Loyola University Maryland
Graduate Student FALL Reminder

General Information

WebAdvisor Access: Using your Web browser, go to inside.loyola.edu.

Fall Schedules: Access WebAdvisor → Registration → My Class Schedule. Final classroom assignments for the Baltimore Campus are considered final approximately two weeks prior to the start of each term, via My Class Schedule only. Changes do occur, so check room information the day before your class meets. Room assignments for the Columbia and Timonium Centers are also posted on WebAdvisor My Class Schedule.

Usernames and Passwords: Inside Loyola and WebAdvisor require a Username and Password (same as for e-mail). Test your login prior to needing it to resolve access issues. For assistance, choose these options:
Telephone Support: Call 410-617-5555. Loyola ID number required.
Walk-In Support: Go To Knott Hall 108. Loyola ID Card required.
Check the website www.loyola.edu/ots/contact for hours of operation.

Official e-mail address: Loyola sends all official e-mail to your username@loyola.edu account. If you prefer using another e-mail account, including assuming maintenance responsibility, you may forward your @loyola.edu e-mail to your preferred account. For forwarding instructions, go to www.loyola.edu/mailforwarding. Contact the Technology Service Center 410-617-5555 for assistance.

September 5: Classes begin for most graduate classes except those listed below:
•Education and Liberal Studies: Classes begin September 12, unless otherwise indicated in the schedule.
•Executive MBA and Fellows Program: Follow departmental calendars.

International Student Services (Humanities Center 141; 410-617-5245)
Students in F-1 (international student) visa status must be enrolled full-time (9 credits) for the entire semester to remain in legal status. International students must also report to the International Student Advisor within the first week of classes. Call for an appointment.

Disability Support Services - (107W Newman Towers; www.loyola.edu/dss or call 410-617-2062/5137

To ensure access to all university programs and services, Disability Support Services (DSS) oversees the provision of accommodations such as alternate arrangements for exams, note takers, sign language interpreters, classroom modifications, adaptive equipment and books in alternative format. DSS staff members are available to meet with students to provide information and advocacy. To request an accommodation or modification, students must register with the office and provide recent documentation of their disability from a certified professional. All documentation is confidentially located in the DSS office.

Changes in Class Schedule – Inclement Weather

For messages regarding cancellations or changes in class schedules:
•Call the University's inclement weather line at 410-617-2223. Listen to whether the entire University is closed or only certain locations are closed.
•Visit the website (www.loyola.edu) or inside.loyola.edu.
• Listen to one of these radio/television stations: WCAO (600 AM); WBAL (1090 AM); WTOP (1500 AM); WLIF (101.9 FM); WQSR (102.7 FM); WWMX (106.5 FM); WMAR-TV 2; WBAL-TV 11; WJZ-TV 13; WBFF-TV FOX 45.

Announcements will be made at approximately 4:30 a.m. for day classes (meeting before 4:00 p.m.) and noon for evening classes (meeting 4:00 p.m. and later).

Records Office (Maryland Hall 141; www.loyola.edu/records)
Hours: Monday–Thursday 7:00 a.m. – 7:30 p.m.; Friday 7:00 a.m. – 4:30 p.m.

Course Listings: Available in early March for Summer, and mid-May for Fall and mid-October for Spring. All course-related information, including textbook requirements and costs, are available via inside.loyola.edu → Quick Links → Course Listings or inside.loyola.edu → WebAdvisor → Search for Sections. Registration instructions are available on the Records Office web site.

Enrollment Verification: Obtained via WebAdvisor → Academic Profile → Print Enrollment Verification through the National Student Clearinghouse. This organization provides free services for students to obtain certificates of enrollment for health insurers or others needing proof of enrollment.

Graduation: Applications for January 2013 graduation are due in the Records Office no later than September 5, 2012. A fee of $125 must accompany all applications. *Failure to apply for graduation by the deadline will delay graduation until the following semester.*

Commencement: Commencement is 11:00 am on Saturday, May 18, 2013, at 1st Mariner Arena. The Baccalaureate Mass is Friday, May 17, 2013, on the Baltimore Campus. Commencement weekend information may be viewed at www.loyola.edu/ceremonies or contact the Academic Affairs Ceremonies Office at 410-617-2261.

Student Administrative Services – SAS (Maryland Hall 141; www.loyola.edu/sas)

Students may obtain ID Cards ($15 fee for replacement cards), register for parking permits, and deposit money onto their Evergreen account at SAS, as follows:

Regular Hours:

Monday–Thursday	7:00 a.m. – 5:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Sunday (9/2/2012 only)	9:00 a.m. – 5:00 p.m.

ID Cards: Students must have an activated ID card to pick up refund checks. ID cards are automatically activated for students **registered** and paid for the current term. ID cards will **not** be activated for students who have registrations being held by the Records Office (i.e., payment problems, unpaid tuition/fines, not fully admitted, etc.). ID Cards may also be obtained at the following campuses:

Columbia Campus:		*Timonium Campus:*	
Monday–Thursday	8:30 a.m. – 9:30 p.m.	Monday–Thursday	8:30 a.m. – 9:30 p.m.
Friday/Saturday	8:30 a.m. – 4:00 p.m.	Friday/Saturday	8:30 a.m. – 4:30 p.m.

Parking: All students are required to register their vehicles with SAS (410-617-2423). A copy of the vehicle registration must be presented with the application. Information regarding shuttle services and parking registration and regulations is available at www.loyola.edu/financialservices/parking/index.html.

Baltimore Campus
Parking permits are available at a cost of $10 per year. Students may park on the Cathedral and York Road lots or Butler lot; however, length of stay on the Butler lot is restricted from 6:00 a.m. to 4:00 p.m. on weekdays. The Jenkins Hall lot is a convenience parking lot with hourly rates from 7:00 a.m. to 10:00 p.m., Monday–Saturday. Parking on any other lot is not permitted, and cars improperly parked will be subject to towing. Free shuttle service is available to all campus areas.

Columbia/Timonium Campuses
Parking permits are available free of charge at the Reception Desk of either campus; however, neither permit is valid on the Baltimore Campus. The Baltimore parking permit is valid on all three campuses. Students attending classes at Baltimore and Columbia or Baltimore and Timonium are expected to register their vehicles at the Baltimore Campus.

Recreational Sports (Fitness and Aquatic Center – FAC; www.loyola.edu/recsports)

The use of the FAC and its related programs is intended for the students, faculty, staff, administrators, alumni and families of Loyola University Maryland. All currently registered graduate students are eligible to enroll in membership by the term. Membership enrollment through Member Services is required prior to using the facility. A valid Loyola ID card must be presented for entry into the FAC upon each visit. Refer to our website for facility hours, usage policies, guest use policies and fees. Recreational Sports invites current graduate students to try out the facility at no charge September 4–14, 2012, by presenting their valid ID card upon entry.

Dining Facilities: Operating hours available at www.loyola.edu/dining after September 4, 2012.

Health Center (4502A Seton Court; 410-617-5055)
For information regarding health insurance, contact the Health Center.

The Career Center (DeChiaro College Center, W002, Baltimore Evergreen Campus; Graduate Center visits by appointment; 410-617-2232; thecareercenter@loyola.edu; www.loyola.edu/thecareercenter

The Career Center at Loyola University Maryland provides comprehensive and free services to all graduate students. The Career Center assists graduate students in identifying and exploring career options; networking with alumni and employers; formulating a career action plan; and implementing an effective job search. Whether you are looking for that first job, changing careers, or seeking a promotion through your current employer, Career Advisors can assist you in achieving your goals. While graduate students are invited and encouraged to use all of the services available through The Career Center, the following are designed to be particularly helpful to graduate students: Resume Critiques, Online Resources, Practice Interviews, Individual Appointments, and Alumni Career Network.

Hours:

Academic Year:
Monday - Thursday:
8:30 a.m. - 8:00 p.m.
Friday: 8:30 a.m. - 5:00 p.m.

Summer / Breaks:
Monday - Friday:
8:30 a.m. - 5:00 p.m.

Evening Advisement:
For walk in information go to the website; for appointments at Evergreen campus/Graduate Centers use e-mail.

Loyola/Notre Dame Library
An activated Loyola ID card or a Loyola/Notre Dame Library card with the library bar code is required for all library services. Students without an ID card may obtain a Loyola/Notre Dame Library Card from the receptionist at Columbia or Timonium Campuses or by calling the Circulation Desk at 410-617-6801.

Hours, beginning 9/4/2012:

Monday–Thursday	8:00 a.m. – 2:00 a.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 8:00 p.m.
Sunday	Noon – 2:00 a.m.

Research/Information Desk:

Monday–Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 8:00 p.m.
Sunday	Noon – 9:30 p.m.

Bookstore (Baltimore Campus, Andrew White Student Center, 2nd floor; www.loyola.edu/bookstore)

Baltimore Store Hours:
Monday–Thursday
8:30 a.m. – 6:00 p.m.
Friday 8:30 a.m. – 5:00 p.m.
Saturday 11:00 am – 3:00 pm

Timonium Store Hours:
Monday–Thursday
11:00 a.m. – 7:00 p.m.

Columbia Store Hours:
Monday–Thursday
11:00 a.m. – 7:00 p.m.

Each Campus Bookstore only carries the necessary course materials assigned to each campus classes. All locations observe the same holiday schedule as the University's administrative offices. Visit the bookstore's website for complete or extended hours.

Alcohol Drug Education and Support Services - ADESS (4502B Seton Court)

For information regarding help for drug or alcohol concerns, contact ADESS at 410-617-2928.

Graduate Student Services (www.loyola.edu/gradservices)

Visit this website for a directory of services to graduate students, including assistantships, off-campus housing, orientation, health insurance and involvement opportunities. Graduate Student Services also publishes the Graduate Planner and Services Handbook, available by request on the website.

Directory

Alcohol/Drug Education & Support Services	410-617-2928
Campus Ministry	410-617-2222
Campus Police Emergency	410-617-5911
Career Center	410-617-2232
Columbia Campus	410-617-7600
Commencement	410-617-2261
Computer Science	410-617-2464
Dining Services	410-617-2984
Disability Support Service	410-617-2062/2750
Education	410-617-5095
Executive MBA/Fellows	410-617-5064
Financial Aid	410-617-2576
Graduate Admission	410-617-5020
International Student Advisor	410-617-5245
Liberal Studies	liberalstudies@loyola.edu
Loyola Bookstore	410-617-5738
Loyola/Notre Dame Library	410-617-6800
MBA/MSF	410-617-5067
Pastoral Counseling	410-617-7620
Psychology	410-617-2696
Public Safety	410-617-2300
Records Office	410-617-5033
Speech-Language Pathology/Audiology	410-617-7650
Student Administrative Services	410-617-5047
Technology Service Center	410-617-5555
Theology	410-617-5649
Timonium Campus	410-617-1500