

2. Getting Started at JST

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Deadlines Before, During and After Orientation

Due in December:

- Log into eCampus at ecampus.scu.edu and update your profile, password and contact information, retrieve your gmail password, read and accept the online agreements, manage housing, and access financial aid. For tutorials on working with the tiles in eCampus, click [here](#).
- Log into your [SCU Gmail Account \(@scu.edu\)](#), using the password found on eCampus. Sign into eCampus, then from the student tab, select the tile that says "Profile," and then select "SCU Electronic Info." There you will see your SCU Gmail login name and password. Once logged in, change your password. Begin to check this account regularly.
- If needed, apply for [disability accommodations](#) with the Office of Accessible Education.
- WAIVE or ENROLL in the [SCU Student Health Insurance Plan](#).**
- Complete [Photo Directory Authorization Form](#) and the [Media Consent Form](#).
- Review the [Orientation Schedule](#).
- Check out the [GTU course schedule](#) for potential courses you would like to take. Indicate the school year, 201920, and Spring semester. If you wish to see only JST classes, you can select "Jesuit School of Theology" under "Campus."

Due in January before you arrive for Orientation:

- January 2**, receive **anticipated billing** for Spring 2020 semester, sent to your scu.edu email account.
- Upload your photo for your SCU ID card through Blackboard at the link provided by the SCU ACCESS office by Friday, **January 10**. This email will be sent to your @scu.edu account from onlinephoto@blackboard.com in December. In order for your photo to be accepted, please follow the photo guidelines, <https://www.scu.edu/access/online-photo-submission/>. Contact melamb@scu.edu for questions about the acceptability of your photo or access@scu.edu if you need a new link. Be sure to indicate that you are from JST.
- By **January 21**, pay first bill. If you wish to enroll in an online monthly payment plan, do so by this date. Also, complete all your financial aid requirements prior to this deadline in order to avoid late fees and holds.

- Diandra Erickson, GTU Director of Digital Learning, will send you an email with your login information for Moodle from moodle@gtu.edu. Login and change your password by **January 27**.
- In December you will receive an email from the Associate Dean's office naming your advisor. Please email your advisor before Orientation to set up a meeting Monday afternoon, **January 27**, to choose your courses for the fall.

Steps to complete during and after Orientation:

- Arrive for Orientation on Monday, **January 27**.
- Set up wireless access** at JST on your technology devices, as needed.
- Meet with your **Academic Advisor** on Monday, **January 27**, to confirm course selections.
- Register** for classes on Tuesday, **January 28**, during orientation session with Registrar.
- After you receive your SCU ID card and enroll for class, take the card to the registrar for the fall semester sticker, then to the **GTU library**, to receive your library card barcode. Your SCU ID card can then be used as your GTU Library card.
- REGISTER FOR CLASSES BY 5PM FRIDAY (January 31)!**
- Receive **updated bill** on **February 1**, sent to your scu.edu email account, reflecting your actual course registration.
- Fill out **Orientation Survey** by Friday, **February 7**.
- You are invited to attend the **Mass of Gathering and Welcome Back Dinner** on Friday, **February 7**, 5:15 p.m.
- Final day to **WAIVE or ENROLL in the SCU Student Health Insurance Plan**, Friday, **February 7**.
- Add/drop period** ends on Friday, **February 14**; final registration must be completed.
- Complete Santa Clara University's mandatory online training on preventing Gender-Based Discrimination and Sexual Misconduct in the school community. You will receive an e-mail about this from the Assistant Dean of Students, Paul Kircher (for more information, see www.scu.edu/title-ix/about). Deadline to finish the first training: **February 14**.
- Pay updated bill by **February 21**. For those on a payment plan, this is the second installment.



ACADEMIC AND ADMINISTRATIVE CALENDAR

2019 - 2020



August 26 – August 30
August 19 – September 1
September 2
September 3
August 31 – September 13
October 21 – 25
November 4- 15
November 28, 29
December 13
December 25
December 25 – January 1
January 1

FALL SEMESTER, 2019

Orientation Week
General Registration Fall Semester 2019
Labor Day: Administrative holiday / Library closed
Instruction begins for Fall Semester 2019
Late Registration Fall Semester 2019
Reading Week
Early Registration for Intersession 2020 & Spring Semester 2020
Thanksgiving: Academic and Administrative holiday / Library closed
Fall Semester 2019 ends
Christmas: Administrative holiday / Library closed
GTU Administrative holiday / Library closed
New Year's: Administrative holiday / Library closed

INTER-SESSION, 2020

Jan 6 – 31
January 20

Inter-session 2019 (General Registration prior to first day of course)
Martin Luther King, Jr. Day: Academic and Administrative holiday / Library closed

SPRING SEMESTER, 2020

January 20–31
February 3
February 1 –14
February 17
March 23 – 27
April 10
April 11-12
April 6 –17
May 22
May 25
July 4

General Registration for Spring Semester 2019
Instruction begins for Spring Semester 2019
Late Registration Spring Semester 2019
Presidents' Day: Academic and Administrative holiday / Library closed
Spring Break
Good Friday: Academic and Administrative holiday / Library closed
Easter: Library closed
Early Registration for Fall Semester and Summer Session 2019
Spring Semester 2019 ends
Memorial Day: Administrative holiday / Library closed
Independence Day Observed: Administrative holiday / Library closed

*On Administrative holidays, JST is closed.

Help With Common Academic Questions

Please check for information first on the web.

ADVISORS:

What courses should I take?
How should I plan my semesters here?
How does the degree program work generally?
Am I on track to graduate?
What's next for my thesis?

My Advisor is: _____ email: _____ office: _____

PROGRAM DIRECTORS:

How do I meet the program requirements?
What if I want to substitute requirements?
Am I on track to graduate?
What can I expect as I continue in the program?

My program director is: _____, email: _____

ACADEMIC ADVISING & SUPPORT SERVICES: Amanda Kaminski (akaminski@scu.edu)

How do I get a writing coach?
When will the writing lab tutorials meet this semester?
What does a writing coach do?
How do I choose a topic and develop an argument for a research paper?
What types of sources should I use for an academic paper?
Any questions about the Online MTS program or taking an online class?

REGISTRAR: Jim Oberhausen (joberhausen@scu.edu)

I'm having trouble registering. Would you please help?
Why doesn't a change appear yet on my transcript or in my advising module?
What do I need to do to complete the thesis, the defense, or graduation requirements?
Where are my grades?
What do I need to do for an upgrade to 4000 level?
How do I get into a course that is restricted?
What is the deadline for ----?

SENIOR DIRECTOR OF ACADEMIC ADMINISTRATION: Ed Stewart (ejstewart@scu.edu) If you need to schedule a room or an appointment, please email Mey Saechao (msaechao@scu.edu).

Can you help me with a problem with my class, my advisor, my professor, or my program director?
What do I need to do to switch to another program?
What can I transfer into this degree from other universities?

Can I take a leave of absence? How will that work?
Any other questions that you can't get answers for....

FORMS:

Find forms:

- online on the Registrar's page: <https://www.scu.edu/jst/academics/office-of-the-registrar/>
- online in the individual program handbook
- paper copy outside Mey Saechao's office, Room 221.

Completed forms: You do not need an appointment to have a form signed. ***Please submit completed forms for the Senior Director of Academic Administration's signature to Mey Saechao.***

Program Handbooks

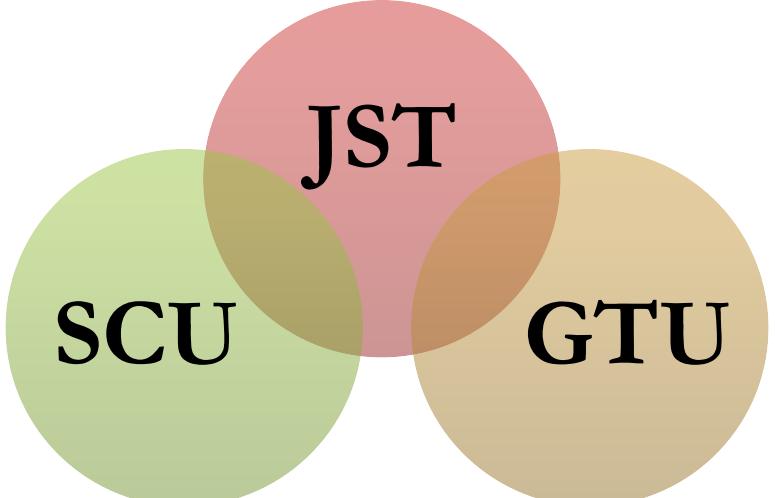
Each program has its own handbook detailing the program guidelines. These handbooks can be found on the Registrar's home page, <https://www.scu.edu/jst/academics/office-of-the-registrar/>. The links are included here.

- [Master of Divinity \(M.Div.\)](#)
- [Master of Arts \(M.A.\)](#)
- [Master of Theological Studies \(M.T.S.\)](#)
- [Online Master of Theological Studies \(M.T.S.\)](#)
- [Master of Theology \(Th.M.\)](#)
- [Licentiate in Sacred Theology \(S.T.L.\)](#)
- [Doctor of Sacred Theology \(S.T.D.\)](#)





JST vs. GTU vs. SCU: What's the difference?!



As a student of the Jesuit School of Theology, you are also a Santa Clara University student and a member of the Graduate Theological Union. It can be challenging at first to delineate which resources and student services pertain to these different entities. The following is a brief sketch of the resources associated with each:

Jesuit School of Theology of Santa Clara University (JST): JST is a graduate school and a branch campus of Santa Clara University. It is also a member school of the Graduate Theological Union in Berkeley. JST is your home school within the university and the GTU consortium. Your academic advisor and your primary school administrators are at JST; financial aid is managed by JST in coordination with SCU Financial Aid. JST is also the center of your communal and liturgical life.

Graduate Theological Union (GTU): The GTU is a consortium of eight schools located in or near Berkeley. You will take most of your courses at the Jesuit School of Theology or other member schools of the GTU. MOODLE is the GTU platform for course management that you will use for most courses.

Santa Clara University (SCU): The main campus of SCU is located in Santa Clara, California (an hour south of Berkeley without traffic). SCU administers student health insurance, the on-campus student employment payroll, international student services, disability resources, and other resources that you will learn about at orientation. **Your SCU ID card has your SCU Student ID number on it** and is used for Santa Clara University purposes, such as accessing the [SCU library](#), [SCU recreational facilities](#), and other SCU [services](#). Your SCU ID Card will also have your GTU library card barcode on the front, and so will function as your GTU Library card. Your main online portal as an SCU student is [eCampus](#). Google (scu.edu/login) is your e-mail management application as a JST student.

Logins and Technology

See **Quick Guide to Portals and Logins** (following page) for a chart of all logins and more detailed instructions on getting started.

eCampus (ecampus.scu.edu) is your Santa Clara University online student portal, where you can access your SCU Gmail login name and original password, enter your emergency contact information, update your address, search and register for classes, manage housing, access financial aid information, pay bills and complete timesheets if you are a student employee. See [eCampus Navigation](#). You should have received an e-mail from JSTAdmissions@scu.edu in November with your login (which is “W” + the last 7 digits of your SCU student ID) and initial password to eCampus. The password must be changed within a month of receiving this email. If you did not receive or save this e-mail, check with Mary Beth Lamb, melamb@scu.edu.

SCU Gmail Email Address (scu.edu/login) is your student email address. Be sure to check your school Gmail frequently!

Moodle: (moodle.gtu.edu) is the learning management system used by GTU for course-related activity, including digital documents, assignment submission, and threaded discussions.

JST computers: The user ID and password to your SCU Gmail address are also your **Network ID and password**, which you need to log into any computer at JST (classroom and presentation laptops and desktops in Montserrat Lounge or at a workstation).

Wireless Access at JST and GTU: Wireless is available to you throughout the GTU campus. You can install the wireless access to JST yourself, following [these instructions](#) under the tab “wi-fi network for students.” If you have difficulty with this, you can bring your device(s) to the JST Front Desk (for access at JST) to have it installed for you. The following table indicates where to go for access information at each of the member schools and the GTU library.

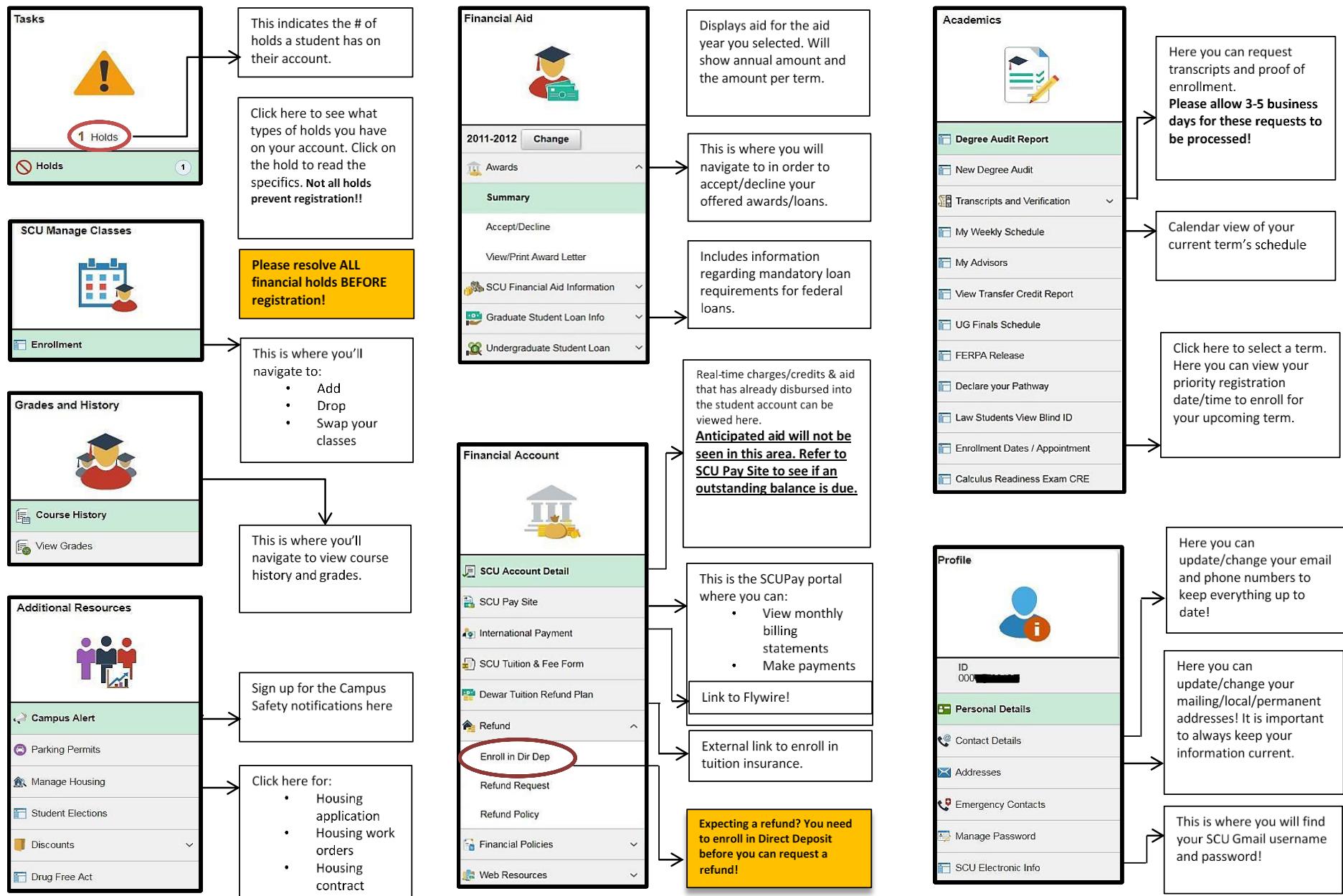
How to connect to Wi-Fi at GTU campuses

American Baptist Seminary of the West	See Meagan Wood, Admissions Director, 1 st floor office in Hobart.
Church Divinity School of the Pacific	Check at welcome center.
Dominican School of Philosophy and Theology	Faculty will distribute on first day of class. Otherwise, see Rodrigo Berrios in office 5, or any other staff member.
Pacific Lutheran Theological Seminary Pacific School of Religion Starr King School for the Ministry Jesuit School of Theology	Check at reception desk.
San Francisco Theological Seminary	Connection is public and connects automatically.
GTU Library	See the Library front desk; the network is “gtunet”; the password is “gtugotonet”.

Quick Guide to Portals and Logins

Portal	What is this for?	User ID/Username	Password	Once you log in ...	Questions?	Notes & Tips
eCampus <u>ecampus.scu.edu</u>	eCampus is your main SCU online student portal, where you will be able to access your SCU Gmail login name and original password, enter your emergency contact information, add a secondary email address, update your residential address, view billing information, and complete timesheets if you are a student employee. This is also where you will register for all your classes, make changes to enrollment, and check grades.	An e-mail was sent in November from jstadmissions@scu.edu with your login to eCampus. Your User ID is the letter "W" followed by the last 7 digits of your SCU ID number. If you did not receive or save this e-mail, check with Mary Beth Lamb at melamb@scu.edu .	Your initial password was sent in an e-mail from jstadmissions@scu.edu . You will be prompted to change your password the first time you log in to your account. As your initial password will expire in a few weeks, it is important to do this promptly!	Select Student on the bar on top of the home page. Under the student tab, select the "Profile" tile, and then "SCU Electronic Info" to find the login name and original password for your SCU Gmail. Under "Profile", you can also enter emergency contact info, your address, phone number and a secondary email address. Select other tiles as needed for registration, billing, and more.	Mary Beth Lamb melamb@scu.edu Paul Kircher pkircher@scu.edu For questions about registration/grades, contact Jim Oberhausen at joberhausen@scu.edu .	If you forget your password, you can click on Forgot Your Password. You will need to put in your User ID, and a new password will be sent to the e-mail that you have entered as your preferred address in your e-campus profile. For assistance, contact techdesk@scu.edu or by telephone at 408-554-5700
SCU Gmail <u>scu.edu/login</u>	All of your JST or SCU school mail will go to your Santa Clara University Gmail address. Be sure to check your school email frequently, or set it to forward to your personal email address so you don't miss important school notifications!	Your SCU Gmail login name and password is located in your SCU eCampus account. Sign into eCampus, then from the student tab, select the tile that says "Profile", and then "SCU Electronic Info." There you will see your SCU Gmail login name and original password.	See "User ID/Username" overview for access to it (box to the left). You must reset the password quickly, as it will expire after 6 uses.	Check your SCU Gmail frequently or you will miss important emails from JST or SCU. To set your Gmail to forward to your personal email, follow the instructions here .	Mary Beth Lamb melamb@scu.edu Paul Kircher pkircher@scu.edu	To reset your password, you may use the password reset function. For assistance, contact: techdesk@scu.edu or 408-554-5700. Be sure to indicate your name and SCU ID number (on your SCU ID Card). You will need to answer a couple of security questions as well.
Moodle <u>moodle.gtu.edu</u>	Moodle is the learning management system used by GTU for any online course-related activity, including digital documents, assignment submission, and threaded discussions. All courses (except special reading courses) occur in Moodle.	Your username is your SCU email (complete email address). The GTU Director of Digital Learning, Diandra Erickson, will send you your password before the first day of class.	See "User ID/Username" overview (box to the left).	The first time you go into MOODLE at the beginning of a semester, you will be asked to change your password. The courses you are enrolled in will automatically appear on the left side of the page.	Moodle Help Desk moodle@gtu.edu	Moodle Help for Students: https://moodle.gtu.edu/mod/page/view.php?id=174134
Gallagher <u>gallagherstudent.com/scu</u>	On the Gallagher Student Health Insurance website, you can read complete details about the student health insurance plan, including eligibility, benefit highlights, and rates; access the online waiver form; and choose an optional dental plan.	SCU Email Address (e.g. asantos@scu.edu)	Your initial password will be the 11 digits of your SCU ID number (on your SCU ID card). (i.e. 00001234567). Upon logging in the first time, the password reset link will be sent to your scu.edu address. Follow the instructions to log in and reset your password to a permanent password.	Either enroll in the plan or waive. If you choose to waive, enter the information on your own insurance plan, according to the instructions.	Pat Sandwick, SCU Insurance Coordinator, psandwick@scu.edu Mary Beth Lamb melamb@scu.edu Paul Kircher pkircher@scu.edu	Your enrollment or waiver will carry through both semesters of the academic year, unless you petition to change your selection or complete your program in the middle of the academic year. To petition to change your selection midyear, you must check with Pat Sandwick, psandwick@scu.edu .

eCampus Navigation



ID and Library Cards (GTU, SCU, CAL)

Your SCU ID card is also your GTU library card. You will receive your ID/library card during Orientation week or shortly thereafter.

GTU Library: Once you have registered for your classes, visit Jim Oberhausen in Room 220E to obtain a semester validation sticker for your SCU ID card. Each semester you are enrolled in classes, you will need to visit Jim's office to obtain a new sticker to activate your card. The SCU ID card serves as a library card. The first time you check out a book, the GTU library front desk will put on a bar code. For information on how to use the library's resources, click [here](#). For information on workshops the library offers in Zotero, archival research, making effective presentations and more, click [here](#).



SCU Library: You will receive an email when your SCU ID card is ready for pickup in Mary Beth Lamb's office (#107). **To use library resources remotely or to check your SCU library account**, log into your MySCU portal and you will automatically be authenticated into the library.

UC Berkeley Library: As a GTU student, you also have access to the CAL libraries. Take your SCU ID (with the current semester's validation sticker) to the Privileges Desk on the 1st floor of Doe library at CAL to get a library card. ([Privileges Desk hours](#)) When you have the card, you'll be able to check out materials and use CAL's many libraries. You'll also have on-campus access to their electronic resources such as articles and e-books. You must reapply every semester after you have the current semester's validation sticker. Only GTU cross-registered students (taking CAL classes) have remote access to CAL's electronic resources. You would then have to get a CAL student ID which allows you to log in remotely.



Transfer of Credits

A student who has taken graduate courses in theology no longer than six years prior to matriculation may petition for advanced placement. To learn more, see the Petition to Transfer Coursework Form under the Forms tab on the [Office of the Registrar webpage](#). Questions about forms may be directed to Mey Saechao, msaechao@scu.edu. Questions about whether a course can be transferred to your degree should be directed to your program director.

Course Selection and Registration

Registering for classes:

A step-by-step guide follows on how to register in your eCampus portal. After you meet with your advisor on Monday of Orientation, everyone will register as a group on Tuesday. Later you will be able to go back into eCampus and adjust your registration if you change your mind.

Pre-Registration checklist:

- Look up your program requirements prior to meeting with your advisor. For information on your degree requirements, visit the [Office of the Registrar](#) page of the JST website.
- Under the Forms tab of this page, find **Program-Specific Worksheets** that will serve as a guide for you and your advisor to ensure you meet your degree requirements each semester.
- Look up the [Online Course Schedule](#) prior to meeting with your advisor. Have some ideas about what you might take based on the requirements for your degree.
- Arrange a meeting with your advisor. Prior to orientation, you will receive an email from the Associate Dean's office naming your advisor. You can email them before Orientation to set up a meeting during Monday of Orientation Week. If you do not connect beforehand, you can set up a meeting on Monday.
- Check if any of your courses require the instructor's consent. If so, email the instructor with your name and your degree program. Tell the instructor you would like to take the course. The instructor will email you back letting you know if s/he consents and if so, will let you know that you can now register for the course. The list of GTU instructors and their email addresses can be found [here](#).
- Select your health insurance option.
- Check to see if you have any holds on your account.

After completing the above steps, you are ready to register! See [The Quick Reference Guide to Manage Classes](#) – and pay attention during Orientation – for a successful experience registering.

How to Register for Classes

(Note: All students will register together in the Registration session on Tuesday, January 28. The Registrar will facilitate this session and guide you in the registration process.)

1) Find the course schedule here: <https://www.gtuonis.net/genSRsC.cfm>

- At the top, sort by “school year” and “semester”. Sort by “campus” if you want to look at one particular school’s courses.
- Click on the course name to read the course description and notes. If a course requires the instructor’s permission, email the instructor and get his/her permission first, and then register. (To find an instructor’s email address, visit the website of that instructor’s school, e.g. <https://www.scu.edu/jst/about/people-of-jst/faculty> for JST, or www.psr.edu for Pacific School of Religion.)
- You will actually be registering for your courses in eCampus. So, when choosing your courses from this GTU course schedule, **write down the course numbers and titles**.
- Be sure that you have already contacted your advisor ahead of time to talk about your courses. (Most students did this already last semester during Advising Week.) Your advisor will need to **remove the advisor hold** in eCampus before you can register.

2) When you are ready to register, go to <https://ecampus.scu.edu> and sign in.

- Remember that your User ID is a “W” plus the last seven digits of your SCU ID number. (You can find that on your SCU ID card.) So, for example, if your SCU ID is “00001234567”, then your eCampus User ID would be “W1234567”. If you’ve forgotten your password, you’ll need to request a new one by clicking on “Forget Your Password?”

3) Once you’ve signed in, before you do anything else, click on the “Tasks” tile to view and clear up any tasks or holds. (Everyone will have “Online Agreements” to take care of first of all. And you may have other tasks/holds as well.) You may not be able to register until these are cleared.

4) To register (after you have checked “Tasks”), go back to the home screen of eCampus, and click on the “SCU Manage Classes” tile.

- Select the Term you want to register for (in this case, Spring 2020), then click on “Continue”.
- This will take you to the screen “1. Select classes to add”. Make sure it says “Spring 2020/Jesuit School of Theology/Santa Clara University”. (If it doesn’t, then select “Change Term” and choose the correct term.) Then, near the bottom, under “Find Classes”, click on “Search”.
- This will bring up a search menu. **Ignore the first two search boxes**, and click on the **third box** entitled “Course Career”. Choose “Jesuit School of Theology”. Then click on “search” again. This will bring up a warning that your search will return over 50 classes. Click “OK”. The Search Results will show a list of ALL the courses of JST and the other GTU schools (all the courses which are on the original GTU course schedule that you used to choose your courses).

- On the list, you'll find the course numbers and titles (in brown) – the courses are in alpha/numeric order. Refer now to the list you made of the courses you want for the semester, and look for them on **this list**. You will choose your courses here one at a time, by clicking on “Select” next to the course information.
- When you click on “Select”, it will go to a screen showing the course you’ve chosen. Check that everything looks correct: the grading mode and the number of units. For courses where you have an option to change the grading mode (to pass/no pass; or audit) or the number of units, there will be drop-down boxes where you can change the setting. When everything is correct for that course, click on “Next”. This will add it to your “Shopping Cart”.
- To add another course, click on “search” again, choose the “Course Career” (JST), and “search”. Click “OK”. (You will use this same procedure for each course you want to add.) Choose your next course, make sure it looks correct, and choose “Next” – which will add it to your shopping cart. These courses are still only in your shopping cart, they are **not yet registered**.
- When you have completed choosing all your courses, and they are in your shopping cart, then click on “Proceed to Step 2 of 3”. This will bring you to “2. Confirm classes”. Review again and when satisfied, click on “Finish Enrolling”. This will bring you to a screen of your enrollment results. If there is a Green check mark next to your course, you are enrolled. If there is a red “X”, click on the word “error” to find out what your error is, and fix it. (For example, an error might say that two of your courses have a time conflict.)
- Congratulations! You are registered! You have until the end of the second week of classes (this year, Friday, February 14) to make any changes to your schedule. You can “drop” a course, “swap” (drop one and add another in its place), or “edit” a course’s characteristics (like the number of units, or the grade mode). To make changes, go to the top of the enroll screen, under your name, and look for these options: “My Class Schedule; Add; Drop; Swap; Edit; Term Information” and choose one. Note that you can only make any changes to your course or schedule now that you have moved your courses out of your Shopping Cart by clicking “Finish Enrolling”.

Instructions for Special Courses:

- 1) **SPECIAL READING COURSES** - If you want to create a Special Reading Course with an instructor, you will need to **register in eCampus for the course “SRC 9999”** (follow the same procedure as you did above for your other courses). Then fill out the [SRC 9999 form](#) with your instructor, have your advisor sign it, and turn it in to the Associate Dean’s office **no later than Friday afternoon of the FIRST WEEK of classes** (Feb. 7). Special Reading Courses **will not be accepted** after February 7.
- 2) **UPGRADING A COURSE** - If you want to **UPGRADE a Lower Level course to the Advanced Level**, you will need to **register in eCampus for the original lower level course (NOT “SRC 8888”!)**. Then fill out the [SRC 8888 form](#) with your instructor, have your advisor sign it, and turn it in to the Associate Dean’s office **no later than Friday afternoon of the FIRST WEEK of classes** (Feb. 7). Upgrades **will not be accepted** after February 7.
- 3) **CROSS-REGISTRATION FOR A UC BERKELEY COURSE** - If you want to **cross-register at UC Berkeley**, you will need to **register in eCampus for “UCB 9000”**. Then come to the registrar’s office to pick up the special **UCB cross-registration form**, fill it out, and get it signed by all parties.

Submit a copy to the JST registrar, and turn in the original form to the **GTU registrar** (who will facilitate the actual enrollment with UCB) **no later than Friday afternoon of the FIRST WEEK of classes** (Feb. 7).

Moodle Orientation

What is Moodle?

Moodle is the learning management system used by the GTU consortium for any online course-related activity, including digital documents, assignment submission, and threaded discussions. Fully online courses occur in Moodle.

Your First Time on Moodle

Visit <http://moodle.gtu.edu>. On the right-hand side of the screen, log in with your username/SCU e-mail address and the temporary password provided to you by the GTU Director of Digital Learning, Diandra Erickson. When you first log in, you will be asked to change your password.

Moodle and Courses

All GTU courses will have a Moodle site (except Special Reading Courses), and all students will be enrolled in the Moodle site for each course in which you register. You will register for courses in your school's student information system and you will appear in the Moodle site automatically, with a possible delay of up to two days. Depending on your instructor, you may not be able to see your course in Moodle until the first day of the semester.

Navigating through Moodle

Your courses are listed on the left-hand side of the screen. Click on a course to enter its Moodle course page. Use the “breadcrumbs” area in the top area (e.g., Home/Courses/Spring 2020/XX-1234-01.SP20) to return to the Moodle course page by clicking on the course number.

Moodle will automatically disconnect a user who does not have any activity for two hours (this is known as “timing out”). Clicking on a link anywhere in Moodle is considered activity, but typing into a textbox and using the formatting buttons there does not. Therefore, if you anticipate needing to type into a textbox for two hours or more, please type into a word processing application, and then copy-and-paste the text into the Moodle textbox. When pasting into Moodle, use the “Paste from Word” button in the textbox toolbar ( and then ).

Finding Help

The Moodle website contains documentation to help you be successful when using the system. Each Moodle page has a link to the “Student Help Page.” Otherwise, you can go directly to that page at <https://moodle.gtu.edu/mod/page/view.php?id=174134>

For additional help, contact the Moodle Help Desk at moodle@gtu.edu.

Registering for Classes: Frequently Asked Questions (FAQ)

Selecting your Courses:

Will I have trouble getting into the classes I want?

Usually, no, there is no difficulty getting into classes that you need, particularly if they are JST classes.



Can I “shop” for classes before settling on some?

Yes. You want to be registered for at least one class by the end of orientation week; otherwise, a late fee of \$100 will be charged to your account. But you can register for more courses than you intend to take as long as you remember to drop them from your schedule before the end of the second week of classes.

How late into the semester can I add/drop a course?

You can add or drop a course without a fee through the second week of the semester. After that, the charge is \$50 per change.

How do I know where my classes will be held?

Check the online course schedule. Be sure to check a day or two before classes to make sure there hasn't been a change in rooms.

How do I contact the instructor of a class?

Instructor emails are available on their home school website (click [here](#) for JST faculty).

How do I get a syllabus of a particular course before the semester begins?

Email the instructor to politely request the syllabus. Not all instructors are able to send the syllabus before the semester begins.

Taking courses outside of JST:

Will I be able to take classes at all the GTU schools?

Yes, unless otherwise indicated in the course schedule, all courses at any of the GTU schools are open to students of any of the member schools.

Will I be able to take classes at Santa Clara?

If you wish to take a course at Santa Clara, please see the JST Registrar for details.

Can I take a class at the University of California at Berkeley (Cal)?

Yes, if your advisor approves. It is a two-step process. You must register online (by registering for “UC 9000”) and fill out a paper form as well. Please check [UCB’s academic calendar](#) for semester start dates. See further details [here](#).

Ordering Textbooks

Once you have registered for classes, you will need to order books for the semester. Because the GTU does not have its own bookstore, you will need to order books directly from a bookseller. Please bear in mind the length of time it takes to receive your books when ordering so that you will have them when you need them for your class.

Most schools maintain their own textbook website. The bookstore options are in transition, so many of the schools just link to the course text requirements, and students will need to find the books on their own. This information is organized by the school that is offering the course, not the school at which you are registered. For classes offered by the GTU and PSR, please check with the professor.

[ABSW](#) (book lists) [CDSP](#) (book lists) [DSPT](#) (syllabi with book requirements)

[JST](#) (book lists)

[PLTS](#) (California Lutheran University Bookstore)

[SFTS](#) (San Francisco Theological Seminary. Go to Academics, then Virtual Bookstore)

[SKSM](#) (syllabi with book requirements found under the Full Details Link)

Housing

If you are still looking for housing, here are some guidelines and suggestions:

JST and GTU Housing Resources:

Visit [this page](#) for great tips and resources to help in your housing search. See the [link](#) to the JST Housing pages. The JST Housing Coordinator is Tanisha Sparks, Assistant Director of Housing and Building Operations, who can be reached at tsparks@scu.edu.

JST offers housing in three buildings on Virginia Street. Here you will find a list of things provided in the apartments, and things it would be useful for you to bring for setting up your home.

THREE BUILDINGS:

1. 2600 Virginia Street (One bedroom apartments and Jean Donovan Community-JDC)
2. 2564 Virginia Street (Studio, one bedroom, and two bedroom apartments)
3. 2466 Virginia Street (Studio and one bedroom apartments)

SCHOOL PROVIDED ITEMS:

- Bed: With the exception of JDC each apartment includes a full size bed. JDC has twin size beds.
- Dresser
- Nightstand
- Closet
- Couch
- Arm Chair
- End Table
- Coffee Table
- Dining Room Set
- Microwave
- Bookcase (living room and bedroom)
- Desk
- Chair
- Floor Lamp
- Shower Curtain
- Garbage, compost and recycling bins

BUILDING PROVIDED ITEMS:

- Coin Operated Washing Machine
- Coin Operated Dryer
- Light bulbs for fixtures

PROVIDED IN ALL BUILDINGS EXCEPT 2600 VIRGINIA:

- Iron and Ironing Board
- Mop
- Broom
- Scrub Mop
- Vacuum Cleaner

WHAT TO BRING

(Renewal Students should check with the Director of the Renewal Sabbatical Program)

BEDDING	BATH	LAUNDRY & CLEANING
Bed pillows	Towel Sets (2-3)	Laundry Basket/Hamper
Pillow Protector (optional)	Shower Tote/Caddy (optional)	Clothes Hangers
Mattress Pad	Bathtub/Shower Mat	Drying Rack
Mattress Protector	Bath Rug	All-purpose Cleaner
Bed Linens	Soap Dish	Cleaning Cloth
Comforter or Duvet	Toilet Brush	Laundry Detergent
Blanket or Throw		
ROOM DÉCOR	KITCHEN TOOLS & DINING	DESK ORGANIZATION
Area Rug/Throw Rug	Dishes, Cups & Utensils	Desk Lamp & Light Bulbs
	Can/Bottle Opener	
	Dish Soap & Sponge	
	Coffee Maker	
	Electric Kettle/Hot Pot	
	Pots, Pans, Toaster	
STORAGE & ORGANIZATION	ELECTRONICS	READY FOR ANYTHING
Shoe storage/Racks (optional)	Headphones (optional)	Batteries
Storage Bins/Trunk	Alarm Clock (optional)	First Aid Kit
Wall Mirror		Flashlight
		Umbrella
		Reusable shopping bags

Meal Plan

While most students purchase food on their own from local grocery stores, the [GTU Consortial Dining Room](#), located a few blocks from JST at the Pacific School of Religion (PSR), offers meal plans (lunch only) to all GTU students.



International Students

For visa questions, refer to the [SCU International Students and Scholars office](#). You may reach the office by e-mail at iss@scu.edu.

Health and Dental Insurance

Health Insurance

Under the Affordable Care Act, all individuals must now carry health insurance meeting the minimum essential coverage requirements as defined by the federal government. JST students are eligible for medical benefits through the health insurance plan offered to students of Santa Clara University. Coverage is through UnitedHealthcare, and enrollment/waiver is administered through Gallagher Student Health. Full information on the plan can be found at www.gallagherstudent.com/scu. For a copy of the current plan brochure, click [here](#). Contact Pat Sandvick, SCU Insurance Coordinator, at psandvick@scu.edu if you have questions.

All new students registered at half-time status (6.0 units) or more (except for international students on the J-1 Visa) are AUTOMATICALLY ENROLLED in the University-sponsored insurance plan, unless they waive out of the plan by the February 7 deadline. To expedite enrollment in the plan, enroll yourself at www.gallagherstudent.com/scu.

If you wish to WAIVE OUT of the student plan, you must show proof of your own health insurance plan by completing the online waiver form at www.gallagherstudent.com/scu by February 7. If you do NOT submit an acceptable waiver, you will be enrolled in the insurance plan and your individual student account will be charged \$1,736 for the spring semester, starting on 2/1/20 and terminating on 8/31/20.

If you have any questions about this plan, including coverage or access to services, contact Pat Sandvick, Insurance Coordinator at SCU (Cowell Center, SCU Main Campus) at psandvick@scu.edu or at (408) 554-2379.

You can create a login to your health insurance account to view claims, benefits and other useful information at <https://www.uhcsr.com/>.

International students on the F-1 Visa: You must enroll in the SCU student health insurance plan. Full requirements for F-1 students can be found [here](#). On that same web page, you will find a video on “Understanding the US Healthcare System.”

International Students on the J-1 Visa: Contact Sarah Brockmeyer, SCU J-1 Advisor, at sbrockmeyer@scu.edu, regarding the insurance plan required for all J-1 students.

Renewal Program Domestic Students: Bring your health insurance information to your Program Director.

Dental Insurance

JST-SCU students are eligible to enroll in an optional dental plan. Read more about the dental plan [here](#).

Financial Aid & Loan Deferral

Receiving your Federal Financial Aid Award

- If you are eligible for, applied for, and were awarded a Federal Financial Aid Award (Federal Loan), there are several steps you need to complete to receive your award. These steps are listed on the SCU Financial Aid Office website at <https://www.scu.edu/financialaid/graduate-students>
 - The first step for applying for Federal Financial Aid is to fill out a Free Application for Federal Student Aid at the [FAFSA website](#)
 - Here is the link to steps for [Loan Counseling, MPN and Disbursement Dates](#)
- You must complete the steps in the link above to receive your award. If you are not sure if you have completed the steps, please call the SCU Financial Aid Office to see what is missing. The phone number is (408) 551-1000.
- Once you complete the steps above *and* register for classes, your award will be transferred to your student account at SCU. Any outstanding balance for the semester will be automatically deducted from the loan disbursement(s) and the remaining funds (if any) will be available for you to receive via check or direct deposit. Awards are disbursed once each semester. Please check with the SCU Financial Aid Office regarding access to your remaining funds. If you have any questions about your award, please contact the SCU Financial Aid Office at (408) 551-1000 or OneStop@scu.edu.
- If you anticipate receiving an outside award or other financial support that is currently not included in your financial aid package, report this information to the SCU Financial Aid Office.

JST Institutional Financial Award/Scholarship

- If you have questions about your JST scholarship, please contact Laura Nieto in the Office of Enrollment Management at lnieto@scu.edu. Please schedule an appointment to review your scholarship.

Loan Deferral (for outstanding student loans acquired prior to JST enrollment)

- If you are paying back loans from a previous degree, you can request deferment while in school at JST. Request a deferral form from your lender's website. After filling out the form, submit it to the JST Registrar for completion. The Registrar will notify you when it is ready for you to pick up and mail to your lender. This process needs to be repeated every semester you are enrolled in school or your loans will come due.



Business Office Procedures

<https://www.scu.edu/jst/about/business-offices/office-of-finance-and-administration/>

Tuition costs for each program, along with additional fees, are located [here](#).

All tuition, fees, rent, and health insurance charges are collected by the SCU Bursar's Office. If you have questions or concerns regarding charges on your student account, you may contact the SCU One-Stop at (408) 551-1000 (onestop@scu.edu), or Thanh Vo at JST in Room 226 (gvo@scu.edu).

Students are required to make payment in full or enroll in a payment plan prior to the start of each term. You will receive a billing statement on the first of each month. It is important to note that all students are required to submit payment BEFORE the beginning of each term. Charges billed on that statement are due on the 21st of that month. This includes your August 1 statement, which will contain charges for the Fall term, and January 1 statement containing charges for the Spring term.

Students will receive monthly billing statements from the Bursar's Office sent to their @scu.edu email accounts. You may also view your statement at any time by logging into eCampus. Please note, we do not accept payments on-site at JST. You will need to either submit payment online or mail to the main campus. If you fail to pay tuition, a hold will be placed on your student account. This will prevent you from registering, obtaining transcripts, receiving a diploma and/or graduating.

Payment options are as follows (also available on the Bursar's website [here](#)):

Pay Online

Students: Login to eCampus and click on the "Make a Payment" link located on your student center page. This will take you to the SCUpay landing page and your real-time account activity.

Authorized Users: The student must authorize another user to review and pay the bill on the student's behalf. The authorized user will then receive an email with the link to the login for SCUpay.

The billing statement is available online through the student's or the Authorized User's login. For instructions to pay online, click "View Bill".

Santa Clara University does not accept credit cards for payment of tuition and fees.

Payment by Mail, 529 Plan, and Third Party Payments

Santa Clara University accepts 529 plans, college savings accounts, third party payments, and payments requested through your bank's online bill/pay system. **Please make sure the student's name and SCU ID number are located on the check or remittance advice** for accurate and timely posting. Santa Clara University Tax ID: 94-1156617.

Make checks payable to Santa Clara University and mail to:

SCU Payment Processing
P O Box 550
Santa Clara, CA 95052-0550

Some 529 plans and college savings plans will require proof of enrollment and/or a billing statement. Proof of enrollment is provided by the Enrollment Services Center. Email: OneStop@scu.edu / Phone: (408) 551-1000.

International Wire Transfers

Students can send an international wire payment through FlyWire (formerly peerTransfer). FlyWire enables international students to pay in their home currency.

Go to [FlyWire](#) to begin the payment process.

We currently do not accept domestic wire transfers.

Payment Plans

Currently enrolled students are eligible to enroll in a monthly payment plan to assist with budgeting needs on a term basis. There is a \$40 non-refundable enrollment fee per term/semester. Please note that payment plans cover only **one** semester at a time, so you will need to re-enroll each term.

How to Enroll

Students: Login to eCampus. On the Student Center page, click "View Bill & Make Payment" on the left menu.

Authorized Users: Logon the Authorized User link with your login name and password. The same payment landing page that the student can access will be available to the Authorized User.

Payment Plan Criteria

- Student must be enrolled at SCU
- First payment is due upon enrollment
- Budget will be based on current account balance minus applicable financial aid
- All payments are remitted via ACH process
- Plans are subject to rebalance based on enrollment and/or financial aid changes
- Participants must enroll each term. There is no automatic re-enrollment.

Students must enroll in payment plans by August 21 for the Fall semester and January 21 for the spring semester. No payment plans are available for Intercession or Summer.

If you have any questions, please contact the Bursar's Office at (408) 554-4424, or by email at bursarpayplan@scu.edu.

[Payment Plan \(PDF\) detailed instructions.](#)

Federal Direct Loan

If you have applied for a federal direct loan and wish to receive a refund, please contact the Business Office.