



S&T Global Learning New Student Webinar Summer & Fall 2021

MISSOURI
S&T

Welcome



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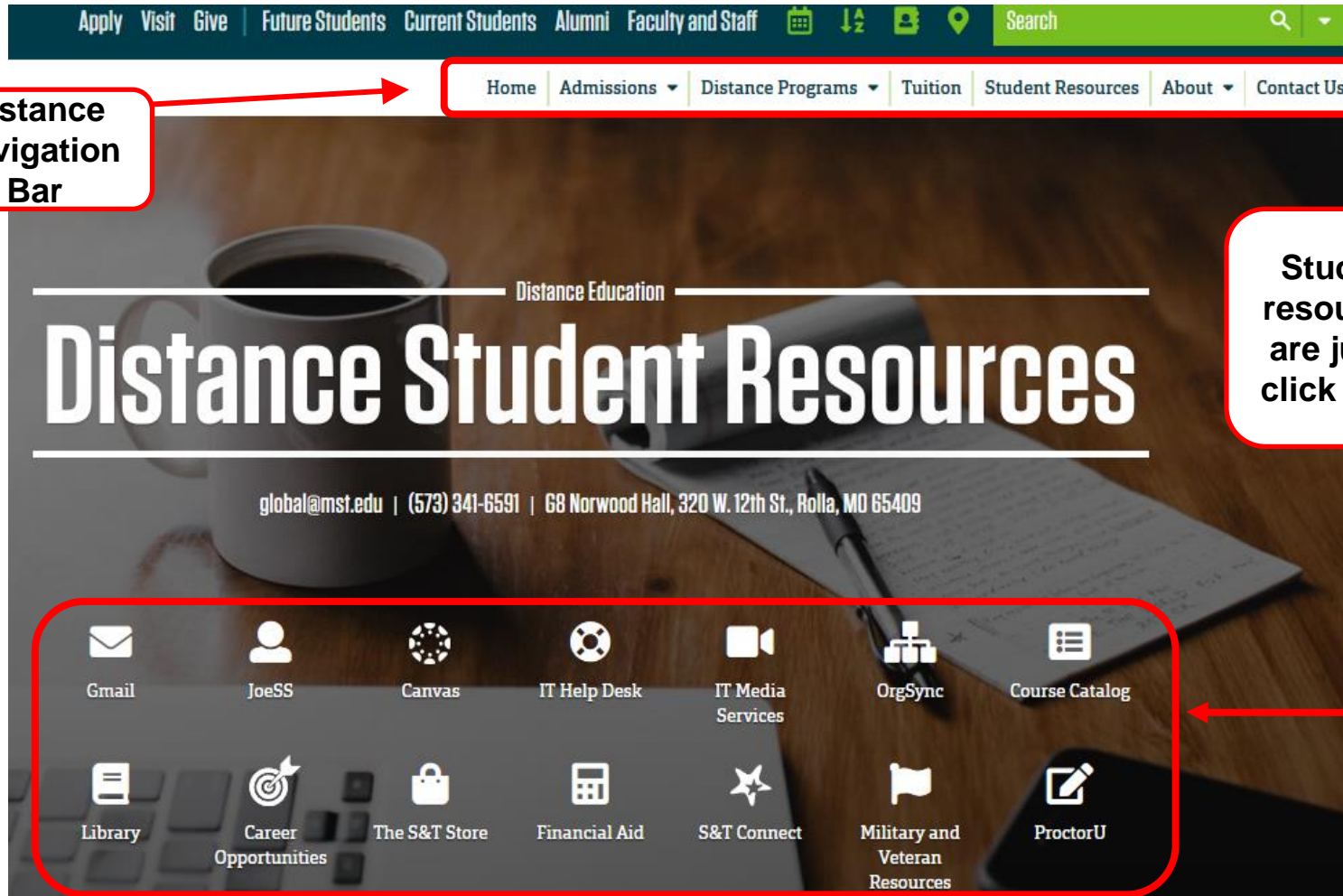
Please feel free to contact us with any questions!
(reyesch@mst.edu or global@mst.edu)

Overview

1. Navigating the Website
2. New Student Orientation
3. Schedule of Classes
4. Enrolling in Classes
5. Joe'SS Self Service
6. Setting Up Your S&T Email
7. Canvas Learning Management System
8. Dates & Deadlines
9. Add/Drop Policy
10. Advising Week
11. Student Resources
12. Virtual Test Proctoring
13. Virtual Private Networks
14. IT Services
15. Connect with Us
16. Questions

Navigating the Website

1.



Distance
Navigation
Bar

Student
resources
are just a
click away

****Bookmark the Distance Student Resources webpage****

<https://distance.mst.edu/student-resources/>

Navigating the Website

1.

Class Schedule



What courses are available? Check out S&T's schedule of classes. Distance classes follow the same schedule as on-campus, which is semester based (16 weeks spring and fall semesters and 8 weeks summer session).

[View all classes](#)

Deferred Tuition



Eligible for educational benefits? Many companies provide educational benefits to their employees. View eligibility requirements for employer-sponsored tuition reimbursements.

[Learn how to apply](#)

Forms



Searching for a form? We have all the forms you might need in one central location. This includes finance forms, graduation forms, transcript requests, grading forms, program revision forms, address and name change forms, and more.

[View all forms](#)

Graduate Certificate students need to apply for completion in the final semester to receive the graduate certificate. Don't forget to apply for your master's degree if you plan on moving forward.

You can find more information here.

Distance Policies



S&T's policies for distance students. Make sure to familiarize yourself with S&T's policies on tuition, add/drop dates and deadlines and refunds.

[View distance policies](#)

Student Account Access



Access your student accounts. Email, Canvas, Joe'SS login, training and tutorials, technical support through IT Media Services, and other resources.

[View all systems](#)

Graduation Prep



Congratulations! We pulled together a checklist of everything you need to prepare for graduation.

[View the checklist](#)

****Bookmark the Distance Student Resources webpage****

<https://distance.mst.edu/student-resources/>

New Student Orientation

2.

Are you ready for the semester to begin?

A successful start makes all the difference. Join us for one of our new student orientation sessions, so you're prepared for classes.

Each session provides a 30-minute overview that covers topics ranging from registration and enrollment to media services, testing your equipment, billing and more. It is followed by a Q&A session, so have your questions ready. And feel free to submit questions at any time during the presentation.

Topics covered include

- Registering for Classes
- Student Resources (IT help desk, financial aid, billing, career center, etc.)
- Joe'SS Self Service
- Canvas LMS
- I.T. Media Services (interactive live stream testing, distance student support)
- And more...

Upcoming Presentations

Wednesday, Oct 21, 2020

12:00 p.m. – 1:00 p.m. CDT

[Register, Oct 21 >](#)

Wednesday, Nov 18, 2020

6:00 p.m. – 7:00 p.m. CST

[Register, Nov 18 >](#)

Wednesday, Dec 16, 2020

3:00 p.m. – 4:00 p.m. CST

[Register, Dec. 16 >](#)

New Student Checklist

- First Steps
- Next Steps
- Resources

Information on setting up Joe'SS and your student email, getting enrolled in classes and how to pay for them, and more!

<https://distance.mst.edu/admissions/new-student-orientation/>



Schedule of Classes

3.



Summer Semester 2021 - Distance
June 7, 2021 - July 30, 2021

[View Summer Distance Classes >](#)

- Select your semester. If you see both Distance and Main schedules, select Distance. Class schedules can be found at: <https://distance.mst.edu/distance-programs/distance-classes/schedules/>
- Select subject (department) of the course and it will take you to those classes.
- Select the class you are interested in to view the course page.

SCROLL TO SUBJECT

[Aero Eng](#) | [Arch Eng](#) | [Business](#) | [Chem Eng](#) | [Civ Eng](#) | [Comp Eng](#) | [Comp Sci](#) | [ERP](#) | [Elec Eng](#) | [Eng Mgt](#) | [Env Eng](#) | [Exp Eng](#) | [Finance](#) | [Geo Eng](#) | [Geophys](#) | [IST](#) | [Math](#) | [Mech Eng](#) | [Min Eng](#) | [Psych](#) | [Statistics](#) | [Sys Eng](#) | [TCH COM](#)

CIV ENG

COURSE	TIME/DAY	INSTRUCTOR	INSTRUCTION MODE	CAMPUS
Civ Eng 3842 102 72063: Fundamentals of Building Systems	Arranged	William Gillis III	Online Asynchronous	Distance

Schedule of Classes

3.

- Instructor Contact Info
- Course Description
- Campus Class Meeting Time/Day
- Syllabus (if provided)
- Prerequisites
- Units (credit hours)
- Books & Materials (if needed)
- If Live Participation is required
- Course Access

CIV ENG 3842 FUNDAMENTALS OF BUILDING SYSTEMS

An examination of building life support systems and technology of interest to civil engineers in the planning, operation, and maintenance of buildings. Topics include human comfort, electrical, mechanical, water and waste, transportation, lighting, and other systems necessary for building utilization.

Time/Day: Arranged
Prerequisites: Physics 2135, Math 2222, and Junior Standing.
Units: 3
Course Component(s): Lecture

Class information for Boeing vouchers



WILLIAM GILLIS III

Prof, ast teach
Civil, Arch & Environ Engr
333 Butler Carlton Hall
Rolla, MO 65409

573-341-4467 | wgillis@mst.edu

Course Access

ATTENTION DISTANCE STUDENTS

For live class lectures, you will log in using the Zoom UM System link in Canvas. For accessing class recordings, you will need to contact your instructor directly.

Enrollment Information				
Campus	Delivery Mode	Class Status	Class Nbr	Section
Distance Education	Online	OPEN	72063	102
Course Access Information				
Learning Management System			Canvas	

Class Number & Section
(Make sure these match your class in Joe'SS!)



Enrolling in Classes

4.

Your First Semester

1. **Speak with your department graduate coordinator**

You will need to speak with an academic advisor from your department before you can select your classes in Joe'SS so that they can lift the Advising Hold. Please contact global@mst.edu if you do not know who your advisor is.

2. **Enrolling in a Class** (Click [here](#) for tutorial)

Course information can be found on the [Distance Class Schedule](#) webpage. Make sure the **5-digit Class Number** and **Section** in Joe'SS matches the course from the Distance class schedule. If you have to search in Joe'SS for the class, make sure the **Location** for the class says "*Distance Education.*"

3. Register in Joe'SS by enrollment deadline to avoid **LATE REGISTRATION FEE**. ([Dates & Deadlines](#))

4. For future semesters, reach out to your advisor during Advising Week to repeat steps 1 and 2 above.

Joe'SS Self Service

5.

Having trouble logging in?

Forgot your username or password? Contact the IT Help Desk <http://it.mst.edu/>

Your username is the first part of your S&T email address.

Note: If you don't know your Joe'SS Username, you can find this information by logging into your Application Status Page.

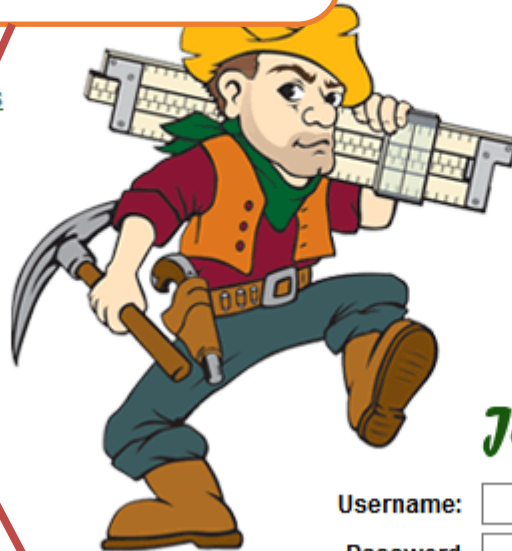
<https://connect.mst.edu/apply/status>

Guest Access

[Additional Authorized Access](#)
[Browse Course Catalog](#)
[Schedule of Classes](#)

Help Links

[Forgot Your Password?](#)
[Create Your Password](#)
[Training](#)
[Help Desk](#)
[Registrar's Office](#)
[Cashier's Office](#)
[Missouri S&T Home](#)
[Joe'SS Supported Browsers](#)



Joe Miner's Self Service

Username:

Password:

Set up your official S&T "Joe'SS" Account here.

For instructions visit:

<https://distance.mst.edu/admissions/joess/>

joess.mst.edu



Joe'SS Self Service

5.

MISSOURI S&T MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY Joe'SS

Home | Add to Favorites | Sign out

Favorites Main Menu

Menu Search Menu: Search: Welcome to Joe'SS

My Favorites

UM Processes and Reports

Self Service

Change Password

UM E-Consent

Campus Finances

Campus Personal Information

Student Admission

Not seeing a lot when you log in?
For example this student only has
3 options under "Self Service"

Agree to UM E-Consent

The **first time** you log into Joe'SS be sure to agree to E-Consent! You will not be able to do business with the university over the internet until you have agreed to E-Consent.

Joe'SS Self Service

5.

The screenshot shows the Joe'SS self-service interface. On the left, a 'Menu' sidebar lists various options, with 'Emergency Mass Notification' highlighted at the bottom. A red arrow points from this menu item to a callout box. The main content area displays the 'Emergency Mass Notification System (EMNS) Registration' page. This page includes a header with the Missouri S&T logo and 'Joe'SS' branding, a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links, and a main heading 'Emergency Mass Notification System (EMNS) Registration'. Below the heading is a paragraph of text explaining the registration process and a note about the alternate email address. A form contains fields for 'University Email Address' (baileyj@mst.edu), 'Local Phone Number', 'Cell Phone Number (voicemail alert)', 'Text Messaging Number (text message alert)', and 'Alternate Email Address'. At the bottom of the form are two buttons: 'Done Updating' and 'Opt-Out', with the 'Opt-Out' button circled in red.

You may wish to Opt-Out of Emergency Mass Notification

For example: everyone on the list received a text and phone call at 12:05 AM on Monday regarding a robbery at the local Dominos.

Joe'SS Self Service

5.

When in Joe'SS "Home" screen: select "Self Service" on the green menu

2 ways to access:
1. "Home" screen
2. Main Menu

Welcome to Joe'SS

The Joe'SS system (Joe Miner's Self-Service) serves all of the campus community. All users enter the left to navigate through the system.

Students

The Student Center is the main page for student functionality within Joe'SS.

[Student Center](#)

Want to see Instructor Course Evaluations? You can find them in the Class Search area. Simply click on the instructor name within class search results to display the evaluation. Note that the class previously and had the required number of students submit an evaluation.

Self Service

Navigate to your self service information and activities.

- Student Center**
Use the student center to manage school related activities.
- Enrollment**
View appointments, plan and enroll in classes, view student and exam schedules.
 - [View Final Exam Schedule](#)
 - [Enrollment Dates](#)
 - [My Class Schedule](#)
 - [5 More...](#)
- Academic Records**
View grades and advisors and request transcripts and verification reports.
 - [My Course History](#)
 - [My Advisors](#)
 - [View My Academic Standing](#)
 - [8 More...](#)

Joe'SS Self Service

5.

Academics

Grades
Search
Plan
Enroll
My Academics
Schedule Planner
Request Degree Audit
Transcript Audit Trail
Cert Letter Audit Trail
Enroll: MU, UMKC, UMSL

other academic... [dropdown]

Search for Classes

Deadlines URL

This Week's Schedule

	Class	Schedule
	BUS 6224-101 LEC (71122)	Mo 4:00PM - 6:30PM Arranged
	BUS 6723-101 LEC (71327)	Th 7:00PM - 9:30PM Arranged

[Weekly Schedule](#) ▶
[Enrollment Shopping Cart](#) ▶

Academics
View schedule, add classes, drop classes, view grades

Finances

My Account
[Manage Direct Deposit](#)
[Paid Fees Letter](#)
[Bookstore Receipts](#)
[Billing Statement History](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Award/Lender Options](#)
[Report Other Financial Aid](#)

other financial... [dropdown]

Finances

Use the TouchNet link below to:

- Add, update or remove direct deposit information
- View your bill
- Pay your bill
- Grant others access to view and pay your bill
- Setup billing text alerts and more!

[Proceed to TouchNet](#)

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[Verify ssn](#)
[Additional Authorized Access](#)

other personal... [dropdown]

Contact Information

Local Address	Permanent Address
[redacted]	[redacted]
Local Phone Number None	UM Assigned Email Address [redacted]

[Search for Classes](#)

[Secure Document Upload](#)

Holds

Graduate Actions Hold
[redacted]
Student Training - COVID-19
Advising

[Details](#) ▶

To Do List

[redacted]

[More](#) ▶

Message Center

No New Messages

[details](#) ▶

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

Yu Hsien Chiu
[redacted]

[Details](#) ▶

Holds:
Click here to find out details on your different holds

Enrollment Dates
Around Advising Week this will post what date/time you can enroll yourself in Joe'SS.

Advisor



Joe'SS Self Service

5.

The following is a list of current Holds on your records. To filter your list of Holds, change the options on the following and select the Go button.

View your Holds by

Institution	<input type="text"/>
Term	<input type="text"/>
Department	<input type="text"/>

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date
Advising	USD	Missouri S&T	2020 Fall Semester	2020 Fall Semester	03/02/2020	
Graduate Actions Hold	USD	Missouri S&T	2021 Summer Semester			
	USD	Missouri S&T	Begin Term - Svc Indicatr Use		01/15/2021	
Student Training - COVID-19	USD	Missouri S&T	Begin Term - Svc Indicatr Use		11/30/2020	

Hold Item

[Redacted]

Advising

Reason and Contact

Description Missouri S&T
Start Term 2020 Summer Semester
Start Date 03/02/2020
Reason Student Needs Advising
Department University of Missouri
Contact

Instructions

You must meet with your advisor and he/she must remove your Advising hold before you can register for the specified semester. Your advisor can be viewed through Self Service > Student Center > Advisors.

View your Hold details

Please contact global@mst.edu if your advisor is not listed under Program Advisor

Setting Up Your S&T Email

6.

Information Technology

📍 Curtis Wilson Laws Library, 400 W 14th St, Rolla, MO 65409 📞 (573) 341-4357 ✉ ithelp@mst.edu

it.mst.edu ▶ IT Services ▶ Email ▶ Student Email

Student Email

All Missouri S&T students are provided with an S&T email account through Microsoft 365.

Once your Microsoft 365 account has been activated, you will be able to send and receive messages via your S&T email address all through the Microsoft 365 interface or set up to be accessed through your phone or tablet.

Sign in to Microsoft 365

Student email is managed through Microsoft 365. Sign in to access your email.

SIGN IN

Contact the IT Help Desk if you have any problems setting up your email.

For those who prefer using a mobile device for email

Guides and References

Setup Multi Factor Authenticate (MFA) ▶

Setting up Microsoft 365 ▶

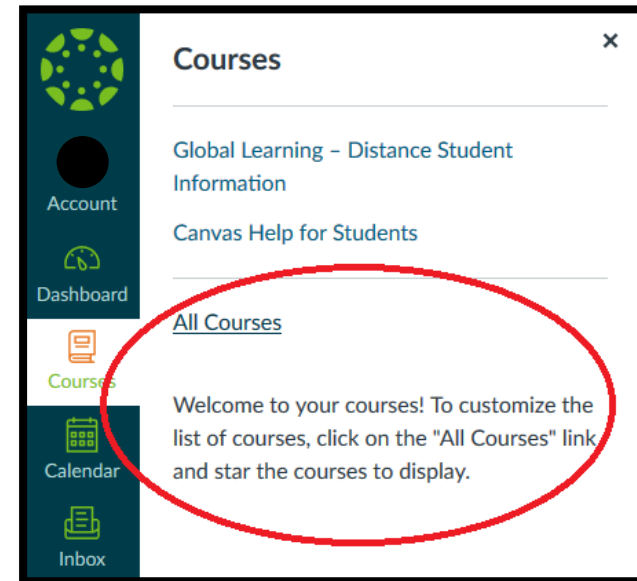
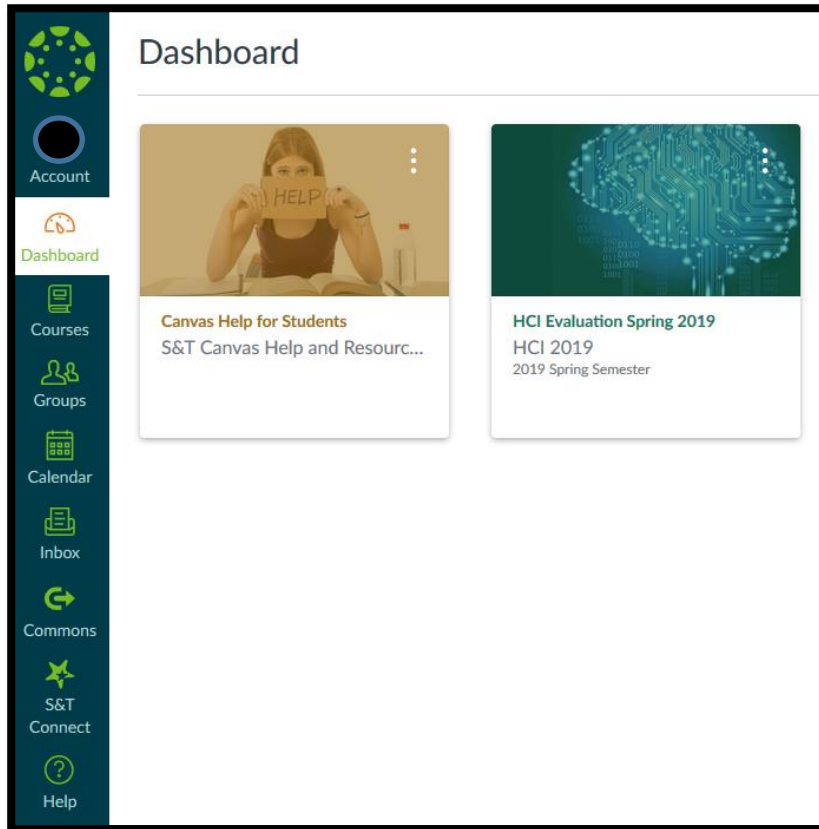
Mobile Device Setup ▶

Email Policies ▶

<https://it.mst.edu/services/email/student-email/>

MISSOURI
S&T

Canvas Learning Management System 7.



<https://canvas.mst.edu>

For tutorials and help with Canvas,
please visit: <https://it.mst.edu/services/canvas/>

For technical help, please contact the IT Help Desk

Dates & Deadlines

8.

You can find important dates and deadlines for each semester [here](#) or on the Registrar's [Calendars](#) page.

Link to our [Google Calendar](#) to stay updated on your mobile phone.

(Google Calendar app is needed)



Add/Drop Policy

9.

To add a course:

1. Contact Instructor for approval and to obtain a permission number (Permission numbers available the first day of classes)
2. Log into Joe'SS and add the class to your schedule. (Classes can only be added during the first two weeks of the semester)

To drop a course:

1. Log into Joe'SS to drop the desired course. (Make sure you check the drop deadlines and refund periods).
2. Once the semester starts, you can no longer drop ALL of your classes through Joe'SS due to dropping below the minimum number of credit hours.

To withdraw from the semester/program:

1. If you are only enrolled in one class or if you plan on dropping your program, please follow these steps (distance students only):
 - Email your instructor(s) and advisor and request approval to drop the course(s). Please provide a brief reason for the drop, for our records.
 - Send your approvals to global@mst.edu and we will take care of your paperwork.

View Distance Policies [here](#).

- Toward the end of spring/fall semesters there is an advising week.
- An “advising hold” is automatically put on your account after the start of your first semester. Your academic advisor or designated support staff are the only ones who can remove this hold. **Not sure who your advisor is? You can find their information by logging into [Joe'SS](#) Main Menu > Self Service > Student Center > My Advisors (*right-hand side of screen*)**
- Before Advising Week be sure to schedule time with your advisor to discuss which course you would like to take in the upcoming semester.
- Please be courteous and take advantage of Advising Week. Advisors take time out of their schedule to accommodate their students.

Student Resources

11.

As a Miner you have access to many resources at Missouri S&T

- [Cashier's Office](#)
- [Deferred Tuition Program](#)
- [IT Help Desk](#)
- [Curtis Laws Wilson Library](#)
- [The S&T Store](#)
- [Career Opportunities and Employer Relations \(COER\)](#)
- [Student Financial Assistance](#)
- [AppsAnywhere](#)
- [Student Disability Services](#)
- [Sanvello Mental Health App](#)

Virtual Test Proctoring

12.

- ProctorU: <https://www.proctoru.com/proctoru-live-resource-center>
 - Requirements can be found at the live resource center
 - It is recommended that students do a system test the day before their scheduled exam.
 - Government-issued photo ID, webcam, microphone, and computer with reliable internet. Wired connection recommended.
 - Offers Live Chat support
- Proctorio: <https://keeplearning.umsystem.edu/students/other-tools/proctorio>
 - Requirements can be found at the link above.
 - If you haven't already, you will be prompted to download Google Chrome
 - Pre-test checks are recommended
 - Additional tips and help are also available at the link above.
 - Offers Live Chat support



Virtual Private Networks

13.

A [virtual private network](#), or VPN, is designed to allow you a secure connection to an internal computer network from any location in the world using the internet.

You can connect to the Missouri S&T network over virtual private network to get immediate access to your network drives and other information only available on a network computer on campus.

Please note: Home internet speeds may vary, and this may not work well for every student (especially those using satellite connection). [Check your internet speed here.](#)



For tutorials and other information on VPNs please visit:

<https://it.mst.edu/services/vpn/>



Visit or call the IT Help Desk for one on one customer support.

Get over-the-phone troubleshooting and support by calling [573-341-4357](tel:573-341-4357) (HELP). IT Help Desk representatives can assist you over the phone or schedule a support technician to visit your office.

Get IT help online

Chat with us online (Mon - Fri, 8 a.m. - 5 p.m.) or submit a ticket with Cherwell.

LIVE CHAT 

SUBMIT A TICKET

VIDEOS

 Chat is live and available.



Cherwell Ticket System

Submit tickets online to report problems, or make requests.

[Submit or update a ticket >](#)



IT Services and Guides

Find information and instructions for IT services.

[Browse the support resources >](#)



Technology Support Videos

Watch our support videos for information about your S&T account and IT services.

[View our tech support videos >](#)

IT Scheduled Maintenance

See when updates occur for different IT systems so that you can plan for interruptions in service.

[View our maintenance windows >](#)

<https://it.mst.edu/help-desk/>

Support



We are available Monday through Friday by email at itms@mst.edu and by phone at (573) 341-4526.

For immediate assistance accessing live course content, call our emergency line: (573) 341-6611. If your problem isn't immediately preventing you from attending class live, please reach us at our general contact information; email: itms@mst.edu phone: (573) 341-4526.

ITMS@MST.EDU

573-341-4526

Requesting Support from IT Media Services from IT Help Desk

When submitting a ticket through the [IT Help Desk](#), you can request that the ticket be passed to IT Media Services specifically.

- First Log in to the [IT Help Desk](#) with your S&T credentials
- Navigate to *Service Catalog > Technology Support > Media Services*
- Provide as much information as possible to help us assist you
- A technician will get in touch within 24 hours

IT HELP DESK

<https://it.mst.edu/services/media-services/support/>

Connect with us!

15.



<https://www.facebook.com/sandtgloballearning>



@SandT_Global

[Twitter.com/SandT_Global](https://twitter.com/SandT_Global)



www.linkedin.com/in/dcemstedu

- **Networking**
- **Upcoming Events**
- **Important Dates**
- **Announcements**
- **& more!**



Contact Us

Distance Education

Phone: (573) 341-6591

Email: global@mst.edu

Web: distance.mst.edu

I.T. Help Desk

Phone: (573) 341-4357

Web: <https://it.mst.edu/help-desk/>

Email: ithelp@mst.edu

[Submit a Help Ticket](#)

**Thank
you!**