

New Student

Resource

Guide

Make
Your World
More

Ursuline College 
Graduate Studies

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

We're here **for YOU!**

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.



- 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 7.
- 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 9.
- 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 on page 5.
- 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.

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 Desire to Learn (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.

- **Your login** will be your first name plus "." plus your last name. Your first name will be your legal name, not your preferred name. For example, Liz Jones (legal name is Elizabeth) will be elizabeth.jones@ursuline.edu. If you have trouble logging in, follow the directions below to submit a Help Desk Ticket. If you have previously attended Ursuline, your email address will be the same as before.
- **Your password** will be the first letter of your first name plus the first letter of your last name plus the first five digits of your Social Security Number. If you do not have a Social Security Number, the numbers will be the first five digits of your Ursuline ID Number. Once you log in you will be able to change your password and we encourage you to do so at this time.

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 to your Ursuline email frequently, so monitor your account often.

D2L and MyUrsuline

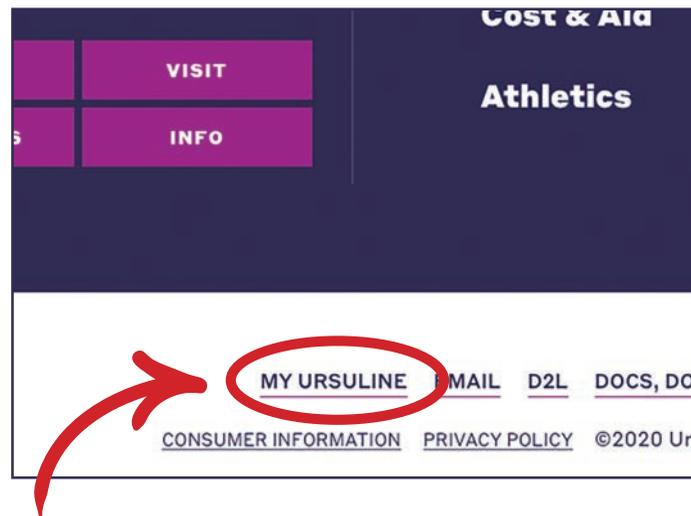
When logging in to D2L or MyUrsuline, include the "@ursuline.edu" in your username.

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:

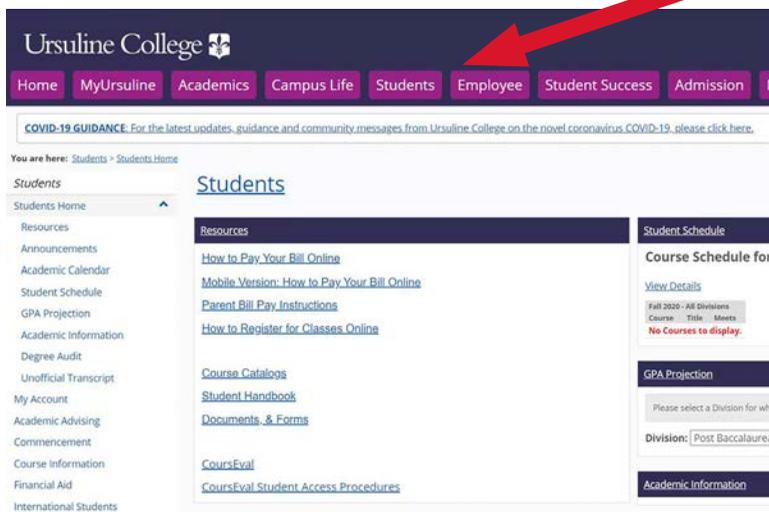
- Access financial aid information
- Pay your tuition
- View your academic records
- See your course schedule
- Access dining menus
- Submit a maintenance work order
- View the internal events calendar



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 network username and password.

MyUrsuline Home Page

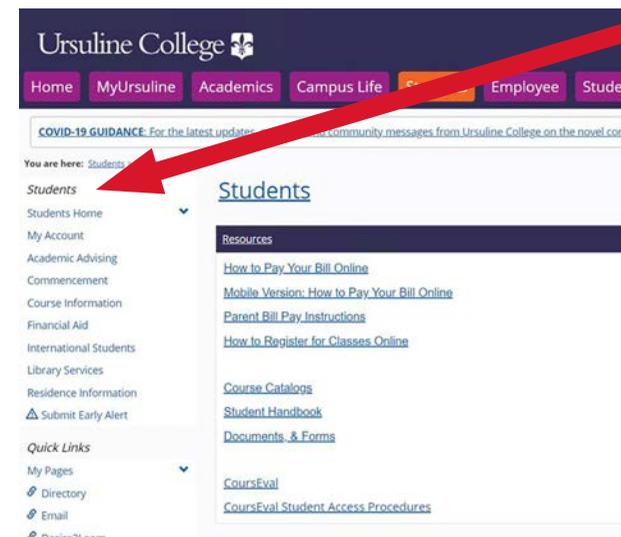


Student Tab

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.

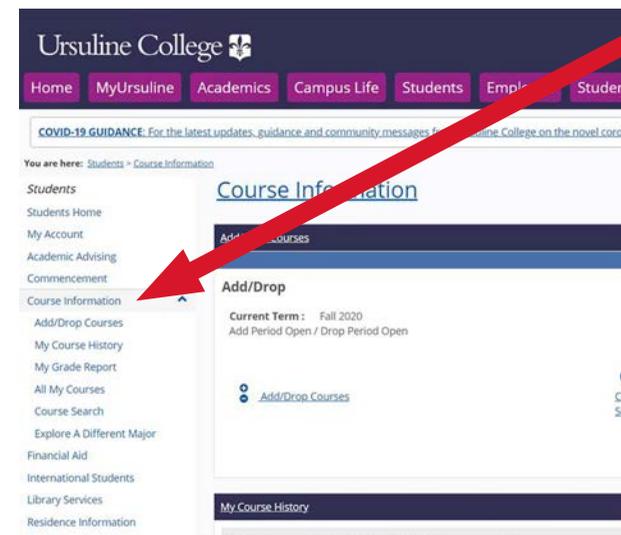
Student Tab

- **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.



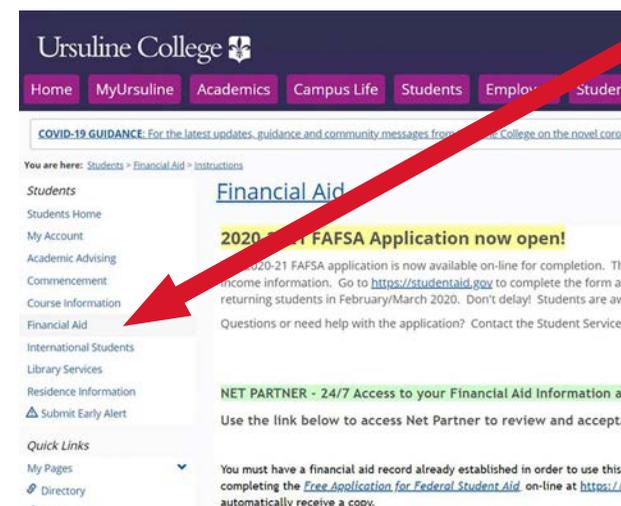
Course Information

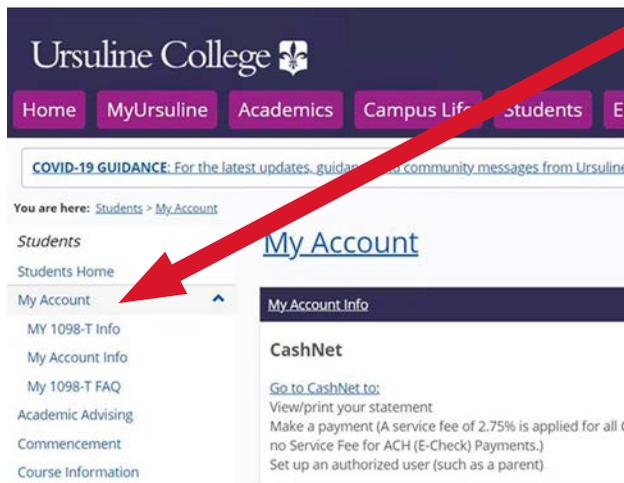
By selecting the "Course Information" tab, you can view your course schedule, view course history, review your grade reports, and much more.



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.

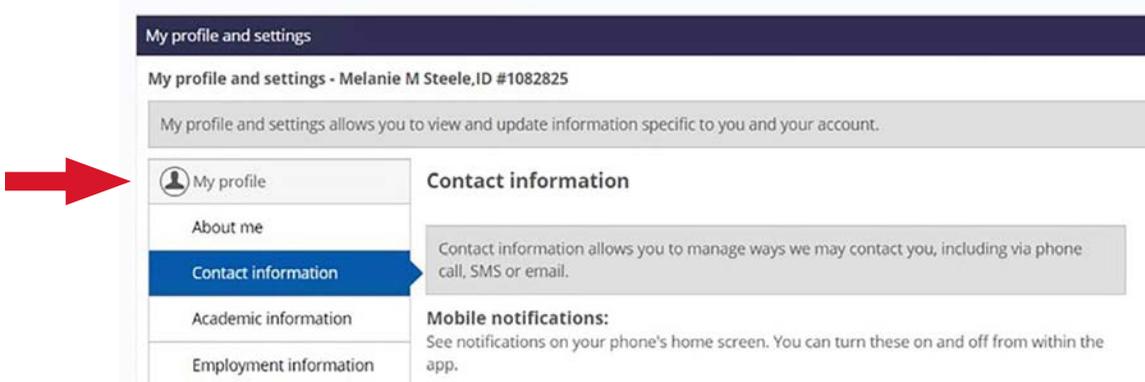


Campus Life

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). This is where you’ll find course syllabi, assignments and 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 username and password.
- Once you are logged into D2L, you will see a box at the top of the page 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 helpdesk@ursuline.edu.

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.

How Do You Download the Course Syllabus?

1. Sign-in to D2L using your network username and password.
2. Once logged in, click on “Select a course” (a list of your current courses will appear).
3. Select a course from the dropdown menu.
4. Directly under the Ursuline logo, click on the “Content” tab.
5. Click on the approved course syllabus. It should appear under the “Table of Contents.”
6. Click on the PDF link to open the document.

Printing Troubles?

You may need to download the document to your computer before printing. To download the document, click the arrow next to the PDF link and select download.



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.

Questions?

Contact: 440.449.5368 or

ursuline@bkstr.com

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.



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.



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 24x7 (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.



Contact us!

440.646.8183
reference@ursuline.edu

Whatever you need, please contact us!

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.

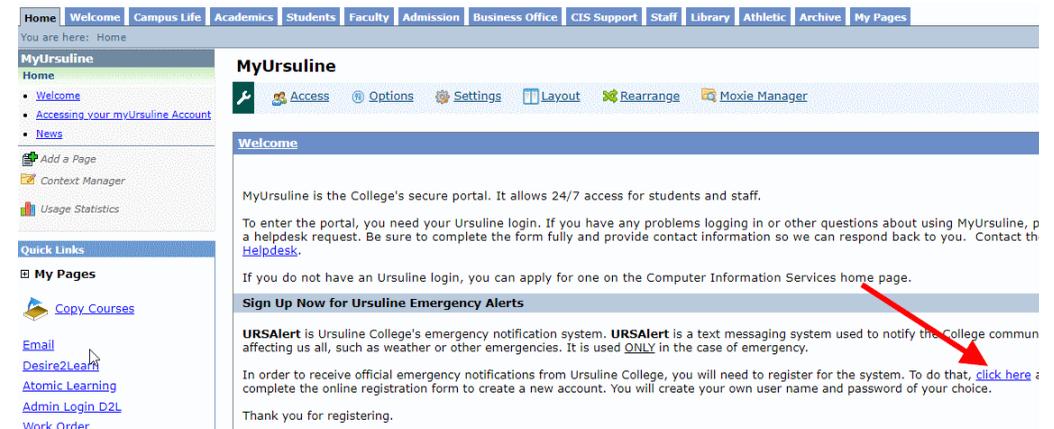
Campus Information

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.



Book Store Hours*

For store hours, visit
bkstr.com/ursulineohstore/store-hours

*Hours are subject to change

Metz Dining Services*

Breakfast: 7:30 – 10:00 a.m.
Lunch: 11:00 a.m. – 1:30 p.m.
Dinner: 4:30 – 7:00 p.m.

Cash and credit payments accepted

*Closed during campus breaks

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.



Referrals

Referrals are the #1 way students learn about Ursuline College's graduate programs

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.

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.*





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Ursuline College 

Graduate Admission

440.646.8119

graduateadmissions@ursuline.edu

2550 Lander Road

Pepper Pike, OH 44124

ursuline.edu/grad

