

**What Do I Need?  
SLU in a Nutshell**



**A Guide For Your  
First Hundred  
Days**

**2009-2010**

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## **ABOUT SAINT LOUIS UNIVERSITY**

### **1. WHAT IS SAINT LOUIS UNIVERSITY'S MISSION?**

The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, and community service.

Saint Louis University is dedicated to leadership in the continuing quest for understanding of God's creation, and for the discovery, dissemination, and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Jesuit university, the pursuit is motivated by the inspiration and values of the Judaeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

### **2. WHAT ARE THE FIVE DIMENSIONS OF A SLU EXPERIENCE?**

Reflective of its mission, Saint Louis University strives to engage its students in five interrelated dimensions contributing to the development of the whole person: scholarship and knowledge, intellectual inquiry and communication, community building, leadership and service, and spirituality and values. For more information, please visit <http://www.slu.edu/x23971.xml>.

### **3. WHAT DOES IT MEAN TO HAVE A SLU EDUCATION?**

A SLU education integrates thought and action, values and facts, compassion and fulfillment. Faculty members supplement the multidisciplinary core curriculum through mentoring, focusing on issues such as adjusting to university life, the tension between responsibility and freedom, and where to find support systems on campus. Together these initiatives make the SLU experience effective and comprehensive by helping SLU students create lives that are rich and fulfilling.

### **4. WHAT IS THE ROLE OF THE PROVOST?**

Dr. Joe Weixlmann is the Provost of Saint Louis University.

The Provost is the University's chief academic officer and reports directly to the President for matters related to teaching, research, and service. The Office of the Provost website, [www.slu.edu/provost](http://www.slu.edu/provost) contains faculty resources, administration policies and procedures, and other useful information for faculty.

#### **Assessment**

Assessment at SLU occurs at the institutional, program, course, and classroom levels for the purposes of proving and improving student learning. In addition, assessment results aid the institution in advancing the strategic direction, Promoting Continuous Institutional Learning and Innovation. For more information, including links to the University's Strategic plan, visit the Assessment section of the Provost's website.

### **5. WHERE CAN I LEARN ABOUT FACULTY SENATE?**

Information about the Saint Louis University Faculty Senate, including a link to the faculty manual can be found at <http://www.slu.edu/organizations/fs/>.

## CAMPUS LOGISTICS

### 1. WHERE DO I GO FOR PARKING PERMITS?

Parking and Card Services handles parking permits that are required for University garages and lots, university identification cards, and Billiken Bucks.

Locations	Phone
DuBourg Hall room 33	977-2957
Salus Center room 1063	977-8656

Web: [http:// www.slu.edu/services/parking](http://www.slu.edu/services/parking)

### 2. DO I NEED A SAINT LOUIS UNIVERSITY ID?

The SLU card serves as personal identification and provides access to many campus buildings and services. Staff and faculty members must present their SLU Cards to cash checks at US Bank, use University Libraries' services, utilize Billiken Bucks accounts, access Bannister House, use the Instructional Media Center, access certain buildings on evenings and weekends, and for other campus services. Parking and Card Services (Dubourg Hall room 33 or Salus Center room 1063) issues ID cards – you will need to bring a copy of your faculty contract and a photo ID.

### 3. WHAT ARE BILLIKEN BUCKS?

Billiken Bucks allow your SLU ID card to function as a debit card at a number of locations on campus, including the bookstore, a number of dining facilities, the IMC, and the libraries. A minimum deposit of \$5 is required, though the balance transfers from semester to semester and year to year. Funds can be added using a credit or debit card. For more information, visit the Parking and Card Services website at [www.slu.edu/services/parking](http://www.slu.edu/services/parking).

### 4. HOW CAN I GET BETWEEN THE TWO ENDS OF CAMPUS?

The “Billiken Loop Shuttle” provides free transportation between the Frost and Health Sciences Center campuses during the academic year.

For schedules listing specific site stops and times for this service, check with the Information Desk at Busch Memorial Center, call 977-RIDE, or visit [www.slu.edu/services/transportation/billiken/](http://www.slu.edu/services/transportation/billiken/)

### 5. WHERE CAN I EAT ON CAMPUS?

The SLU campuses offer a wide variety of dining options including coffee shops like The Bean, sandwich shops and bakeries like Au Bon Pain, and Bannister House, which is the faculty and staff club. For a complete list of dining options, hours, and locations visit [www.dineoncampus.com/stlouis/](http://www.dineoncampus.com/stlouis/).

### 6. HOW DO I FIND OUT IF THE UNIVERSITY IS CLOSED?

University closings will be announced on KMOX (1120 AM), television channels 2, 4, and 5, and the University Snow Information Line at 977-SNOW (977-7669).

"Snow Schedule" - Refers to the situation in which all classes before 10:00 a.m. are suspended, but all other classes are held, all other University activities are continued and operations and offices of the University continue on their normal schedule.

"Cancellation of Classes" - Refers to the situation in which scheduled classes are suspended but all other University activities are continued.

"Closure of the University" - Refers to the situation in which all University activities are suspended and all offices are closed - only emergency essential employees identified by their respective Vice President, need to report to work.

## 7. WHERE CAN I FIND THE ACADEMIC CALENDAR?

The academic calendar can be found online at <http://www.slu.edu/x22706.xml>. The final exam schedule is also posted there.

## TECHNOLOGY

### 1. WHAT IS MY EMAIL ADDRESS AND PASSWORD?

Your email address is provided by the Office of the Provost or can be obtained by calling the ITS Customer Service Center at 977-4000. You will need to provide your Banner ID number (the 9 digit number on your SLU ID card), your date of birth, and your social security number to verify your identity.

The first part of your e-mail address (everything before @slu.edu) is referred to as your SLU Net ID. Your SLU Net ID is used to log in to your office computer as well as the classroom and lab computers.

Your password is temporarily the last 6 digits of your Banner ID and your SLU Net ID.

Passwords can be changed at <http://password.slu.edu>. Log in with your SLU Net ID and the last 6 digits of your Banner ID number. Click on "Change Password" on the left menu, and follow the on-screen instructions.

### 2. WHAT IS BANNER?

Banner Self Service, or "Banner," is a comprehensive, Internet-based service that consolidates online data management for academic and administrative functions. Banner provides faculty access to class lists, grades, room location, and information for student advising, as well as employment information such as benefits, deductions, leave balances, and payroll.

Students use Banner to register, drop or add courses, access their grades and financial records, including scholarship and financial aid information, loan information, and account history. Students may also access and request their transcripts and update their addresses and email.

Support for the various tools contained in Banner can be obtained from departments responsible for the corresponding information. The website <http://slubanner.slu.edu/> provides step by step instructions for accessing course lists, entering grades, and other teaching relating functions.

The Registrar's Office offers Individual or departmental training sessions can be arranged. Contact Ellen Weis in the Registrar's Office at 977-2270.

Information Technology Services provides a new employee orientation session on how to use Banner. Please visit <http://www.slu.edu/x7113.xml> for their complete training schedule. Additionally, videos demonstrating Banner navigation are available at <http://www.slu.edu/x24002.xml>.

### 3. WHAT IS MYSLU (AKA GATEWAY)?

MySLU, which is also known as Gateway, is an Intranet portal for current Saint Louis University students, faculty and staff. Access to services such as e-mail, Banner and Blackboard is controlled through MySLU. MySLU is located online at <http://myslu.slu.edu>. You will need your SLU Net ID and password to log in.

### 4. HOW DO I MAKE CHANGES TO MY VOICE MAIL GREETING?

Voice mail instructions are found in the Saint Louis University Telephone Directory or at [www.slu.edu/x6113.xml](http://www.slu.edu/x6113.xml).

### 5. HOW CAN I ACCESS MY VOICE MAIL FROM HOME?

Dial 977-6245.

At the prompt press the number 7 and your four digit mailbox number, followed by the # sign.

At the prompt enter your password plus the # sign.

### 6. HOW CAN I ACCESS MY EMAIL FROM OFF CAMPUS?

SLU e-mail is now provided by Gmail. The easiest way for all users to access their e-mail is through Gateway. Open your preferred Internet browser.

In the address bar, type [myslu.slu.edu](http://myslu.slu.edu).

Click in the Username field, and type the first part of your e-mail address (the part before the @ symbol).

Click in the Password field, and type your password. Notice that when you type your password, each character appears as a dot. Click on the Login button.

Click on "Tools."

Click on "Google Apps."

Enter username and password again to login.

Your password was set for you when your account was created. If you are unsure of your e-mail password, the helpdesk (977-4000) can assist you. Information Technology can help with e-mail questions – call 977-4000 or email [helpdesk@slu.edu](mailto:helpdesk@slu.edu)

## 7. HOW CAN I PURCHASE PERSONAL SOFTWARE?

ITS provides a variety of software titles through campus-wide agreements. Please see <http://www.slu.edu/x11590.xml> for a complete list of titles available. All software purchased for personal use is paid for through payroll deduction and purchased in Des Peres 107 or in the Instructional Technology Center in the LRC for those faculty on the medical campus.

## 8. IS THE CAMPUS WIRELESS?

SLU's campus is wireless. For a complete list of hot spots, visit <http://www.slu.edu/x6990.xml>.

## 9. WHEN I AM IN THE CLASSROOM OR A LAB, CAN I GET TO THE FILES I HAVE SAVED ON MY NETWORK DRIVE?

If you log into the classroom or lab computer with your SLU Net ID and Password, you will see the same network drives that you see from your office. You can then open any files in the classroom or lab that you have saved to the network drive. Caution: Be SURE to log out of the classroom or lab computer when your class is over.

## 10. HOW CAN I ACCESS MY FILES ON THE NETWORK FROM HOME?

From your home computer, open your web browser and go to [myfiles.slu.edu](http://myfiles.slu.edu). You will be prompted to log in with your SLU Net ID and Password. Once you are authenticated, you will see the network drives just as if you were in your office on campus.

# TEACHING

## 1. WHERE CAN I GET ASSISTANCE WITH TEACHING?

The Reinert Center for Teaching Excellence offers a wide range of services and resources on teaching for faculty. Services offered include: individual consultations, instructional design assistance workshops, and support with technology integration and service learning. The Center also offers effective teaching seminars, online resources, and an Academic Portfolio Retreat for pre-tenured faculty. Contact 977-3944 or visit <http://cte.slu.edu> for more information.

## 2. HOW DO I ORDER BOOKS FOR MY CLASS?

Faculty may obtain a form through their individual departments or by calling the University Bookstore on the Frost Campus (531-7925) or Matthews Medical Bookstore on the Health Sciences Center (977-8348). You will be asked for the author, title, publisher, edition and ISBN number of the selected text. Books are held through midterm unless otherwise requested by the professor. You can also order your books online by visiting the "Textbook Adoptions" section on the bookstores' websites.

Visit:

<http://slu.bncollege.com> <http://webmedbooks.com/slumc/default.aspx>.

### 3. IS THERE A COURSE MANAGEMENT SYSTEM?

Blackboard CE 8.0 is the course management system contracted by Saint Louis University. SLU's version of Blackboard is actually WebCT 8.0, but was renamed Blackboard CE after the two companies merged. Faculty can use Blackboard to distribute course materials, conduct online exams, post student grades, and conduct threaded discussions. Pedagogical assistance, support and training is provided by the Reinert Center for Teaching Excellence, while backend support is provided by ITS. Details about requesting a course and training are available at <http://blackboard.slu.edu>.

### 4. CAN I E-MAIL ALL THE STUDENTS IN MY CLASS AT THE SAME TIME?

Information Technology Services automatically creates a mailing list for each course at the University. To e-mail an entire class at once:

Go to <http://myslu.slu.edu>

Use your username and password to login.

Click on the "Faculty" tab.

A list of your current courses will appear with a mail icon to the right of each one. Simply click the mail icon to the right of the desired course to e-mail that entire class.

The e-mail list only goes out to SLU mailboxes so you need to remind students to check their SLU e-mail. Contact 977-4000 for assistance.

### 5. HOW DO I CREATE COURSE PACKETS FOR MY CLASS?

The University Bookstore can compile, reproduce, and distribute course packets. Copyrighted materials need to be submitted to the university bookstore 6-8 weeks before the start of the semester. All information needs to be presented in a bibliographical form with the correct page numbers. For additional information, contact the bookstore at 531-7925.

### 6. WHAT IS AVAILABLE AT AND THROUGH THE LIBRARIES?

SLU has four libraries: Pius XII Memorial Library is the main Library; Medical Center Library; Omer Poos Law Library; and the Vatican Film Library which is housed within Pius Library. The University Libraries provide 24/7 access to thousands of online journals, databases, e-books and the online catalog through <http://libraries.slu.edu>.

Information on how to schedule information literacy sessions for you and your students, the individualized research assistant program (RAPs), subject specific research guides, library hours, etc. can be found through <http://libraries.slu.edu>.

Each academic department is assigned a faculty librarian liaison who is available to assist you with your information research and teaching needs. A list of faculty librarian liaisons can be found at <http://libraries.slu.edu>.

## 7. HOW CAN I PUT MATERIALS ON RESERVE AT THE LIBRARY?

Information about how to place items on reserve is available at <http://libraries.slu.edu>. Click on "Course Reserves." Items can be placed on reserve at all three libraries: Pius, the Medical Center Library, and the Omer Poos Law Library. You may place either print or electronic copies of articles, class notes, sample exams, etc. on reserve.

The University Libraries adhere to Copyright policies regarding reserves. University Library staff can teach you how to put items on electronic reserve and can also place print and electronic materials on reserve for you. Once items are on reserve, the password to access materials will be forwarded to your attention for distribution to students.

## 8. WHAT IS SERVICE LEARNING?

Service learning is a pedagogical method used in many academic courses that makes service to others an integrated part of the curriculum. The students, after applying concepts learned in the classroom to this service experience, reflect on their service, thereby enhancing the academic curriculum. For information on service learning, contact Reinert Center for Teaching Excellence, 977-3944 or visit <http://servicelearning.slu.edu>.

## 9. WHAT KIND OF TECHNOLOGY IS IN THE CLASSROOMS?

The majority of SLU classrooms are "smart classrooms" with built-in equipment, including projectors, Internet-access, and projectors. More specifically, Level 2 classrooms typically include: a projector or data display, a VCR, access to academic cable, Internet access, and external video/audio jacks (a built-in computer is not always included). Level 3 classrooms include the same equipment as Level 2 rooms as well as a built-in, networked computer, a document projector, a slide projector, a podium microphone, External microphone jack, and a touch-screen control interface with room lighting control.

Installed classroom equipment (i.e., video projectors, VCRs, and computers) can be accessed via a standard key. To obtain one, contact your department secretary.

Classrooms without the smart classroom designation have an overhead projector. Supplemental equipment can also be borrowed through the Instructional Media Center. Media storerooms are located in most of the classroom buildings throughout the campus.

For more information, call 977-2919 and press "1" or visit <http://www.slu.edu/its/ets/classequipment/index.html>.

## 10. WHERE CAN I GO TO CREATE AUDIO/VISUAL MATERIALS?

ITS Instructional Media Center (IMC) has two specialty multimedia labs on campus in which faculty, staff, and students can create a variety of instructional materials. The IMC is located in the Xavier Annex, and the Information Technology Center Lab (ITC, formerly known as ETL) is on the 2nd floor of the Caroline Building.

These facilities enable users to: Output photographic quality images via color laser and large format ink-jet printers; make video DVDs from camcorder footage, MiniDV, and VHS source tapes;\* Duplicate CDs and DVDs; \* scan images;\* design flyers, booklets, teaching materials, and websites using a host of multimedia applications; capture video for insertion into PowerPoint presentations;\* edit and restore old photographs;\* and transfer audio from older formats (i.e., reel-to-reel, audio cassette, and vinyl [33 1/3, 45, and 78] as well as CD.\*

\*Educational Technology resources are not to be used to illegally duplicate copyrighted materials.

Use of these facilities incurs no charge. Users pay only for the materials used (i.e., blank CDs, DVDs, prints, posters, and videotape). Contact Elaine Marschik (977-3031) or Terry Riffey (977-7290) for further questions regarding these facilities.

#### 11. WHAT IS THE STANDARD GRADING SYSTEM?

The standard letter grades are as follows:

Undergraduate:

A, A-, B+, B, B-, C+, C, C-, D, F, AF, I, S/U, P/NP

Graduate:

A, B+, B, B-, C, F, AF, S/U, I, X

#### 12. WHAT RESOURCES ARE AVAILABLE FOR STUDENTS?

Refer to the “Key Academic Resource” page in the front of your campus telephone directory and/or the resource pages included in your faculty orientation informational packet for information on resources such as student counseling and tutoring assistance.

## RESEARCH

#### 1. WHERE CAN I GO FOR INFORMATION ON FUNDING MY RESEARCH AND OBTAINING GRANTS?

The Office of Research Services (ORS) assists university faculty and staff in development, submission, and administration of grants for research, other scholarly activities, and community outreach. For additional information, contact 977-7742 or visit <http://www.slu.edu/research/index.html>.

#### 2. WHERE CAN I LOCATE INTERNAL AND EXTERNAL GRANT FORMS?

SLU uses electronic Research Services (eRS) for the submission of all proposals for external funding. You can access eRS at [ers.slu.edu/ers](http://ers.slu.edu/ers). Forms for subcontracts and other types of agreements are located at [www.slu.edu/research/forms.html](http://www.slu.edu/research/forms.html). Forms and guidelines for internal funding and grant forms are located at the Office of Research Services website: [www.slu.edu/research](http://www.slu.edu/research).

#### 3. WHO ARE THE PERSONS AUTHORIZED TO SIGN PROPOSALS AND CERTIFICATIONS OR ACCEPT RESEARCH AWARDS FOR THE UNIVERSITY?

Frost Campus – Scott Parkinson, JD, Associate Director, Research Services, Fusz Hall, second floor, 977-7022, [sparkins@slu.edu](mailto:sparkins@slu.edu); Carole Knight, Ph.D., Associate Vice Provost, Office of Research, Fusz Hall, second floor, 977-3925, [knightcl@slu.edu](mailto:knightcl@slu.edu).

Medical Campus – Sheila T. Lischwe, Ph.D., Director, Research Services, Caroline Building, Suite 120, 977-7742, [lischwst@slu.edu](mailto:lischwst@slu.edu); Johnny Kidd, Grants Administrator, Research Services, Caroline Building, Suite 120, 977-7733, [jkidd2@slu.edu](mailto:jkidd2@slu.edu).

## CAMPUS COMMUNICATIONS

### 1. WHAT IS “NEWSLINK”?

*SLU Newslink* is the online news site for faculty and staff. The URL for Newslink is [www.slu.edu/newspage.html](http://www.slu.edu/newspage.html).

Employees also receive the related *Daily Newslink*, an electronic newsletter emailed five days a week with the latest important University news. If you have events to advertise you may submit them for publication in the Daily Newslink by completing the online form on the Newslink webpage.

### 2. WHAT IS GRAND CONNECTIONS?

*Grand Connections* is a monthly newspaper for faculty and staff that delivers comprehensive news, shares employee accomplishments and offers in-depth insight on various happenings on campus. You can find the newspaper online, [www.slu.edu/pr/grand\\_connections.html](http://www.slu.edu/pr/grand_connections.html), or in various buildings on campus.

### 3. ARE THERE OTHER CAMPUS PUBLICATIONS?

*The University News* is the weekly student-published newspaper. *Universitas* is the alumni magazine.

### 4. HOW CAN I GET HELP WITH NEWS RELEASES AND MEDIA RELATIONS?

The Marketing and Communications department services are available online at <http://www.slu.edu/x14442.xml>

## SPORTS AND RECREATION

### 1. WHAT IS A BILLIKEN?

The history of Saint Louis University’s mascot – and how it became affiliated with SLU – remains the subject of debate. Several details seem certain. Designed in 1908 by a Missouri art teacher, the Billiken is a good-luck figure that represents “things as they ought to be.”

The uniting of SLU and the Billiken seems to have happened around 1911 at the height of Billikenmania. Each version of the story includes football coach John Bender and his resemblance to the Billiken.

One story is based on the obituary for Billy Gunn (say the name quickly) who owned a drug store close to SLU. The obituary noted: “Gunn gave the Saint Louis University athletic teams their nicknames. Coach Bender walked into Mr. Gunn’s drugstore one afternoon and was greeted by the proprietor with: ‘Bender, you’re a real Billiken!’ William O’Connor, a noted sportswriter who was there, took up the name for Bender, and eventually the University teams became known as the Billikens.”

Another version is that two sports writers decided that Bender resembled the Billiken. One afternoon at practice, as writers Charles Z. McNamara and William O'Connor looked on, Bender was all smiles. Bender's broad grin and squinty eyes so impressed O'Connor that he exclaimed, "Why, Bender's a regular Billiken!" McNamara later drew the cartoon of Bender in the form of a Billiken and posted it in a drugstore window near the practice field. The football team soon became known as "Bender's Billikens."

## 2. WHERE CAN I WORKOUT ON CAMPUS?

The Simon Recreation Center located on Laclede Avenue and the Salus Fitness Center, in The Salus Center at Grand and Lafayette, offer a variety of facilities, including a swimming pool, sauna, whirlpool, indoor track, multi-purpose gym courts, racquetball courts, juice bar, and weight-lifting equipment. Campus Recreation offers a wide variety of fitness, wellness, aerobic programs and instructional classes such as yoga, salsa dance, spinning and tai chi each semester. For hours and information call 977-3975 or visit <http://www.slu.edu/x24206.xml>.

## 3. WHERE CAN I BUY TICKETS TO SLU SPORTING EVENTS?

The SLU Athletic Ticket Office is located at Chaifetz Arena and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Tickets can also be obtained by calling 977-4SLU or going to <http://slubillikens.cstv.com/ticket>

**Please Note:**

The information contained on the previous pages was current as of August 1, 2009.