Welcome!

Congratulations on your acceptance into JST: we look forward to having you study with us!

Please note how long this document is before printing it. We suggest viewing it on your computer/phone/tablet screen.

Please use this document as a guide to prepare you for your journey at JST and as an introduction to what you should expect at Orientation. You will find links (in blue text) to informational materials on the websites of the Jesuit School of Theology, of Santa Clara University, of the Graduate Theological Union, as well as options for off-campus housing, student health insurance, IT logins, student ID Cards, and life in the Bay Area.

All new students participate in Orientation, where you will receive academic advising, register for classes, and learn about campus technology, student life, and the mission of JST. The materials in this packet are designed to supplement orientation, are based on frequently asked questions and will be a resource you can return to after orientation has concluded. While lengthy, we hope this is a helpful document for you throughout your studies!

Use these quick links to move quickly through this document:
- Getting to JST
- Local Transportation: Getting Around the Bay Area
- Before and During Orientation
- Course Selection and Registration
- Using the Libraries
- Finances and Payment
- Financial Aid and Loan Deferral
- JST, SCU and GTU Student Experience
- ID Cards and Technology
- Health and Dental Insurance
- Housing
- International Students
- Students with Disabilities
- Meal Plans
- Liturgy and Community Life
- Safety
- Contact Us

Stay up to date with what's happening at JST:

Connect with us!
- Facebook
- Twitter
- LinkedIn

Don't forget to read through JST’s Academic Policies and Procedures, your program handbook and the student handbook!
Getting to JST

JST is located in Berkeley, California and is accessible by car, the Bay Area Rapid Transit (BART) subway system, and several AC Transit bus lines. Visitors arriving at San Francisco International Airport (SFO) or Oakland International Airport (OAK) may find car and BART their most convenient options. Access information about riding the BART, including cost, line information, and train schedules, at the BART website. Bus line information, along with cost information and schedules, is available on the AC Transit website.

Directions to the Jesuit School of Theology

1735 LeRoy Avenue | Berkeley, CA 94709
Building Hours: Monday – Friday 8:30am – 5:00pm

If you need assistance with directions, please call reception at the Jesuit School of Theology at (510) 549-5000.

Parking near JST & in Berkeley

Parking is at a premium in Berkeley. All parking near JST is either metered (you must pay to park at metered parking) or requires a residential permit (RPP) in order to park for more than two hours.

If you live in Berkeley and have a car, you can purchase a Residential Preferential Parking (RPP) permit from the city of Berkeley. Check out the RPP website for more information.

Check out this Berkeley parking guide and this San Francisco parking guide – don’t forget to curb your wheels! Also, it is strongly advised to not leave valuables in your car (especially if they are visible).
Local Transportation: 
Getting Around the Bay Area 

Google Maps and Hopstop are great resources to help plan a public transit trip.

**Bay Area Rapid Transit (BART):** This site provides maps, schedules and information about communities serviced by BART. BART is a large subway/train serving much of the Bay Area. JST is about one mile from the Downtown Berkeley BART Station.

**AC Transit:** This site provides maps, schedules and other route information for the local bus service in the East Bay.

**Muni:** This site provides maps, schedules, and other route information for public transit in San Francisco.

**Clipper Card:** The Clipper Card is an all-in-one transit card that can be used for payment on Muni, BART, AC Transit, VTA, SamTrans, Caltrain and Golden Gate Transit and Ferry. It keeps track of any passes, discount tickets, ride books, and cash value that is loaded onto it. Just tap it on the Clipper logo as you enter the public transit vehicle or station, and it applies all applicable fares, discounts and transfer rules. It is the easiest way to pay public transit fares. You can add value to the card as you go, or you can set up your card to automatically reload.

**City Car Share** and **ZipCar** are useful sites for car share services. Click [here](#) to learn about how, as an SCU student, you can register for ZipCar for free!

**Amtrak:** This site provides information on Amtrak services. Amtrak is a train that services the Bay Area, California and USA. The closest Amtrak stations are in Berkeley, San Francisco, and Oakland.

**Bay Area & Berkeley Overview**
The San Francisco Bay Area is an incredibly vibrant, culturally diverse, and exciting place to live! From the arts to the outdoors, museums to all types of dining experiences, there are events and activities across a spectrum of interests. Though impossible to offer a comprehensive list of things to do, explore the links below for a window into Bay Area arts and entertainment.

**Bay Area Map & Overview:**

**Visit Bay Area:** [http://www.visitsfbayarea.com](http://www.visitsfbayarea.com)

**Berkeley:**
[http://www.visitberkeley.com](http://www.visitberkeley.com)

**Oakland:**

**San Francisco:**
[http://www.sanfrancisco.travel/explore](http://www.sanfrancisco.travel/explore)
Before and During Orientation

Steps to complete before you arrive for Orientation:

☐ Review the Orientation Schedule online and prepare for arrival at orientation!

☐ Complete the online Student Emergency Contact Information Form at this link.

☐ RSVP for the Orientation Trip to SCU here. Contact Kristin Casey (kcasey@jstb.edu) or 510-549-5013 with questions.

Steps to complete during Orientation:
Information regarding the below checklist – and guidelines for how to complete each step – will be shared with you at orientation. Please refer to this checklist during orientation to make sure you have completed all sections.

☐ WAIVE or ENROLL in the SCU Student Health Insurance Plan for Fall 2015

☐ Take photo for your SCU ID (see orientation schedule for time and location).

☐ Take photo for your GTU ID (see orientation schedule for time and location).

☐ Log into your SCU G-mail Account (@scu.edu) and begin to check this account regularly.

☐ Make sure you have done everything you need to do to receive any Federal Financial Aid and/or JST Financial Awards. More information here.

☐ Review the Business Office handout (distributed to you at the Information Session) and complete the necessary steps for your payment(s).

☐ Set up wireless on your technology devices, as needed.

☐ Complete required steps for housing, if living in JST housing.

☐ Fill out and return the Student Directory Information Request/Non-Authorization for Publication of Student Photograph/Image Form. This form will be emailed to you as a fillable PDF during orientation.

☐ Complete the online “Demographic Questionnaire” by the first day of classes. A link to the questionnaire will be emailed to you during orientation week. While optional, we appreciate your participation.

☐ Complete the online “New Student Questionnaire” by the first day of classes. A link to the questionnaire will be emailed to you towards the end of orientation week. While optional, completing this questionnaire will help us make improvements.

☐ REGISTER FOR CLASSES BY 5PM FRIDAY OF ORIENTATION WEEK!

☐ Have a great year! (check out the academic year calendar here)
Course Selection & Registration

Registering for classes:
During orientation week, you will get instructions on how to register and log onto the registration portal, WebAdvisor. You will meet with your advisor and then log on to WebAdvisor to sign up for classes.

Pre-Registration checklist:
- Look at the course schedule and your program requirements prior to meeting with your advisor. Have some ideas about what you might take based on the requirements for your degree. [Here](#) is the searchable online course schedule.
- Meet with your advisor. Prior to orientation, you will receive an email from the Associate Dean’s office naming your advisor.
- Check if any of the courses you plan on taking require a PIN: email those instructors with a polite request for the PIN (see below for more information about a PIN).
- Go to the [registration instructions](#) and keep them handy as you follow the next several steps.
- Go online to [WebAdvisor](#).
- Select your health insurance option.
- Check to see if you have any holds on your account.

After completing the above steps, you are ready to register! See the [registration instructions](#) – and pay attention during orientation – for a successful experience registering.

Registering for Classes: Frequently Asked Questions (FAQ)

The Registration Process:

**What is WebAdvisor?**
WebAdvisor is a web-based registration tool used by JST and GTU. You will use it to register for all of your classes, make changes to your enrollment, and check your grades.

**What do I do if I can't log in to WebAdvisor?**
Reset your password on the left hand side of this page: Your Colleague ID is the number on the front of your GTU library card. Please note: the registrar cannot reset your password.

**What is a PIN?**
Some courses require PIN numbers. This is a 6 digit code which you must acquire from the instructor in order to be able to register for the course. To determine whether a course requires a PIN, check the course description which you can find in the course schedule by clicking on the course number. Please note: Do NOT give or receive a PIN number from a fellow student. The number should only be given by the instructor and, on occasion, by the registrar of the faculty's school. See registration instructions for how to enter PIN numbers on WebAdvisor.

**What is MOODLE?**
MOODLE is an online tool used by many instructors at the GTU for posting syllabi and class assignments. Some courses also include an online discussion component that is facilitated through MOODLE.

**What do I do if I have trouble accessing or using MOODLE?**
There are links for help with the Moodle system on the front page of the GTU website.
You can also access general help here. If you still have difficulties logging in please email moodle@gtu.edu for assistance. Since Moodle support hours are limited we encourage you to consult the help pages provided before sending an email request.

Selecting your Courses:

Will I have trouble getting into the classes I want?
Usually, no, there is no difficulty getting into classes that you need, particularly if they are JST classes.

Can I “shop” for classes before settling on some?
Yes. You want to be registered for at least 1 class by the end of orientation week; otherwise a late fee of $100 will be charged to your account. But you can register for more courses than you intend to take as long as you remember to drop them from your schedule before the end of the second week of classes.

How late into the semester can I add/drop a course?
You can add or drop a course without a fee through the second week of the semester. After that, the charge is $50 per change.

How do I know where my classes will be held?
Check the online course schedule. Be sure to check a day or two before classes to make sure there hasn’t been a change in rooms. A key to understanding the abbreviations of the classrooms is located on page 3 of the GTU registration instructions located here.

How do I contact the instructor of a class?
Go to the course schedule, find the course you’re interested in, click on the instructor’s name and a new email will appear addressed to that instructor. Instructor emails are available on their home school website (click here for JST faculty).

How do I get a syllabus of a particular course before the semester begins?
Email the instructor to politely request the syllabus. Not all instructors are able to send the syllabus before the semester begins.

Taking courses outside of JST:

Will I be able to take classes at all the GTU schools?
Yes, unless otherwise indicated in the course schedule, all courses at any of the GTU schools are open to students of any of the member schools.

Will I be able to take classes at Santa Clara?
If you wish to take a course at Santa Clara, please see the JST Registrar for details.
If I want to take a class at another GTU school, how do I register for it?
You register for all GTU classes EXCEPT those offered at CDSP (Church Divinity School of the Pacific) identically to how you register for JST courses. For CDSP registration instructions, see here.

Can I take a class at the University of California at Berkeley (Cal)?
Yes, if your advisor approves. It is a two-step process. You must register online and fill out a paper form as well. Please check UCB's academic calendar for semester start dates. See further details here.

Using the libraries:

How do I check out books at the GTU library?
The GTU ID card which you will receive at orientation serves as a library card. You will need to take it to the GTU library to have a bar code put on it which will allow you to check out books. Each semester you will need to bring your library card to your registrar so that she can put a new sticker on the card. After a certain date in the semester, you will not be able to check out books without the current semester sticker.

Can I take out books at UC Berkeley?
Yes, bring your GTU library card to the UC Berkeley main library and they will make a library card for you that will give you access to all UCB libraries. Students who wish to take advantage of access to the UCB libraries can procure a card at the Privileges Desk in Doe Library. You will need your GTU ID card with a current registration sticker and to fill out an application. *Note: You must re-apply every semester with a current sticker.

Can I use the SCU library?
Yes, your SCU ID card is also your SCU library card. Use it to check out books and research at the SCU library located on the main campus of Santa Clara University.
Finances & Payment

Tuition costs for each program, along with additional fees, are located here.

Payment for tuition, fees, housing and health insurance is due to Jay Ramirez in the Business Office, located on the 2nd floor of JST, room 228, jramirez@jstb.edu. Paying in person is preferred.

Payment types accepted: Cash, cashier’s check, money order, check, and wire transfers. Anyone can pay for you, including your religious community’s bursar office. Please make sure student’s name is indicated on payment and direct to:

Jay Ramirez  
JST Business Office  
1735 LeRoy Avenue  
Berkeley, CA 94709 USA

Due dates for payment:
Tuition payment is due after the late registration deadline each semester. If you fail to pay tuition, a hold will be placed on your student account. This will prevent you from registration, obtaining transcripts, receiving a diploma, and/or graduation.

Rent is due the 1st of each month. There is a late fee of $50 for rent.

Receipt for payment is available: please request a receipt at time of payment. Similarly, a tuition statement is also available: please contact the Business Office to receive one.

While one payment per semester is preferred and advanced payment is welcome, installment plans for payment of tuition are reviewed on a case-by-case basis by the Assistant Dean in the Business Office. Please make an appointment with Shelly Wolf at 510-549-5050 or swolf@jstb.edu for further information.

Financial Aid & Loan Deferral

Loan Deferral (for outstanding student loans acquired prior to enrollment at JST)

If you are paying back loans from a previous degree, you can request deferment while you are in school at JST. For a general deferral form, see the JST Registrar or the GTU Financial Aid Office or request a form from your lender (often available online). After filling out the form, submit it to the JST Registrar for completion. She will notify you when it is ready for you to pick up and mail to your lender. This process needs to be repeated every semester you are enrolled in school or your loans will come due.
Receiving your Federal Financial Aid Award

- If you are eligible for, applied for and were awarded a Federal Financial Aid Award (Federal Loan), there are several steps you need to complete to receive your award. These steps are listed on the GTU Financial Aid Office website here.

- You must complete the steps in the link above to receive your award. If you are not sure if you have completed the steps, please log in to WebAdvisor and go to the “My Documents” section to see what is missing.

- Once you complete the steps above and register for classes, your award will be transferred to your student account at JST. Any outstanding balance for the semester will be automatically deducted from the loan disbursement(s) and the remaining funds (if any) will be available for you to receive via check or direct deposit. Awards are dispersed once each semester. If you are eligible, you will also receive a check/direct deposit in the spring semester. Please check with Jay Ramirez in the JST Business Office regarding access to your remaining funds. If you have any questions about your award, please contact the GTU Financial Aid Office at 510-649-2469 or finaid@gtu.edu.

- If you anticipate receiving an outside award or other financial support that is currently not included in your financial aid package, complete the Outside Resources Form to report this information to the GTU Consortial Financial Aid Office. Download the form here.

Receiving your JST Institutional Financial Award/Scholarship

- If you applied for and received a scholarship or tuition grant through JST, you should have already submitted your “Enrollment Response Form.” If you have, once you register for classes you will receive your JST Financial Award – it will automatically post to your student account.

- You must reapply for your scholarship every year – applications are due by March 1 and available online and directly from the JST Admissions Office. If you do not apply by March 1, JST cannot guarantee your award.

- If you have questions about your JST scholarship, please contact Kristin Casey in the Office of Admissions at 510-549-5013 or kcasey@jstb.edu.

Additional Financial Resources: GTU Scholarship Database

- There are many private scholarships available for students to assist you in financing your education. You can search for these on your own as well as check the GTU Scholarship Database regularly.
The Student Experience

As a student of the Jesuit School of Theology, you are also a Santa Clara University student, and you are a member of the Graduate Theological Union Consortium. It can be somewhat confusing at first to delineate which resources and student services pertain to these different entities. The following is a brief sketch of the services associated with each:

**JST vs. GTU vs. SCU: What’s the difference?!**

**Jesuit School of Theology of Santa Clara University (JST):** JST is a graduate school and a branch campus of Santa Clara University. It is also a member school of the Graduate Theological Union consortium in Berkeley. JST is your home school within the university and within the consortium. Your academic advisor and your primary school administrators are at JST and scholarships/tuition grants are managed by JST. It is also your center of community and liturgical life.

**Graduate Theological Union (GTU):** The GTU is a consortium of eight schools located in or near Berkeley. You will take most of your courses at the Jesuit School of Theology or at other member schools of the GTU. Your GTU ID card provides access to the GTU Library. Registration for your courses is through WebAdvisor, your GTU online portal. MOODLE is the GTU platform for course management that you will use for many courses. The GTU Financial Aid Office manages all federal financial aid/federal loans.

**Santa Clara University (SCU):** The main campus of SCU is located in Santa Clara, California (an hour south of Berkeley). SCU administers student health insurance, on-campus student employment payroll, international student services, disability resources, and other resources that you will learn about at orientation. Your SCU ID card has your SCU Student ID number on it, and is used for Santa Clara University purposes, such as accessing the SCU library, SCU recreational facilities, and other SCU facilities. Find out more about reporting a lost or stolen card. Your main online portal as an SCU student is e-campus. Google (scu.edu) is your e-mail management application as a JST student.
SCU & GTU ID Cards

JST students are given two ID cards for use for the duration of their time at JST. During orientation week, you will have photos taken for both cards and receive the cards that week or shortly after. If you are unable to attend Orientation, contact John Seal, GTU Consortial Registrar, to take your GTU ID photo and have your card made. Then, register for your classes, and visit Jenna Nielsen for a semester validation sticker for your card. Contact Paul Kircher to obtain your SCU ID card.

Logins & Technology

See the Student Login Cheat sheet for an overview of all logins.

Your SCU Gmail Email Address
Your SCU Gmail login name and password is located in your SCU E-Campus Account. Sign into E-Campus, then click on the upper left side bar that says “Personal Portfolio,” and then “SCU Electronic Information.”

All of your JST or SCU school mail will go to your Santa Clara University Gmail address. Be sure to check your school Gmail frequently, or set it to forward to your personal email address or you will miss very important school notifications! You can set your SCU Gmail to forward to your personal email address. To do this, follow these instructions.

Your E-Campus Student Portal
E-Campus is your main Santa Clara University online student portal, where you will be able to access your SCU Gmail login name and password, enter your emergency contact information, update your address, and complete timesheets if you are a student employee.

Wireless Access at JST and GTU
Wireless is available to you throughout the GTU campus. To have it installed on your device(s), bring your device(s) to the JST Front Desk or to the Pacific School of Religion Information Technology Office located underneath the Pacific School of Religion Chapel. Once there, a staff member will set up wireless access for you.
Health Insurance & Dental Insurance

Health Insurance
Under the Affordable Care Act, all individuals must now carry health insurance meeting the minimum essential coverage requirements as defined by the federal government. JST students are eligible for medical benefits through the health insurance plan offered to graduate students at Santa Clara University. Coverage is through Aetna.

All new students considered half time status (6.0 units) or more (except for international students on the J-1 Visa) are AUTOMATICALLY ENROLLED in the University-sponsored insurance plan, unless they waive out of the plan by the September 14 deadline. Read more about our Aetna student health insurance plan on the JST website.

If students wish to WAIVE OUT of the student plan, they must show proof of their own health insurance plan by completing the online waiver form by the September 14, 2015 deadline date. If students do not submit an acceptable waiver, they will be enrolled in the 2015/2016 Aetna insurance plan and their individual student accounts will be charged $1,174 for the Fall 2015 semester. The Fall insurance plan terminates on 1/31/16.

International students on the F-1 Visa:
You must enroll in the SCU student health insurance plan. Full requirements for F-1 students can be found here.

International Students on the J-1 Visa:
Contact Sarah Bonnel, SCU J-1 Advisor, at sbonnel@scu.edu, regarding the insurance plan required for all J-1 students.

Questions?
If you have any questions about this plan, including coverage or access to services, contact Pat Sandvick, Insurance Coordinator at SCU (Cowell Center, SCU Main Campus) at psandvick@scu.edu or at (408) 554-2379.

2015-2016 SCU Aetna Health Insurance Plan Rates:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015 (September 1 2015 - January 31 2016)</th>
<th>Spring 2016 (February 1 2016 - August 31 2016)</th>
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<tr>
<td>Student</td>
<td>$1,174</td>
<td>$1,631</td>
</tr>
<tr>
<td>Spouse*</td>
<td>$1,159</td>
<td>$1,616</td>
</tr>
<tr>
<td>One Child*</td>
<td>$1,159</td>
<td>$1,616</td>
</tr>
<tr>
<td>More than One Child*</td>
<td>$2,318</td>
<td>$3,232</td>
</tr>
</tbody>
</table>

*A nominal, non-refundable processing fee applies.

Dental Insurance

JST-SCU students are eligible to enroll in two optional Dental Plans:
1) Delta Dental Care HMO
2) Security Life PPO Dental

Enrollment in a dental plan is optional. Read more about 2015-2016 enrollment deadlines and information on the dental plans here.
Housing
If you are still looking for housing, here are some guidelines and suggestions:

**GTU Housing Resources:**
Visit this page for great tips and resources to help in your housing search.

**Housing Lists and Services:**
Perhaps the single best resource for rental listings in the Bay Area is Craigslist. This non-profit community bulletin board offers many listings for rentals and shared housing throughout the Bay Area. They also offer a free subscription service, customized to your specifications, which sends you new listings as they are posted. Craigslist also has listings for jobs, personals, community events, and just about anything else you can imagine. Other resources for your housing search include: Zillow, My New Place, and local newspapers.

Usually you can expect to pay $1100+ per month for a studio, $1200+ for one bedroom, and $1600 and up for two bedrooms. Small houses will start at about $1800 per month. Price will vary with the size, age, location and amenities. We recommend looking in Berkeley, North Berkeley, and West Berkeley areas.

**International Students**
With visa questions, refer to the SCU International Student Service webpage. Find important forms here and contact the office here. You may also contact Paul Kircher, JST Assistant Dean of Students, at pkircher@jstb.edu.

**Students with Disabilities**
Our academic building is fully ADA accessible. Visit the SCU Office of Disability Resources to learn more about resources that are available or register online to receive accommodations for a disability. If you have questions about access to resources or receiving accommodations for a disability, contact Paul Kircher, pkircher@jstb.edu, Assistant Dean of Students, or the SCU Office of Disability Resources.

**Meal Plan**
While most students purchase food on their own from local grocery stores, the GTU Consortial Dining room, located a few blocks from JST at the Pacific School of Religion (PSR), offers meal plans to all GTU students. Learn more by following the link to the GTU Consortial Dining website.

**Liturgy & Community Life**

**JST’s Weekly Newsletter**
During both semesters the Magis, JST's weekly newsletter about upcoming events and opportunities, will be sent to your scu.edu email address. Please check your email address regularly and read the Magis to stay abreast of events at JST, GTU, SCU and the larger Bay Area.

**Tuesday night liturgy and supper**
All are invited to join us for our main weekly school Mass on Tuesday evenings at 5:15pm, followed by a soup and salad supper. Often, a presentation or lecture will follow the meal – please check the weekly Magis for further information about the weekly presentation schedule.
Liturgy schedule
Mass is celebrated in the Gesù Chapel, located on the first floor of the JST building. All are welcome!
- Tuesday – Friday at 8am and 5:15pm*
- Saturday at 8:30am

*On Thursday evenings at 5:15 p.m., we often celebrate with a lay presider for liturgies such as Liturgy of the Hours or a Taizé prayer service. Please check the weekly Magis for further information. Read more about liturgy here.

Spiritual Direction
JST students in all programs are invited to meet with a spiritual director. JST pays for direction visits with those approved by the Director of Spiritual Formation, Fr. George Murphy, S.J. To learn more, please visit the Spiritual Director Tuesday Night Supper in the beginning of the fall semester. Contact Fr. George Murphy, S.J. at gmurphy@jstb.edu with questions.

Safety

GTU Campus Alerts and Emergency Contact:
To enroll in GTU Campus Alerts, follow this link. Additionally, complete the emergency contact form here.

SCU Campus Alerts
To enroll in SCU Campus Alert, login to E-Campus and select “Personal Portfolio” from “My Menu”, then click the “SCU Campus Alert Information” link. Additionally, go to “Emergency Contact Information” and enter your own emergency contact details.

We wish you the best as you begin your studies at JST this September! Please reach out to us with any questions along the way!

Student life, liturgy, safety and international student questions:
Contact Paul Kircher
Assistant Dean of Students
Email: pkircher@jstb.edu
Phone: 510-549-5029

Payment questions, including tuition, health insurance and rent:
Contact Jay Ramirez
Sr. Administrative Assistant for Finance
Email: jramirez@jstb.edu
Phone: 510-549-5044

Health Insurance questions:
Contact Pat Sandvick
Insurance Coordinator at SCU
(Cowell Center, SCU Main Campus)
Email: psandvick@scu.edu
Phone: 408-554-2379

Registration, transcript and graduation questions:
Contact Jenna Nielsen
Registrar
Email: jnielsen@jstb.edu
Phone: 510-549-5014

Financial Aid, Scholarship and application questions:
Contact Kristin Casey
Sr. Associate Director, Admissions & Financial Aid
Email: kcasey@jstb.edu
Phone: 510-549-5013

Federal loan questions:
Contact GTU Financial Aid Office

Course selection and program requirements:
Contact your advisor