Welcome to

LOYOLA

Preparing people to lead extraordinary lives
Congratulations on your admission, and welcome to Loyola! Follow this checklist to prepare for your first session.

- Register your ID with the Password Self-Service.
  Your first step as a student is to change the temporary password for your Loyola Network ID. All new users must register in the Password Self-Service and complete a password reset before they will be able to log-in to any Loyola application.
  - LUC.edu/password

- Schedule your first advising appointment.
  Meet with the SCPS Enrollment Advisor, Jennifer Gettings and review remaining degree requirements, incoming transfer credit, and learn how the SCPS staff will help support you through your educational journey.
  
  School of Continuing & Professional Studies
  312-925-6501 • scps@luc.edu
  - LUC.edu/portal/scpsadvisorappts

- Plan for your financial needs.
  - Federal Student Aid (FAFSA)
    - /fafsa.ed.gov
  - Financial Aid Office
    773-508-7704 • lufinaid@luc.edu
    - LUC.edu/finaid
  - Office of the Bursar
    773-508-7705 • bursar@luc.edu
    - LUC.edu/bursar
  - Scholarships
    - Explore your scholarship options.
      - LUC.edu/scps/scholarships

- Pick up your Loyola ID card.
  Cuneo students will have ID card photos taken during their first face-to-face class. Students attending classes at the Water Tower Campus can pick up their ID on campus, and online students attending orientation will be able to have their photo taken at the event.
  - Water Tower Campus
    Corboy Law Center, 25 E. Pearson Lobby
    - LUC.edu/campuscard

- Begin using your Loyola e-mail account.
  All of your e-mail communication to and from faculty and staff at Loyola will be sent via your LUC e-mail account. Log into your e-mail account daily to check for important communications.
  - outlook.luc.edu

- Plan how you will travel to campus.
  - Campus Transportation
    Water Tower Campus • Lake Shore Campus
    - LUC.edu/campustransportation
  - Cuneo Mansion & Gardens, Vernon Hills
    - LUC.edu/cuneo/visitorinformation
  - Technology Check for Online Students
    - LUC.edu/digitalmedia/trainingandsupport/techcheck

- Purchase your textbooks.
  - University Bookstore, Lake Shore Campus
    Granada Center (6435 N. Sheridan Rd.)
  - University Bookstore, Water Tower Campus
    Terry Student Center (26 E. Pearson St.)
    - LUC.edu/bookstore

- Explore your resources.
  Know the resources that are available to you as a student. For example:
  - Center for Tutoring & Academic Excellence (CTAE)
    - LUC.edu/tutoring
  - University Libraries
    - libraries.luc.edu
  - Career Development Center
    - LUC.edu/career
  - Wellness Center
    - LUC.edu/wellness
  - Military Veterans Student Services
    - LUC.edu/veterans
  - Services for Students with Disabilities (SSWD)
    - LUC.edu/sswd

- Get involved!
  Now that you’re a Loyola Rambler, get involved in campus life.
  - Water Tower Campus Life
    - LUC.edu/wtcl
  - Campus Ministry
    - LUC.edu/campusministry
  - Student Diversity & Multicultural Affairs
    - LUC.edu/diversity
Password Self-Service: Setting Your Password for the First Time

All new students, faculty and staff will need to register with Loyola’s Password Self-Service in order to access Loyola applications and systems. Loyola’s Password Self-Service allows students, faculty, and staff to reset their own network password quickly and independently.

Visit www.luc.edu/password and begin First Time Setup to create your personalized challenge questions, text-capable phone number, and/or alternate email address which you can use later on to unlock an account, reset a forgotten password, or set a new password. When finished, you must complete a Password Reset before you can access other Loyola applications and systems.

1. Go to LUC.edu and click on the “Links” drop-down next to the search window in the upper-right hand corner of the screen.
2. Click on the “Password Self-Service” link.
3. Choose the Password Reset Tool from the menu.
4. Enter your User ID. You received this ID via email a few days after your admission.
5. Choose “Authenticate with Loyola Username and Password”
6. Enter your temporary password. It is usually set to your First and Last initial followed by your birthday (MMDDYY).
7. From here you will be prompted to create security questions that can be used to re-set your password in the future.
8. Once you’ve set-up your security questions and answers you will be prompted to enter your new password. It must be AT LEAST 8 characters long with a minimum of two numbers and two letters. Passwords are CASE SENSITIVE. You will be required to create a new password every 180 days.

Notes:
- Your username and password are for LOCUS, Loyola E-mail, Sakai and a number of other Loyola applications.
- If you forget your password, you can use the Password Self-Service tool to reset it at any time.
- If you cannot reset your password through the Password Self-Service tool, call the ITS Technology Support Center at 773.508.4487
The School of Continuing & Professional Studies (SCPS) continues a long tradition of unwavering support for working adults who wish to advance their education. Since 1914, Loyola University Chicago has fulfilled its mission of educational outreach and inclusiveness by offering a wide range of educational options to a diverse community of students and professionals. SCPS continues this mission in the Jesuit tradition by providing a transformative education based on a solid foundation in the liberal arts, with a focus on ethics, social justice and theology.

Loyola’s Mission
We are Chicago’s Jesuit, Catholic University—a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.

Loyola’s Vision
Loyola University Chicago is the school of choice for those who wish to seek new knowledge in the service of humanity in a world-renowned urban center as members of a diverse learning community that values freedom of inquiry, the pursuit of truth and care for others.

Loyola’s Promise
Preparing People to Lead Extraordinary Lives.

Five Characteristics of a Jesuit Education
1. Commitment to excellence: Applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers
2. Faith in God and the religious experience: Promoting well-formed and strongly held beliefs in one’s faith tradition to deepen others’ relationships with God
3. Service that promotes justice: Using learning and leadership in openhanded and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others
4. Values-based leadership: Ensuring a consistent focus on personal integrity, ethical behavior in business and in all professions, and the appropriate balance between justice and fairness
5. Global awareness: Demonstrating an understanding that the world’s people and societies are interrelated and interdependent
NEW SCPS STUDENT WELCOME PACKET

Learn the tools you’ll use as a student and prepare for your classes before they begin.

SCPS has a resource site for our new students meant to give you a solid understanding of Sakai and other online tools you will be using for your classes. This site can be found within your Sakai account (https://sakai.luc.edu/), within the “SCPS Resources” site.

Within the SCPS Resources site, the "Mastering Learning Tools" link can be found within the menu bar along the left side of the site. Under this section of the site you will find further information regarding a number of tasks that degree seeking students are required to complete before they start classes.

The Mastering Learning Tools tasks is required of all degree seeking students and constitutes 5% of the CPST 200 Introduction to Degree Completion grade. To receive the full credit you will need to complete all six tasks. Each task will earn you a score which will be added to the gradebook. Your final score for all six tasks will be passed on to your CPST 200 instructor after the session begins.

Sakai
/sakai.luc.edu

Adobe Connect Practice Session Registration
link found within the Mastering Learning Tools section of your SCPS Resources Sakai site.
Know the standards you’ll be held to while a student at Loyola University Chicago.

All students of Loyola University Chicago are expected to uphold the Community Standards (Loyola’s Student Code of Conduct). Students are expected to abide by all university policies, including but not limited to the policies outlined in this document.

Please note that the Community Standards simply provide a baseline for acceptable student conduct. It is the hope of our entire university community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another.

All students have the responsibility to familiarize themselves with these Standards, as they will be held accountable to them.

Community Standards
🔗 LUC.edu/osccr/resources/communitystandards
Using your @LUC email account and Office 365.

Loyola University Chicago offers students Microsoft Office 365, a fully integrated suite of programs that includes:

- email and calendaring,
- select Office software (such as Word and Excel),
- SharePoint, and
- communication tools like messaging, voice, video, and web conferencing.

These student tools are delivered through the Cloud (i.e., through the internet). Students should go to the log-in page for Office 365 and use their Loyola ID to access these tools.

Microsoft Office 365

/login.microsoftonline.com

LUC Email

/outlook.luc.edu
Directory

MAGUIRE HALL

1 E. Pearson St.
Arrupe College
Quinlan School of Business
Business Career Services Floor 1
Undergraduate/Graduate Programs Floor 2
Executive Education Floor 3
Family Business Center Floor 3

PHILIP H. CORBOY LAW CENTER

25 E. Pearson St.
School of Law
Student Services
Law Library
Lewis Library

26 E. Pearson St.
Power Rogers & Smith Ceremonial Courtroom Floor 10
Ceremonial Courtroom Floor 11
26 E. Pearson St.
Kasbeer Hall Floor 15
Terry Student Center Floors 1–3
University Bookstore Floor 2
Wellness Center Floor 2
All Saints Chapel/Campus Ministry Floor 3
Fitness Studio Floor 3
Baumhart Residence Hall Floors 4–24

51 E. Pearson St.
School of Communication Floors Li–2

NOTE: Loyola does not own or operate these commercial parking facilities, which offer discounted rates. For a full list of facilities, restrictions, and rates, please visit LUC.edu/parking.