



New Student

Resource

Guide

Make
Your World
More

Ursuline College 

Graduate Studies



We're here for YOU!

CareerFIT:

assessment, coaching,
+ skills certification
to launch (or accelerate)
your career.

Library Learning Commons

with evening + weekend hours,
vast network of online research
sources, IT assistance.

Helpful staff

who help make it work.

Alumni network

14,000 alumnae ready to
welcome you to their networks.

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New Student Checklist

Welcome to Ursuline College! Reviewing this guide will ensure you're prepared for your first class. Start with this checklist.

- Review the Technology Requirements on page 2**
- Check your Ursuline email network account**
 - Login to MyUrsuline
 - Login to Desire2Learn (D2L)
 - Access your Ursuline College email
- Obtain your Ursuline Student ID card and register your vehicle**
Visit the Student Services Center in Mullen 203. You may also email a picture of yourself for your student ID and your license plate number to studentservices@ursuline.edu.
- Download course syllabus** (available two weeks prior to class)
Course Syllabi are available by logging into D2L and clicking on course content. Instructions on how to download course syllabi are available on page 9.
- Financial Aid**
 - Contact your Financial Aid counselor at 440.646.8309 with questions. Detailed information regarding applying for financial aid is available at: ursuline.edu/cost-aid/tuition-costs/graduate.
 - Submit a FAFSA if not previously completed (www.fafsa.ed.gov).
- Purchase course textbooks**
Information for textbook buying is available on page 10.
- Look up classroom location**
Log into My Ursuline, click on the "Students" tab, view "Schedule" link.
- Register for URSAlert**
URS Alert is a mass notification system that enables College students, faculty, and staff to receive alerts and updates as text messages on cell phones. Registration is completed in MyUrsuline; follow the steps on page 12.
- Contact Academic Support and Disabilities Services**
Ursuline Resources for Success in Academics (URSA) provides a variety of services and programs to help make your education experience at Ursuline College a successful one. Visit ursuline.edu/ursa or call 440.684.6018.
- Contact your program director or the Graduate Admission staff** if you have questions regarding your program or registration.



Technology Requirements

Laptops and Computers

You will need consistent access to a computer in order to access some online content and to complete online quizzes. While we don't recommend specific computers, we recommend that the laptop you use, or purchase meets the requirements listed below.

Minimum Requirements:

- Operating System:
 - Windows 10 or higher
 - MacOS 11 (Big Sur) or higher (Monterey or Ventura)
- CPU:
 - Intel processor Core i5 or above, or Intel Quad-Core i5 or above
 - AMD Ryzen processor 5 or above
- Memory:
 - RAM - 8 GB or more
 - Hard Drive - 128 GB SSD or more
- Webcam & Microphone:
 - Typically built in most standard laptops

We do not support the use of Chromebooks. iPads and other touchscreen enabled laptops or tablets may also have trouble supporting certain online programs.

If you are a remote or online student, you may have trouble completing coursework if your computer does not meet the requirements above.

If you plan to purchase a new computer, you can find student discounts below.

[Dell Store with Ursuline Student Discount](#)
[Apple Education Discount Store](#)

Internet

You will need access to reliable internet connection for this course and others. D2L and other programs may be functional using a mobile device, but you should not rely on a mobile device as the sole method for completing your coursework.

Supported Browsers

Please use the [Brightspace System Check](#) to confirm you're using an acceptable browser. Firefox, Chrome, Edge, and Safari are supported browsers. For more information on desktop and mobile browser support, review the [Brightspace Browser Support](#) page.

Office 365

As a member of Ursuline College, you can download the latest version of Office 365 to your personal device.

- [How to download the latest Office 365 programs.](#)
- [How do I check which version of Office I'm using?](#)
- [How do I switch between the online version of an Office 365 application and the desktop version?](#)

Webcams and Microphones

Some courses may require you to participate in online meetings or to complete video presentations. You will need a microphone and camera on your device to complete these activities.

Some coursework may be able to be completed using a smartphone's camera and microphone but using a smartphone to complete coursework should be for emergencies only.

Webcam-enabled laptops are available for use in the Besse Library.



Email & Computer Login

Your Ursuline Login

IT provides a login to all current students at Ursuline. You will need this login to gain access to any computer on campus as well as any Ursuline computer function such as your email account, your My Ursuline account, and your Desire2Learn (D2L) account. Your Ursuline College email account is the most important tool we will use to communicate with you. We strongly encourage you to check your email regularly!

You can log into your accounts 24 hours after you have been registered for classes.

Visit [this page](#) for detailed instructions of the following steps for your first sign-in.

1. Step 1: Setup Initial Password
2. Step 2: Setup your Multi-Factor Authentication
3. Step 3: Verify that you can log-in to our systems

If you are having trouble with your email or password, send an email from your personal email address to helpdesk@ursuline.edu. Make sure to include your name, Ursuline email address, phone number, and a description of the problem you are experiencing.

Email

When logging in to your email, use your full email address as your username. Be sure to check your Ursuline email regularly! Important information is sent frequently, so monitor your account often.

D2L and MyUrsuline

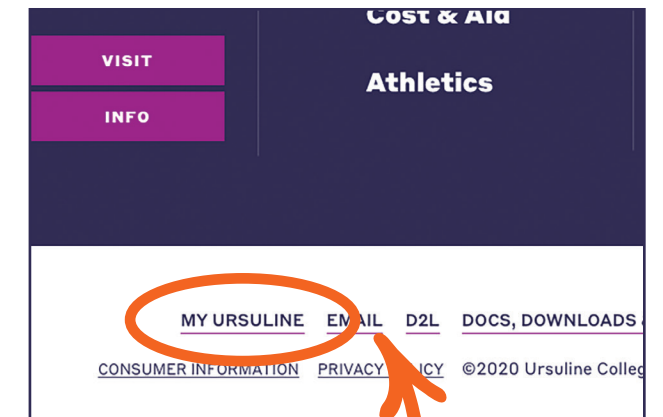
When logging in to D2L or MyUrsuline, include the “@ursuline.edu” in your username. Both D2L and MyUrsuline also use Single Sign-On (SSO) so you might not always have to sign in.

MyUrsuline

MyUrsuline is the College’s Intranet for students, faculty, and staff. Through MyUrsuline, students have 24/7 access to internal college information, their class schedules, grades, student accounts, and financial aid information.

From MyUrsuline, you are able to:

- Access financial aid information
- Pay your tuition
- View your academic records
- See your course schedule
- Access dining menus
- Submit a maintenance work order
- View the internal events calendar

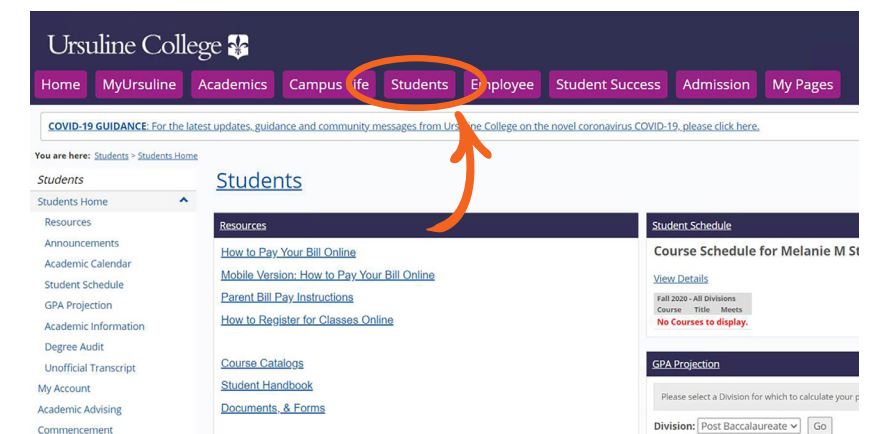


To Access MyUrsuline

- Visit the Ursuline College website (ursuline.edu).
- Scroll to the bottom of the homepage and click MY URSULINE.
- Sign in to MyUrsuline using your email, password, and Two-Factor Authentication.

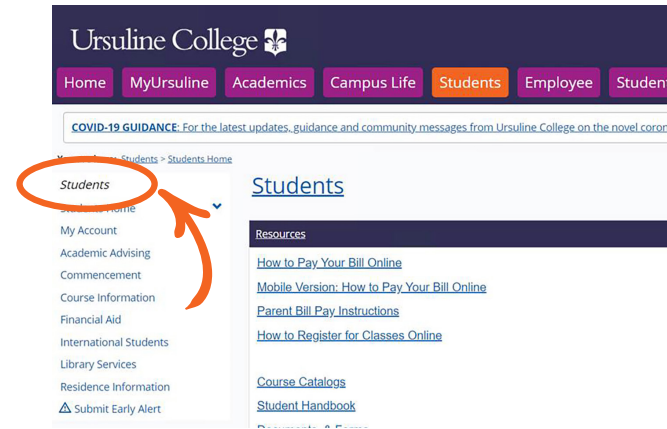
Student Tab on the MyUrsuline Home Page

MyUrsuline has several navigation tabs located at the top and left side of the screen. To access information regarding your academic and financial information, click the “Students” tab on the top of the screen. The tabs on the left side of the screen will direct you to various reports and tools.



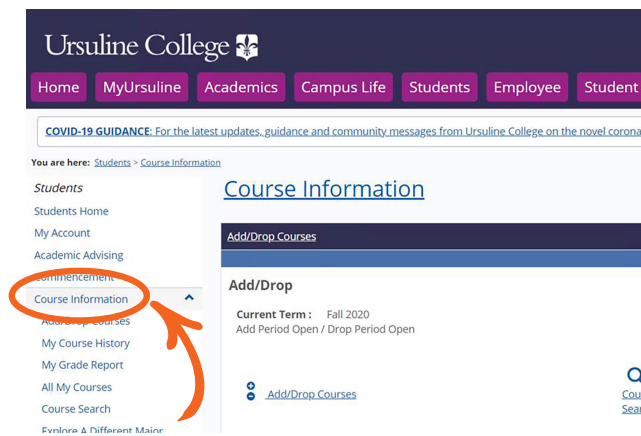
Student Tab

- **All My Courses** shows you a list of current, past, and future courses.
- **Unofficial Transcripts** allows you to view and/or print a copy of your unofficial transcript. (Note: you may be unable to print or see this feature if you have a hold for an unpaid balance).
- **GPA projection** allows you to project your GPA.
- **Grade Report** allows you to print multiple copies of grades for work and insurance related purposes.



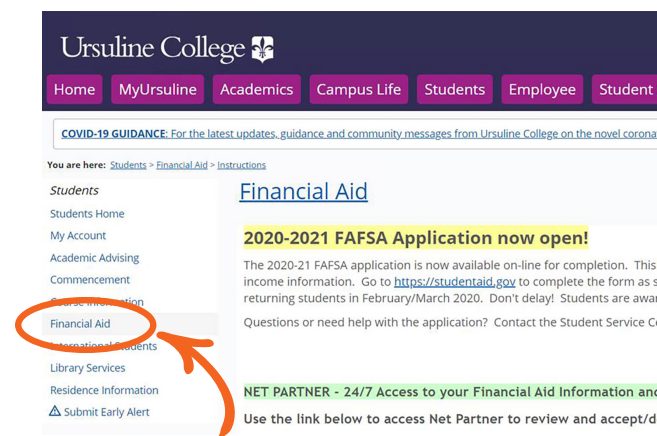
Course Information

By selecting the “Course Information” tab, you can view your course schedule, view course history, review your grade reports, and much more.



Financial Aid

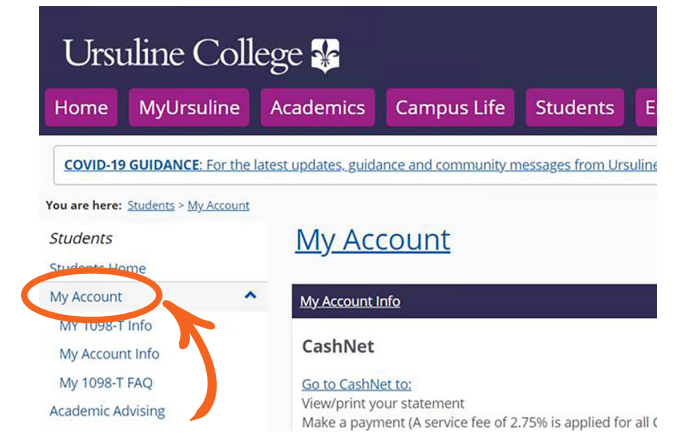
Selecting the “Financial Aid” tab will direct you to information regarding your financial aid reward. Clicking the “Net Partner” link will redirect you to Ursuline College’s online financial aid system where you can view your awards, access financial aid documents, and review your financial aid history.



Student Accounts

The “Student Accounts” tab provides a link to “CashNet” where you can view and print your account statements or make a payment on your account.

You can also access your 1098-T information as well as information on payments plans and the payment plan application form.



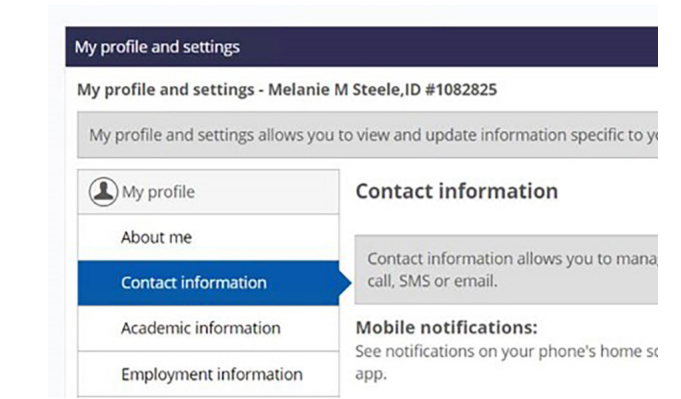
Campus Life

By clicking on the “Campus Life” tab, you have access to a variety of tools and forms. You also have access to the My CourseEval, where you can complete active course evaluations and view old evaluations.



Personal Information Updates

Vehicle information can be updated by contacting the Student Services Center in Mullen 203 or by calling 440.646.8309. MyUrsuline also provides access to the student handbook and a link to the URSAlert emergency notification system through the portal homepage.





Desire2Learn (D2L)

Desire2Learn is a learning management system (LMS) where you'll find course syllabi, assignments, readings, and announcements for each class. It functions similarly to systems such as Blackboard, Moodle, and Canvas.

How do I get started?

You will be able to log into D2L the day after you are registered for your courses.

To access D2L, follow these simple steps:

- Visit the Ursuline College website (www.ursuline.edu).
- Scroll to the bottom of the homepage and click D2L.
- Enter your email, password, and Two-Factor Authentication.
- Once you are logged into D2L, below the "My Courses" widget on the homepage, you will see a box that says Getting Started with Desire2Learn for Students, which provides links to self-guided training tools.

Syllabus and Desire2Learn

D2L is where you will find information on your current class and communications with your instructor. D2L will only send communications to your Ursuline email.

Course syllabi are posted in D2L approximately two weeks prior to the start of class. If you have any difficulty logging into D2L, or accessing the syllabus, contact servicedesk@ursuline.edu.

How Do You Download the Course Syllabus?

1. Sign-in to D2L using your email and password.
2. Once logged in, click on a course in the "My Courses" widget on the D2L homepage.
3. Click on the "Content" in the course navigation bar.
4. Click on the approved course syllabus. It should be posted in the first unit. Click on the unit in the left-hand column to expand it. Then click on the syllabus to view it. Instructors can name their first unit whatever they want, but many post it under the first unit.
5. The syllabus will appear in frame in D2L or you can click a link to open it in another window. To download a copy, click on the download button (icon below) towards the top-right of the frame to download a copy of the syllabus.



Printing Troubles?

You may need to download the document to your computer before printing. To download the document follow the instructions in step 5 above.

All incoming Ursuline College students complete the New Student Online Experience course in **Desire2Learn** to learn about Ursuline College information systems and resources. You will receive an email with a link to the course.



Textbook Guide

Ursuline College Bookstore

Books can be purchased through the Ursuline College Bookstore over the phone or online. bkstr.com/ursulineohstore/home

Bookstore Hours

For store hours, visit bkstr.com/ursulineohstore/store-hours
The bookstore hours are subject to change and vary during campus breaks.

How to Find Your Course Textbooks

- Visit bkstr.com/ursulineohstore/home
- Click on Textbooks tab at the top of the page
- Select your Term from the dropdown box
- Select your Department, Course, and Section for each class and hit Find My Materials button
- If your instructor has determined the textbooks, they will show up
- Please note that the instructor may make textbook changes, so be sure to double check your course syllabus to ensure you have the correct textbooks for the class

Questions?

Contact: **440.449.5368** or ursuline@bkstr.com

Ralph M. Besse Library FAQ

How can the library help me?

In addition to our print collection, we have tens of thousands of e-books, e-videos and online journals available through our website 24/7 (ursuline.edu/library). When you're on campus, we encourage you to stop in to take advantage of our many computers and comfortable, quiet study spaces. Meet your groupmates in one of our study rooms, or connect with an expert librarian to find the best resources for your assignments. Our friendly staff is here to help!

How do I find a book, journal article, or video in the library?

Use the "URsearch" box on the library homepage for general searches. Results will include books, ebooks, media, journal articles, and more – including materials available to request from other OhioLINK libraries. To search specifically for books or a known item in our library's collection, click on the "Find..." link on the library homepage. To search specific databases in your discipline, click on "Databases" and select the one you need from the alphabetic list. Librarians are happy to help you navigate these services.

What do I do if the library doesn't have what I need?

You can request books from other libraries in Ohio by clicking the OhioLINK button in the catalog. When you find what you want, click the green "Request" button and follow the prompts to complete your request. The item will be delivered to Ursuline within a few days.

How can I contact the library?

We can be reached at **440.646.8183** or reference@ursuline.edu. We want to make the library an easy place to use. Stop in, call, or email your question. For instant online assistance during library hours, use the chat box on the Library's website. You can also schedule an appointment with a librarian for in-depth research help.



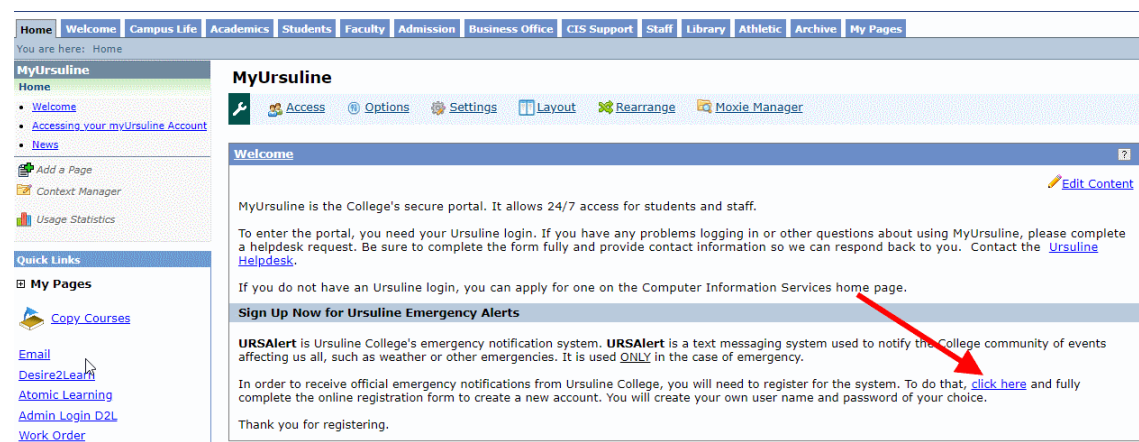
Campus Information

Campus Closure

We strongly encourage you to sign up for notifications with the URS Alert System. In the event the college must close due to inclement weather, notifications will be communicated to you in 3 ways:

1 URS Alert text messaging system

To sign up, follow the instructions on the main landing page of MyUrsuline.

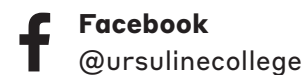


2 Ursuline College Website Home Page

Campus closure alerts will be posted on the homepage of ursuline.edu.

3 Ursuline College Social Media Channels

The college will post notifications of campus closures on its three main social media channels. Click the icons found at the bottom of every page of our website.



Need Help?

Login Troubleshooting

If you're having trouble logging in or accessing materials in your Ursuline Network account... Contact helpdesk@ursuline.edu.

Tutoring

URSA

Ursuline Resource for Success in Academics (URSA) provides free professional tutorial assistance. Should you need assistance, URSA staff can be reached at 440.684.6018.

For more information on URSA and their services, visit ursuline.edu/ursa.

Helpful Hints

OhioLink

- Students have access to OhioLink (a consortium for academic libraries) through the Ursuline College Library. Textbooks can be borrowed through OhioLink (for loan length of 21 days with up to six renewals as long as no holds have been placed on the item).
- Several public libraries are partnered with the OhioLink system, called SearchOhio. SearchOhio makes over 16 million public library items available to library users. Students should check with their local library to see if they are a member of the SearchOhio consortium as this is another borrowing option.
- Students can also utilize local CLEVnet Libraries as required course materials may be available through the CLEVnet library cooperation.
- Use your Ursuline ID to request materials and have them sent to Ursuline's library.
- You'll get a notification sent to your Ursuline email when your requested materials are ready for pickup.



Referrals

Refer a Student & Earn \$100 Gift Card

Help other adults who are interested in obtaining their master's degree by telling them about Ursuline and enjoy the benefits of the Referral Rewards.

Open to all current Ursuline College students and alumnae/i.
Student must be accepted and complete his/her first class.

Referrals are the #1 way

students learn about Ursuline

College's graduate programs

NOTE *In order to receive credit for your referral & receive the \$100 Gift Card, the prospective student must provide your name on his/her application.*

Graduate Admission
440.646.8119
graduateadmissions@ursuline.edu

2550 Lander Road
Pepper Pike, OH 44124

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