Graduate Orientation

• Setting up your UST account
  – Network – e-mail – Blackboard
    • www.stthomas.edu/new
  – Murphy
    • banner.stthomas.edu
    • Uses username and password
    • Will continue to work after graduation
Graduate Orientation

• The Quick Links selection on UST and GPS homepages has links to commonly used resources
  – Portal
  – UST e-mail
  – Blackboard
  – Murphy
  – Class Finder
  – Password
Graduate Orientation

• UST e-mail is official channel of communication for the university to you
  – This means that you are responsible for any information any department or office at UST sends to your UST e-mail account
  – It is your responsibility to ensure that you can read your UST e-mail and that you do read it on a regular basis
  – It is the only way bills are sent
Graduate Orientation

• Murphy – actions to take now
  – Register vehicle for parking permit
  – Maintain addresses and phone numbers
  – Enroll in Emergency Messaging System
  – Complete payment agreement
  – Enter immunization data
  – Enter Health Insurance data
Graduate Orientation

• Murphy
  – Check account
  – Registration
  – Check schedule
  – Grades
    • UST does not send printed grades except by special request – through Murphy to Registrar’s office
Graduate Orientation

• Registration
  – Through the drop/add period all new students must make schedule changes through the graduate office (651-962-5500) or
    • Or gradsoftware@stthomas.edu for GPS students
    • Or gradengineering@stthomas.edu for graduate engineering students
Graduate Orientation

– For GPS students
  • After the drop/add period of the first semester you will make schedule changes online in Murphy until the end of period to withdraw without on F
  • After the end of withdrawals without on F you will make changes through the GPS office

– For Engineering students
  • After the start of classes you will make changes through the Graduate Engineering office
Graduate Orientation

– Any registration changes requiring special assistance are through the graduate offices and not the UST Registrar’s Office
  • Delays due to contacting the incorrect office will be your responsibility
Graduate Orientation

• Future registration
  – GPS and Graduate Engineering will send information about registration times and classes through UST e-mail
  – We stage registration start-times based on number of classes remaining in program
  – Look for announcements
    • Late October or early November for January-term, spring semester, and summer term, registration in November
    • April for fall semester, registration at end of April
Graduate Orientation

• School closings (any reason but usually called “snow days”)
  – WCCO radio 830 AM
  – 651-962-SNOW
  – UST e-mail
  – WCCO school-closings web page
  – Sign-up for text alerts from WCCO
Graduate Orientation

- All university-wide closings whether a snow day, severe weather, or other event are announced the same way.
- Decisions made by 6:00 a.m. and 3:00 p.m.
Graduate Orientation

• Cancellations of individual classes
  for example: instructor out sick
  – An e-mail sent to your UST account by either
    graduate staff or the instructor
  • You will typically be in a BCC list
  – A notice posted at the classroom for those who
    didn’t check e-mail before coming to campus
Graduate Orientation

• GPS Policies

• Graduate Engineering
  – [http://www.stthomas.edu/engineering/graduate/policies/](http://www.stthomas.edu/engineering/graduate/policies/)

• Academic Integrity
  – [www.stthomas.edu/engineering/graduate/policies/2011-12AcadIntegrity.html](http://www.stthomas.edu/engineering/graduate/policies/2011-12AcadIntegrity.html)
Graduate Orientation

- Title IX Sexual Misconduct Policy
  - [https://www.stthomas.edu/title-ix/sexualmisconduct/](https://www.stthomas.edu/title-ix/sexualmisconduct/)
  - In Murphy complete the required training mandated by the *Violence Against Women Act* and the *Minnesota Statute on Campus Sexual Assault*

- FERPA policy
  - [www.stthomas.edu/registrar/student/ferpa/default.html](http://www.stthomas.edu/registrar/student/ferpa/default.html)
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• Disability Policies and Services
  – www.stthomas.edu/enhancementprog/

• UST ID card office MHC 101
  – UST ID – policy
    • You may be required to show UST ID to access UST resources, including the right to be on campus
Graduate Orientation

• Parking services
  – 2119 Grand Ave (corner of Grand and Finn)

• Bookstore
  – Basement of Murray Herrick Center (MHC)
  – Tommiebooks.stthomas.edu