

**2023 – 2024
NEW STUDENT
HANDBOOK**

MESSAGE FROM DEAN

Welcome to our new students and welcome back to our returning students! Thank you for choosing the School for Professional Studies and Saint Louis University as your partner on this educational journey.

I understand the uncertainty and nervousness you may feel as you continue towards your educational goal. Please be assured that the School for Professional Studies will be with you every step of the way, as we understand the commitment and sacrifice it takes to pursue a dream. Our faculty and staff are not only recognized experts in their disciplines but are also passionate about supporting our students.

We are truly excited to join you on your educational journey. We aim to provide you with quality, affordability, flexibility, and convenience. Saint Louis University will prepare you with deep disciplinary knowledge as well as key skills employers seek. Thank you for choosing to be part of our community.

Scott



Scott Duellman, Ph.D
Interim Dean, School for Professional Studies
Alfred and Irene Dunkin Professor of Accounting
Saint Louis University

[SLU.EDU/ONLINE](http://slu.edu/online)



ACCREDITATION

Saint Louis University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

SPS MISSION

The School for Professional Studies (SPS) offers globally accessible, academic, professional, and continuing education programs for adult learners and working students in Saint Louis University's Jesuit tradition of excellence. Our faculty and staff promote a student-centered, innovative, and enterprising environment built on a foundation of integrity, accountability, and collaboration.

ACADEMIC CALENDAR

SPS follows an academic calendar of six, eight-week terms with classes each year.

Observed holidays include Labor Day, Thanksgiving and the following Friday, Christmas break through January 1, Dr. Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth and Independence Day.

TERM DATES FOR 2024–25 ACADEMIC YEAR

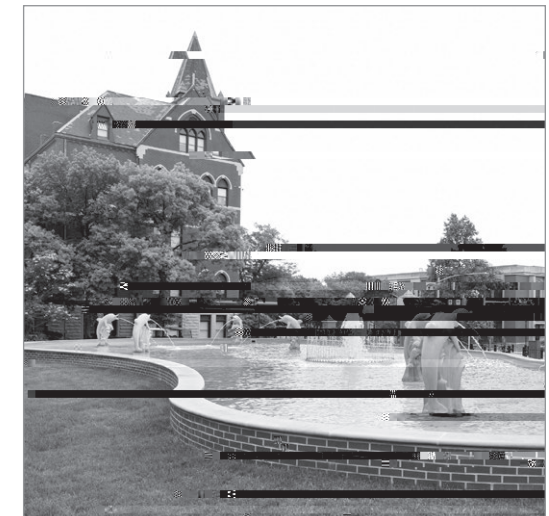
Summer 1	May 20 – July 14*
Summer 2	June 17 – August 11*
Fall 1	August 19 – October 13
Fall 2	October 21 – December 15
Spring 1	January 21 – March 16
Spring 2	March 24 – May 18

TERM DATES FOR 2025–26 ACADEMIC YEAR

Summer 1	May 26 – July 20
Summer 2	June 16 – August 10
Fall 1	August 18 – October 12
Fall 2	October 20 – December 14
Spring 1	January 20 – March 15
Spring 2	March 23 – May 17

Note: All online classes begin the first day of the term; registration closes at 5 p.m. the Friday before.

*Summer 1 and 2 overlap by 4 weeks



TUITION AND FINANCIAL AID

DEFERRED PAYMENT OPTION

The School for Professional Studies offers special financial arrangements for students whose employers reimburse tuition costs after completion of a course. To take advantage of the deferred payment option, students must submit documentation indicating the employer's reimbursement amount and the student's eligibility to the Office of Student Financial Services prior to the beginning of each semester this option is to be used. Tuition or fees not paid by employers are due on the regular payment due dates. Under this option, students are responsible for the full tuition amount, whether or not the reimbursement is received. Additionally, a 1% per month finance charge will be assessed on open balances after the deferred payment due date. Payment must be received prior to the deferred deadline to ensure continued eligibility for deferment and prevent late fees and holds on future registration. Contact Carolyn Merkel at carolyn.merkel@slu.edu or 314-977-2405.

Tuition rates are subject to change each academic year beginning in summer. Partnership students may receive reduced tuition rates. Contact Kim Dondanville at (618) 531-1852 or kimberly.r.dondanville@slu.edu to learn more about these rates.

ONLINE PAYMENT

To reach the Payment Suite, go to auth.slu.edu and log into portal using your SLU user ID and password. Navigate to Payment Suite of your MyApps section and click on that icon

BUDGET PAYMENT PLAN

Students who would like to pay their tuition in installments may arrange to participate in this plan. Options include a monthly payment plan with a finance charge of 1% per month assessed on the unpaid balance, or an interest-free monthly payment plan with an up-front semester enrollment fee of \$75. Payments must be received prior to the due dates to prevent late fees and registration holds.

DIRECT BILLING TO EMPLOYERS

Students whose employers will pay tuition costs directly to the University may use the company billing process. Contact the Office of Financial Services at (314) 977-2350 to take advantage of this service.

FINANCIAL ASSISTANCE: HOW IT WORKS



CONTINUOUS ENROLLMENT POLICY

Remaining continuously enrolled in a program of study is a key factor for student progression and successful completion of a program. Therefore, the School for Professional Studies encourages and supports students to remain continuously enrolled in their program of study. The School recognizes that, on occasion, a student may experience an extraordinary personal situation for which the student

