



Graduate & Continuing Education Students

Welcome to Saint Vincent College



This sheet includes directions and information on the following processes here at Saint Vincent College:

- Parking Information Student ID SVC Email Account Purchasing Books

GETTING YOUR PARKING PERMIT:

You can visit the Public Safety Office located on the ground floor of Alfred Hall to obtain your parking permit. Students may also print a vehicle registration form online by going to: www.stvincent.edu

- Click on “Administration” on the right
- Click on “Public Safety” on the right
- Click on “Vehicle Registration Form” on the right

This will bring up a vehicle registration form. You may print out and complete the application and send it to address listed at the top of the form.

Public Safety Office hours are M-F 8am-4pm.

GETTING YOUR STUDENT ID:

You can visit the Public Safety Office located on the ground floor of Alfred Hall to obtain your student ID. *Graduate and Continuing Education students may access the college fitness center for a cost of \$50.00 per year, this is optional and can be added to your ID and paid for in the Public Safety Office.*

Public Safety Office hours are M-F 8am-4pm.

EMAIL:

Once you are registered for classes, you will receive a card in the mail with information regarding your email address. The card will contain your login name as well as your user password. Please change your password after you have logged into the system for the first time.

- Students can access their email from the Saint Vincent website by going to www.stvincent.edu
- Click on the “Quick Links” scroll bar on the right hand side
- Scroll down to “Webmail” and click on the name
- Click on the “Office Outlook Web Access 2007” box on the right hand side
- Type in your user name and password and then click “Log On” and this will open up your email account

If you have problems you can contact the Help Desk at 724-805-(help) 2297 or helpdesk@email.stvincent.edu.

PURCHASING YOUR TEXTBOOKS:

Textbooks for the upcoming semester can be purchased **online** two weeks before classes begin. Please note that the booklist will **NOT** be accessible until this time.

You may also begin purchasing your textbooks in the **Bookstore** one week before classes begin.

Please check the bookstore’s website, www.stvincent.bkstr.com for a complete listing of dates and times for textbook purchasing and pick-up.

How to order your books online:

- Go to www.stvincent.bkstr.com and click on the “TEXTBOOK” section and choose the courses in which you are currently enrolled.
- Log-in with your email and password. If this is your first time using the system, you will have to register as a new user.
- Choose and buy the textbooks you wish. Once you are finished, follow the directions to take you to “check-out”.

PLEASE NOTE: *If you are not able to order a particular textbook that means it is not in stock yet. Please check back to the site periodically to see if it arrives before the reservation/pre-pay cut-off date. If it does not, you will need to purchase it in the Bookstore when you arrive on campus.*

- Proceed to check-out and pay for your books. You will have 3 payment options: credit card, gift certificate, or business office voucher.
- Make sure you print out the confirmation page with your order number (example70491). You **MUST** present your confirmation number to pick up your books.

Bookstore hours are M-F 8:30-4pm & Sat. 9-11am

If you have any questions, please email the bookstore at bookstore@email.stvincent.edu