

PirateMail

www.park.edu/piratemail

PirateMail is an e-mail account given to all students within 48 hours of their first registration. Notices from the University and faculty regarding enrollment deadlines, financial aid, waiting lists, and course information will be sent to this account. It is important to check it regularly. You may set your options to forward your messages to another e-mail account.

The standard e-mail address is in the following format:

firstname.lastname@pirate.park.edu

To login, you need your **username** and **password**. Your username is your student ID number (“123456”).

Password

To get your password, call the Help Desk at (800) 927-3024 during the hours of 8:00 – 6:00 CST, Monday through Friday.

The same password is initially issued for all systems. Once logged into PirateMail or OPEN, you can change the password for that system. eCollege uses the OPEN password.

OPEN

www.park.edu/open

Using the **Online Park Enrollment Network** you can:

- Review your schedule
- Access your academic record
- Run a degree audit
- Register for courses
- Check financial aid
- Pay tuition on-line

To login, you need your **username** and **password**. Your username is your student ID number (“123456”).

OPEN only allows you to see data for one term at a time, so you will have to update your current option settings as needed. Click on “**Set_Options**” then select the appropriate term from the list. Hint: If the course you want is not on the registration list, make sure that you are in the correct term.

Graduate Term Codes

- FAP – Fall Semester (16 week)
- F1P – Fall 1 Term (8 week)
- F2P – Fall 2 Term (8 week)
- SPP – Spring Semester (16 week)
- S1P – Spring 1 Term (8 week)
- S2P – Spring 2 Term (8 week)
- UIP – Summer Term (8 week)
- UMP – May Term (2 week)

eCollege

<http://parkonline.org>

Within 48 hours of registering in your first course, you are granted access to eCollege. This system provides **eClassroom** - a virtual classroom for on-line courses, and **eCompanion** - an on-line supplement for face-to-face courses. Additionally, this can be used as a homepage and has links to MBS Bookstore, PirateMail and OPEN.

It is a good idea to test your computer system and explore eCollege before starting an on-line course. Students are expected to be prepared and ready to work on the first day of the term.

To login you need your **username** and **password**. Your username is your student ID number (“123456”).

Textbooks

The Park University Bookstore (in Parkville, MO) stocks textbooks for face-to-face courses only.

Textbooks for on-line courses can be ordered through MBS. Please allow sufficient time for delivery.

www.park.edu/bookstore

Reminders...

- You may **register** for a course as soon as the schedule is posted.
- You must **confirm** (pay tuition or verify financial aid) at least *one week prior* to the start of term.
- If you register for a course but do not confirm, you will be dropped.
- Students receiving financial aid must pay 10% down their first term.
- You may register for a course during the first week of the term, but a \$50 Late Registration Fee will be assessed.
- If you drop a course during the first week of the term, 90% of the tuition will be refunded (see catalog for refund schedule).

Tips for Success

- Maintain a close relationship with your advisor.
- Eight week courses are intense – be prepared the first night and stay on top of assignments.
- **Read the Graduate Catalog**
<http://www.park.edu/grad/catalog.aspx>

2008 – 2009

Fall Semester (FAP)

August 18 – December 14

Confirmation Deadline: Aug 11

Fall I Term (F1P)

August 18 – October 12

Confirmation Deadline: Aug 11

Fall II Term (F2P)

October 20 – December 14

Confirmation Deadline: Oct 13

Spring Semester (SPP)

January 12 – May 8

Confirmation Deadline: Jan 5

Spring I Term (S1P)

January 12 – March 8

Confirmation Deadline: Jan 5

Spring II Term (S2P)

March 16 – May 10

Confirmation Deadline: Mar 10

Summer Term (U1P)

June 1 – July 26

Confirmation Deadline: May 26

Additional short-format terms may be offered during the summer.

Park University
School of Graduate and Professional Studies
911 Main Street Suite 900
Kansas City MO 64105
(816)559-5625



PARK
UNIVERSITY SM

A Quick Guide For Graduate Students

This guide is intended to give you basic information necessary for successful enrollment as a graduate student. It is not intended as a substitute for information contained in the Graduate Catalog or other official publications.

It is your responsibility to be aware of the policies and procedures listed in the current Graduate Catalog.

<http://www.park.edu/grad/catalog.aspx>