

Dear Accepted Student,

Your journey to advancing your education at Malone University is about to begin. Please know that by saying “yes” to your education you’re on your way to both advancing your career and finding an even deeper sense of meaning and purpose in your life. Congratulations!

In preparation for the semester, I’ve included some important information below that will guide your entrance into your studies. As always, if you have any questions, do not hesitate to reach out to your admissions counselor or GPS@malone.edu

- [MaloneXpress](#) is your central hub as a Malone student. Log in at the upper left corner of the page using your Malone email and password. Click on the icons to access your email, Moodle online courses, financial aid and account, etc. Here is a [Training Guide](#) to help you navigate it. Check your Malone email often as it is the primary way your professors will communicate with you.
- [Online courses](#) are fast-paced and require self-motivation. Click on the additional links on this page to learn how to prepare for and be successful with your studies. Courses are not active on Moodle until about one week prior to the start of the semester. Once available, you can read the syllabus and see the textbook(s) you’ll need. You will want to procure your text before class begins or within the first day or two.
- [Malone’s Campus Store](#) can provide your textbooks. If you are a student of the Organizational Management degree completion program or the Master of Science in Nursing, your textbooks have already been arranged for you. If you are in the Master of Business Administration, Master in Counseling, or an online undergraduate program, you can use the search feature on the link to find the books you’ll need.
- [A campus map](#) is useful if you need to come to campus for class or to meet your advisor. Your course schedule on Malone Xpress will indicate your classroom and parking lots are indicated on the map. Food is available at Regula Cafe on the first floor of Regula Hall, Emma’s in the Barn, and the dining commons in the Centennial Center.
- [Vehicle registration](#) can be completed on MaloneXpress. Log in, click Student at the top bar, and vehicle registration is in the left hand column.
- [Student IDs](#) are available by contacting Pattie Anderson at panderson@malone.edu or calling 330-471-8273. You can use your ID to access the Wellness Center and attend athletic events.
- [Course Descriptions](#) can be found in the academic catalog. Be sure to use the dropdown menu to select undergraduate or graduate programs.

- [The Registrar's Office](#) is where you will find information such as registration procedures for your next semester, the academic catalog, course lists, semester calendar, etc. You can reach the office at registrar@malone.edu or by calling 330-471-8128.
- [The IT HelpDesk](#) provides technical assistance. Check with Malone's IT professionals for help with connectivity, spyware and viruses. They do not repair operating systems or hardware but can refer you to businesses that do. Contact them at helpdesk@malone.edu or 330-471-8428.
- [Campus Safety](#) is on duty 24 hours a day to provide campus-wide observation and protection. You can download Campus Shield, the free alert system app. The office is located on the second floor of the Barn or contact mupd@malone.edu or 330-471-8251.
- [Malone's Library](#) is your resource for any research you need while you're a student. On the library link, click on *Staff and Liaisons* to find the librarian for your program. You will need your unique student identification number which is on Malone Express or on your ID card should you choose to get one.

With a deep respect and appreciation for you at this exciting launch,

Jason Moyer, Ph.D.
Vice President of Enrollment Management.