

*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*



## STOPS TO MAKE BEFORE STARTING GRADUATE SCHOOL



### REGISTRATION

Login to <https://myview.umsl.edu> to register for courses. Login help can be found: <https://password.umsl.edu/>. Advisors must remove advising holds before enrolling. If you are still having issues enrolling, contact the Registration Office at 314-516-5545 or visit their office at 269 MSC. They will be open until 5pm.



### FINANCIAL AID

If you are planning on utilizing financial aid, make sure that you have completed your FAFSA at <https://fafsa.gov/>. If you have additional questions contact the Financial Aid Office at 314-516-5526 or visit them in 327 MSC. They will be open until 5pm.



### TRITONCARD

Stop by to pick up your student ID card in 190 MSC. You must be enrolled in at least one course and will need to bring a photo ID. They will be open until 5:30pm. For additional assistance, you can call 314-516-8680.



### CASHIERS

Visit the Cashier's Office in 285 MSC to pay any outstanding bills as well as pick up your UMSL Parking Permit and Metro Pass. You must be enrolled in at least one course to pick up your parking passes. They will be open until 5pm. For additional assistance you can call them at 314-516-5151.



### TRITONSTORE

Make sure to visit the TritonStore in 209 MSC. Here you can pick up your textbooks and other UMSL attire. They will be open until 6pm. For additional assistance call 314-516-5765.



### ORIENTATION

After you run all of your errands, head over to the MSC Century Rooms on the 3rd floor! We will have refreshments and check in starting at 5pm and programming starting at 5:30pm. We can't wait to meet you!

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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 addition 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 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.

(Main Menu > Self Service > Student Center)



### 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.

[Print Book List](#)

[Sell Back](#)

## 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 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](#)

**UMSL** Graduate School

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