarters for course materials, technology, supplies and officially licensed UMSL and Triton spirit wear. Visit the website for used, rental, or new textbook options. The UMSL Triton Store accepts case, checks, major credit cards, Triton Store gift cards and student charge. Enrolled Students can charge up to $1,250.00 on their UMSL student ID card for books and merchandise. Purchases made with the TritonCard will appear on the monthly bill from the Cashier's Office. Action to Take

- Purchase textbooks, apparel, technology supplies and more online at umsltritonstore.com
- Once you have reviewed these services and started the actions to take if in need of these accommodations, you can check off this item.

? Help Triton Store Located in Millennium Student Center, 2nd Floor, Room 209 Phone: 314-516-5763 Email: umsltritonstore@umsl.edu

ACTIVATE YOUR RECREATION AND WELLNESS STUDENT MEMBERSHIP

Help!
The Recreation and Wellness Center offers first-class recreation facility to students, faculty, staff, alumni, and community members. A membership gives you more than just access, we have a wide variety of equipment, classes, programming, and recreational opportunities. As an UMSL student, your membership is included in your tuition. Action to Take

- Once you are enrolled into classes, bring your TritonCard ID, to the Welcome Desk to activate your card.
- Your membership start date may vary.
- Once you have activated your membership, you can check off this item.

? Help Recreational and Wellness Center Located in Recreation and Wellness Center Phone: 314-516-BFIT (2348) Email: campusrecreation@umsl.edu

DOWNLOAD THE UMSL MOBILE APP

Help!
The UMSL app provides you with the latest news from UMSL Daily, Athletic events, campus shuttle schedule, dining options, maps, access to class schedule, campus events, and much more. Action to Take

- Download the FREE UMSL mobile app today. http://www.umsl.edu/~umsmobile/
- Once you have downloaded the UMSL app, you can check off this item.

Phone: 314-516-4190
ORIENTATION QUESTIONNAIRE SECTION

Please begin your Orientation reservation, by answering this questionnaire with the correct information. Your responses will be used to complete your Orientation reservation, confirm your correct major and information on file, that will be passed along to your Academic Advisor in order to assist with additional steps, including getting scheduled into courses.

If you have any questions regarding a particular section of the reservation, please click the green question mark (?) icon for more detailed instructions.

**Student Information**
- **Student Type:** Undergraduate Transfer
- **Student Group(s):** General
- **Semester:** 2017 Fall Semester
- **College:** College of Arts & Sciences
- **Major:** Anthropology BA

**Additional Information**

Is your current major listed correctly? *
- **Yes**
- **No**

If you are still exploring your options, please use the drop down boxes below to select up to 3 subjects that you are most interested in learning more about. Any of these subjects may or may not be what you ultimately end up choosing a major, but by providing some insight into your interests, we can better match you with an academic advisor that will be able to help clarify your educational goals.

1st Interest:  
- Select Major -

2nd Interest:  
- Select Major -

3rd Interest:  
- Select Major -

How certain are you about your choice of major (choose one). *

- I am completely certain about my choice of academic major.
UMSL Legacy. Have your parents, family member, or significant other graduated from UMSL? *

- Yes
- No

Military Status. Are you currently serving or have you ever served in the United States military? *

- Yes
- No

UMSL Athlete. Will you be a UMSL NCAA student athlete this upcoming semester? *

- Yes
- No

Housing. I am interested in learning more about living on campus. *

- Yes
- No

Earned or Anticipated College Credit. Please enter the courses for which you have already attained college credit, are currently taking for college credit, or that you plan to take before starting at UMSL. Make sure you have submitted your most current official college transcript and/or advanced placement transcript prior to attending Orientation. *

Enter 'A' for AP Credit or 'C' for College Credit *

<table>
<thead>
<tr>
<th>Course:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Select-</td>
<td></td>
</tr>
</tbody>
</table>

Add My College Credit | Cancel

First Semester Courses Preferences. Your academic advisor will begin preliminary scheduling of coursework with the assistance of your responses below. You will be able to finalize your schedule at Orientation.

Do you plan to attend school part time or full time? *

- Part Time (11 hours or less)
- Full time (12 hours or more)

Do you prefer classes that take place during the (check all that apply). *

- Morning (8am-11am)
- Mid-Day (11am-2pm)
- Afternoon (2pm-5pm)
- Evening (5pm-9pm)
General Education Course Interests. Below are three explore categories of courses from which students must take course work to fulfill the General Education requirements. Please select the course that your most interested in taking for each category. These courses do not commit or hold your space for these courses, but will assist in your discussions with advisors when creating your schedule.

**Math and Life/Natural Sciences**
All of these may require prior credit for college algebra

- Chemistry

**Social Sciences**

- Communication

**Humanities and Fine Arts**

- Philosophy

Foreign Language. Have you studied a foreign language in high school or at your previous institution?

- Yes
- No

Please select which foreign language you may be interested in studying at UMSL. Select all that apply.

- Chinese

At your last institution were you eligible to receive a Pell grant?

- Yes
- No

Will paying the New Student Fee today place a hardship on you?

- Yes
- No

Would you like to defer your new student fee and have it appear on your billing statement? *Please note this may result in additional late fees and finance charges if not paid in a timely manner.

- Yes
- No

* Indicates a required field

**Special Accommodations**

I will require the following special accommodation(s) while attending my session:

- Hearing
- Learning Disability
**ORIENTATION DATES**

Please select the orientation session you would like to attend:

- **CLOSED** Monday, October 31, 12:00 AM - Friday, September 1, 12:00 AM
  Online Student Orientation
  0 of 0 reservations available.

Online Orientation is an online web tutorial that transfers students who have 24 credit hours or more and can complete the tutorial on your computer or tablet. This 90-minute tutorial will provide you a quick update on UMSL resources and amenities, money matters, academics, and a final checklist of items to prepare you for your first day of classes.

If you click the Orientation option, once you have submitted your payment, you will receive an e-confirmation packet that includes the link and directions to the Online Orientation. The Online Orientation must be completed before your first day of class.

- **Student Fee:** $50.00
  - Friday, May 13, 8:00 AM - 2:00 PM
    Transfer Student Orientation
    149 of 150 reservations available.
  - Thursday, July 13, 4:00 PM - 8:30 PM
    Transfer Student Orientation
    179 of 150 reservations available.
  - Friday, July 14, 8:00 AM - 2:00 PM
    Transfer Student Orientation
    179 of 150 reservations available.

- **Student Fee:** $50.00
  - Monday, October 31, 12:00 AM - Friday, September 1, 12:00 AM
    Online Student Orientation
    0 of 0 reservations available.

* Indicates a required field

**GUESTS**

*25 FOR EACH GUEST TO ATTEND. NO-REFUNDABLE ONCE GUEST IS PAID FOR.*
Once it’s finalized students will then receive an email confirmation that their payment has been processed and receive the confirmation email to both email accounts (personal and UMSL).
CONFIRMATION EMAILS:
PDF LINK OPENS TO 6 PAGE CONFIRMATION PAGE.

NEW STUDENT ORIENTATION (RSO)
From: UMSL, Orientation
To: Green, Megan
Cc: Green, Megan
Subject: UMSL RSO ORIENTATION RESERVATION Congratulations, You’re All Finished!

Dear Megan,

Thank you for completing your reservation for your transfer orientation session on Friday, May 12, 8:00 AM - 2:00 PM!

It is critical you review your e-confirmation packet provided at the link below as it contains important details about your upcoming session as well as a parking permit.

Download E-confirmation packet (PDF)

https://secure1.vrxorientation.com/ums/l/reservation/downloadsconfirmationpacket.aspx?sid=D9Vr1W7ZTScA2dceFIMd%7bSJ7C/Rmp%2Vmw%7bRdRlnNYQmdf%7bWk7pOoxKNUKjVPh3yyPshA6dAABBXhNkDZ5SNMPq%7b79%7b0ccw=0

If you have any questions or concerns, please let us know as soon as possible.

With Tatton Pride,

The Office of New Student Programs
UMSL New Student Programs
366 Millennium Student Center
One University Boulevard | St. Louis, MO 63121
Phone: 314-516-3591 | Orientation@umsi.edu

ONLINE ORIENTATION E-CONFIRMATION EMAIL

*ONLINE ORIENTATION EVENTS—THIS PDF PROVIDES THE LINK FOR STUDENTS TO COMPLETE THE ONLINE ORIENTATION.