



NEW STUDENT

FAQ

YOUR QUESTIONS, ANSWERED.



Question 1:

What portals do we use at Saint Joseph's College?

Navigating your new digital campus is easy! We use three main platforms to keep you connected:



Google Workspace:

Your hub for SJC Email (Gmail), Drive, Calendar, Meet, and more!



Campus Cafe:

This is your Student Information System. Think of this as your digital filing cabinet for class schedules, billing statements, transcripts, and more.



Brightspace:

Our Learning Management System. This is your virtual classroom where you'll find course materials, submit assignments, and interact with your professors.



Question 4:

How do I register for classes?



Registrar's Office

Leave the heavy lifting to us! Our incredible Registrar's Office personally handles registration for all incoming students. Schedules are finalized before New Student Orientation and will be distributed during your academic advising sessions. You can also view your completed schedule anytime on **Campus Cafe**.



Question 2:

When can I log into Google Workspace, Campus Cafe, and Brightspace?



Keep an eye on your inbox! By the **second week of June**, students will receive a temporary password and instructions for their **SJC Google Account**, giving them access to our portals.



Step 1: Follow the instructions to log in and create your permanent password.



Step 2: Use those same credentials to access Campus Cafe and Brightspace using those same credentials.

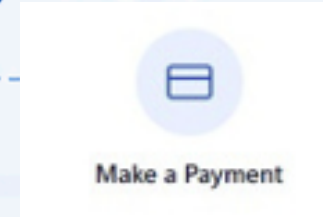


Question 3:

How do I pay my bill?



Once your SJC Google Account is set up, log in to **Campus Cafe** and you'll find the "**Make a Payment**" icon (see below!).



Question 5:

How do I send my Dual Enrollment or AP scores?

To ensure you get the credit you've earned, please follow these steps:



Dual Enrollment: Ask the institution where you took the course(s) to send an official transcript to registrar@sjcme.edu.



AP Scores: Request an official score report from the College Board to be sent directly to SJC.



Need a hand?

If you have any trouble logging in, our IT Team is happy to help at iteam@sjcme.edu.



Questions about your student account?

Reach out to our Student Accounts team at studentaccounts@sjcme.edu.