

TABLE OF CONTENTS

Academic Departments and Program Directory	
Introduction.....	5
Academic Advising at Loyola.....	5
WebAdvisor.....	6
Understanding Degree Audit.....	7
First Year Students and Orientation	
Summer Orientation: Flow Chart for Advisors.....	10
First-Year Student Challenges.....	13
First-Year Programs.....	14
Choosing a Major.....	15
Student Athletes.....	15
Advising Charts	
Core Requirements.....	16
Core Requirements by Major.....	18
Electives Available by Major.....	20
Advanced Placement Tests and Placement Scores	
Advanced Placement Scores.....	21
Foreign Language Scores.....	23
Mathematical Science Scores.....	24
Special Programs	
International Programs.....	25
Honors Program.....	29
Sellinger Scholars Program.....	31
Academic Forms and Processes	
Academic Forms (Chart).....	32
Academic Dismissal/Probation.....	33
Major/Minor Declaration Process.....	33
Graduation.....	35
Independent & Private Studies.....	35
Internships.....	35
Leave of Absence.....	36
Withdrawing From Loyola.....	36
Overrides.....	36
Registration.....	36
Withdrawing From a Class.....	37
Repeat/Replacement of a Course.....	37
Sixth Courses.....	38
Summer Courses.....	36
Campus Resource Guide (Chart)	
S.T.E.P. Program.....	41
Tutoring Services.....	41

ACADEMIC ADVISING AND SUPPORT CENTER DIRECTORY

The Academic Advising and Support Center provides the Loyola community with assistance regarding academic matters. The staff provides advising and registration support, academic success workshops, and other services designed to help students achieve academically. Please contact us for more information and for answers to your advising questions.

Administrators		
Name, Number, E-mail Address	Title	Contact for questions about:
Ilona McGuinness, Ph.D., X5547 imcguinness@loyola.edu	Dean of First-Year Students & Academic Services	Academic Advising, University academic policies and procedures, Honor Code violations, Academic Advising and Support Center policies and procedures, and the Academic Standards Committee.
Deborah Miller, X2020 dherman@loyola.edu	Director	Overall office procedures. Degree process and graduation clearance for Classics, CCLS, English, Fine Arts, History, Modern Languages, Philosophy, Writing, Global Studies, Theology, Arts and Sciences split majors, and double majors.
Molly Fredette, X2623 mfredette@loyola.edu	Director, The Study	The Study, S.T.E.P. Program Moderator, and tutoring services.
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Victoria Gue, X5123 vlgue@loyola.edu	Specialist	Assistance with transfer process and course articulation for incoming students and matriculated students.
Maria Schwartz, X5127 mschwartz2@loyola.edu	Assistant Director	Transfer articulation process for current students taking courses away, including summer courses, part-time, special, and visiting students. Works with students returning from a Leave of Absence.
Administrative Support Staff		
Name	Title	Extension, Email
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INTRODUCTION

Next to teaching, advising is one of the most important responsibilities the faculty has to its students. Following the suggestions and guidelines in this *Handbook* will enable faculty to help students attain success in their academic careers at Loyola. The Academic Advising and Support Center created this *Handbook* to provide current information to assist faculty in their advising responsibilities.

Academic Advising at Loyola

Academic advisors fulfill the essential goal of Loyola's advising system by:

- helping students achieve the maximum benefit from the core curriculum, which is fundamental to a Jesuit education regardless of the student's major
- assisting students with the transition from high school to college
- guiding students to assess their potential, monitoring their academic progress, and helping them to clarify their objectives in terms of courses, major, and future careers.

Advisors play a major role in helping students understand that education in the liberal arts is central to the mission of Loyola University Maryland, and that the cornerstone of each student's education is the core curriculum. Although the University offers majors in many disciplines, all students bring a shared foundation in the liberal arts to their specialized studies because of their work in the core program.

Academic advising is a *personalized* dialogue between a faculty member and an individual student; its purpose is to maximize the fit between the student's interests, needs, and aptitudes and Loyola's educational goals and academic resources.

The faculty advisor has three areas of responsibility when working with advisees: academic advising, career exploration, and mentoring.

There are five primary academic responsibilities for all faculty advisors:

1. Know the Loyola Curriculum

- The curriculum at Loyola University Maryland requires the satisfactory completion of at least forty courses (three- or four-credit or five-credit) and at least 120 credits for an undergraduate degree. Ordinarily, a student takes five (three- or four-credit or five-credit) courses in the fall and spring terms during their four years at Loyola. The overall curriculum is divided into three principle parts: the core, the major, and free and non-departmental electives.
- The residency requirement states that students must satisfactorily complete at least twenty (three-or four –credit) courses at Loyola. Of the last twenty courses, fifteen must be taken at Loyola. Five of the last seven courses and at least one-half of the courses in the major and minor field must be completed at Loyola.
- The liberal arts core curriculum encompasses a variety of courses in the humanities, natural and social sciences, fine arts, and mathematics. All advisors should have a thorough knowledge of Loyola's core requirements. The *Core Requirements* table provides a comprehensive outline of the core. The *Core Requirements by Major* table provides guidance on how the core curriculum intersects with various majors. All students must fulfill the core curriculum requirements.

- **PLEASE NOTE:** Many degree programs require registration in specific core courses which satisfy both the core curriculum and major or minor requirements. Please check the individual department sections of the *Loyola Undergraduate Catalogue* or the [Advising Charts](#) or the Major Worksheets available on the Academic Advising and Support Center website at www.loyola.edu/aasc to determine the requirements for each. Also note that Honors Program participants fulfill certain core requirements with specifically designated Honors courses. For more information, please refer to the section on the *Honors Program*.

2. Know your Advisees Academically

- Current academic information which includes SAT and ACT scores (if submitted), Loyola placement exam scores, intended major, and directory information for each advisee is available on *WebAdvisor*. Advisors should become familiar with this information before their initial meeting with the student.

Each student has different academic and personal needs. Encourage all advisees to develop a four-year plan and assist in planning their program of study for the next term. Meet with your advisee at least once each semester to evaluate their academic progress.

- Mid-term grades for all first-year students as well as mid-term deficient grades for upper-class students are available on *WebAdvisor*. Advisors are notified if their students are academically dismissed, placed on academic probation, or have returned to good academic standing. Discuss grades with your advisees, talk with them about their study habits and time management skills, and refer them to campus resources if necessary (see *Campus Resource Guide*).

3. Use Advising Tools Effectively

WebAdvisor features electronic advising tools available to streamline the advising process. These tools ensure that advisors are provided with the most up-to-date, accurate information.

- To access *WebAdvisor*, open your web browser to <http://www.loyola.edu/webadvisor>.
- Your username is the same as your Outlook username. Your password is the same as the synchronized password for Outlook, Moodle, the Inside Loyola portal etc.
- If you have forgotten your password, contact Technology Services at X5555 to have it reset.

For assistance in navigating through these *WebAdvisor* features go to www.loyola.edu/ots/training/quickstart/webadvisorfaculty.pdf and click on WebAdvisor Faculty User Instructions. To report incorrect advisee information, please call the Academic Advising and Support Center at X5050.

WebAdvisor Features:

- *Search for Sections* allows students and faculty to view open courses in real time. This feature gives the most current information on course offerings and meeting times.
- *Permit to Register* allows faculty to give advisees registration and sixth-course permission electronically. This process is designed to eliminate the need for signatures on paper forms. The use of this screen does not replace the advising process.
- *Advisees*, which is found under the faculty menu of *WebAdvisor*, provides a single-screen view of all advisees assigned to an advisor. Information including student name, ID number, academic program, and class year as well as cumulative GPA, attempted credits, and ungraded credits can be viewed in this module.

- *My Advisees*, which is found under the faculty menu of *WebAdvisor*, provides advisors with access to updated information about their assigned advisees.
 - **TRAN-Transcript:** Allows advisors to view an unofficial, electronic copy of all *completed* courses, the student's earned credits, total grade points, and cumulative GPA. This is not a comprehensive Loyola University Maryland transcript. This feature will not show courses in progress. If one of your advisees is on an administrative or financial hold, you will not be able to access this screen until the hold has been resolved. However, course information on each student is available on PREV (see below).
 - **SCHED-Schedule:** Allows advisors to view student schedules for the current and future semester(s). Completed courses will not appear. Completed courses can be viewed through the transcript (TRANS) or degree audit (EVAL) actions.
 - **EVAL-Program Evaluation or Degree Audit:** Allows advisors to view their advisees' degree audits. The degree audit will appear in single-column format.
 - **TEST-Test Summary:** Displays students' SAT scores (if submitted), language placement test results and math placement test results. **ALL** students are required to take both placement exams. Both the math and language placement scores appear as raw scores. For the course placement equivalencies of math and language exams, advisors should consult the [Advising Charts](#). Advisors can call X5050 if additional information is needed. The Admission Office uses the 'Other Tests' table for internal processes.
 - **STPR- Student Profile:** Displays student information including preferred mailing address, email address, home and local phone number, academic program, anticipated completion date (if the student has applied for graduation), and advisor.
- **Worksheets:** Academic worksheets are user-friendly and can help your advisee create a four-year plan. Worksheets specific to each catalogue year can be found on the Academic Advising and Support Center website at www.loyola.edu/aasc.
- **Undergraduate Advising Handbook:** The information in this *Handbook* is intended to make advising easier. However, the *Handbook* is meant to be used in conjunction with the *Loyola Undergraduate Catalogue*.
- **Understanding Degree Audit:**

The degree audit is a critical tool to be used in the advising process. It is the individual student's "program map" indicating the requirements for graduation. Degree audits are available electronically to the student and the student's assigned advisor through *WebAdvisor*. If the student follows the degree audit carefully, there should be no misunderstanding about how degree requirements are to be met. The degree audit templates for each major are developed and maintained by the Academic Advising and Support Center. All students are responsible for reviewing their audits and reporting any errors or discrepancies to the Academic Advising and Support Center.

All completed course work, including transfer credit, study abroad credit, Advanced Placement credit and exceptions to the curriculum appear on the audit. Grades for completed Loyola courses are reported on the audit as well as courses in progress and course registrations for future semesters. Grades earned in Loyola's study abroad programs do not appear on the audit because study abroad courses do not use the same codes as Loyola courses. GPA information should be viewed via *WebAdvisor*, not on the degree audit.

The degree audit is used to determine whether or not a student has met all degree requirements. Thus, even if the student or the advisor prefers to use the worksheet as a planning tool, it is important that both pay close attention to how courses are listed on the degree audit.

A diagram and explanation of the degree audit can be found on the AASC website.

- **ImageNow/WebNow** is a new tool for faculty advisors to use to view documents for their assigned advisees quickly from their web browser. WebNow replaces the student paper files that were formerly used. A Quick Start Guide for accessing and using WebNow is available under the faculty menu on the AASC website. Any questions regarding WebNow should be directed to the Help Desk at x5555. Documents that can be viewed in WebNow include:
 - College Application and corresponding essay
 - Transcripts from high school and college (if applicable)
 - Advanced Placement scores and credit letter
 - Mid-term deficiency and failure reports

4. Prepare Advisees for Registration

- Attend the advising workshops offered by the Academic Advising and Support Center each semester to receive the most up-to-date information regarding registration.
- Encourage advisees to contact you to make an appointment one to three days before registration. **Advisors may need to arrange for additional office hours prior to and during each registration day.** Discuss course selection AND several alternative selections with each student. **Students are not permitted to register unless they have obtained their faculty advisor's written or electronic permission.** Please read the up-date on procedures for issuing an electronic signature. Remind your advisee that at least **forty (three- or four-credit) courses and a minimum of 120 credits** are required for graduation. This equates to at least five courses (three or four credits) each semester. Some majors may require more than the minimum forty courses.

5. Approve Choices Knowledgeably

- Your official approval for registration means that you think that the choices the advisee is making are appropriate for the advisee's course of study. Advisors have the right to refuse approval for an advisee's choice if they do not think a student's request is appropriate. The ***Academic Forms and Processes*** section of the *Handbook* outlines important information about the variety of academic forms and procedures at Loyola.
- Advisors are responsible for the guidance of their assigned advisees and should not approve another advisor's student requests without the other advisor's knowledge.

Career Planning and Exploration

Encourage each advisee to discuss career and vocational plans, including graduate study possibilities, with you and to become familiar with the services of the Career Center (see ***Campus Resource Guide***).

Personal Mentoring

Faculty advisors are encouraged to become acquainted with their advisees outside the formality of the office or classroom. The Dean of First-year Students and Academic Services can provide modest funding for advisor-student gatherings. Advisors are also encouraged to become acquainted with on-campus resources and to be available to refer the student to these offices if necessary (see *Campus Resource Guide* for more information).

Please note that because it is important for students to feel comfortable with their advisor, a student may request a change of advisor for good cause.

Summer Orientation: Flow Chart for Advisors

Attend the Faculty Advisor Training

Prepare for the Advising Meeting

- The advisees you meet at Orientation are unlikely to be your permanent core advisees. You will receive the names of your advisees for Orientation from AASC by email before the start of your session. You may view your advisee's academic background on ImageNow prior to meeting with your advisee. Review the *Undergraduate Faculty Handbook* on-line and become familiar with the core curriculum and programs for first-year students.

The Orientation Advising Meeting

- Day one of Orientation
 - You will meet with your advisees in small groups to become acquainted with them and to discuss the core curriculum and the registration process they will follow on day two of orientation. Students will also attend a variety of information sessions.
- Day two of Orientation
 - Be sure to bring your *Advising Charts* and the *Undergraduate Catalogue* to the registration sessions.
 - Attend the pre-registration session at 7:30 a.m. to receive updates on course information pertinent to course selection for your advisees.
 - Meet individually with each student for thirty minutes. Each advisor typically sees ten students.
 - Each student's academic background can be found on *ImageNow*. Messina, and Loyola 101 can only be changed after consulting with the faculty Co-Director of Messina.
- IMPORTANT POINTS TO REMEMBER:
 - ✓ Discuss core requirements with each student. Help students understand the importance of the core as the foundation of a Jesuit education. Encourage students to explore new interests through the core, but also to be mindful of an intended major (see the ***Core Requirements by Major*** chart).
 - ✓ Suggest a section for math or language courses only at the level determined by the placement scores.
 - ✓ Beware of schedule conflicts. Use the block schedule form for planning.
 - ✓ Advanced Placement Test scores are not received until late July. If possible, avoid suggesting courses for students for which AP credit is anticipated. Students will receive written notification of eligibility for AP credit later in the summer, at which time schedule adjustments can be made. Students who know their scores can use the AP score chart as a planning tool but credit is not awarded until the Dean of First-Year Students & Academic Services has received and reviewed the scores.

Summer Orientation

A core advisor's initial contact with the incoming class occurs during summer orientation. The orientation advising meeting provides an opportunity for new students to meet and be welcomed by Loyola faculty. However, it is impossible to coordinate the summer schedules of advisors and incoming students. Therefore, the advisees you meet at orientation are unlikely to be your permanent core advisees.

Preparation for the Academic Advising Meeting:

- Preview your advisees' academic background on *ImageNow* prior to your first meeting.
- Advisors are encouraged to review the core curriculum and discuss its importance with each student.

Suggested Topics for the First Academic Advising Meeting:

- Reviewing the complete list of core requirements helps students understand how the core fits into an overall program of study. It is helpful to show students how core requirements are fulfilled by courses that vary according to major. Mathematical sciences, natural sciences, and social sciences are examples of core requirements that vary according to major (use the ***Core Requirements by Major*** chart)
- **Math Placement Test.** Prior to orientation, students should have completed math placement testing following the directions on the AASC website. Information about the placement score levels is provided on the AASC website.
- **Language Placement Test.** All entering first-year students take a foreign language placement test based on language taken in high school. Please assure students of the option to retake placement tests prior to the start of the semester. Students who need to retest should contact the Academic Advising and Support Center for directions for re-testing. If students wish to register for a language course, they may only register for the level dictated by their placement test scores. Schedule changes can be made prior to the start of the semester if retesting determines a higher placement level. Charts of cut-off scores and placement guidelines for language are provided on the AASC website.
 - Students who studied Chinese, French, German, Spanish, Latin, and Italian in high school should have completed the foreign language placement test off-campus prior to orientation.
 - Students who studied Arabic or Japanese in high school should contact the Department of Modern Languages and Literatures to speak with the professor in their discipline for placement.

Language and Mathematical Sciences Classes:

Core advisors and students can select a particular time for language and math courses, but cannot change the level of placement indicated. Students who wish to study a language other than that for which they took a placement test may only register for the first level of that language. ***Please see the Language Placement Chart for information on the core language requirement policy.***

Registration:

Advisors will help students select courses for their fall schedule. The charts and lists provided in this *Handbook* are invaluable to help the advisor and the student make decisions. Advisors “advise” but do not make decisions for their students. Students should be encouraged to take responsibility for their curricular choices from the beginning of their academic career at Loyola.

Pre-Registered Courses:

Prior to each orientation the Academic Advising and Support Center will pre-register half of the students for **WR 100** (Effective Writing) and/or one course from Philosophy, History, Theology, or English. Other pre-registered courses may include the following, some of which cannot be changed without permission of the appropriate Program Director:

- o Messina (Dr. Doug Harris)
- o Loyola 101
- o Honors courses (Angela Christman)
- o Major course(s) required in first semester

The core advisor and the student will select additional courses for a schedule and discuss a possible choice of major. Students who are still exploring possible majors may remain “undecided.” Have the student write the courses and section numbers on the gold Registration Form. The advisor will enter the selected courses into the Colleague Student System.

Beware of Schedule Conflicts:

The Academic Advising and Support Center will provide all core advisors with block schedule forms to assist in creating a schedule with no conflicts. Athletic practice times, if applicable, are noted on the gold registration form.

Advanced Placement:

Some students have taken Advanced Placement Tests and may have received their scores. Loyola does not receive official test scores until mid-or late July. Once Loyola receives the AP scores, the Dean of First-Year Students & Academic Services evaluates them. **Upon evaluation, students will receive written notification of AP credit by email. This occurs after the summer orientations. Any necessary schedule adjustments can be made during the summer prior to the start of classes. Students will also receive written notification if they are not eligible for AP credit.** Students who know their scores are welcome to use the [chart](#) as a planning tool, but credit is not awarded until the Dean of First-Year Students & Academic Services has received and reviewed the official scores sent to Loyola University Maryland by the College Board.

Advising First-Year Students

Incoming first-year students are assigned a core advisor by the Dean of First-Year Students & Academic Services prior to the start of the fall semester. The core advisor guides the student in the adjustment to college life, helps the student develop an understanding of Loyola's liberal arts core, and assists in major and course selection. The core advisor advises students for at least their first two semesters of study at Loyola. Students have the option to make a formal declaration of a major as early as the end of the second semester but may remain undeclared and stay with their core advisor until the end of the third semester. Upon the declaration of a major, students are assigned a major departmental advisor.

Core advisors are vital contributors to the new intellectual and social environment that first-year students encounter at Loyola. Core advisors who enhance first-year students' success are knowledgeable about:

- the challenges facing incoming students as they adjust to university life
- the services core advisors provide for students, especially help with **choosing a major** and advising during **orientation**
- the resources available to help students manage the transition from high school to Loyola comfortably (see *Campus Resource Guide*)

First-Year Student Challenges

Entering students sometimes face challenges such as limited or unrealistic expectations of college, academic under-preparedness, transition or adjustment issues, and lack of direction in choosing a major and/or a career. Successful core advisors do not simply serve as academic advisors, but act as mentors to their advisees as well. The core advisor is an important representative of the Loyola community who helps familiarize new students with every aspect of Loyola. One of the chief roles of the core advisor is to help students identify their academic interests and learning styles. In addition, core advisors help students to register for classes during orientation and to consider their options in choosing a major.

Common Text Program

The Common Text Program introduces students to the liberal arts mission of Loyola University Maryland before they even begin their coursework. Students receive their copy of the Common Text at freshman orientation and are expected to read it over the summer to prepare for a small group discussion with their core advisor on August 29th.

First-Year Programs

Many first-year students participate in special programs designed to help them with their transition to life at Loyola. It is important for core advisors to be familiar with the goals and objectives of each of these programs. Students may enroll in only one first-year program.

Messina

Faculty Co-Director: Doug Harris, X2227

Student Development Co-Director: Michael Puma, X2190

Messina offers students the opportunity to enroll in two linked, first-year seminar courses – one in the fall and one in the spring – connected by one of three themes. One of these courses is taught by the student’s core advisor. An additional hour is included each week for students to participate in excursions to extend classroom learning, establish deeper relationships with faculty, administrators, and fellow students, and build stronger communities around learning. Residential Messina students will live in a traditional-style double room. Commuting students will have access to the residence halls so that they can spend more time with their Messina classmates.

Messina pairings are offered in almost all disciplines. Students are invited to apply to the program upon their acceptance to Loyola. They will be pre-registered in Messina sections prior to summer orientation.

Loyola 101 (LOY 101)

Faculty Director: Ilona McGuinness, Ph.D., X5547

Loyola 101 is a one-credit, fall-only course designed to help students get the most out of their experience at Loyola and make a smooth and successful transition to college. Informal and lively class discussions, group interactions, field trips, and presentations by instructors and guests help to introduce first-year students to the expectations of University instructors and the values inherent in the mission and core of the University. Each course section is team-taught by a faculty member (usually the student’s core advisor), an administrator, and a student leader. Students are invited to apply to the program upon their acceptance to Loyola. They will be pre-registered in Loyola 101 sections prior to summer orientation.

Choosing a Major

Sometimes, students enter Loyola unsure of what discipline they wish to study. However, many students come to Loyola with an intended major in mind and are invited to declare their major **formally** at the end of their freshman year. Students may also remain officially “undeclared” until the end of their third semester at Loyola.

Core advisors should be familiar with the core courses required for specific majors. Many majors require that students begin taking certain foundation courses early in their program and some of these courses are restricted to students with a specific intended major (See **Core Requirements by Major** chart).

ADVISING STUDENT-ATHLETES

Like all Loyola students, student-athletes are assigned to faculty core and major advisors who monitor them academically and who guide them through registration.

Student-athletes are held to certain standards which are set by Loyola University Maryland and the National Collegiate Athletic Association (NCAA). The administrators who work in the Office of Academic Affairs for Varsity Athletics are advocates for the student-athletes in all aspects of their academic careers. They are the liaisons between the faculty and the athletic department. All student-athletes have signed waivers indicating that the Academic Administrators are privy to all information which would normally be protected by the Buckley Amendment. A student-athlete who does not sign this waiver is not eligible to participate in Division I athletics.

Student-athletes sometimes choose to take a lighter course load during their competitive season. All student-athletes need to maintain at least twelve credit hours per semester to remain eligible for practice and competition. Every student athlete’s course withdrawal form must be signed by their faculty advisor and either Colleen Campbell, Director of the Office of Academic Affairs for Varsity Athletics, Adriana Mason, Associate Director of the Office of Academic Affairs for Varsity Athletics, or Abbie Day, Coordinator of Academic Affairs for Varsity Athletics. If a withdrawal form does not have one of these signatures on it, please direct the student-athletes to Jenkins Hall 013/015 to obtain the required signature. It is preferred that student-athletes be advised to take their electives during their competition season to lighten their academic loads. In addition, all student-athletes will have their schedules reviewed by Colleen Campbell, Adriana Mason, or Abbie Day.

Please keep in mind when you are advising student-athletes that they may have schedule conflicts due to practice times and travel for competition. The practice times will be available at the time of registration. Any inquiries regarding student-athletes either during the advising process or anytime throughout the academic year should be presented to Colleen Campbell, Adriana Mason, or Abbie Day as they are the liaisons to the Athletic Department.

Colleen Campbell can be reached at X5391 or via e-mail at ccampbell1@loyola.edu

Adriana Mason can be reached at X5361 or via e-mail at almason@loyola.edu

Abbie Day can be reached at X5960 or via e-mail at anday@loyola.edu

Core Requirements

	Requirement	Notes
Composition	WR 100 <i>Effective Writing</i>	<ul style="list-style-type: none"> All students must complete this requirement in their first year.
History	HS 100-level course	
	HS 300-level course	<ul style="list-style-type: none"> HS 100 level is the prerequisites for all HS 300-level courses.
Literature	EN 101 <i>Understanding Literature</i>	<ul style="list-style-type: none"> EN 101 is the prerequisite for all EN 200-level Major Writers courses.
	EN 200-level course, <i>Major Writers</i>	
Foreign Language	One course at the Intermediate II level or above in a classical or modern foreign language.	<ul style="list-style-type: none"> See FOREIGN LANGUAGE PLACEMENT TESTING AND SCORES. Introductory I, Introductory II, and Intermediate I do not satisfy core requirements but satisfy electives. The language core requirement is normally completed by the end of the second year of study. All students must complete the language core.
Social Science	<u>One course in the social sciences. Varies according to major.</u> See <i>Core Requirements by Major Chart</i>	<ul style="list-style-type: none"> 100 -level course in EC, PS, PY, or SC. Education majors: ED 202 and ED 205 are required.
	<u>Second course in social sciences. Varies according to major.</u> See <i>Core Requirements by Major Chart</i>	<ul style="list-style-type: none"> 100 -level course in EC, PS, or SC. Students wishing to take a second psychology class may take one at the 200-level, except PY 291/292. Education majors: ED 202 & ED 205 are required.
Fine Arts	AH 111, MU 201, MU 203, PT 270, SA 224, DR 250, or DR 251	
Mathematical Sciences	<u>One course in mathematical sciences. Varies according to major.</u> See <i>Core Requirements by Major Chart.</i>	<ul style="list-style-type: none"> MA 004 and MA 109 do NOT satisfy the core.

	Requirement	Notes
Natural Science	<u>One course in natural sciences. Varies according to major. See Core Requirements by Major Chart</u>	<ul style="list-style-type: none"> Choose from Biology, Chemistry, or Physics. Science courses for non-science majors are offered for students who prefer a general survey course (see course description in the <i>Undergraduate Catalogue</i>).
Mathematical, Natural, or Computer Science	<u>One course from mathematical, natural, or computer sciences. Engineering courses may also be taken at the 100-level.</u> <u>Varies according to Major. See Core Requirements by Major Chart</u>	<ul style="list-style-type: none"> MA 004 and MA 109 do NOT fulfill the core requirements.
Philosophy	PL 201 <i>Foundations of Philosophy</i>	
	PL 200-level course, <i>Philosophical Perspectives</i>	
Theology	TH 201 <i>Introduction to Theology</i>	<ul style="list-style-type: none"> The Theology core should be started no later than the sophomore year.
	One course from TH 202 – TH 299	
Ethics	One course from PL 300 – PL 319 or TH 300 – TH 319	<ul style="list-style-type: none"> Ethics courses offered by the Philosophy department have PL 201 and a second PL 200-level course as prerequisites. Ethics courses offered by the Theology department have TH 201 as a prerequisite.
Diversity	Must be completed at Loyola	<ul style="list-style-type: none"> Students must complete the diversity requirement through a designated diversity core, major, or elective course.

- **IMPORTANT NOTE:** Please refer to the *Core Requirements by Major* chart for more information on specific core requirements for various majors.
- **HONORS:** See the section “Advising Honors Students” for specific core courses required for the Honors Program.

CORE REQUIREMENTS BY MAJOR

THIS IS A QUICK REFERENCE GUIDE FOR MAJORS WITH SPECIFIC CORE REQUIREMENTS. IT DOES **NOT** INCLUDE A COMPREHENSIVE LIST OF CORE REQUIREMENTS OR MAJORS. MATH AND LANGUAGE COURSES ARE SUBJECT TO PLACEMENT TESTS.

Major	Foreign Language II	Social Science Core	Social Science Core	Mathematics	Math/Science/Computer Science	Natural Science	Ethics	History	Fine Arts
Art History									AH 111
Biology				MA251, MA252, or ST265	BL 118/BL 119	BL 201/202			
Chemistry				MA251	CH101 & CH105	CH102 & CH106			
Classics & Classical Civ.	LT104 or GK104								
Communication:									
Advertising/Public Relations		*EC102		*ST110					
Digital Media									
Journalism		*SC103							
Computer Science (BA)				MA251	MA252	BL, CH, or PH with labs			
Computer Science (BS)				MA251	PH201 & PH291	PH202 & PH292			
Economics		EC102	EC103	MA151 or MA251					
Elementary Education		ED202	ED205	ST110	PH116	PH117		1 American History	
Engineering				MA251	MA252	EG 101 or EG 103			

	Foreign Language II	Social Science Core	Social Science Core	Mathematics	Math/Science/Computer Science	Natural Science	Ethics	History	Fine Arts
Fine Arts:									
Drama									DR250
Music									MU201
Visual Arts, Photography									PT 270
Visual Arts, Studio Art									SA224
Global Studies		EC102	EC103	ST110 or ST210					
Mathematical Sciences				MA251	MA252	PH201/291 BL118/119, BL201/202 or CH101			
Statistics									
Physics				MA251	PH201 & PH291	PH202 & PH292			
Political Science		PS101	PS102	*ST110	*CS111				
Psychology		PY101	PY201	ST110, ST210, or ST265		BL105			
Sociology		SC101	SC102	ST110,ST210, or ST265	* CS111				
Speech Pathology				ST 110	BL	CH or PH			
All Business Concentrations		EC102	EC103	MA151 or MA251*	CS111 or CS201				
All students must complete the Diversity Requirement. *Recommended									

ELECTIVES AVAILABLE BY MAJOR

The table below indicates the number of free and non-departmental electives available for each major.

Discipline	Free Electives	Non-Departmental Electives
Accounting	1	3
BBA: Economics	3	3
Finance	3	3
General Business	3	3
International Business	3	3
Management	3	3
Information Systems	3	3
Marketing	3	3
Art History	9	3
Biology	6	3
Chemistry	7	3
Classical Civilization	9	3
Classics	8	3
Communication	7	3
B.A. Computer Science	5	3
B.S. Computer Science	2	3
B.A. Economics	10	3
Elementary Education	4	2*
Engineering	0	3
English	10	3

Discipline	Free Electives	Non-Departmental Electives
Fine Arts: Theatre	10	3
Fine Arts: Music	9	3
Visual Arts: Photography	7	3
Visual Arts: Studio Art	6	3
Global Studies	10	3
History	9	3
Mathematical Sciences: General	6	3
French	8	3
German	8	3
Spanish	8	3
Philosophy	10	3
Physics : Analytic	5	3
Physics: Concentration Tracks	5	3
Political Science	9	3
Psychology	7	3
Sociology	10	3
Speech Pathology	5	3
Statistics	7	3
Theology	10	3
Writing	7	3

Notes:

Non-Departmental Electives are courses which are not required by the core or the major but must be taken outside of the department of the major as part of the minimum forty-course requirement for graduation. Each student must complete three non-departmental electives. Free Electives may be taken in any department.

Often students declare a minor and use the elective courses to fulfill the minor requirements.

*One of the non-departmental electives is included in the major. See *Undergraduate Catalogue* for specific details.

This information is subject to change when the 2014-2015 *Undergraduate Catalogue* becomes Available.

ADVANCED PLACEMENT SCORES

SUBJECT AREA	SCORE	AP EXAM	RESULT
History of Art	4	Art History	3 CR for AH 110
	5	Art History	3 CR for AH 110 and 3 CR for AH 111
2-D Design	5	Studio Art	3 CR for SA 224 based on a score of 5 PLUS portfolio review by dept
3-D Design	5	Studio Art	3 CR for SA 366 based on a score of 5 PLUS portfolio review by dept.
General Art or Studio Art	5	Studio Art	3 CR for SA 225 based on a score of 5 PLUS portfolio review by dept.
Biology	4	Biology	3 CR for BL 113 if non-major
	4/5	Biology	3 CR for BL 121 and 1 CR for BL 126 after successful completion of BL 118/119 with a grade of C or higher
Chemistry	3	Chemistry	3 CR for CH 110 for non-science majors. No credit for CH majors
	4/5	Chemistry	4 CR for CH 101-105 & 4 CR for CH 102-106
Chinese	5	Chinese Language	3 CR for CI 104 and 3 CR for CI 201
Computer Science	4/5	Computer Science A	4 CR for CS 201
Economics	4/5	Microeconomics	3 CR for EC 102
	4/5	Macroeconomics	3 CR for EC 103
	4/5	Statistics	3 CR for EC 220 or ST 210
English	4/5	English Literature	3 CR for EN 101
French	5	French Language	3 CR for FR 104 and 3 CR for FR 201
Geography	4/5	Human Geography	3 CR for GY 201
German	5	German Language	3 CR for GR 104 and 3 CR for GR 201
History	5	European History	3 CR for HS 101
	5	American History	3 CR for HS 103
Italian	5	Italian Language	3 CR for IT 104 and 3 CR for IT 201
	5	Italian Literature	3 CR for IT 104 and 3 CR for IT 200-level literature course

Latin	4/5	Vergil	3 CR for LT 103 and 3 CR for LT 104
Mathematics & Statistics	3	Statistics	3 CR for ST 110
	4/5	Statistics	3CR for ST 210 or ST265 or EC 220 (Depending on Major)
	3	Calculus AB	Credit for MA 151. Placement in MA 252; Credit for MA 251 upon completion of MA 252 with grade of "C" or higher, the student may request to change credit from MA 151 to MA 251.
	4/5	Calculus AB	4 CR for MA 251
	3	Calculus BC	4 CR for MA 251
	4/5	Calculus BC	4 CR for MA 251 and 4 CR for MA 252
Music	4/5	Listen/Lit	3 CR for MU 203
	5	Music Theory	3 CR for MU 302 and 3 CR for MU 310
Physics	4/5	Physics B	4 CR for PH 101 and 4 CR for PH 102. Students must provide evidence to the physics department chair that their high school course included significant laboratory experience in order to receive credit..
	4/5	Physics C: Mechanics	4 CR for PH 201. Students who demonstrate that their high school course included significant laboratory experience will receive credit for PH 291 with permission from Physics Department.
	4/5	Physics C: Elect. & Magnetism	4 CR for PH 202. Students who demonstrate that their high school course included significant laboratory experience will receive credit for PH 292 with permission from Physics Department.
Political Science	4/5	American Govt. & Politics	3 CR for PS 102
	4/5	Comparative Govt. & Politics	3 CR for PS 350
Psychology	4/5	Psychology	3 CR for PY 101
Spanish	5	Spanish Language	3 CR for SN 104 and 3 CR for SN 201
	5	Spanish Literature	3 CR for SN 104 and 3 CR for SN 200-level Literature course
Writing	4/5	English Language & Composition	3 CR for WR100 upon successful completion of WR200 or WR 220 or WR 230

PLEASE NOTE: A student cannot obtain credit for both ST 210 and ST 265. ST 210 will substitute for ST 265 for any requirement/prerequisite. ST 265 will substitute for ST 210 for any requirement/prerequisite. Business majors who receive credit for MA 251 do not have to take MA 151.

PLACEMENT TEST RESULTS: FOREIGN LANGUAGE

	Chinese	French	Spanish	German	Italian	Latin
Level 101/161*	0 - 149	0-217	0-178	0-279	0-18	0-19**
Level 102	150 - 299	218-288	179-264	280-359	19-34	20-22
Level 103/162	300 - 449	289-377	265-345	360-454	35-44	23-33
Level 104	450 - 599	378-450	346-464	455-547	45-52	34-43
***Level 201	600 & Above CI201, CI202, or CI303	451-556	465-544	548-612	53-60	44-50 (300 Level)
***Level 203, 216, or 217		557-766 (FR 216)	545-855 (SN 203 or SN 217) 856-956 (SN 203)	613-948 (GR 216)		

Notes:

Modern Languages:

Students who completed the third level of a high school foreign language may not take that language at the 101-level for credit.

*161: Placement in 161 occurs if a student places into 101 and studied that language up to the third level in high school or has completed the core in another language and wishes to learn a second language. Students who place into 102, but feel inadequately prepared may also enroll in 161. Students taking this course meet three times per week for 110 minutes each session. The course counts as two, three-credit classes.

***Incoming students who fulfill the language core requirement by enrolling in and successfully completing an upper-level (200 and above) course in a modern language will receive three credits for Intermediate Language II (104) retroactively upon completion of the upper-level course.

****Classical Languages:**

Students who have completed two or more years of high school Latin should be placed into LT 102.

Students who score over 50 on the Latin placement examination must take one 300-level Latin course to fulfill their language core requirement. Upon successful completion of that course, they also receive credit for Latin 104.

All Loyola students are required to fulfill the core language requirement, either in a modern or a classical language. The sole exception to the core language requirement applies to native speakers. A native speaker is a student who has completed his or her high school education in a language other than English. We do not require any testing for native speakers.

PLACEMENT TEST RESULTS: MATHEMATICAL SCIENCE

IMPORTANT NOTE: Only ONE (NOT ALL) of the criteria marked below is required for placement into any of the following courses.

Math Course	Requisite Score/ Experience						
	No Pre-requisite	High School Calculus	ACT Math ≥ 24 SAT Math ≥ 560	Math Placement 56 or Better Part I	Math Placement 48 or Better Part II	Math Placement 56 or Better Part II	Completion of another MA course
MA 107	X						
ST 110			X	X			MA 004 or Any MA 100-level course
MA 109 (Does not fulfill core)			X	X			MA 004
MA 151		X			X		MA 109
ST 210		X			X		MA 109
ST 265		X			X		MA 109
MA 251		X				X	MA 109

Notes:

Students who do not have the requisite placement score to enroll in the math course required for their program of study should discuss options for remedial study with their core advisors.

Office of International Programs Study Abroad Programs: Coordinators & Majors Best Served

LOYOLA PROGRAMS- Courses, credits and grades transfer back to Loyola

<i>LOCATION</i>	<i>PARTNER UNIVERSITY</i>	<i>COORDINATOR</i>	<i>MAJORS BEST SERVED*</i>
Alcalá, Spain-Fall	Universidad de Alcalá	Jessica Wassel	Spanish majors/minors
Alcalá, Spain – Spring	Universidad de Alcalá	Jessica Wassel	Mostly Business (other majors can apply): courses in English, except Spanish language courses, students may have to use at least 1 elective for Spanish class
Auckland, New Zealand	University of Auckland	Kenneth Kwarciany	Most majors
Bangkok, Thailand	Assumption University	Fr. James Kelly	Most majors
Beijing, China	Loyola University Chicago	Kenneth Kwarciany	Most majors
Copenhagen, Denmark	DIS - Danish Institute for Study Abroad	Naomi Githae	Biology, Humanities, Social Sciences, and Business majors
Cork, Ireland	University College Cork	Renée Harris	Mostly core, good for humanities and social and most social science majors; limited business courses, and maybe other majors depending on academic program taken at Loyola
Glasgow, Scotland	University of Glasgow	Kaileigh Jolliffe	Honors Program Participants Only; most majors
Leuven, Belgium	Katholieke Universiteit Leuven	Renée Harris	Most majors can be accommodated; no natural science courses
Melbourne, Australia	La Trobe University	Jessica Wassel	Most majors
Newcastle, England	Newcastle University	Kaileigh Jolliffe	Most majors, especially pre-med
Paris, France	American University of Paris	André Colombat	Humanities; Social Sciences; limited business courses, Communication

Rome, Italy	Catholic University of America	Naomi Githae	Limited majors
San Salvador, El Salvador	Santa Clara University	Kenneth Kwarciany	Spanish majors/minors Global Studies
Accra, Ghana	CIEE (University of Ghana in Legon, Accra))	Kenneth Kwarciany	Most Majors

LOYOLA EXCHANGES- Courses, credits and grades transfer back to Loyola

LOCATION	PARTNER UNIVERSITY	COORDINATOR	MAJORS BEST SERVED*
Amsterdam	HES	Naomi Githae	Business majors
Barcelona, Spain	IQS Business School	Jessica Wassel	Business majors with Spanish minor
Buenos Aires, Argentina	Universidad del Salvador (USAL)	Jessica Wassel	Spanish majors/minors; Other majors may apply
Madrid, Spain	Universidad Pontificia Comillas	Jessica Wassel	Global Studies; Political Science; History; Spanish majors/minors
Montpellier, France	Université Paul Valéry (Montpellier III)	André Colombat	French majors/minors w/ Humanities majors/minors
Osaka, Japan	Kansai Gaidai University	Kenneth Kwarciany	Business, Social Sciences, Humanities
Santiago, Chile	Universidad Alberto Hurtado	Jessica Wassel	Most majors; Spanish minors
Singapore	Nanyang Technological University	Naomi Githae	Business, Communication and Humanities majors

LOYOLA AFFILIATIONS- Courses, credits and grades transfer back to Loyola and Loyola financial aid cannot be used

LOCATION	PARTNER UNIVERSITY	COORDINATOR	MAJORS BEST SERVED*
Accra, Ghana	New York University	André Colombat	Humanities, Social Sciences
Berlin, Germany	Freie University – European Studies Program	Renée Harris	Limited majors; humanities, some social science majors
Florence, Italy	Syracuse University	Naomi Githae	Humanities; Social Sciences, limited business courses
Rome, Italy	Duke University	André Colombat	Classics majors only

* **NOTE:** Although the programs listed above match best with the major(s) indicated, other majors may also be appropriate for those programs.

NON-LOYOLA PROGRAMS- Courses and credits transfer back to Loyola; can only do for one semester and Loyola financial aid cannot be used. Students must either apply to a US, four-year, degree-granting, accredited institution to study abroad OR apply to an US sponsor that is affiliated with an accredited institution abroad.

SUMMER PROGRAMS/ STUDY TOURS- Courses, credits and grades transfer back to Loyola, with the exception of non-Loyola study abroad programs

LOCATION	PROGRAM DIRECTOR	COORDINATOR
Granada, Spain	Holly Schneider	André Colombat
Guadeloupe, French Antilles	Catherine Savell	André Colombat
Montpellier, France	Catherine Savell	André Colombat
Newcastle, United Kingdom	Rebecca Brogan	André Colombat
Prague, Czech Republic	Barbara Vann	André Colombat
Rome, Italy	Angela Christman	André Colombat
All other non-Loyola summer opportunities	NA	Naomi Githae

INTERNATIONAL PROGRAMS: TIPS FOR ADVISORS

- Students should select a study abroad program during their freshman year and apply during their sophomore year for study abroad in the junior year. Under certain circumstances, one can also study abroad in the spring of sophomore year only. The Office of International Programs does not recommend studying abroad earlier or during the senior year.
- Students cannot apply to study abroad until after they have declared a major. Some programs are particularly recommended for certain majors. However, in most cases, with proper planning and flexibility, students do not have to be limited in their options for study abroad.
- The minimum cumulative **grade point average** required for **consideration** to study abroad is 2.75. However, some programs require a 3.00. Because some programs are competitive, the minimum grade point average requirement does not guarantee acceptance. Also a student's disciplinary record is also a major factor when selecting students for study abroad.
- Before applying for a program abroad, students are **required to attend at least one of the forty-five informational program sessions in order to receive access to the on-line study abroad application and to learn about specific program benefits.** We also encourage students to attend a SARA (Study Abroad Registration Advising) to review potential courses for abroad.
- Students should save as many free electives and non-departmental electives as possible to take abroad. Students should not complete all of their core requirements before they know which courses they will be able to take abroad. **However, on registration day, due to limited course availability, it may be necessary for the student to register for courses that he/she intends to reserve for study abroad.** After the registration period is over, the Academic Advising and Support Center will work with the student to make whatever adjustments are possible to accommodate the student's original scheduling plans.
- Students should take major courses as early as possible in their program of studies and check with their major advisor about what major courses they must take on campus and what major courses they can save to take abroad. **Again, some flexibility on the part of the student and advisor is necessary in scheduling courses at Loyola due to limited availability at registration.**
- Degree programs that have minors or double majors and/or minors can make it more difficult to find courses abroad. Therefore, students may have to make some decisions regarding studying abroad and their intended degree program.

For additional information please contact International Programs at X2910 or 2920.

HONORS PROGRAM

The Honors Program at Loyola University Maryland seeks to create a special environment for academic inquiry and personal enrichment. Honors students are selected based on academic achievement, motivation, leadership, and extracurricular involvement. The Honors Program is designed so students from all divisions of the University – humanities, social sciences, natural sciences, education, and business – can participate.

Beginning with the class of 2016, Honors students fulfill their entire core curriculum through the Honors Program. This alternative path through the core takes the place of the regular University core curriculum.

Honors Core Curriculum:

HN 201–204 The Human Drama

The Human Drama is a four-course, interdisciplinary exploration of human history, extending from the ancient to the modern world, which Honors Program students take as freshmen and sophomores. The Human Drama sequence is constructed so as to provide students with a historical sense, to cultivate the ability to think analytically in interdisciplinary ways, and to relate important texts and ideas of any age to contemporary issues. The sequence embodies the Jesuit educational ideal of grounding every student's education in the traditions of the liberal arts in order to help students integrate knowledge and engage with the world as men and women for others. Each section of the Human Drama adopts as one of its central learning aims that of understanding how the Christian Tradition (intellectual, moral, spiritual) has contributed to the larger intellectual climate of the historical period covered by the course and to the pursuit of human flourishing.

HN 201 The Human Drama: The Ancient World

Taken first semester of first year.

HN 202 The Human Drama: Medieval to Renaissance

Taken the second semester of first year.

HN 203 The Human Drama: Renaissance to Modern

Taken the first semester of sophomore year.

HN 204 The Human Drama: The Modern World

Taken the second semester of sophomore year

HN 210 Eloquentia Perfecta

This course in analytical thinking, writing, and speaking is the introductory writing course for Honors students. Taken the first semester of first year, it fulfills the composition requirement in the core curriculum.

HN 215 Engaging Nature

Engaging Nature is an introductory science course, normally taken in the freshman or sophomore year.

MA 251 or ST 210 or ST 265

Honors students satisfy their Math requirement through either MA 251: Calculus I, ST 210: Introduction to Statistics, or ST 265: Biostatistics.

Foreign Language requirement

Honors students fulfill the University's regular core requirement in foreign languages plus one additional course. For the additional course, students may either continue study of the same language or begin a new language.

SELLINGER SCHOLARS PROGRAM

An Academic Honors Program in Business Administration

The Sellinger Scholars Program is an honors program in business administration designed to prepare students for roles of leadership and service in a diverse and changing world. Application is welcomed from students who are highly motivated and seek an enriched educational experience.

The Program has two primary components: curricular coursework and BH 199 Sellinger Scholars Experience. Required courses offer increased rigor in the form of outside reading, discussion, and class presentations. Program participants are pre-registered for Scholars course sections which are smaller in size and allow for greater interaction with faculty and classmates. Coursework begins in the fall of the sophomore year and must be taken in sequence. The second component, BH 199 Sellinger Scholars Experience, offers students the opportunity to participate in professional, social, and community service activities in the Baltimore-Washington metropolitan area. This element is designed to enhance the academic experience and broaden the learning environment.

First-year students who have completed 15 credits in the fall semester applicable to a degree (excluding AP credits) with a minimum GPA of 3.5 and are majoring in Accounting or Business Administration will be invited to apply to the program. Admission is competitive.

CURRICULUM

Course Requirements: Sellinger Scholars are pre-registered for the following courses which fulfill degree requirements for the Bachelor of Business Administration degree.

Sophomore Year

Fall Term

BH 200 Financial Accounting (AC 201)
BH 251 Information Systems (IS 251)

Spring Term

BH 201 Management (MG 201)
BH 240 Marketing (MK 240)
BH 320 Financial Management (FI 320)

Junior Year

Fall Term

BH 282 International Business (IB 282)

Spring Term

BH 330 Operations Management (OM 330)

Senior Year

Fall Term

BH 305 Legal Environment of Business (LW 305)

Spring Term

BH 402 Business Policy (MG 402)

Sellinger Scholars will not register for the following courses: AC 201 Financial Accounting, IS 251 Information Systems, MG 201 Management, MK 240 Marketing, FI 320 Financial Management

BH 199 Sellinger Scholars Experience: Scholars must enroll in this one-credit course every semester, unless they are on leave from Loyola or studying abroad. Topics vary each year and support leadership development, career readiness and commitment to service.

PROGRAM ADMINISTRATION: Ann Attanasio, Assistant Dean, Administrative Director

Questions may be referred to the Administrative Director at 410-617-2510 or visit the program web site.
www.loyola.edu/sellinger/academics/undergraduate/scholars.aspx

ACADEMIC FORMS								
Procedure/Form	Required Signatures						Deadline	Notes
	Student	Instructor	Advisor	Dept. Chair	MH 043	Other		
Baltimore Student Exchange Program (BSEP)	X		X		X	BSEP Coordinator	Varies by program	Use <i>BSEP Registration Request Form</i>
Change of Major	X			Old Major & New Major	X			Use <i>Change of Major Form</i>
Change of Minor	X		X	New Minor				Use <i>Change of Minor Form</i>
Declaration of Major	X		Core				End of third semester	Use <i>Declaration of Major Form</i>
Declaration of Minor	X		X	X				A minor can be declared once a major is declared. Use <i>Change of Minor Form</i>
Drop/Add	X				X		End of Drop/Add (Dates vary by semester)	Use Webadvisor or use <i>Change of Registration Form</i>
Independent Study	X	X		X	X	Dean (Business only)	End of Drop/Add	Use <i>Specialized Study Form</i> (must accompany <i>Registration Request Form</i> or <i>Change of Registration Form</i>)
Internships	X	X		X	X		End of Drop/Add	Use <i>Specialized Study Form</i> (must accompany <i>Registration Request Form</i> or <i>Change of Registration Form</i>) Only one 3-credit internship counts toward degree requirements.
Leave of Absence	X					Director of AASC, Dean of First-year Students & Academic Services and/or International Programs		Use <i>Leave of Absence/Study Abroad Form</i> Use <i>Change of Registration Form</i> to drop out of courses
Overrides and Pre-requisite waivers	X			X	X		End of Drop/Add	Use <i>Request for Course Override Form</i> available at https://inside.loyola.edu/aasc/deadlines ; processed by Academic Advising and Support Center
Registration	X		X				Varies by class year.	Use Webadvisor or use <i>Registration Request Form</i> or <i>Change of Registration Form</i>
Repeat/ Replacement of a Course	X				X		See <i>Notes</i>	Use <i>Repeat/ Replacement Form</i> (must accompany <i>Registration Form</i> at time of registration)
Sixth Courses	X		X		X		End of Drop/Add	Use Webadvisor or use <i>Change of Registration Form</i> Student must be in good academic standing (2.0); first-year students must have a 3.00 QPA and completed 15 credits.
Summer Courses Away	X			X	X		Mid-April	Use online form, available on AASC website
Withdrawal from a Course	X	X	X		X	See <i>Notes</i>	See <i>Schedule of Classes</i>	Use <i>Change of Registration Form</i> If student athlete, must be approved by Academic Coordinator for Varsity Athletics
Withdrawal from Loyola	X					Director of AASC and Dean of First-year Students & Academic Services		Use <i>Student Withdrawal Form</i> Use <i>Change of Registration Form</i> to drop courses

ACADEMIC PROCESSES

Academic Dismissal/Probation

- Students will be dismissed at the end of the first semester of their freshman year if their cumulative QPA is below 1.400.
- Students whose QPA is below 1.800 at the end of the freshman year may be dismissed from the University.
- Students with a cumulative QPA of less than 2.000 after the fourth semester or any semester thereafter will be dismissed from the University.

Academic Appeal Process: Students dismissed from Loyola University Maryland due to academic deficiency may appeal their dismissal by submitting a formal written appeal to the Academic Standards Committee. Please see the *Loyola Undergraduate Catalogue* for complete details of this process.

Advisors receive written notification of any advisee who has been academically dismissed, placed or continued on probation, or returned to good academic standing.

Advising Students on Academic Probation: Students on academic probation must adhere to the conditions set for them by the Academic Standards Committee. It is the personal responsibility of the student on probation to make certain that the minimum QPA requirements are achieved. In addition, students on probation are required to meet regularly with an assigned administrator in the Academic Advising and Support Center, who will monitor their academic progress until they return to good academic standing.

The faculty advisor should help students understand the gravity of their academic situation and assist students in setting realistic goals. In helping the student select classes, the advisor should suggest courses and a schedule that provides a balanced workload and promotes an appropriate use of the student's time outside the classroom.

The Study, located on the third floor of Jenkins Hall, offers tutoring services for students experiencing academic difficulty. Tutorial services are provided free to students as The Study absorbs all costs involved in paying the tutors. Students needing a tutor should contact the Program Director of The Study who coordinates the tutoring programs at X2104. Students can also access a tutor request form on line. For more information, refer to [Tutoring](#) and [The Study](#).

Major/ Minor Declaration Process

Many students arrive at Loyola having already decided their major course of study. We refer to this decision as an "intended major," note it on the gold registration form during summer orientation, and update the degree audit to reflect that intention. However, because Loyola thinks it is important that first year students be given the chance to explore all disciplines and consider their choice of major under the guidance of a core advisor, students are not allowed to officially *declare* their major until the end of the second semester. At the time of declaration, the student is assigned to a major advisor.

Students may prefer to stay assigned to their core advisor until the end of the third semester, however certain courses are restricted to majors only and the undeclared student may be prevented from registering for these courses. At the end of the third semester, students must declare a major. Upon declaration of a major, students are assigned a major advisor from that department.

The declaration process is as follows:

- Students meet with the core advisor to discuss the choice of major and to complete the Declaration of Major Form.
- Students submit the Declaration of Major Form to the Academic Advising and Support Center.
- The Academic Advising and Support Center notifies students of the name of their major advisor.

Change of Major: Students have the option of changing their major at any time. However, students who change majors should be made aware that they must complete all of the requirements of the new major, including core requirements. In addition, they should understand that it may take longer than four years to complete their degree. Administrators in the Academic Advising and Support Center can prepare a proposed degree audit to show students how a change will affect their graduation requirements.

Advising Students Considering a Change of Major: Loyola University Maryland gives no assurance that students who change majors will be able to fulfill degree requirements within four years. Students are responsible for making certain that all degree requirements have been completed.

Double Majors: Students may earn majors in more than one department, but they must complete all of the requirements for each major.

Interdisciplinary Majors: Interdisciplinary majors may be arranged between some of Loyola's majors. See the major section of the *Undergraduate Catalogue* for interdisciplinary requirements.

Minors:

Loyola offers many minors. The number of courses needed varies across departments. See the listings in the *Undergraduate Catalogue* for each department to determine the requirements. The faculty advisor is encouraged to use the minor worksheets available on the Academic Advising and Support Center website (www.loyola.edu/aasc).

Courses taken for a minor may simultaneously count as non-departmental or free electives within the forty (three- or four) credit courses required for graduation. However, adding a minor may extend the number of classes the student must take.

Declaring a Minor:

- The student has the option to make a formal declaration of a major and minor simultaneously as early as the end of the second semester of freshman year but may remain undeclared until the end of the third semester. In this case, both the major and the minor can be declared on the Declaration of Major Form.
- Students wishing to declare a minor after the declaration of a major should use the Change of Minor Form.
- A student may declare multiple minors.
- If the minor requirements will not be completed by the student's graduation date, the Change of Minor Form must be submitted to drop the minor.

Graduation

Requirements: A degree audit is mailed to the home address of all rising seniors during the summer prior to senior year. This degree audit shows all courses that the student has completed and courses pre-registered for the fall semester. In addition, all courses that still need to be completed during the senior year are highlighted. If senior students want to drop/add a course, or if there are any questions about advising senior students, please contact the Academic Advising and Support Center

Commencement: The *Undergraduate Catalogue* clearly states that “only students who have completed all degree requirements are invited to participate” in the formal commencement ceremony. Faculty advisors are encouraged to remind their advisees that it is the student’s responsibility to identify degree requirements and to complete the needed courses.

Specialized Studies

Independent Study:

Independent study courses are special courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course. The student works closely and directly with the instructor as a scholarly team. A student must expect to devote considerably more time to one of these courses than to a regular course. Since the work is largely original on the part of the student, the faculty director only gives general direction and guidance.

To register for an independent study, the instructor and the student will have to complete a Specialized Study Form, which is available both in the Academic Advising and Support Center and the Records Office:

- During registration, the form must be accompanied by an Undergraduate Registration Form.
- During drop/add, the form must be accompanied by a Change of Registration Form.
- *The instructor must specify the number of credits that will be awarded for the course.*

Private Study:

Private study courses are Loyola courses that the student has not been able to schedule in the regular sequence. The scope, the assignments, and the requirements for a private study course are the same as for the Loyola course. Since a private study course is equivalent to the Loyola course, it is important that the instructor notes the course number on the form. Private study courses must be taken for a grade. To register for a private study course, the instructor and the student will have to complete a Specialized Study Form, which is available both in the Records Office and in the Academic Advising and Support Center, within the normal registration period.

Internships:

Internship courses provide opportunities for practical experience in a particular discipline. Only students with junior or senior status are eligible to take graded internships. An internship may not be used to satisfy a core requirement and only one internship (three-credits) may count towards graduation requirements. All internships are arranged within a department and involve a student working in a regular business or professional environment under the guidance of an on-site supervisor and a Loyola faculty member. In many departments, internship courses include class time each week with other interns as well as the time on-site. Internships are ordinarily credit bearing courses, and the grades are determined by the faculty as in regular courses. Students must register for internship courses within the normal registration period.

Leave of Absence

Students may request to take a leave of absence for no more than two consecutive semesters. However, if at the end of the leave of absence additional time is needed, a written request for an exception can be submitted to the Dean of First-Year Students & Academic Services.

Advising the student considering a leave of absence:

- Students often find the decision to take a leave of absence stressful because the circumstances that make the leave a good option are stressful in and of themselves. The faculty advisor should provide basic information and refer the student to appropriate campus resources to help the student address his or her difficulties.
- If the student needs information about taking a leave of absence, please refer them to the Academic Advising and Support Center at X5050.

Withdrawing from Loyola

A student who withdraws voluntarily is entitled to honorable departure under the following conditions:

- The student must not be liable to dismissal due to academic deficiency or breach of community standards.
- All financial indebtedness to Loyola must be settled.
- The student must complete the student withdrawal form.
- Depending on the time and the reasons for withdrawal, the student will receive either a grade of “*W*” or “*F*” for any incomplete courses.

Students who withdraw from Loyola cannot return without going through the readmissions process. If students are readmitted, they must abide by the requirements in place for their major at the time of readmission.

Overrides

During registration, students seeking permission to register for classes that are full may submit an “override request” form. Override forms can be found on the AASC Website and submitted by E-mail. An administrator in the Academic Advising and Support Center contacts the appropriate department chair to seek approval. **Department chairs are the only faculty members who may grant or deny a student’s request to override a course.**

Registration

Prior to each registration, the Records Office notifies students of the registration processes through email. Faculty advisors should make certain that their advisees are aware of each of the prerequisites for the courses they wish to register for. The student should also choose alternate course selections. Faculty advisors or their administrative assistants should refer to the “Search for Classes” or “Undergraduate Condensed Open Course Report” features on *WebAdvisor* for current class availability.

Registration Periods

- **Initial Registration Period:** The initial registration period is the date and time students are assigned to register by the Records office.

Drop/Add Period: The drop/add period begins after all students in each class year have completed their specific initial registration period for a given semester and extends through the first four days of classes of the next semester.

Schedule changes may be made on Webadvisor or through the Academic Advising and Support Center after all class years have registered for their five courses. Dates and times for electronic add/drop will be published every semester. New students may not make schedule changes independently through *WebAdvisor*. Dropped courses do not appear on the transcript. The signature of the faculty advisor is not required to make schedule changes during this period.

Withdrawing from a Class

The withdrawal period begins on the fifth day of classes in a new semester. Classes can no longer be added at this point. If students wish to drop a class, they must withdraw from the course and a “W” will appear on the transcript. The faculty advisor and the professor of the course from which the student is withdrawing must sign the **Change of Registration Form** during this period. The date of the last day to withdraw from a class is published each semester on the Records Office website.

Things to Consider When Advising a Student who is Considering Withdrawing from a Class:

- **Second Semester Seniors.** If a senior registers for all courses necessary for graduation and then drops or withdraws from one of the courses, he or she will not be allowed to participate in Commencement.
- **Scholarships.** Withdrawing from a course may affect a student’s scholarship. It is the responsibility of the student to contact the Financial Aid Office at X5521 before submitting the **Change of Registration Form**.
- **Housing.** Dropping below twelve credits may affect a student’s eligibility for on-campus housing. The Office of Student Life will be notified when a student drops below twelve credits.
- **Academic Probation.** If a probationary student wishes to withdraw from a course, the student must consult with the probation advisor in Academic Advising and Support Center that has been assigned to him or her at the beginning of the semester. Dropping below the number of credits stipulated by the Academic Standards Committee constitutes a violation of probation.
- It is the student’s responsibility to obtain all necessary signatures prior to the withdrawal deadline.

Repeat/Replacement of a Course

The Repeat/ Replacement form indicates a student’s desire to either repeat or replace a course. If a course is repeated, both grades figure into the **QPA**. If a course is replaced (only possible in specific circumstances, explained below), the grade in the course of the new major replaces a grade in a course in the former major in the **QPA**. **In both cases, there are two grades listed on the student’s transcript, but in each situation the QPA is affected in different ways.**

A student may repeat any course. There is no minimum grade required for a repeat. A student can repeat a course for which he or she earned an “A” if desired. There is no limit to the number of times a student can repeat a course. In the case of repeated courses, the original grade remains on the transcript and the repeat course appears with an “R” next to the new grade on the transcript. All grades for a repeated course, including the original grade will be included in the computation of the cumulative **QPA**. Students who fail a course specifically required in the core or major must repeat the same course.

Students changing majors will find that major course requirements are significantly different from department to department. These students may be permitted to replace grades in major courses from the original major with grades in major courses from the new major. **To replace a course, a student must be replacing an old major requirement with a new major requirement.** (Students who change minors may not replace grades in the minor). In the case of replacements, the original grade is not calculated into the **QPA**. The replacement course grade is the only

one calculated into the **QPA**, even if it is a lower grade than the original course's grade. There is no minimum grade required for a replacement. A student can replace a course that he or she earned an "A" if desired. The original course taken and grade appear with an "X" on the transcript next to the grade.

Sixth Course

Students may register for only five courses, exclusive of one-credit, two-credit, and Military Science courses, on their assigned day of registration. To request a sixth course, students must receive electronic permission from their advisor. First-year students are permitted to request a sixth course for their second semester if they earn a QPA of 3.000 for five (three- or four-credit) classes during their first semester. Upperclassmen must be in good academic standing (having a QPA of 2.000 or above) to request a sixth course. Students on academic probation may not take six courses. Approval of a sixth course request is contingent upon successful completion of all prerequisites and course availability. Sixth course requests are processed after all class years have had an opportunity to register for five courses.

Advising the student considering a sixth course: Sixth courses should only be undertaken by students who can handle the extra work and commitment that a sixth course entails. Faculty advisors should help the student make this decision and have the right not to sign the form of a student for whom a sixth course is not an appropriate course of action. Advisors may also give "permission with reservation" to indicate that the student is technically eligible to take a sixth course, but is doing so against the advisor's recommendation.

Summer Courses: Students who wish to take courses at Loyola during the summer should follow the registration instructions available online at <https://inside.loyola.edu/AASC/SummerCourse/index.html>.

If a student wishes to take a course at another institution during the summer, it must be pre-approved. This "summer away" course is reviewed by the Academic Advising and Support Center and, if required, the appropriate department chair. Students may take a maximum of **two** (three- or four-credit) courses away (along with any associated 1-credit labs) during any given summer provided they have met the necessary academic and residency requirements (please refer to the AASC website, <https://inside.loyola.edu/AASC/SummerCourse/SummerAway/SummerAway2014> for details).

If students wish to take courses abroad in the summer, they must contact Ms. Renée Harris in the Office of International Programs. Students must provide complete program information, verification in writing that an official transcript will be issued by an accredited institution, course descriptions, and, if necessary, syllabi. The appropriate department chair must also approve the course.

College-level work completed in high school:

College-level work completed prior to high school graduation may be considered for transfer credits upon receipt of an official letter from the high school principal or guidance counselor stating that the courses were taught on the college campus by a member of the college faculty, open to enrollment by and graded in competition with regularly matriculated undergraduates at the college, and a regular part of the normal curriculum published in the college catalogue.

In addition to the letter from the high school principal or guidance counselor, the student must submit an official transcript, a course description, and, in some cases, a syllabus to the Dean of First-Year Students and Academic Services. In conjunction with the department chair, the Dean will evaluate the course and notify the student in writing of credit awarded. Any necessary schedule adjustments can be made during the summer prior to the start of classes.

CAMPUS RESOURCE GUIDE

RESOURCE	CONTACT PERSON	PHONE/EMAIL	SERVICES PROVIDED
Academic Affairs for Varsity Athletics	Colleen Campbell , Director Adriana Mason , Associate Director Abbie Day , Coordinator	x5391 ccampbell@loyola.edu x5361 almason@loyola.edu x5960 anday@loyola.edu	Academic assistance and tutoring services for student athletes. Monitor adherence to NCAA regulations
Academic Advising and Support Center	Deborah Herman , Director Mary Catherine Holzer , Associate Director	X5050 dherman@loyola.edu x2436 mholzer@loyola.edu	Administration of advising and academic support services. Assistance with academic policies/procedures for faculty advisors and students (see Academic Advising and Support Center Directory for more info)
ALANA Services	Rodney Parker , Director	x 2310 rparker1@loyola.edu	Support for African, Latino, Asian and Native American Students
Alcohol & Drug Education and Support Services		x2928	Education and support for students with concerns about their own or others' alcohol/drug use
Campus Ministry		X2222 campusministry@loyola.edu	Assistance for students with moral/ethical dilemmas, faith and values clarification, or other religious counseling
The Career Center	CreSaundra Sills , Director	x2232 csills@loyola.edu	Major/career advising and resources, including vocational/interest testing, employer contacts, and alumni/alumnae networking
Counseling Center	Donelda Cook , Director Pam Griffin-Smith , Associate Director	x5171 dcook@loyola.edu x2273 pgriffin@loyola.edu	Consultation with faculty regarding students in distress, individual and group counseling for students
Dean of First Year Students & Academic Services	Ilona McGuinness , Dean	x5547 imcguinness@loyola.edu	Administration of First Year Academic programs, oversight of the faculty advising system, AP credit, freshman transfer credit, academic standards and Academic Advising and Support Center policies and procedures and University academic policies and procedures
Disability Support Services	Marcia Wiedefeld , Director Michelle Hackley , Testing Coordinator	x2062 mwiedefeld@loyola.edu x2750 mhackley@loyola.edu	Accommodations for students with psychiatric or physical disabilities, and chronic illnesses (Students with learning disabilities and/or ADHD receive services through Academic Advising and Support Center)
Financial Aid	Mark Lindenmeyer , Director	x2576 lindenmeyer@loyola.edu	Scholarship and financial aid information
Honors Program	Angela Christman Director	X2359 achristman@loyola.edu	An enhanced environment for selected students to pursue academic inquiry and personal enrichment
International Programs	Andre Colombat , Dean	x2920 acolombat@loyola.edu	Information on and administration of study abroad programs, exchanges and affiliations
Military Science	Lt. Col. James G. Riely , Chair	x2277 jgriely@loyola.edu	Administration of the ROTC program

National Fellowship	Arthur Sutherland, Director	x2217 asuntherland@loyola.edu	Guides students through the fellowship application process
Sellinger Scholars	Ann Attanasio, Administrative Director	x2510 aattanasio@loyola.edu	Administration of the honors program for business majors. The program is designed to prepare students for leadership and service in business. First-year students can apply during their second semester
Center for Community Service & Justice	Robin Crews, Service Learning Director	x2112 rcrews@loyola.edu	Opportunities for student service and leadership through the exploration of social justice issues
Student Life	Christina Spearman, Director	X5081 cjspearman@loyola.edu	Assistance with housing issues, Administration of College judicial system
The Study	Molly Fredette Director	x2623 mfredette@loyola.edu	Peer-tutoring services and academic skills workshops
Writing Center	Lisa Zimmerelli Director	X2369 ldzimmerelli@loyola.edu	Offers consultation for students, faculty and staff at all stages of writing process

S.T.E.P. Program

The S.T.E.P. (Student Taking Educational Pride) program is administered by the Academic Advising and Support Center. The program is designed to assist students placed on academic probation in returning to good academic standing. Probationary students participating in the S.T.E.P. program are introduced to various strategies and resources that may enable them to achieve academic success.

Components of the S.T.E.P. Program:

- Attendance at weekly S.T.E.P. program meetings. Topics discussed at these meetings include time management, learning styles, academic goal establishment, critical thinking, locus of control, stress management, etc.
- Participation in periodic individual meetings with an administrator in the Academic Advising and Support Center.
- Mandatory monitored study hours in The Study.
- Agreement to participate in all activities and complete all homework assignments outlined within the S.T.E.P. program (i.e. mandatory meetings with instructors, advisors, study groups, etc.)

Tutoring Services & The Study:

Tutoring Services: The peer-tutoring program is coordinated through The Study. The Study offers individual and group tutoring for all Loyola students. Tutor request forms can be obtained for undergraduate students online at www.loyola.edu/thestudy or by e-mail TheStudy@loyola.edu. Although submitting a request form does not guarantee a tutor, The Study will make every effort to honor all requests. Students will be contacted within seven days, but usually sooner, regarding the availability of a tutor. Additionally, students can use The Study website (www.loyola.edu/thestudy) to view a list of current courses and tutors. Student athletes in need of academic assistance should contact the Academic Coordinator for Varsity Athletics.

The Study/Academic Skills Workshops:

The Study, located in Jenkins Hall on the third floor, is a state-of-the-art facility that provides students with a quiet and well-equipped place to do research and school work. Academic Skills Workshops are held throughout the semester to help students become acclimated to University life. Workshop dates, times, and topics are available in The Study or online at www.loyola.edu/thestudy.

For more information: contact The Study at X2104