A miner guide

24/7 Survival Guide
for Distance Students
A miner guide to...

Distance Education

Vicki Gibbons  
Senior Assistant Director of Student Support Services  
vgibbons@mst.edu  
t: (573) 341-4892  
f: (573) 202-2396

Global Learning Hours (Central)  
Monday - Friday  
8:00 a.m. - 4:30 p.m.  
Closed Campus Holidays

Academic Department Contact Information

Business and Information Technology  
t: (573) 341-7216  |  bit@mst.edu

Civil, Architectural and Environmental Engineering  
t: (573) 341-4461  |  care@mst.edu

Computer Science  
t: (573) 341-4491  |  csdept@mst.edu

Electrical and Computer Engineering  
t: (573) 341-4519  |  ece@mst.edu

Engineering Management & Systems Engineering  
t: (573) 341-4572  
emgt@mst.edu, syseng@mst.edu

Geotechnics  
t: (573) 341-6714  |  gtech@mst.edu

Psychological Science  
t: (573) 341-4937  |  psych@mst.edu

Mechanical, Manufacturing & Aerospace Engineering  
t: (573) 341-4661  |  mae@mst.edu

Mining & Explosives Engineering  
t: (573) 341-4753  |  mining@mst.edu

Technical Communication  
t: (573) 341-4681  |  english@mst.edu
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Email

gmail.mst.edu
All Missouri S&T students are provided with an official university email account.

Official university correspondences are sent to this account, so remember to check your university email account regularly.

**Activate Gmail and Google Apps**

Go to: https://it.mst.edu/services/email/student/ and click on the Activate Your Student Email Account link.

Click the GET ME STARTED icon.

Sign in with your S&T username and password. This is the same information you use to sign in to Joe'SS.

Your Gmail Account should now be activated.

If you are unable to sign in to your Gmail account using your Joe’Ss username and password, call the IT Help Desk for assistance (573) 341-4357 (HELP).

Submit requests online at http://help.mst.edu

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**Login to Gmail Account**

Login to your Gmail account at gmail.com.
You can also use gmail.mst.edu or myhome.mst.edu to access your email account.

Email instructions and tutorials are available at it.mst.edu/services/email/student/

- Activate Your Student Email Account
- Setup Email on Your Mobile Device
- Report SPAM and Phishing Emails

This site also includes links to Google Groups and Email Related Policies.
Joe’SS: Joe Miner’s Self Service

Joe Miner Official Mascot. Rugged and individualistic, Joe Miner personifies the spirit of the old west and the determination to succeed. His character is closely tied with the school’s founding in 1870 as the Missouri School of Mines and Metallurgy (MSM).

School Colors are Silver and Gold. These colors, which represent precious metals, tie us to our founding as MSM. Green is a third color that is used because of its historical connection.
Joe’SS (pronounced Joe’s) is short for Joe Miner’s Self Service. Joe’SS is a web portal that allows students to access important information such as:

- Course history
- Online payment options
- Payment history
- Billing statements

- Financial aid information
- Registration schedule
- Transcripts
- and more...

Joe’SS Tutorials

Tutorials on how to use Joe’SS can be found at dce.mst.edu. Click on Current Students link and scroll down to Joe’SS Training under Portals and Information section.

Searching for a class in Joe’SS?

You will need the 5 digit class number, which can be found on the Course Description Page:

- Visit dce.mst.edu and click “Schedule of Classes”
- Select the semester you want to view
- Click the course you want to view
- The five digit class number is under the enrollment information section

Agree to eConsent

The first time you log into Joe’SS be sure to agree to e-Consent! This will allow you to access your financial information and to facilitate communication with the Cashier’s and Financial Assistance offices. You will not be able to do business with the university over the Internet until you have agreed to eConsent.

To agree to eConsent:

- Login to Joe’SS at joess.mst.edu
- Select the “Main Menu” tab on the top navigation bar
- Near the bottom of the drop down menu, is UM E-Consent
- Click on the UM E-Consent and check agree
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Access Courses

Canvas Help
http://edtech.mst.edu/support/canvas/

canvas.mst.edu
Access Your Courses

Find your course on the “Schedule of Classes” page on the distance.mst.edu website. This link can be found under Current Students tab.

Select the semester you are in and the course you are taking. The course page should look like the example below.

<table>
<thead>
<tr>
<th>View All Courses</th>
<th>Distance Enrollment</th>
<th>Course Number Conversion</th>
</tr>
</thead>
</table>

AERD ENG 6447: MARKOV DECISION PROCESSES

Introduction to Markov Decision Processes and Dynamic Programming. Application to Inventory Control and other optimization and control topics. (Co-listed with Comp Eng 6310, Mech Eng 6447, Eng Mgt 6410 and Comp Sci 6202)

Time/Day: 04:00 pm - 06:30 pm M
Prerequisites: Graduate standing in background of probability or statistics.
Units: 3
Course Component(s): Lecture

ATTENTION DISTANCE STUDENTS

For Distance Courses produced by the VCC: Live and archived streaming is no longer available through the Learning Management System (e.g. Blackboard, Canvas). Please visit vccmedia.mst.edu, and use your university login credentials for access to all streaming media.

For non-VCC produced courses, please contact your instructor.

Lectures and Links

Live and archived streaming are no longer available through the Learning Management System (LMS). Please visit vccmedia.mst.edu to use your university login credentials to access all streaming media.

For non-VCC produced courses, contact your instructor.
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## Video Communications Center (VCC)

G-8 Wilson Library, 400 W 14th Street | Rolla, MO 65409-0330 | t: (573) 341-4526 | f: (573) 341-6993
Office Hours (Central): Monday through Thursday, 7:30 a.m. - 10:00 p.m. | Friday, 7:30 a.m. - 4:30 p.m.
Summer Hours: Monday through Thursday, 7:30 a.m. - 6:00 p.m. | Friday, 7:30 a.m. - 4:30 p.m.

You can reach us at (573) 341-4526
Weekends call (573) 341-4526, or email vcchelp@mst.edu
You can also access the IT department at it.mst.edu
For help with current distance courses, please email listserv at vcchelp@mst.edu

vcchelp@mst.edu | vcc.mst.edu
The Video Communications Center provides technical support to distance students.

Through the VCC, courses are live streamed over the Internet – allowing you to join class from anywhere. You will be able to view the lecture live and interact with classmates. Since the majority of courses are graduate level, interaction and collaboration are key to the learning success of our students. Live classes allow working professionals to take courses as if they were on campus. This method of course delivery also benefits the on-campus students, who learn alongside and share experiences with the distance students who are usually already out in the work force.

**Technical Problems?**
If you experience any technical problems with audio or video during a live broadcast, call (573) 341-4526 for assistance.

**Before the Semester Starts:**
Live Stream/WebEx Testing
It is vital that you participate in the live stream testing prior to the start of the semester! This will help eliminate most technical issues before they become a problem. For dates and times, please visit vcc.mst.edu and click on “System Test.”

**During the Semester**
Connect in Real Time
Connect in real time with course(s) through vccmedia.mst.edu

**What if you can’t join the class live?**
The VCC records the courses live and makes them available for viewing after class has already met.
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IT Services & Help Desk

107 IDE Building, 1215 N. Pine St. | Rolla, MO 65409 | t: (573) 341-4357 (HELP)
Office Hours (Central): Monday - Friday | 8:00 a.m. - 5:00 p.m.

ithelp@mst.edu | it.mst.edu
IT HELP DESK —
for all your technical support
and troubleshooting needs.

Contact the IT Help Desk if you are having
technical issues with the following:

- University email
- Logging into Joe’Ss
- Technical Canvas issues*
- Setting up and managing VPNs

*Please do not contact the Help Desk for Canvas
issues related to content or course-specific questions.
Your professor should be able to help you with these
issues.

Calling the Help Desk is usually the
quickest way to get your problems resolved.
Call (573) 341-4357 (HELP) during business
hours and you’ll be able to talk to a live person.

Submit Requests Online at http://help.mst.edu

Virtual Private Networks (VPNs)
No need to buy expensive software!

As a Missouri S&T Miner, you now have the ability
to use a Virtual Private Network. VPNs are designed
to allow access to our internal computer network
from any location in the world using an Internet
connection. VPNs will allow you to take advantage
of Missouri S&T’s software programs and other
materials.

For more information, please visit:
it.mst.edu/services/virtual-private-network

For questions and troubleshooting,
regarding VPNs, please contact
S&T’s IT Help Desk.

Contact IT to purchase
software, such as antivirus
programs, Microsoft Office, Solid
Works, and others at discounted rates.
Check it out — it.mst.edu/services
Cashier’s Office

G-4 Parker Hall, 300 W 13th Street | Rolla, MO 65409 | t: (573) 341-4195 | f: (573) 341-4095
Office Hours (Central): Monday - Friday | 8:00 a.m. - 4:30 p.m.

After Office Hours Call: (573) 647-6073

cashier@mst.edu | cashier.mst.edu
Deferred Billing

The Deferred Billing Program allows approved students to defer payments until four weeks after final grades are posted for the semester. This helps our students who receive tuition assistance from their employees not have to pay the money up front, and they can avoid costly late fees and finance charges.

TO QUALIFY: Students must be employed at a company that offers tuition assistance of least 50% of tuition costs.

A promissory note from the student and the employer must be submitted indicating the student’s eligibility for tuition assistance. A nonrefundable $25 application fee and new promissory note is required each semester a student wishes to participate in this program.

A student is responsible for their tuition balance as well as any fees, finance charges, etc., that may incur if they or their company fails to pay by the deadline. Other holds may be placed on a student’s account, if the account is not paid.

Deferred Tuition Application

More information on deferred tuition and the application can be found at dce.mst.edu/credit/currentstudents/deferredtuition/

Leave a Message:
When you contact the Cashier’s Office, we strongly recommend calling the office line at (573) 341-4195 and leaving a message. Although they are typically too busy to answer the phone, they are great about returning calls in a timely manner.

If you pay your tuition bill with an echeck through Joe’Ss, you can avoid the 2.75% convenience fee that Cashier’s charges. Be sure to have your checking account and routing number ready.
Student **Financial** Assistance

G-1 Parker Hall, 300 W 13th Street | Rolla, MO 65409

- t: (800) 522-0938 | t: (573) 341-4282 | f: (573) 341-4274
- Office Hours (Central): Monday - Friday | 8:00 a.m. - 4:30 p.m.

**sfa@mst.edu** | **sfa.mst.edu**
Concerned about how you’re going to pay for your education? Relax… Missouri S&T has you covered.

The Student Financial Assistance Office will help you find the resources to achieve your S&T degree. Graduate students enrolled in at least four (4) credit hours, are eligible to borrow federal loans to assist with the cost of attendance.

Check out S&T’s scholarship database, AcademicWorks, at scholarships.mst.edu for possible scholarships from both the university and externally.

You should contact the Financial Assistance Office after you apply (even if you are still awaiting an admit decision).

Personal Financial Aid Counselors are available to assist you!

S&T students have personal financial aid counselors assigned to them by the first letter of their last name. To schedule an appointment with your counselor, please contact the main office at sfa@mst.edu or 1-800-522-0938.
Career Opportunities & Employer Relations

304 Norwood Hall, 320 W 12th Street | Rolla, MO 65409 | t: (573) 341-4343 | f: (573) 341-4253
Office Hours (Central): Monday - Friday | 8:00 a.m. - 5:30 p.m.

career@mst.edu | career.mst.edu
Because your career goals are important to Missouri S&T, the Career Opportunities and Employer Relations (COER) Office is dedicated to helping students and alumni pursue their dreams.

COER offers a variety of student and alumni services:

- Career Fair
- MinerJobs - online job search database
- Career Advising
- Online Resume Referrals
- GoinGlobal Job Search Database
- Online Practice Interviews

COER not only assists students in finding full-time employment, but we help find opportunities for summer internships and Cooperative Education experiences.

COER ranks #15 among career centers The Princeton Review 2015

Job Database Access

Registered students have access to thousands of job listings worldwide. Contact a career advisor to set up your account.

COER hosts biannual career fairs, which are the largest in the Midwest. Nearly 300 companies attend to recruit graduates. To learn more, visit career.mst.edu
The S&T Store

1346 N. Bishop | Rolla, MO 65409 | (866) 535-3770 | t: (573) 341-7901 | f: (573) 341-7521
Bookstore Hours (Central): Hours and days vary by semester.
Check thesandtstore.com for hours of operation.

thesandtstore.com
The S&T’s Store carries all required textbooks and other materials.

Compare prices with leading online book sites through The S&T Store’s website at thesandtstore.com. Just click the “Books & Supplies” link at the top of the page, then choose “Textbooks > Shop & Compare,” in the drop-down menu.

Students should always check thesandtstore.com/ to make sure they get the correct textbook information (ISBN #).

Ways to Purchase

You can purchase books online, in-store or by phone. Accepted types of payment include cash, check, credit cards and student charge.

To charge to a student account, call The S&T Store’s manager, Mark Gallardo at 573-341-4981.

Need it shipped?

The S&T Store is proud to offer you the most competitive shipping rates. All of our shipments are professionally packed to ensure the safety of your items in route. Shipping costs vary by purchase size but start at $6. For more information about shipping rates and terms visit thesandtstore.com and select “Shipping Information” under “Customer Service” at the bottom of the page.

When ordering books from a third-party website be certain that the site lists your books as “In Stock,” and double check shipping/handling times and rates. We’ve had many students get burned on deals that seem too good to be true.

The S&T Store is obligated to get the correct material; however, other online sites are not. If the textbook changes, The S&T Store will get the correct textbook and refund you.
The Curtis Laws Wilson Library is an excellent resource for distance students.

Take advantage of the library and research services Missouri S&T offers at library.mst.edu.

Books
- Search the MERLIN Library Catalog for our materials including books and eBooks
- Search the MOBIUS Library Catalog for materials around the state of Missouri

Articles
- Summon
- Databases & E-Resources

S&T Publications including Dissertations and Theses
- Scholars’ Mine

Subject Guides
- Specialized guides for the different academic departments on campus

Request Research Help:
Librarians are available for research consultations. Make a request at library.mst.edu/forms/researchassistancerequestform/
Contact the library at (573) 341-4008 or email library@mst.edu with any questions. Librarians are available Monday – Friday 8 a.m. -5 p.m., or by appointment.

Free Electronic Textbooks. Some textbooks are available electronically to students for free. Check MERLIN, or contact the library, to see if yours are available.

Off Campus Access
Access Library Resources with VPN or go through the library website and use our proxy login screen. To use the proxy, click on a library resource. You will then be directed to a login screen, enter your S&T username and password. If you have questions or if this doesn’t work, please contact the library.

For more information, please visit: it.mst.edu/services/virtual-private-network

For questions and troubleshooting regarding VPNs, please contact S&T’s IT Help Desk at (573) 341-4357 (HELP).

Tutorials — library.mst.edu/instruction/