

Saint Louis University
Albert Gnaegi Center for Health Care Ethics
PhD Program in Health Care Ethics
General Information Guide for New Students

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CHCE Bio Form

The CHCE bio form includes information for the “Students” section of the CHCE website as well as a few questions that will assist us in preparing for your arrival. The form should have been attached to the email in which you received this document and the New Student Checklist. If you need us to send it again, please contact Dr. Salter.

Information Technology Services

All graduate students are expected to have their own computers. If this will be a problem, please let Dr. Salter know.

IT Services has helpful information regarding setting up your email and other accounts at their “New to SLU” page. This page will help you with setting up your accounts and Google apps. Once your accounts are set up, be sure to check out the product discounts page for student discounts on Mac and PC software and hardware. The software downloads page also offers free computer virus protection software and EndNote if you would like them.

New to SLU: <https://www.slu.edu/life-at-slu/student-tech-services/checklists-tech-recommendations.php>

Software downloads and discounts: <https://www.slu.edu/its/downloads-and-discounts/index.php>

Account set up information (from: <https://www.slu.edu/its/using-myslu.php>)

1. Browse to password.slu.edu
2. Log in using your SLU Net ID and default SLU Net password.
 - Your SLU Net ID is your unique SLU username. It is the same as your SLU e-mail address before the @slu.edu. If you are not sure what your e-mail address is, visit slu.edu/peoplefinder and search for your name.
 - Your default SLU Net password is "Id" followed by the last six digits of your Banner ID. For example, if your Banner ID is 000123456, then your default password is Id123456.
3. Review the requirements for a new password.
4. Enter your current password in the **Old password:** box.
5. Create a new password and enter it in the **New password:** and **Verify Password:** boxes.
6. Click **Change Password**.

Note: You should receive your SLU Net ID, email address, and Banner ID in your official acceptance letter from the university.

mySLU Portal

The mySLU Portal gives students and faculty access to services such as People Finder, Banner Self Service, Workday, Blackboard Learn, Zoom, and Google Apps.

To access the mySLU Portal visit: <https://myslu.slu.edu/>

Banner Self Service

Often referred to as “Banner,” this portal is where you will be able to search and register for classes, and view your transcripts and course schedule. If you teach your own courses, this is also where you can view your course schedule and course roster.

To access Banner visit: banner.slu.edu

Workday

Workday is where you can update your direct deposit information as well as view your pay stubs and tax information. This is also where you will go to accept your graduate assistantship contract, under academic appointment. You will find most items under your notification bell or inbox on the top left corner. Find more information at: <https://www.slu.edu/its/about/services-and-products/workday/faqs.php>

University Calendars

<https://www.slu.edu/registrar/calendars/index.php>

The academic calendar is available above. The CHCE also maintains a Google Calendar which includes information on upcoming CHCE events. If you have difficulty accessing the CHCE calendar, please contact Adrienne McCarthy.

PhD Program Curriculum

Information outlining the curriculum for the PhD program may be found in the *PhD Program Student Manual*. Each student will meet with Dr. Salter every semester to assess his or her course plan and discuss which courses the student should take in the following semester. Dr. Salter will provide you with curriculum worksheets that will assist you in planning your semesters and tracking your progress in the PhD program.

CHCE Secure Student Website

<https://sites.google.com/a/slu.edu/bioethics/>

The CHCE secure student website contains important resources and materials for students. On this website you will find program information and curriculum worksheets, resources for GAs, information about comprehensive exams and dissertations, and updated lists of fellowships, conferences, and listservs. Make sure to bookmark this site for future reference.

Course Registration

Before registering for courses, you should contact Dr. Salter to discuss your long-term course plan and determine which classes you should take during the fall semester.

Registration directions adapted from the Office of Enrollment and Retention Management:

1. Log-in to [MySLU.slu.edu](https://my.slu.edu)
2. Click on the **Student Tab**
3. Click on **Add or Drop Classes**
4. Select the appropriate term from the drop down menu and click submit
5. You are now on the **Add/Drop Classes** page
 1. Find the CRN's for your courses by clicking on the grey **Class Search** button in the lower left to search the live database
 2. Enter the CRN's in the boxes near the bottom of the page and click **Submit Changes**
 3. If you encounter registration errors please contact [Adrienne McCarthy](mailto:Adrienne.McCarthy@slu.edu) at the CHCE (adrienne.mccarthy@slu.edu)

A video illustrating the registration process is available at:

<https://www.slu.edu/registrar/register/index.php>

Bookstores and Libraries

<https://slu.bncollege.com/shop/slu/home>

Two bookstores are available on campus, one in the Busch Student Center and one on the medical campus.

There are also three university libraries, Pius XII (main campus), the Law School Library, and the Medical Center Library. You will take a seminar on how to utilize the library resources at SLU during your first semester. As a matter of convenience, you can request library books on-line and have them delivered to whichever library is most convenient for you to pick them up at. For example, you can request books from Pius XII to be made available for pick up at the Medical Center Library. The CHCE also maintains a library that includes a variety of titles and resources related to health care ethics. Please do not remove books from the CHCE and be sure to follow the informal check-out procedure. <http://libraries.slu.edu/>

In addition to the big box chain stores, Saint Louis has several great independent bookstores as well:

Dunaway Books: <http://www.dunawaybooks.com>

Left Bank Books: <http://www.left-bank.com>

Subterranean Books: <http://store.subbooks.com>

Reference Manager Software

Many students find it helpful to use a reference managing software to handle their citations and bibliographies for research papers. We recommend using either EndNote or Zotero. EndNote is available for free to all current SLU students. To download EndNote, and for helpful information on how to use EndNote, please visit <https://libguides.slu.edu/EndNote>. To download Zotero, see <https://www.zotero.org/>.

Orientation

The Center for Health Care Ethics student orientation is mandatory for all new students.

The Office of Graduate Education offers a graduate student orientation (optional) and a graduate assistant orientation (mandatory for all new GAs). For additional information regarding these orientations, please visit their website at:

<https://www.slu.edu/academics/graduate/information-for-new-students.php>

CHCE orientation	Mandatory
Graduate Assistant orientation	Mandatory
Graduate Student orientation	Optional

Additional information regarding the times and locations of these events will be communicated once they are finalized.

Parking and Card Services

The Parking and Card Services office manages the distribution of SLUcards (Student IDs) and all university parking.

For more information about Parking and Card services, visit:

<https://www.slu.edu/parking/index.php>

Parking and Card Services Locations:

Frost Campus

Office Hours:

M - F: 8a.m. - 4p.m.

Location:

Wool Center

3545 Lindell

First Floor, Suite 130

St. Louis, MO 63103

Phone: 314.977.2957

Medical Center Campus

Office Hours:

M - F: 7:30 a.m. - 11:30 a.m.

M - F: 12:00 p.m. - 4 p.m.

Location:

Caroline Building

Room C008 3556 Caroline Mall

St. Louis, MO 63104

Phone: 314.977.8656

Student IDs

Student IDs are utilized for accessing academic buildings, the Simon Recreation Center, and also serve as your library card. There is no fee unless you lose your card and need to replace it.

Student IDs may also be connected to a US Bank checking account and utilized as a debit card if you would like to do so. You may obtain your ID at both Parking and Card Services locations.

When you go to obtain your ID, please be sure to bring a **photo ID** (driver's license or passport) and your **class schedule**.

Parking Information

Students and faculty in the PhD program traditionally utilize the free street parking on Lafayette Street, but parking permits for the Salus Center parking lots are available through Parking and Card Services. For more information on parking permits, please visit:

<https://www.slu.edu/parking/parking-permit-faq.php>

Student Health and Counseling

<https://www.slu.edu/life-at-slu/student-health/index.php>

Student Health Services is located on the main campus in Marchetti Tower East. Various forms are required to be submitted before classes begin in the fall. For the required forms, please visit: <http://www.slu.edu/life-at-slu/student-health/required-records-forms.php>

Counseling services are available to all students at SLU free of charge. The University Counseling Center is located in Wuller Hall on the main campus. For more information, please see <https://www.slu.edu/life-at-slu/university-counseling/index.php>

Fitness Facilities

<https://www.slu.edu/life-at-slu/campus-recreation-wellness/index.php>

Two exercise facilities are available on campus. The Simon Recreation Center is the primary facility located off of Laclede on the main campus. There is also a fitness center in the Salus Center. Please see the links above for more information about each facility's offerings and hours of operation.

Student Financial Services

<https://www.slu.edu/medicine/about/student-resources/financial-aid/index.php>

Students interested in information about student loans should contact Student Financial Services.

Graduate Assistantship Information

<https://www.slu.edu/parks/current-students/scholarships/graduate-assistantships-financial-aid.php>

Graduate assistants are typically classified in two categories: Teaching Assistants and Research Assistants. Teaching Assistants typically teach two sections (usually 50-60 students total) of an undergraduate course each semester. Research Assistants are assigned to a particular faculty member; these positions have varied responsibilities based on the needs of the faculty member

and the interests of the student. Research Assistants will meet with their assigned faculty member in order to establish expectations and responsibilities.

Students are expected to read the Policies and Procedures Manual for Graduate Assistants, available at: https://www.slu.edu/academics/graduate/ga_manual_july_2017.pdf

Please note, if you have questions regarding accepting your GA contract, the HR paperwork, health insurance enrollment, or direct deposit enrollment, please contact Adrienne McCarthy.

You should consult the PhD Program Student Manual for department policies regarding Graduate Assistantships. However, the information below includes helpful information about things you'll need to do and/or consider before classes start in August.

Accepting your contract

Once your GA contract is created by the department and approved and finalized by the university, you will need to accept the assistantship via Workday. To do this log in to Workday.

Payroll and Human Resources Forms

You should be prompted to finish any needed forms in Workday when you accept your graduate assistantship. You will need to be IN PERSON to finish your I9 (details on page 7).

1. Employment Eligibility Verification Form (I-9): If you have been paid through the University payroll system in the last twelve months, you may skip this step. No sooner than 31 days prior to the first day of work and no later than the first day of work, [use this link](#) to complete the employee section of the I-9 Form. Please note, the I-9 process IS NOT COMPLETE until you present the indicated forms of identification (provided during the online I-9 process) to the Human Resources offices in the Wool Center at 3545 Lindell Boulevard, St. Louis, MO 63103. Employees may not begin work until this process has been completed. You will be provided with a confirmation receipt from Human Resources upon successful completion of this step. **Failure to do so could jeopardize your assistantship, will delay your paycheck, and could place your department at risk for payment of fines and penalties.**

2. Federal and State Tax Withholding Forms: All new employees are automatically setup with the highest tax withholding of single with zero allowances. Once a completed tax form is provided to payroll, the original setup will be updated with the employee requested withholdings.

· [Federal W-4 Form](#)

· [State W-4 Form](#)

Direct Deposit Enrollment: New employees should set up their initial direct deposit allocations via Workday. This should be prompted when you accept your graduate assistantship. You can

make changes and locate this in Workday. Click on your photo bubble in the top right and locate the "pay" button on the left side of the screen, then the "pay elections" tab. It is also the portal where employees can find their pay stubs, total compensation statements, and W-2 forms. Please note, until you setup your direct deposit, you will receive a paper check mailed to your "Permanent" address under the "contact" button in workday. It is important that you make certain you verify your permanent address in Workday.

4. Personal Information Form: [PIF](#) Select the Student form found under the heading "Personal Information". Complete the form and turn in with your withholding forms when you come to Human Resources to complete the I-9 process.

New International Students

In addition to the above, new international students must obtain a permanent social security card and an authorization to work letter from the International Center prior to beginning work.

Health Insurance

Your appointment includes health insurance for the period indicated on your contract. To enroll, please visit the Aetna University Health Plan website: [UHP Enrollment](#). Details about the plan can be found on the [University Health Plan website](#). Enrollment must be completed within 31 days after the start date of your contract. If you have not enrolled by that time, you will forfeit the coverage. Please contact Adrian Jones at adriang.jones@health.slu.edu with any questions.

Dependent Health Insurance Coverage.

Coverage for spouse and/or dependents is available at an additional charge to you. The Saint Louis University Graduate Education Marketplace provides the opportunity to purchase dependent coverage: [SLU Marketplace](#)

Dependent coverage will not be activated until payment is made.

Graduate Assistant Orientation

<https://www.slu.edu/academics/graduate/information-for-new-students.php>

All Saint Louis University Graduate Assistants are required to attend Graduate Assistant Orientation; please see the Admitted Student Checklist for information on the date. You will also receive information via email about the time and location of this event. For additional information about Graduate Assistant Orientation, please visit the link above.

Housing Information

Most students find the cost of living in St. Louis to be very affordable. It is important to know that St. Louis city is divided into neighborhoods, so you might see housing opportunities for “Shaw,” “Central West End,” or “Soulard.” These are all in St. Louis, but each neighborhood has distinctive features. For information about the neighborhoods see <http://explorestlouis.com/visit-explore/discover/neighborhoods/> or contact one of our current students.

Students in the CHCE have recommended the rental property managers below based on their favorable experiences:

- Red Brick Management: <http://www.redbrickstl.com/>
- Garcia Properties, LLC: www.gpstl.com
- Hawthorne Apartments:
<http://www.apartmentguide.com/apartments/Missouri/Saint-Louis/The-Hawthorne/59412/>
- Asprient Properties: <http://www.asprient.com/>

Many apartments and rental properties are listed at:

- www.rent.com
- www.zillow.com
- www.apartments.com
- Property managers will often advertise their rent specials, promotions, and vacancies at stlouis.craigslist.org as well.

Many of our students choose to live in Tower Grove South or Central West End. If you have any questions about particular locations you are interested in, commute times, etc. we encourage you to contact one of our current students for additional guidance.

Some property managers will require income verification when you file your application or sign your lease. Please contact Adrienne McCarthy if you need income verification before your assistantship contract is available.

Child Care and School Districts

If you have young children, here are some childcare centers that some of our students have used in the past:

[Clay Early Childhood Center](#) at Harris Stowe University

[Kinder Care](#)-various locations

[Kol Rinah Early Childhood Center](#)

[Elaine Rosi Academy](#)

If you have school-age children, here is a ranking of St. Louis school districts:

<https://www.niche.com/k12/rankings/public-school-districts/best-overall/m/st-louis-metroarea/>.

Please feel free to contact Dr. Salter with other questions about family-friendly neighborhoods and activities.

Alternative Transportation

<http://www.slu.edu/facilities-services-home/departments/transportation-services>

There are many services available for traveling around campus and around St. Louis. First, SLU operates a variety of shuttles for students. Of particular interest are the Grand Shuttle which picks up at the Salus Center and can bring you to the Medical School, Metro stop, and Busch Student Center (main campus), and the Weekend Shuttle which takes students from campus to various shopping centers on weekends. Information on SLU shuttles is available at:

<https://www.slu.edu/parking/on-campus-transportation/shuttle-services.php>

Metro Transit of St. Louis also runs two train lines and various bus routes. Both metro lines stop at Grand, and SLU's Grand shuttle route includes two stops at the metro station. See <http://www.metrostlouis.org/> for information on metro trains and bus lines. SLU Parking and Card Services offers discount semester metro passes to students.

Current Students

<https://www.slu.edu/arts-and-sciences/bioethics/research/student-research.php>

Brief bios of our current students may be found at the link above. Please contact Dr. Salter (erica.salter@slu.edu) for contact information of our current students.

Things to do in St. Louis

Entertainment:

The St. Louis Gateway Arch:

<http://www.gatewayarch.com>

Built in 1965, the Arch stands 630 feet tall, and the top is accessible by tram. One of the most recognizable and awe-inspiring man-made structures in history.

The Mississippi Riverfront:

<http://lacledeislanding.com/>

A touristy area where you can bike, dine, shop, take old-time riverboat cruises down the Mississippi River, visit the National Video Game and Co-op Museum, the Museum of Westward Expansion and the Laclede's Landing Wax Museum.

SLU Museums & Arts:

We also have some great art spaces at SLU. Don't miss SLUMA, the Museum of Contemporary Religious Art (MOCRA), or the ornate Samuel Cupples House.

The City Museum:

www.citymuseum.org

Located in downtown St. Louis, The City Museum is an interactive museum that is impossible to categorize and difficult to describe. You have to experience it to believe it. Highly recommended!

Forest Park:

<https://www.forestparkforever.org/>One of the finest urban parks in the world (bigger than NYC's Central Park!), Forest Park's 1,371 acres house the St. Louis Zoo, the St. Louis Art Museum, the St. Louis History Museum, the St. Louis Science Center, The Muny Amphitheatre and the Jewel Box greenhouse – not to mention a golf course, tennis courts, a skating rink, and trails for biking, rollerblading and more.

Missouri Botanical Gardens:

www.mobot.org

The 79 acres of the Missouri Botanical Gardens are some of the most spectacular in the world. Don't miss the retro-futuristic sounding Climatron and the beautiful Japanese gardens. Stop by the huge and interesting gift shop, too.

Sports:

St. Louis has been diagnosed with sports mania. Busch Stadium and the Scottrade Center provide homes to the Cardinals <http://stlouis.cardinals.mlb.com> & Blues <http://blues.nhl.com>, respectively.

Anheuser-Busch Brewery:

www.budweisertours.com

Take a free tour of the historic buildings where Adolphus Busch manufactured the "King of Beers" while learning about the brewing process, and then enjoy some samples in the hospitality room.

Old Courthouse:

<http://www.gatewayarch.com/experience/old-courthouse.aspx>The Greek Revival-style courthouse now serves as the home to historic exhibits and the film, The Gateway to the West. The Courthouse is part of the Jefferson National Expansion Memorial.

Cathedral Basilica of St. Louis:

www.cathedralstl.org

Take a tour of the nearby cathedral that contains the largest collection of mosaics in the world, some 83,000 square feet of encrusted domes, ceilings, arches and walls.

Grand Center:

www.grandcenter.org

The arts district of St. Louis, Grand Center is home to an array of theatres, museums, restaurants, coffee shops and more. Watch a touring Broadway musical. Listen to the world-class St. Louis Symphony Orchestra. Enjoy a contemporary art exhibit. A cultural playground —just steps away from the Saint Louis University campus.

Union Station:

www.stlouisunionstation.com

On the National Landmark of Historic Places, St. Louis Union Station was once one of the largest and busiest train stations in the world. Today it houses a Hyatt Regency hotel and shops and restaurants such as the Hard Rock Cafe.

Neighborhoods:

St. Louis has great neighborhoods for dining, shopping and people-watching that include:

Neighborhood	Website	Attractions
The Hill	https://explorestlouis.com/things-to-do/neighborhoods/the-hill/	St. Louis' Little Italy
The Central West End	https://cwescene.com/	
University City Loop ("The Loop")	https://visittheLoop.com/	Restaurants, bars, boutique shopping, concert venues, and the St. Louis Walk of Fame
Historic Soulard	http://www.soulard.org www.soulardmarket.com	Restaurants, bars, free shuttles to Cardinals and Blues games, the home of the country's second largest Mardi Gras celebration, and the popular open-air farmer's market
Lafayette Square	http://lafayettesquare.org/	A beautiful park and the home of many coffee shops and restaurants
South Grand	http://southgrand.org/	A great place to go for food from around the world or local favorites like St. Louis Bread Co. (Panera), City Diner, and The Gelateria

Events, Tourism, and Travel Resources

Explore St. Louis: <https://explorestlouis.com/>

Get to know the region: <http://www.visitmo.com>

St. Louis Events Calendars:

<http://www.riverfronttimes.com/>

<http://events.stltoday.com>

<https://www.stlmag.com/SLM-events>

Dining and Restaurant Guides:

Yelp! <http://www.yelp.com/stlouis>

River Front Times <http://www.riverfronttimes.com/>

Dining STL <http://www.diningstl.com>

Sauce Magazine <http://www.saucemagazine.com/>