



**ADMITTED**

**GRADUATE STUDENT RESOURCE BOOKLET**

Student Technology, Accounts, Academic Advising and more.

# CONGRATULATIONS *and* WELCOME!

On behalf of the Graduate School, welcome to the University of Missouri St. Louis community! We hope that this information booklet provides you with a lot of answers to your questions and contributes to your excitement about attending graduate school at UMSL. We understand that there is a lot of material to take in but hope that you take some time to read through the information, share it with your family, and take advantage of all of the tips and hints that you find here!

Your first step in preparing to become an UMSL student is to take part in our Graduate Orientation Program. We have designed an Orientation that will focus on what you need to know to be successful as a graduate student. During Orientation you will have an opportunities to connect with the Dean and the staff of the Graduate School and with other students, have your questions answered, have conversations and develop lasting friendships with other students. Our Orientation team wants to make sure that you are aware of all of the resources, programs and opportunities that will be available to you at UMSL so that your transition to being a part of our community is smooth and positive. Be ready to engage with the Orientation team to get the most out of your first UMSL experience!

The Graduate School team is committed to ensuring that you not only have an outstanding Orientation experience, but that you feel prepared for your start as an UMSL graduate student. This booklet will provide you with a step by step guide that will have you feeling ready to go when you hit the campus for your first semester at UMSL!

Our UMSL Triton family includes over 16,000 students, 100,000 alumni, 1,200 caring faculty and staff, and now you! We are all dedicated to providing you with unique educational experiences that will enrich your lives for years to come and we can't wait to welcome you personally to our campus!

## The Graduate School Team:

Teresa Thiel, Dean of the Graduate School

Amy Banken,  
Senior Student Service Coordinator

Clara Jackson,  
Graduate Admissions Advisor

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Manager, Student Support Services

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Graduate Assistants

**314.516.5900 | [GradSchool@umsl.edu](mailto:GradSchool@umsl.edu) | 121 Woods Hall**



**UMSLGradSchool**



**@UMSL\_GradSchool**



**UMSL\_GradSchool**





## CHECKLIST

Here are the steps you need to complete before becoming a TRITON.  
Learn more about each step and how to complete it throughout the rest of this guide.

- ☐ **Step 1:** Setup Triton Technology – SSO, Password, and Email
- ☐ **Step 2:** Make Academic Advising Appointment with Advisor – Required to enroll in coursework
- ☐ **Step 3:** Fulfill and Return the Immunization Requirements
- ☐ **Step 4:** Submit Your Housing Application
- ☐ **Step 5:** Complete Awareness Training
- ☐ **Step 6:** Send in a Photo for Your Triton ID Card
- ☐ **Step 7:** Connect with the Disability Access Services
- ☐ **Step 8:** Connect with Student Academic Support Services (SASS)
- ☐ **Step 9:** Submit Required Documents to Financial Aid
- ☐ **Step 10:** Seek Student Employment and Financial Aid Opportunities
- ☐ **Step 11:** Purchase Course Materials
- ☐ **Step 12:** Review Financial Charges
- ☐ **Step 13:** Prepare for Graduate Welcome (Schedule Overview, Parking)
- ☐ **Step 14:** Save the Dates for Welcome Programs

# STEP 1: SETUP TRITON TECHNOLOGY – SSO, PASSWORD, AND EMAIL

In your admission letter, you received information about activating your SSO (single sign-on) and your password. You will use your SSO to access your student accounts for logging into MyView, Canvas, and other UMSL systems.

## WRITE IT DOWN AND KEEP SECURE!

Remember, University passwords are case-sensitive. If you are having any problems looking up your SSO or resetting your password contact the Technology Support Center at: (314) 516-6034.

## TRITON EMAIL ACCOUNT SETUP

As part of your admission to UMSL, you are given an email account for your use. All official University communication is directed through the UMSL email account. It is very important that you check this account regularly for important information regarding registration, University events and emergency notification.

You can access your account through the MyGateway portal or directly at the UMSL website at **[www.umsl.edu](http://www.umsl.edu)**. However, before you can access your account for the first time, you will need to change your password.

If you have not set up your email account, please contact the Help Desk at: **[umsl.edu/technology/tsc/](http://umsl.edu/technology/tsc/)** or call 314-516-6034.

## MYVIEW AND CANVAS

MyView is a self-service system which enables students to access campus finances, academic records, personal information, enrollment, grades and class schedule.

Canvas is the system used to access all your coursework. From there you will participate in class discussion boards, view your class syllabus, submit assignments, and access the Writing Lab and NetTutors.

MyGateway will allow you to access various resources and services on campus, including:

- Check your email
- Link to your UMSL Google MyDrive
- Link to MyConnect (for advising)



# STEP 2: MAKE ACADEMIC ADVISING APPOINTMENT WITH ADVISOR



All students new to UMSL are required to meet with an academic advisor to register for courses and discuss their academic plan. All newly admitted students have an advising hold on their account **which must be lifted before you can enroll.**

Please take a look at the Graduate Study information in the Bulletin ([bulletin.umsl.edu/graduatestudy](http://bulletin.umsl.edu/graduatestudy)) as well the Schedule of Classes on MyView ([myview.umsl.edu](http://myview.umsl.edu)). Your advisors look forward to working with you to create your academic plan at UMSL!

**Memorize your student number – this is helpful when communicating with staff on campus!**

## ACADEMIC ADVISING

### College of Arts and Sciences

303 Lucas Hall

314-516-5501

[artscience@umsl.edu](mailto:artscience@umsl.edu)

[umsl.edu/divisions/artscience/](http://umsl.edu/divisions/artscience/)

### College of Education

116 South Campus Classroom Building

314-516-5937

[coeadmin@umsl.edu](mailto:coeadmin@umsl.edu)

[oasis@umsl.edu](http://umsl.edu/oasis)

### School of Social Work

218 Bellerive Hall

314-516-7665

[socialwork@umsl.edu](mailto:socialwork@umsl.edu)

[umsl.edu/~socialwk/](http://umsl.edu/~socialwk/)

### College of Business Administration

104 Anheuser-Busch Hall

314-516-5885

[mba@umsl.edu](mailto:mba@umsl.edu)

[umsl.edu/mba](http://umsl.edu/mba)

### College of Nursing

1st Floor, Nursing Administration Building

314-516-6066

[nursing@umsl.edu](mailto:nursing@umsl.edu)

[umsl.edu/nursing](http://umsl.edu/nursing)

**How to Add Coursework in MyView: <http://www.umsl.edu/registration/students/add-drop-change.html>**

# STEP 3: FULFILL AND RETURN THE IMMUNIZATION REQUIREMENTS

## REQUIRED VACCINATIONS AND HEALTH INFORMATION

In order to adequately protect the health, safety, and welfare of UMSL students, there are a number of requirements with regards to vaccinations and screenings.

Tuberculosis risk assessment screening for all new students:

Missouri legislation requires that all newly enrolled students must complete a TB risk assessment. This online form ([health.umsl.edu](http://health.umsl.edu)) needs to be completed early in the first semester of enrollment.

MMR and meningitis vaccination requirements for all students living in campus housing:

All students living in campus housing to be immunized against measles, mumps, and rubella, with two doses of the MMR vaccine. For students who have been vaccinated, the first dose must have been given at age 12 months or later. The second dose must have been given at least one month after the first one. Students also have the option of providing documentation showing titer (blood test) results proving immunity to measles, mumps and rubella. A waiver is possible on the basis of medical or religious reasons.

Missouri legislation requires students living in campus housing to either show documentation of conjugate meningococcal vaccine received at age 16 or after or apply for a waiver to this requirement on the basis of a medical or religious reason.

All required health documentation and waivers must be submitted to Student Health Services and can be completed on the UMSL Health and Counseling Services patient portal ([health.umsl.edu](http://health.umsl.edu)).

Forms and instructions are available at: [umsl.edu/services/health/Immunizations/](http://umsl.edu/services/health/Immunizations/)

For more details:

**University Health  
Services**

131 Millennium Student Center  
1 University Blvd  
St. Louis, MO 63121

314-516-5671

**[umsl.edu/services/  
health](http://umsl.edu/services/health)**



## STEP 4: SUBMIT YOUR HOUSING APPLICATION

The Residential Life and Housing Department is committed to providing a well-rounded and positive living and learning environment for students in the residential facilities.

Submit your housing applications at  
**[umsl.edu/reslife/ApplyForHousing](https://umsl.edu/reslife/ApplyForHousing)**

For more details:  
**Residential Life and Housing**

Phone: 314-516-6877

Fax: 314-516-6878  
[umslreslife@umsl.edu](mailto:umslreslife@umsl.edu)  
**[umsl.edu/reslife](https://umsl.edu/reslife)**



## STEP 5: COMPLETE AWARENESS TRAINING BEFORE ORIENTATION

### NOT ANYMORE PROGRAM

Not Anymore is an online, interpersonal violence prevention program that provides critical information about: consent, bystander intervention, sexual assault, dating/domestic violence, stalking, and much more. To successfully complete the program, you will need to earn at least 80% on the post-test, which you may retake until you achieve this score. The training will take about one hour. All UMSL students are required to complete this program before the first day of classes.

*Take the Training:*

- Log-on to Not Anymore through the UMSL portal at **[studentsuccess.org/SP/umsl](https://studentsuccess.org/SP/umsl)**
- You also will receive follow-up contacts from Student Success™ highlighting key program information. If at any time you have general questions and/or concerns regarding the program requirements or UMSL's violence prevention efforts, please contact the Office of Student Affairs at 314-516-5211 or [umslstudenta@umsl.edu](mailto:umslstudenta@umsl.edu)

*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-Sebol, at [stratmannm@umsl.edu](mailto:stratmannm@umsl.edu) for information regarding alternative options to fulfill your requirement.*



## STEP 6: SEND IN A PHOTO FOR YOUR TRITON ID CARD

TritonCard photographs can be taken at the Grad Welcome, or you can submit your own photo to use on your TritonCard prior to Orientation by visiting [umsl.edu/tritoncard](https://umsl.edu/tritoncard) and click on Photo Upload. Pay close attention to the photo requirements! During your Orientation session, you must bring a government-issued photo ID to receive your TritonCard (i.e. a driver's license, state I.D., passport, etc.). **You must be enrolled in classes to obtain your TritonCard.**

### THE TRITONCARD IS USED FOR:

- UMSL Student Identification
- Access to dining meal plans
- Checking out books from the library
- Access to the Recreation & Wellness Center
- Attending UMSL athletic events FREE
- Charging purchases at the TritonStore to your student account
- Access to residential facilities
- Check-in for appointments with advisors

For more details:  
Triton Card Office

190 Millennium Student Center

314-516-8680

[tritoncard@umsl.edu](mailto:tritoncard@umsl.edu)

[umsl.edu/tritoncard/](https://umsl.edu/tritoncard/)



## STEP 7: CONNECT WITH DISABILITY ACCESS SERVICES

To establish eligibility for accommodations self-identify to the Disability Access Services office as having a disability and complete the following:

1. Disability Access Services Program Application and Registration Form
2. Arrange for current documentation of disability to be provided to Disability Access Services
3. Schedule an appointment with Disability Access Services' staff to discuss reasonable accommodations, student rights, policies, and procedures.

For more details:

### Disability Access Services

131Millennium Student Center

314-516-6554

[Cramert@umsl.edu](mailto:Cramert@umsl.edu)

[umsl.edu/services/disability](https://umsl.edu/services/disability)





## STEP 8: CONNECT WITH STUDENT ACADEMIC SUPPORT SERVICES (SASS)



Having an academic support system is critical for academic success and engagement. Make sure you visit Student Academic Support Services located at 225 Millennium Student Center to learn about the various comprehensive support services available for students. The Graduate School requires a 3.0 GPA, if you find your GPA below 3.0 – these offices, in addition to discussions with your academic advisor, may be able to provide some assistance to help raise your GPA.

Student Academic Support Service Departments include:

### Office of Multicultural Student Services (MSS)

**Multicultural@umsl.edu** | 225 MSC

MSS provides comprehensive academic support services for all UMSL students who have a 2.4 cumulative GPA or above. Services provided include, but are not limited to the following: one-on-one academic coaching; academic, career, and professional workshops (Commit to Success workshops); peer mentoring, gender specific mentoring, and faculty/staff mentoring; cultural enrichment activities/heritage months; and scholarship opportunities.

### University Tutoring Center (UTC)

**tutoring@umsl.edu** | 225 MSC

UTC is committed to providing quality individual and group tutorial services to equip students with effective study skills, strategies, and resources in partnership with faculty and staff in a centralized campus location. Tutorial services are designed to promote retention and degree attainment, in a safe, caring, and welcoming environment. Services include but are not limited to the following: one-on-one individual and group paired tutoring; walk-in tutoring; student organizational tutoring; study hall and academic preparedness workshops.

### Office of Student Enrichment and Achievement (SEA formerly Student Retention Services)

**umslsea@umsl.edu** | 107 Lucas Hall

The Office of Student Enrichment and Achievement provides academic support services intentionally designed for supporting UMSL students with a cumulative GPA of 2.39 or below. Services include but are not limited to the following: early alert management; success coaching; mentoring; workshops; Gateway course support and Don't Cancel Class support for faculty.

For more details: Student Academic Support Services (314)516-6807

## STEP 9: SUBMIT REQUIRED DOCUMENTS TO FINANCIAL AID

Check your Admitted Student Portal (under the Self Service tab, My Financial Aid Status) to ensure that you have completed all necessary documentation for financial aid processing. Read all of the available tabs and return frequently as information is updated on an ongoing basis.

For more details:

### Student Financial Aid Office

327 Millennium Student Center  
1 University Blvd  
St. Louis, MO 63121

314-516-5526  
financialaid@umsl.edu

[umsl.edu/services/finaid/](https://umsl.edu/services/finaid/)



## STEP 10: SEEK STUDENT EMPLOYMENT & FINANCIAL AID OPPORTUNITIES

Considering working on-campus? Visit [studentjobs.umsl.edu](https://studentjobs.umsl.edu) to see all of the exciting opportunities! Various departments could include:

- Academic Departments
- Disability Access Services
- Information Technology Services
- Multicultural Student Services
- New Student Programs
- Recreation & Wellness Center
- Sodexo
- Student Involvement
- University Child Development Center
- University Tutoring

Federal work-study opportunities are available only to qualifying students who receive a Financial Aid award.

UMSL also has great connections with lots of employers who recruit directly from UMSL. When it's time to look for an internship or a job, don't forget to visit Career Services to learn more about TritonCareers and resources.

### Career Services

278 Millennium Student Center  
314.516.5111  
[studentjobs.umsl.edu](https://studentjobs.umsl.edu)

## STEP 11: PURCHASE COURSE MATERIALS

The UMSL Triton Store is located on the second floor of the Millennium Student Center and serves as the campus headquarters for course materials, technology, supplies, and officially licensed UMSL and Triton spirit wear! They offer the largest selection of discounted used, new, and rental books. They also have an early bird reservation program. You can choose to have your books in the store for pick-up or have them shipped.

Visit [umsltritonstore.com](http://umsltritonstore.com) to order your books online, view store hours, or see the latest UMSL gear arrivals. Phone: 314-516-5763

For more details:

**UMSL Triton Store**

209 Millennium Student Center

314-516-5763

[umsltritonstore@umsl.edu](mailto:umsltritonstore@umsl.edu)

**[umsltritonstore.com](http://umsltritonstore.com)**

## STEP 12: REVIEW FINANCIAL CHARGES

Much of the information you will need to set up your account with the Cashier's Office can be found here:

**[www.umsl.edu/cashiers/](http://www.umsl.edu/cashiers/)**

Responsibilities, general payment information for your tuition and fees, the process for payment, granting authorized access and viewing the summary of charges are all available through the Cashier's Office.

The charges will represent the cost of the hours in which you have enrolled, room and board, and additional services (e.g., financial aid, scholarships, and any additional fees).

## SUMMARY OF CHARGES

A condensed summary of charges is given below. The total may vary according to the individual academic program, which may include lab fees or other charges. We encourage you to visit our UMSL Fee Estimator page to provide you with an estimate on the total cost of attendance, located online at:

**[umsl.edu/cashiers/tuition-fees/fee-estimator.html](http://umsl.edu/cashiers/tuition-fees/fee-estimator.html)**

Free ground shipping on imprinted clothing and gift orders over \$99

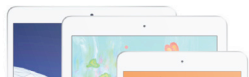
My Account Login Store Info My Wishlist Cart

Search

**UMSL TRITONSTORE**  
Official Store of the University of Missouri-S. Louis since 1985

Clothing & Gifts ▾ Textbooks & School Supplies ▾ TritonTech ▾ Graduation ▾ Clearance ▾ Gift Cards ▾ Louie's Locker

# TAX HOLIDAY SAVINGS



NO STATE SALES TAX AND  
LOW EDUCATION PRICING

# STEP 13: PREPARE FOR GRADUATE STUDENT WELCOME (SCHEDULE OVERVIEW, PARKING)



## GRADUATE STUDENT WELCOME

The Graduate Student Welcome is geared toward graduate students, it includes a short speech by the Dean, along with several sessions, covering the campus layout, financial aid, UMSL technology and the opportunity to pick up your TritonCard and parking pass. Your academic program may host a separate orientation.

Detailed information here: [umsl.edu/gradschool](https://umsl.edu/gradschool).



## INTERNATIONAL STUDENT ORIENTATION (ISO)

ISO is a three-day program for newly admitted international students. Visa-holding international students are required to attend ISO for the spring semester in January or for the fall semester in August. On the first day of Orientation, bring your passport, I-20 or DS-2019, St. Louis address, and emergency contact information for yourself and any dependents.

ISO will equip you with the knowledge and skills needed to succeed at UMSL as an international student. You will meet other new international students and current students who will help you transition smoothly to life in St. Louis.

### Sample Day Activities for International Student Orientation

- Your Immigration Status
- Health, Wellness, & Safety
- English Placement Exam
- Scavenger Hunt - explore the UMSL campus
- “You Choose Breakout Sessions” about on-campus jobs, driving, and banking in the U.S.

# GRADUATE EVENTS TO KNOW

## SURVIVE & THRIVE GRADUATE SCHOOL SERIES

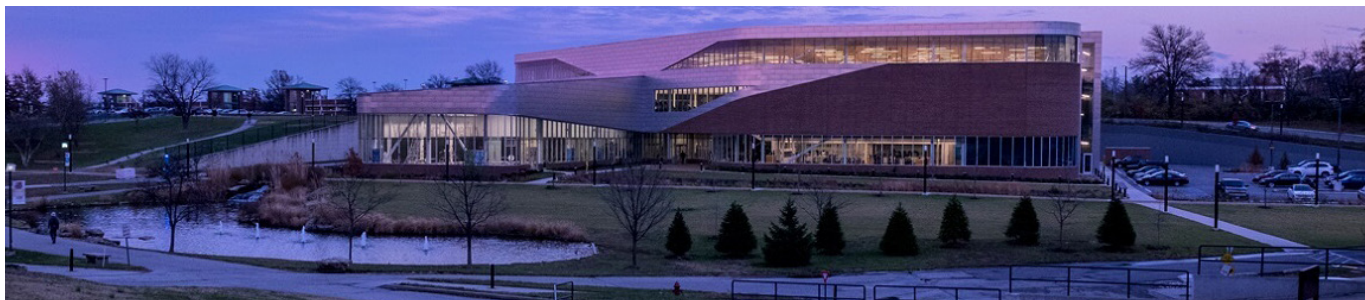
Visit [umsl.edu/gradschool/admitted/workshops](https://umsl.edu/gradschool/admitted/workshops) for more information.

## 3MT - THREE MINUTE THESIS COMPETITION (FALL SEMESTER)

The 3MT competition cultivates students' academic, presentation, and research communication skills. Presenting in a 3MT competition increases their capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience. Visit [umsl.edu/gradschool/events/3MT.html](https://umsl.edu/gradschool/events/3MT.html)

## GRADUATE STUDENT RESEARCH FAIR (SPRING SEMESTER)

The Graduate School sponsors a Graduate Research Fair annually in the Spring semester. This event allows graduate students from all degree programs to display the research that they have been working on throughout their time as an UMSL student. We want our students to have a change to show off all their hard work and get feed back from their fellow peers and various faculty members. Visit [umsl.edu/gradschool/events/grad-research-fair.html](https://umsl.edu/gradschool/events/grad-research-fair.html) for more information.





# STEP 14: SAVE THE DATES FOR OTHER WELCOME PROGRAMS

## TRITON LAUNCH

We welcome our returning students and all incoming new and transfer students to campus to kick-off the spring semester. Come enjoy some St. Louis adventures, meet other students, and UMSL fun!

Visit [umsl.edu/wow](https://umsl.edu/wow) for more information.

## TRITON TAKE-OFF WEEKEND

Triton Take-Off Weekend includes a series of events designed to act as an extension of the new student orientation process, and to welcome all incoming new and transfer students the days leading up to their first week of classes. The events will allow incoming new and transfer students to meet fellow peers and learn even more about life at UMSL and how to have a successful transition. Be on the lookout for updates and announcements throughout the summer on our Facebook, Twitter & Instagram. Visit [umsl.edu/wow](https://umsl.edu/wow)

## WEEKS OF WELCOME (WOW)

Weeks of Welcome is another way to connect incoming students with the University throughout the first six weeks. Our office partners with other offices and organizations on campus to provide out-of-classroom programs and developmental opportunities to meet the transitional needs of first year students, transfer, and commuter students. More than 100 events are held just for students in the fall and spring semesters including movies, picnics, departmental programs, lots of free food and traditions.

## GETTING INVOLVED

There are many ways to get involved on campus, including over 120 student organizations, fraternity & sorority life, and leadership & service opportunities. It all starts with the Office of Student Involvement.

- Preview 120+ student organizations
- Track your involvement
- Build your e-portfolio
- Collaborate with others
- Access and submit forms

### Office of Student Involvement

366 Millennium Student Center

314-516-5291

[studentinvolvement@umsl.edu](mailto:studentinvolvement@umsl.edu)

[umsl.edu/studentinvolvement/](https://umsl.edu/studentinvolvement/)







## IMPORTANT CONTACT INFORMATION

**Graduate School.....[umsl.edu/gradschool/](http://umsl.edu/gradschool/).....314-516-5900**

Graduate Admissions.....314-516-5458

Triton Store (bookstore).....314-516-5763

Cashier's Office.....314-516-5151

Campus Recreation.....314-516-2348

Financial Aid.....314-516-5526

Food Service and Meal Plans.....314-516-7301

Health, Counseling, and Disability Access Services.....314-516-5671

International Student & Scholar Services.....314-516-5229

IT Helpdesk.....314-516-6034  
(Login and Password Information)

New Student Programs.....314-516-5291  
(WOW questions)

Parking and Transportation.....314-516-4190

Registration.....314-516-5545

Residential Life & Housing.....314-516-6877

Testing Center.....314-516-6396

Office of Student Involvement.....314-516-5291

UMSL Homepage.....[www.umsl.edu](http://www.umsl.edu)

MyView Website.....[Myview.umsl.edu](http://Myview.umsl.edu)

# NEW STUDENT TIMELINE AND IMPORTANT DATES



## Read the Admitted Graduate Student Preview Booklet

This booklet includes all the information you need to know to navigate Graduate School. Please read all the information carefully.



## Complete Financial Aid Process

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](https://fafsa.ed.gov) and the priority deadline is February 1. We also recommend checking and accepting/declining your award packages through your MyView.UMSL.edu web portal. Click on Self Service>Financial Aid. Contact Financial Aid with questions about scholarships, loans or grants at 314-516-5526 or [financialaid@umsl.edu](mailto:financialaid@umsl.edu).

## New Student Checklist



Before you attend Orientation, please review the Checklist to confirm all the items have been reviewed and are in process or completed. This will assist in a smoother transition process.



## Graduate Student Welcome/Orientation

Orientation is a program that allows you to meet with other new students, learn about University resources and much more. Get ready to make some new friends, and learn how to navigate the University of Missouri-St. Louis.



## Admitted Student Receptions / Events

Are you admitted to UMSL and looking to learn more about life at UMSL? From on-campus activities to admitted-student receptions and preview days. These events will get you even more excited about being a Triton before beginning your coursework.



## Events on Campus

Make sure to download our UMSL Mobile App for welcome events, maps, shuttles schedules and more. You can also view all campus events at [calendar.umsl.edu](https://calendar.umsl.edu).

## Apply for Housing



The Office of Residential Life and Housing is committed to maintaining a learning environment for UMSL students while living on campus. Apply and view the live on campus options on their website at [umsl.edu/reslife](https://umsl.edu/reslife). We recommend to apply by May 1. For more information contact their office at 314-516-6877 or [umslreslife@umsl.edu](mailto:umslreslife@umsl.edu).

## Triton Take-Off Weekend



Watch for your email in early August for information on your Triton Take-Off Weekend team number. Current student leaders will be your guide through the 3-day weekend schedule of 15+ activities that occur prior to the first day of classes. Visit [umsl.edu/wow](https://umsl.edu/wow) for schedule and additional information.

## First Day of Classes



# UMSL | GRADUATE SCHOOL

121 Woods Hall, 1 University Blvd, St. Louis, MO 63121

[umsl.edu/gradschool](https://umsl.edu/gradschool) | 314-516-5900 | [GradSchool@umsl.edu](mailto:GradSchool@umsl.edu)



UMSLGradSchool



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