Dear Student,

At Orientation & Registration (O&R) you’ll receive your fall semester course schedule, student ID card, and a glimpse of what to expect in the fall. All new students attend O&R and most students bring a family member. Nearly all of your next steps will be completed online. Detailed instructions are waiting for you in your UST email account.

1. **Check your UST email account.** From this point on, we will communicate through your UST email account. You’ll need to check it for additional instructions about orientation, placement exams, and the course preference form.

   To access your UST email account, go to [http://mail.stthomas.edu](http://mail.stthomas.edu). Enter your UST username and the password you created when claiming your UST account. If you experience any difficulty, contact the Tech Desk at (651) 962-6230 or (800) 328-6819, Ext. 2-6230 or irthelp@stthomas.edu.

2. **Sign up for O&R.** Check your UST email account for detailed instructions on how to sign up for an O&R session. Sessions fill quickly, so reserve your space as soon as possible. We will register you for courses before your session so it does not matter if you are in the first or final orientation session.

3. **Take your placement exams.** After you have signed up for O&R, you should complete any necessary placement exams. Instructions are in your UST email account. Complete the exams as soon as possible.

4. **Review your Orientation & Registration Guide.** Take a moment to review the online guide, which explains degree requirements and course options for first-year students. The guide is available at [www.stthomas.edu/guide](http://www.stthomas.edu/guide). You should read this guide prior to completing the online Course Preference Form.

5. **Submit your online Course Preference Form.** The information you provide helps an academic counselor register you for fall courses. The online form should be completed after you have taken placement exams and reviewed your Orientation & Registration Guide.

We look forward to seeing you!

Rachel Harris, Associate Dean of Students and
Susan M. Anderson, Director of Academic Counseling & Support

For orientation questions:  
Dean of Students/Orientation Office  
(651) 962-6051 or (800) 328-6819, Ext. 2-6051  
Email: orientation@stthomas.edu  
www.stthomas.edu/studentorientation

For placement exam or course questions:  
Academic Counseling & Support  
(651) 962-6300 or (800) 328-6819, Ext. 2-6300  
www.stthomas.edu/academiccounseling

O&R Session Dates are: July 14, 16, 18, 20, 22, 23, 27, 29 and 31