School of Continuing and Professional Studies

Undergraduate Programs

Student Handbook

2014-2015
Contents

Introduction 3

Academic Information 4

General Information 7

Registration 9

Tuition and Financial Aid 9

Student Support Services 10

Emergency Notification Resources 12

Useful Contact Information 12

SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES
Loyola University Chicago
Water Tower Campus
820 North Michigan Avenue
Lewis Towers 401
Chicago, IL 60611-2196

Telephone: (312) 915-6501
Fax: (312) 915-6508
E-mail: SCPS@luc.edu
Website: www.luc.edu/adulted
Welcome from the Dean

On behalf of Loyola University Chicago’s School of Continuing and Professional Studies, I want to welcome you to the next great step in your life. Where might this step take you? Maybe to a place of deep satisfaction when you complete your degree and hold the diploma in your hands. Maybe to a place of exhilaration when you land a coveted career promotion. Or maybe simply to a place of broader knowledge about subjects that capture your interest.

The School has developed several degree programs that respond to the needs of today’s students and employers. Our Bachelors of Arts degree in Management offers students five relevant, real-world concentrations asked for most by employers, including a ABA-approved Certificate in Paralegal Studies. Our new BA’s in Applied Studies and Criminal Justice offer flexible schedules of evening classes for degrees with a wide range of real-world applications and hands-on experience at Loyola’s Water Tower campus.

Our commitment to an exceptional education matches yours. I welcome you, and I encourage you to explore how our programs and certificates can fuel the changes you most want to make in your future, your career, and your life.

Sincerely,

Walt Pearson, PhD
Dean, School of Continuing and Professional Studies
Academic Information

Academic Advising
Academic advising in the School of Continuing and Professional Studies (SCPS) is an integral part of our larger mission of promoting your academic success. Academic advisors assist you with educational and career planning and academic choices. Assistance is available to help you plan your program, select classes, and register for courses in SCPS. All new students meet with an advisor prior to registering for classes the first time. Advisors are located in the SCPS Office, Lewis Tower 401; phone (312) 915-6501; fax (312) 915-6508; e-mail scps@luc.edu.

While SCPS advisors provide guidance and support, students must assume ownership and responsibility for their degree completion. Students are encouraged to actively participate in the advising process. They are expected to proactively initiate contact with advisors, make decisions about academic matters, and accept responsibility for the consequences of those decisions.

Academic Calendar
The School of Continuing and Professional Studies follows an academic calendar of five 8-week sessions with classes meeting primarily once per week. The School of Continuing and Professional Studies makes every effort to avoid scheduling classes during holidays and holiday weekends.

Sessions begin in August, October, January, March and June. Detailed information on classes and application due dates can be found on the School of Continuing and Professional Studies web site at http://www.luc.edu/adult-education/adult-classes/

Academic Standing/Satisfactory Academic Progress
Loyola University Chicago understands education to be a process of academic development and growth; therefore academic progress is an important element in an individual’s life at the university. Generally, academic standing is determined by two main criteria, the grade point average (GPA) and quality points.

Good academic standing at Loyola University Chicago School of Continuing and Professional Studies requires that a student maintain a cumulative GPA of 2.00 or better, and earn quality points that equal twice the number of attempted credit hours.

The School of Continuing and Professional Studies cumulative GPA includes all grades earned in coursework taken at Loyola University Chicago. Graduation from the university requires at least a 2.00 GPA for all coursework attempted.

Any total of quality points that is less than twice the number of attempted credit hours is a quality point deficit. For questions about your academic standing, please contact your academic advisor.

Academic Probation and Dismissal for Academic Reasons
Any student whose cumulative Loyola GPA drops below 2.00 will be placed on academic probation. A student on academic probation is required to make progress each term to improve his/her cumulative GPA. A maximum of four sessions of attendance will be allowed for the student to regain good academic standing or the student will be subject to dismissal from the institution. While on academic probation, students may be required to reduce the number of credit hours enrolled in each session.

During the period of probation, no student will be allowed to represent the university publicly. Any exception to this restriction must come explicitly from the student’s dean. The student’s dean determines when a student is placed on academic probation or dismissed for academic reasons.

The university has instituted formal procedures for warning and ultimately dismissing those who are not progressing as required. Academic probationary status and even academic dismissal should be understood as necessary consequences for those students directly involved. A returning student with more than one dismissal for poor academic performance is not eligible to continue in any of Loyola University Chicago Bachelor degree programs.
Attendance Policy
Due to the 8-week nature of each course, attendance is a key ingredient to successfully completing your degree. Your success in SCPS courses will heavily depend on your attendance and participation in the classroom. You are expected to be present for every meeting of the course. If you are unable to attend a class or will be late for a class, you must notify the instructor in advance of the absence.

Each course’s instructor reserves the right to make judgment on accepting and/or making-up assignments missed because of class absence. That policy will be clearly expressed in the course syllabus. Unexcused absences may result in failing the course.

Change of Grade
Changes of grades are only used to assign a letter grade to replace an Incomplete or to correct instructor errors. This may only be done through the sixth week of the following semester.

Classroom Location Change
In the event of a room location change, a notice will be sent to your LUC email address. You may also contact SCPS for information.

Course Cancellations/Schedule Changes
The University reserves the right to make changes in faculty assignments and modify time schedules, to cancel any class for insufficient enrollment, and to close classes that reach enrollment limits. The School of Continuing and Professional Studies will make every effort to contact students enrolled in classes that are canceled. Graduating seniors will be provided alternative coursework to complete their degree in a timely manner whenever possible.

Grade Point Requirement
A grade of C or better is required in all courses in the student’s major and minor concentration. A student is permitted to repeat a major or minor course one time to acquire a grade of C.

Grade System and Credit Points
Letter grades and plus/minus indicators (suffixes) are used by instructors to indicate a student’s quality of achievement in a given academic course. The letter grades A, A-, B+, B-, C+, C, C-, D+, D, and F are assigned the following credit points for purposes of grade point average (GPA) calculations: A = 4.0; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; and F = 0.

A student taking an elective course pass/no pass must receive a grade of C- or higher in order to earn a passing grade of P for the course. Credit hours for which the student earns a grade of P will count toward graduation, but the grade will not be computed in the grade point average. A student who receives a grade of D+ or lower will receive a non-passing grade of NP. Credit hours for which the student earns a grade of NP will not count toward graduation, and the grade will not be computed in the grade point average.

The pass/no pass option is intended to encourage students to experiment and explore in areas outside of their academic major and only available to students who have reached Junior student in good standing status. A maximum of 12 credit hours total can be taken, and that is limited to 6 credit hours a semester as well. Only electives can be taken pass/no pass.

A grade of W indicates official withdrawal from a course with permission of the student’s dean through the allowed withdrawal period. The grade W is not counted in computation of academic standing.

A grade of WF indicates withdrawal from a class without proper authorization at any time after the approved deadline. A course with a WF grade is counted as attempted credit hours in the computation of academic standing.

A grade of I indicates the course is still incomplete. I grades are assigned by the student’s instructor and must be removed within six weeks of the start of the subsequent session; otherwise the incomplete is converted into an F grade. See details on I grades below.

School of Continuing and Professional Studies
Grade, Quality Points and Point Range
<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points (for GPA)</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>92-94</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>89-91</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>86-88</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>83-85</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>80-82</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>77-79</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>74-76</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>71-73</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>65-70</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>&lt;65</td>
</tr>
</tbody>
</table>

Incomplete Grades (I)
A grade of I may be given to the student when it is reasonable to assume that the student has completed the majority of coursework in the class. The student requests an I grade from the instructor using this form. I grades are assigned at the discretion of the instructor. If an I grade is granted not resolved by the deadline, the grade automatically becomes an F. Incomplete grades will only be used for major personal issues affecting the student. Examples of circumstances for allowing an I grade are:
- Personal illness or injury
- Illness or injury in immediate family (spouse, child, parent)
- Life crisis (divorce, death of immediate family member, et al.)
- Job crisis (sudden transfer, required travel, et al.)
- Other relevant and disruptive situations and circumstances beyond the student's control

Missed final exams may be regarded as incomplete work, and their completion should follow the same procedure as that for other incomplete work (see above). It is the instructor's responsibility to determine whether or not a make-up exam will be given for a missed final exam.

Readmission
Loyola University Chicago students who have "stopped out" for one calendar year or longer need to apply for readmission and are bound by the degree requirements in place at the time of readmission.

Repetition of Courses
Students may repeat a course in which they previously received a passing grade only with the specific authorization of the dean’s office. Such repetition may be required if students received a C- or lower grade in a course in the major or minor field, or if specific departmental regulations so require. Authorization to repeat courses merely to improve the grade will rarely be given. A grade of a repeated course does not replace the original grade earned. In an authorized repetition of a course the student will not receive additional credit hours toward graduation since credit hours in the course have already been earned. The repeated course, however, is counted for attempted hours and quality points for the accurate computation of grade point averages. A student who repeats a course without permission earns neither credit hours nor quality points for the repeated course.

Residency
The final 45 credit hours or a minimum total of 64 credit hours of a School of Continuing and Professional Studies undergraduate degree must be earned at Loyola University Chicago.

Satisfactory Academic Progress and Required Grades
A grade of C or better is required in all courses in the major and minor. A grade of C- or better is required in all core and school requirements. Students are required to maintain a cumulative 2.00 average in the core and school requirements as well as an overall 2.00 average. Students should not repeat a course without prior permission of their academic advisor.

Schedule Change and Withdrawal Refund Schedule
A schedule change is defined as adding and dropping any number of courses but maintaining enrollment. There is no financial impact for schedule changes before the official session start date. A withdrawal from class after the session start date through the 5th class meeting will result
in a W grade. A withdrawal after the 5th class meeting will result in a WF grade. Changes to your schedule or withdrawal from a course can be processed in LOCUS. Contact your academic advisor prior to processing a schedule change if you have questions on its impact. Students are responsible for processing schedule changes in LOCUS.

A complete withdrawal from all classes before the beginning of the term start date results in no financial responsibility and no assignment of grade.

For students who withdraw from a course or from the university completely after the official start date, charges will be based on the schedule set by the Office of the Bursar. The most up to date information is available at: http://www.luc.edu/bursar/.

The Office of Student Financial Aid (OSFA) is required to recalculate financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing more than 60% of a term, and for those who do not successfully complete at least one course in a term. Please check with the OSFA for your continued financial aid eligibility should you change your enrollment.

Transfer Credit Policy
Transfer credit acceptance depends upon the quality and quantity of coursework completed at other institutions. Normally, Loyola University Chicago accepts all credit work provided it is comparable to Loyola courses or can be applied toward elective credit. Grades of less than C are not acceptable external grades for transfer credit. At least half of the credits earned in the major and minor must be taken at Loyola. Note that the University will accept no more than 64 semester or 96 quarter hours from all junior or community colleges combined. Your advisor will show you how your transfer credits may be applied toward your Loyola program.

General Information

Academic Grievance Procedure
In order to provide a forum for the fair resolution of academic disputes involving individual student complaints of the appropriateness of course grades and accusations of academic dishonesty, the following procedure has been developed and will be applied to all cases involving Loyola undergraduate students. Students should be aware that in cases in which a grade is disputed, the grade will be changed by the dean only if the grading is found to be capricious, is found to be in significant violation of clearly established written college policies, or is a result of improper procedures. Capricious grading is the assignment of a grade to a student which is:

- Based partially or entirely on criteria other than the student’s performance in the course.
- Based on standards different from those standards of grading applied to other students registered in the same course.
- Based on a substantial departure from the announced grading standards for the course.

A complaint about an instructor’s evaluation of the student’s performance in assigning a grade in a course is not a basis for a grievance procedure. For more detailed information on this policy, please see the Loyola University Chicago Undergraduate Studies Catalog at http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

Academic Integrity Policy
The basic commitment of a university is to search for and to communicate the truth as it is honestly perceived. The university could not accomplish its purpose in the absence of this demanding standard. To the extent that this standard is respected, a genuine learning community can exist. Students of this university are called upon to know, to respect, and to practice this standard of personal honesty.

Plagiarism is a serious form of violation of this standard. Plagiarism is the appropriation for gain of ideas, language, or work of another without
sufficient public acknowledgement that the material is not one’s own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the deliberate taking and use of specific words and ideas of others without proper acknowledgement of the sources.

The faculty and administration of Loyola University Chicago wish to make it clear that the following acts are regarded as serious violations of personal honesty and the academic ideal that binds the university into a learning community:

- Submitting as one’s own: Material copied from a published source: print, Internet, CD-ROM, audio, video, etc.; another person’s unpublished work or examination material; a rewritten or paraphrased version of another person’s work.
- Allowing another or paying another to write or research a paper for one’s own benefit.
- Purchasing, acquiring, and using a pre-written paper for course credit.

The critical issue is to give proper recognition to other sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. If, after giving proper recognition to sources other than one’s own, the student has nothing left to call his/her own, insufficient work has been done.

In the course of completing a written assignment, a student, just as a professional, has access to several kinds of assistance and advice. The student, however, must do the revising.

Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher; providing information to or obtaining information from another student during the examination; attempting to change answers after the examination has been submitted; and falsifying medical or other documents to petition for excused absences are violations of the integrity and honesty standards of the examination process.

Plagiarism on the part of a student in academic work or dishonest examination behavior will result minimally in the instructor assigning the grade of F for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the Professional Studies Dean’s office.

**Business Course Limitation**
Due to the Loyola University Chicago School of Business Administration accreditation standards, School of Continuing and Professional Studies students may not apply more than 30 credit hours of “business related” courses toward their degree. School of Continuing and Professional Studies students transferring to the School of Business Administration may not apply ODL courses to satisfy required business courses.

**Immunizations**
The State of Illinois requires that students who are taking more than six credit hours per each eight-week session provide to the University evidence of immunity to measles, mumps, rubella, tetanus and diphtheria. Please visit the Loyola University Chicago Wellness Center website for further information at [www.luc.edu/regrec/immunization.shtml](http://www.luc.edu/regrec/immunization.shtml).

**Insurance**
All full time undergraduate, graduate and professional students are required to have adequate health insurance. For the purpose of student health insurance, you are considered a full time student if you are registered for 12 or more credit hours during any one semester. This means that students taking 6 credit hours in the first fall/spring session and an additional six credit hours in the second fall/spring session are considered to be full time students. Full time students will be automatically enrolled and billed for an annual policy. Full time students who wish to be insured through another policy of their own choosing may simply opt out of this automatic enrollment and billing by completing a completed waiver form by September 26, 2005. Details about the plan as well as waiver information can be
found at http://www.luc.edu/healthcareplanforstudents/

Weather-related Closings and Other Emergencies
In the event of an emergency, go to www.luc.edu/emergency. Information will be broadcast on the university radio station, WLUW (88.7 FM); on university GroupWise and student e-mail; and on the university faculty and staff voicemail broadcast system via an Audix (phone) message. You may call (773) 508-8900 for weather related closings.

LUC also has an emergency notification system known as Loyola Alert that sends a message via text, email, and voicemail to the registered phone number for students, faculty, and staff in the event of a life-threatening campus-wide emergency. Everyone with a LUC ID is eligible to sign up for the Loyola Alert service, and must have a cell phone equipped to receive text messages. Signing up for the service is NOT required but highly encouraged, and you can go to www.luc.edu/alert to do so.

Registration

Class Registration
Students register for classes by using the Loyola University Chicago Web Site on LOCUS www.luc.edu/focus/. Students assume responsibility for completion of all course prerequisites prior to the start of the class. All registration must be in place before the start of the first day of class. Members of SCPS faculty are instructed not to let unregistered students remain in the classroom for any part of class. If you need to meet with an advisor prior to registration, please contact the School of Continuing and Professional Studies at (312) 915-6501 to schedule an appointment.

Credit Hour Limitations
Students may register for up to 6 credits per 8 week term. Enrollment in 9 credit hours per term is considered an overload and requires approval of the dean’s office as well as a minimum Loyola cumulative GPA of 3.0

Tuition and Financial Aid

Tuition and Fees
Tuition is $630.00 per credit hour for the 2014-2015 academic year.

Professional Studies Activity Fee:
Enrolled in 1 - 3 hours $32 per session
Enrolled in 4 - 6 hours $59 per session
Enrolled in 7+ hours $82 per session

If a student withdraws at the point at which only a portion of the tuition would be due, the same portion of the fee will be charged.

The Office of the Bursar also has payment plans available for students. Details can be found at http://www.luc.edu/bursar/payment.shtml

Financial Aid
Adult students at Loyola’s School of Continuing and Professional Studies (SCPS) are eligible for a wide variety of financial aid to help finance their education. Students can take advantage of assistance ranging from government grants and loans to academic scholarships. Please visit www.luc.edu/finaid for details and complete information.

The School of Continuing and Professional Studies administers several scholarships for adult students enrolled through SCPS. A scholarship packet can be picked up in our office or details can be found at http://www.luc.edu/scps/scholarships/scholarshipsindex.shtml

Tips for scholarship searches
- Visit the reference section of the public library and browse the selection of books listing scholarship opportunities. Contact organizations that have scholarships for which you are qualified and apply.
- Seek scholarships aimed at adults, such as the REACH scholarship.
- Contact local charities about their scholarship programs.
- Use Web-based resources such as the Illinois Student Assistance Commission for
help with state grant and loan programs, as well as the Higher-EdNet scholarship search service. Also check out the FASTWEB Scholarship Search Service.

- In general, beware of scams. Do not pay anyone to locate scholarship opportunities for you.

**Satisfactory Academic Progress for Financial Aid**
Each student is expected to make quantitative and qualitative progress towards degree completion to continue receiving financial assistance; failure to do so will result in loss of financial assistance. Quantitative progress requires students to complete 70 percent of all courses attempted. Eligibility for financial assistance may be endangered if a student withdraws from courses or receives grades of Incomplete too frequently. For further information or to discuss individual situations, contact Office of Student Financial Assistance. A copy of the Satisfactory Academic Progress policy is available online at [www.luc.edu/finaid](http://www.luc.edu/finaid)

**Student Support Services**

**Addresses on File**
Students can change either their permanent or local address on LOCUS at [www.luc.edu/locus/](http://www.luc.edu/locus/) or at the Office of Registration and Records on the Water Tower Campus in Lewis Towers, Room 504.

**Sakai**
Loyola’s online course management system is called Sakai. All of your SCPS instructors use Sakai as an electronic extension of their classes. They may use it to post their syllabi, handouts, assignments, quizzes and tests, and grades on the Web. They might also conduct class discussions or virtual office hours through Sakai via Adobe Connect. To access the Sakai portions of your courses and to download your course materials, log into the Sakai website [https://sakai.luc.edu/](https://sakai.luc.edu/). It is available 24 hours a day from any computer connected to the Internet.

**Bookstore**
25 E. Pearson Street, Corboy Hall 2nd floor

**Bookstore Standard Hours:**
- Monday: WTC 9:00 a.m.-6:30 p.m.
- Tuesday: WTC 9:00 a.m.-6:30 p.m.
- Wednesday: WTC 9:00 a.m.-6:30 p.m.
- Thursday: WTC 9:00 a.m.-6:30 p.m.
- Friday: WTC 9:00 a.m.-5:00 p.m.
- Saturday: WTC 10:00 a.m.-3:00 p.m.
- Sunday: WTC CLOSED

**Bookstore Summer Hours:**
- Monday: WTC 10:00 a.m.-6:00 p.m.
- Tuesday: WTC 10:00 a.m.-6:00 p.m.
- Wednesday: WTC 10:00 a.m.-6:00 p.m.
- Thursday: WTC 10:00 a.m.-6:00 p.m.
- Friday: WTC 10:00 a.m.-3:00 p.m.
- Saturday: WTC CLOSED
- Sunday: WTC CLOSED

**Campus Card**
The Campus Card is the university's official identification card and identifies Loyola students to all members of the Loyola community. Once students are registered, they can stop by the Campus Card office and have their picture taken and the card activated.

The Campus Card provides access to the shuttle bus, library, computing centers, and all campus events.

**Campus Card Location and Hours**
Water Tower Campus
Corboy Law Center, Lobby
Monday through Friday 8:30 a.m. to 5:00 p.m.

**Career Services**
SCPS students can take advantage of the full range of services offered by the Loyola University's Career Development Center. Go to [luc.edu/career](http://luc.edu/career) for details.

**Computer Labs**
Loyola University Chicago maintains several computer labs on the Water Tower Campus for student use. Please go to [www.luc.edu/is/labs/labschedule.shtml](http://www.luc.edu/is/labs/labschedule.shtml) for a list of computer labs, the schedule of use and equipment available.
E-Mail account
All Loyola students are provided with access to electronic mail and a Loyola student e-mail address. Details on how to access your personal account are be located at http://www.luc.edu/is/email/.

Library
Lewis Library, Water Tower Campus
25 E. Pearson Street, 6th Floor, Chicago, IL 60611
Circulation: (312) 915-6622 Reference: (312) 915-6631 Periodicals: (312) 915-6620

Lewis Library Hours:
Monday-Thursday: 8:00 a.m. - 10:00 p.m.
Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: Noon - 6:00 p.m.

Cudahy Library, Lake Shore Campus
6525 N. Sheridan Road, Chicago, IL 60626
Circulation: (773) 508-2632 Reference: (773) 508-2654 or 8-2658 (on campus)
Periodicals: (773) 508-2618

LOCUS
LOCUS is an integrated Web-based student information system. It allows students to register for courses, access accounts, review financial aid awards and review academic records. Locus is accessible 24 hours a day from any computer with internet access. Use your Universal ID and password to log in to the LOCUS system. This is the same ID and password you use to log in to Loyola’s campus computers

Office of the Bursar
The Office of the Bursar is responsible for billing and collecting all tuition, fees, room and board, and commuter dining and book dollars.

Statements are sent to the permanent address on file with the Office of Registration and Records. Statements can be sent to a different address but arrangements must be made with the Office of the Office in advance of the billing date. Students are responsible for the accuracy of all addresses.

The Bursar’s Office at Water Tower Campus is located in Room 504 of Lewis Towers and is open Monday thru Thursday from 9:30 a.m. to 6:00 p.m. and Friday from 8:30 a.m. to 5:00 p.m. Phone: (773) 508-3180. Fax: (312) 915-6162.

Parking at the Water Tower Campus
Loyola University Chicago does not provide parking at the Water Tower Campus; however there are public parking garages around the neighborhood offering discounted rates for LUC students. If you want to park on the street, expect to drive around for a while, as meters are often occupied. Tickets from the discounted garages must be validated at the security desk in the Corboy Hall lobby at 25 E. Pearson. For a list of garages and the discounts they offer to go http://luc.edu/campustransportation/generalinformation/watertowercampus/.

Safety and Security
The Department of Public Safety at Loyola University Chicago is committed to providing a safe living and learning environment. Our goal is to create a customer friendly environment that focuses on crime prevention and problem solving through awareness and education. By working together as a team, we can create a safer and more secure living and learning environment for all LUC students, faculty, and staff.

Safety Tips can be found on the Loyola University Chicago Safety and Security website. For more information please visit the website at: www.luc.edu/depts/safety

Transcripts
All official transcripts of student records are issued by the Office of Registration and Records, located in 820 N. Michigan Avenue, Lewis Towers Room 504, Chicago, IL 60611. The phone number is (312) 915-7221. There is a $5.00 fee per transcript. No transcripts are issued unless a student’s account is in good standing. More details and the required request form are available at http://www.luc.edu/regrec/transcripts.shtml

Universal ID and Password
Your Loyola Universal ID grants you access to many university resources. It’s the username you use to login to LOCUS, Sakai, your Student E-Mail account, and computers in Loyola computing labs.
If you don’t know your Universal ID, don’t worry. There are many ways to get it:
• Contact the Call Center at 4-4444 (on campus) or 773-508-7190 (off campus). They will need to verify your identity, so have your Social Security number handy.
• Visit the Personal Account Manager at http://www.luc.edu/is/pam/ and click First Time User. PAM allows students to change their network password any time from any computer and set personal identifiers that let you reset your password if you forget it.
• Ask a computing lab advisor. Be sure to show them your Loyola student ID card.

Please remember that all university passwords expire every 90 days and must be reset. PAM allows you to do this without the need to contact the Help Desk or a computing center advisor.

**Writing Center**
The Writing Center will help you develop strategies for a variety of writing issues as you develop your class papers. It is a good idea to make an appointment to work with a tutor ahead of time. You are welcome to come to the Writing Center with your assignment, your paper, and an open mind, and with questions—either specific or general. The Writing Center is not a fix-it shop or a proofreading service, but the tutors will help you develop the techniques, strategies, and habits you need to become the best writer you can be.

The Writing Center at Water Tower Campus is located in 25 E. Pearson, 6th Floor, Room 605. The regular hours are Tuesday 4:00-7:30 p.m. and Wednesday 4:00-7:30 p.m. The phone number is (312) 915-6089. If the Center is closed and you wish to schedule an appointment, please call (312) 915-6520.

**Emergency Notification Resources**

ON CAMPUS EMERGENCY NUMBER: 4-4911

OFF CAMPUS POLICE EMERGENCY NUMBER
CHICAGO: 911

TO CONTACT CAMPUS SECURITY FROM OFF CAMPUS: (312) 915-6476 OR (773) 508-6039

On Campus Numbers:
Public Safety Dispatcher (Non-emergency) 5-6175
Transportation 8-2399

**REPORTING EMERGENCIES**
For any police, fire, or medical emergency, call Public Safety at 4-4911 (on campus) or (773) 508-6039 (off campus) immediately:
Give your name, phone number and location.
Describe the nature of the emergency.
Be prepared to respond to the dispatcher's instructions.

In response to your call, the dispatcher will send Campus Police or Community Service Officers and appropriate police, fire, or ambulance units to your location immediately.

**EMERGENCY CALL BOXES**
Emergency phones are located on each campus. Over 450 emergency phones are located inside buildings and through the grounds of our campuses. In an emergency, push the “ON” button to notify Public Safety of your location and need for assistance.

**Useful Contact Information**

Call Center
(773) 508-7190

Campus Bookstore
(312) 915-7426
Fax
(312) 915-7425
loyola.bkstore.com

Campus Card
(312) 915-7756
Fax
(773) 508-8930
E-mail sbo@luc.edu

Campus Recreation
(773) 508-3915
Career Center
(773) 508-7716
http://www.luc.edu/career
E-mail
careercenter@luc.edu

Computing Centers
Water Tower Campus
(312) 915-7342
www.luc.edu/is
E-mail
is-edsvcs@luc.edu

English as a Second Language Program
(773) 508-3880
www.luc.edu/depts/esl
E-mail
esl@luc.edu

Housing
(773) 508-3300
Website
www.luc.edu/reslife

Institute for Paralegal Studies
(312) 915-6820
Website
www.luc.edu/paralegal
E-mail
paralegal@luc.edu

Learning Assistance Center
(312) 915-6984
Website
http://www.luc.edu/depts/lac/

Lewis Library (WTC)
(312) 915-6622

LOCUS Website
www.luc.edu/locus

Office of the Bursar (WTC)
(312) 915-6160
Fax
(312) 915-6162
Website
www.luc.edu/bursar/

Office of Student Financial Assistance
(773) 508-3155
Fax
(773) 508-3397
E-mail
lufinai@luc.edu

Parking Information Website
www.luc.edu/depts/safety/parking.html

Public Safety
Lake Shore Campus
on campus 4-4911
Water Tower Campus
(312) 915-6476

Registration and Records
(312) 915-7221
Website
http://www.luc.edu/regrec/
E-mail
registrar@luc.edu

Sakai
https://sakai.luc.edu

Services for Student with Disabilities
(312) 915-6316
Website
www.luc.edu/depts/lac/

Student Affairs Website
www.luc.edu/depts/studaff

Tutoring Center
(773) 508-3194

Weather Related Closings
(773) 508-8900

Wellness Center
(773) 508-2530
Website
www.luc.edu/wellness

Writing Center
(312) 915-6089
Website
http://www.luc.edu/depts/english/writctr.htm
Rights Reserved

The president and officers of Loyola University Chicago reserve the right to change the information, regulations, requirements, and procedures for admission or graduation announced in this catalog; to change the arrangement, scheduling, credit or content of courses; to change the books used, fees charged, and regulations affecting students; and to refuse to admit or readmit, and to dismiss, any student at any time, should it be deemed to be required in the interest of the student or the university to do so.

Notice of Nondiscriminatory Policy

Loyola University of Chicago admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Loyola University Chicago does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Otherwise qualified individuals are not subject to discrimination on the basis of handicap.

If you believe you have been discriminated against because of race, religion, color, sex, age, sexual orientation, national origin, or handicap, please contact the Office of Campus Life.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students with certain rights with respect to their education records. Students should go to the Loyola University Chicago FERPA web site at http://www.luc.edu/ferpa for a thorough discussion of these rights. This site also includes Loyola’s directory information public notice. It is important that students familiarize themselves with their rights.

Sexual Harassment

Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature or based on gender, including unwelcome sexual advances and requests for sexual favors.

Types of sexual harassment include:

A. Any situation in which the sexually harassing conduct is sufficiently severe, pervasive/persistent and patently/objectively offensive that it alters the terms and conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

B. Any situation when there are:
   1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
   2) submission to such conduct results in the harasser providing or denying an educational or employment benefit or rejection of such conduct results in the harasser taking an adverse educational or employment action.

C. Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct. Loyola University Chicago will not tolerate sexual harassment by or of its students, faculty and employees. To the extent practicable, the university will attempt to protect its community from sexual harassment by vendors, consultants and other third parties who interact with the university. Loyola University Chicago is promulgating this policy to reaffirm its opposition to sexual harassment and to emphasize that learning opportunities and employment opportunities must not be affected by sexual harassment. Loyola University Chicago will attempt to take prompt corrective action against any sexual harassment by or of its students, faculty and employees. This policy is designed to encourage persons who believe that they have been
harmed by sexual harassment to bring the conduct to the attention of appropriate individuals within the university so that the university can take prompt corrective action.