

Steps to Complete in JST Orientation

To begin in June:

eCampus: Log in to eCampus at ecampus.scu.edu and update your password (the password is temporary and will only work for a month).

Advisor: On June 18, you will receive an email from msaechao@scu.edu of the Associate Dean's Office, naming your advisor. You may reach out to your advisor.

Due in July:

eCampus: Log in to eCampus at ecampus.scu.edu and update your profile, and contact information, retrieve your gmail password (which you can update when you log in to that account), read and accept the online agreements, manage your JST Housing request (if applicable), and review your financial aid (if applicable). For tutorials on navigating the tiles (sections) in eCampus, click [here](#).

SCU Gmail account: Log in to your [SCU Gmail Account \(@scu.edu\)](#), using the password found in eCampus. Sign in to 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. Then log in to G Suite through [My SCU Portal](#) with this login name and password. Once logged in, change your password (it is temporary). Begin to check this account daily, since this is the primary mode of communication for JST.

Course Schedule: Check out the [GTU course schedule](#) for potential courses you would like to take. Indicate the school year, 202021, and Fall semester. If you wish to see only JST classes, you can select "Jesuit School of Theology" under "Campus."

Program Handbook: Review the [Program Handbook](#) for your degree program. Clicking on your program will lead you to a web page where you can download a pdf of the handbook.

Moodle Orientation: Diandra Erickson, GTU Director of Digital Learning, will send you an email early in July with your log-in information for Moodle from moodle@gtu.edu. Login and change your password by **July 13**. On July 14 and August 11, 8:30 a.m., Diandra will present a live zoom workshop on how to navigate Moodle. Watch [Moodle Help for Students](#) beforehand.

Library Orientation: Watch the videos on various library topics that are available in the Moodle Orientation course and then meet with a reference librarian for further information on either Tuesday, August 4, 8:00 a.m. or Thursday, August 6, 2:00 p.m.

Forms to Fill Out: Complete [Time Zone Form](#), [Photo Directory Authorization Form](#) and the [Media Consent Form](#).

Registration: Register for your classes in eCampus from July 15 to August 31, after you have met with your advisor and taken the training in Moodle for registration (the week of July 13).

Due in August:

Billing: **August 1**, receive **anticipated billing** for Fall 2020 semester, posted in your eCampus portal. View the instructions posted in Moodle on how to pay your bills, set up monthly payments, and other financial information.

Housing: If you are moving to Berkeley and will be living on campus in JST Housing, please view the resources in Moodle about residential life, as well as the waste management video.

Library Orientation: View the library orientation video in moodle by the first week of August. You will have two opportunities to discuss the video and to ask questions of the reference librarian, Tuesday, August 4, 8:00 a.m. and Thursday, August 6, 2:00 p.m. if you can't make either of these sessions, you can make an inquiry at library@gtu.edu.

Disability Accommodation: If you require an accommodation for a [disability](#), please apply through the SCU Office of Accessible Education.

ID Card: Upload your photo for your SCU ID card through Blackboard at the link provided by the SCU ACCESS office by Monday, **August 3**. This email will be sent to your @scu.edu account from onlinephoto@blackboard.com. In order for your photo to be accepted, follow the photo guidelines, <https://www.scu.edu/access/online-photo-submission/>. Contact access@scu.edu for questions or if you need a new link. Indicate that you are from JST.

Health Insurance: **WAIVE or ENROLL in the [SCU Student Health Insurance Plan](#). (September 11 deadline).** Insurance is activated September 1, 2020 through August 31, 2021.

Billing: **August 21**, pay August 1 bill. If you wish to enroll in an online monthly payment plan, do so by this date.

Steps to complete before and after the Semester begins

Wireless Access: If you are in Berkeley, [set up wireless access](#) at JST on your technology devices, as needed.

Registration: **REGISTER FOR CLASSES BY 5PM FRIDAY, SEPTEMBER 4!**

Billing: Receive **updated bill** on **August 31**, sent to your scu.edu email account, reflecting your actual course registration.

Fill Out Form: Fill out the Orientation [Survey](#) by Friday, **September 4**.

Health Insurance: Final day to **WAIVE or ENROLL** in the [SCU Student Health Insurance Plan](#), Friday, **September 11**.

Registration: **Add/drop period** ends on Friday, **September 18**; final registration must be completed.

Title IX Training: 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 melamb@scu.edu on **August 17** (for more information, see www.scu.edu/title-ix). The training will take several hours for Part 1. Part 2 will appear later in the semester, but is just a follow up to the previous training and pretty short. Deadline to finish Part 1 of the training: **September 18**.

Billing: Pay updated final bill by September 21. For those on a payment plan, this is the second installment.