

## Gratz Email



- Gratz.edu emails will be provided to you using the **Gmail platform**
- **Students must use their gratz.edu email address** for all communication with staff and faculty at the college.
- You will receive an email from gsuite-noreply@google.com **within 24 business hours** with your Gratz College email account and temporary password (you will be instructed to change your password).
- The **password expires in 48 hours**. You may email helpdesk@gratz.edu if you need a password reset.

## Degree Plan



- Your Program Director will provide you with an **individualized degree plan** to track your progress through the requirements.
- You can identify upcoming courses and read their descriptions by selecting "**Course Offerings**" on your program page and filtering by term.
- A full list of curriculum requirements and course descriptions can be found on each program's online "**Curriculum Map**" or in the **Academic Catalog (PDF)**

## Registration



- Students register for all courses using **NetClassroom** at [student.gratz.edu](http://student.gratz.edu)
- On **NetClassroom** you will be able to:
  - Register for courses
  - See your scheduled classes
  - View and pay your bill
  - View your final grades
  - Print an unofficial transcript
  - Change your password in the MY SETTINGS tab
- Once you have registered it may take a day or two for processing.
- Review the "Required Texts" list on the "Students" page of the website, and order any required books prior to the start of the term.
- **Registration Instructions**
  - Click on "Register for Classes" in left sidebar
  - Select a semester in the drop-down
  - Click on "Edit Registration"
  - Choose your first class from the drop-down menu
  - To the right of your class, select "1" for section #
  - All subsequent classes should be registered in the "Additional Courses" section
  - Click on the "New" button to create a new line. Leave one line blank.
  - Click on the binoculars icon on the second line down to search for the class by course ID # or name.
  - To select your class, click on the course ID # that appears on the bottom half of the pop-up window, then add the section # to the right of your class name.
  - Continue to add classes until done.
  - Click "Submit" to save your choices.

## Learning Platform



- **Moodle** is the learning platform that holds your classes
- You can access **Moodle** at [moodle.gratz.edu](http://moodle.gratz.edu) using Chrome, Firefox, or Safari within 24 hours of registering for your first course.
- Prior to starting your first course, you must complete the short mandatory **New Student Orientation**:
  - Learn how to use Moodle's **main features**
  - **Check in during the week** to read any responses to your posts and assignments
  - **Interact with other new Gratz students** by reading and responding to their posts
- You will be notified when you can access the course(s) for which you registered, which will **appear at 12:01 am on the course's first day**
- The first day of class can be found on the **Academic Calendar**.

## Tuttleman Library



- The **Library and Information Technology Services (LITS)** department is housed in The Edna and Stanley Tuttleman Library.
- Students should use their Gratz username and ID number as their password to access **LITS Catalogs, Databases, and Journals**
- Gratz College houses the following **collections**:
  - The Holocaust Oral History Archive
  - The Wolk Family Periodical Center
  - The Weiss Music Library Center
  - The Theodore H. and Leah Cook Reference Collection
- The Tuttleman Library is open Monday - Thursday 10:00am-5:00pm and Friday from 10:00am-3:00pm.
- Students and faculty have access to participating college libraries in the **Tri-State College Library Cooperative**. Email library@gratz.edu for instructions.

## Financial Aid



- Complete the **Free Application for Federal Student Aid (FAFSA)** online at [fafsa.gov](http://fafsa.gov), to determine your financial need and Federal Direct Loan eligibility
- Use the **federal school code for Gratz College (004058)** to ensure that Gratz receives your Student Aid Report
- To borrow a Federal Direct Loan, complete the **Master Promissory Note (MPN)** at [studentloans.gov](http://studentloans.gov), which is your loan agreement form
- All first-time Federal Direct Loan borrowers must complete **Entrance Counseling**, which can be found at [studentloans.gov](http://studentloans.gov)
- You will receive your financial aid award letter via email, which will indicate your annual loan amounts.
- You must sign and return your letter to Gratz, prior to loan disbursement.
- To remain eligible for financial aid, you must be enrolled in **at least 6 credits per semester for graduate students and 1 credit per semester for doctoral students**.

### Gratz College Scholarships

- To be considered for a scholarship, you must fill out the FAFSA and submit the **Scholarship Application Form**.
- For more information on scholarships, contact the Director of Institutional Advancement, Naomi Housman, at [nhousman@gratz.edu](mailto:nhousman@gratz.edu).

## For help filing for Federal Direct Loans



Contact our  
Financial Aid Office:  
[finaid@gratz.edu](mailto:finaid@gratz.edu)  
(215) 635-7300 x102