

## II: Getting Started

### 1. Your student number

You were assigned a student number upon admission to our program. It's at the top right of the official acceptance letter you received from the Graduate School. This number will be needed in all your dealings with the university.

### 2. Activating your e-mail account

You have all been set up with a student e-mail account and Single-Sign-On (SSO) identifier. It is essential that you either check your UMSL e-mail account regularly or have your student mail automatically forwarded to your preferred personal account. The department will be contacting you this way, and information about many of your courses will be sent to you via the e-mail feature in My Gateway. For more information on SSO and My Gateway, please see:

<https://sso.umsl.edu/perl/index.pl>

To learn more about your e-mail account and forwarding your mail to a personal account, see:

<http://www.umsl.edu/technology/support/studentmail/index.html>

### 3. How to register

Once you know your student number, you can register for classes using either the S.T.A.R. system online or the T.R.A.I.N. system on the phone. A class here or there may require a consent number and the entries for those classes in the online schedule of classes ([https://tomsawyer.umsl.edu/webapps/courseschedules/search\\_basic.cfm](https://tomsawyer.umsl.edu/webapps/courseschedules/search_basic.cfm)) will indicate the requirement. If you wish to enroll in a class requiring a consent number, please phone the department office, (314) 516-5631, to request it.

For more information on registering for classes, see:

<http://www.umsl.edu/~register>

Please note that graduate students are expected to enroll in Phil 5400: Proseminar during their first Fall semester. The Proseminar is a variable-topics course designed to introduce you to the other entering masters students and prepare you for successfully doing graduate-level work in philosophy.

### 4. Navigating the university website

The surest way to get to the Philosophy Department's section of the university website is to click first "P" from the A-Z index that you'll find on the opening page, then "philosophy." Or paste this link onto your browser: <http://www.umsl.edu/%7Ephilo/>

Another useful area is the Graduate School section:

<http://www.umsl.edu/divisions/graduate/> Pay special attention to the "Calendar and Deadlines" link. All of the forms that you'll need to print out and submit (see section III.5 below) can be accessed by clicking on the "Forms" link under "Current Students."

### 5. Residency and transfer of credit

Graduate School policy requires that the final 2/3's of the courses required for any master's degree be completed in residence (click the "Graduate School Policies" tab on the Graduate School website for details on this and other policies). This means that the

first 1/3, or 4 out of the required 12 courses, can be imported as transfer credits. If you have taken graduate-level philosophy courses elsewhere that you would like to apply to your UMSL degree, present this request to the Department and provide a syllabus for each course. The Department will decide, on a course-by-course basis, whether to grant transfer credit.

## 6 Selecting an advisor

As you get to know the members of the Department, select someone you would like to be your advisor. It could be someone you've gotten to know through a course, someone whose research interests match your own, or just someone you like on other grounds. Ask whether he or she would be willing to play this role. Typically, you would consult your advisor in selecting courses each semester, in deciding whether to write a thesis, in sketching your plans beyond the M.A.