GENERAL INFORMATION

Graduate
General Information

- **WebAdvisor for Students Access**: Provides students access to (where applicable) advising, course registration, class information, billing information, official grades, updating demographic, phone, address information, and more.

- **Using your Web browser, go to inside.loyola.edu**. WebAdvisor is a tab with links underneath, usually located on the right side of the inside.loyola.edu front screen. Click WebAdvisor for Students to see additional links.

- **Official Grades**: Accessible via WebAdvisor, not Moodle.
  - Official final grades are available on WebAdvisor within approximately 48 hours of their entry by the instructor.
  - Courses appearing without grades indicate that the grades are not yet processed by the Records Office or your instructor (via WebAdvisor).
Fall 2019 Schedules: Access via WebAdvisor for Students → Registration → My Class Schedule.

- Changes do occur; check classroom information just before your class meets.
- Room assignments for the Baltimore campus are on My Class Schedule approximately two weeks prior to the start of classes. Classroom information is available at the Columbia and Timonium Centers if not available via My Class Schedule.

- **September 2, 2019:** Labor Day – No classes

- **September 4, 2019:** Classes begin for most graduate classes.
  - **September 3, 2019:** Education First Eight-Week Session begins
  - Check My Class Schedule for specific course dates.
  - Programs may differ.

- Catalogues are accessible here: Catalogues
Student Orientation/Registration

Business School:

August 26 - 28, 2019 - Baltimore Campus
- ELMBA Orientation, location Maryland Hall room 247, contact elmba@loyola.edu for agenda

August 28, 2019 – Timonium Graduate Center
- Orientation for NEW Professional’s MBA students, 6:00 p.m. - 9:00 p.m.
  - Contact the department for information at mba@loyola.edu

September 4, 2019 – Baltimore Campus
- MAcc Orientation, 9:00 a.m. – 11:00 a.m., Sellinger VIP Lounge, contact macc@loyola.edu for agenda

Data Science:

August 20, 2019 – Columbia Graduate Center
- Orientation for NEW Data Science students, 5:30 p.m., room 360.
- Contact the program for information at mcorkran@loyola.edu.

Psychology:

August 26, 2019 – Baltimore Campus
- Orientation for new Psychology Graduate (Psy.D. & CPC) students begins at 8:30 a.m., McGuire Hall West.
- Contact the department for information at 410-617-2175.

Speech:

August 26, 2019 – Columbia Graduate Center
- Orientation for NEW Speech students, beginning at 9:00 a.m., room 360/362.
- Contact the department for information at ejaguilar@loyola.edu.

Excludes:
- Emerging Media
- Liberal Studies
- Pastoral Counseling
- Theology

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- Emerging Media
- Liberal Studies
- Pastoral Counseling
- Theology
Education:

- **August 6, 2019**
  MAT Orientation Session, Timonium Graduate Center
  6:00 p.m. – 8:00 p.m., Room TBD

- **August 19, 2019**
  Online Educational Technology Cohort, 5:00 p.m. – 7:00 p.m.

- **August 20, 2019**
  Howard County Cohort Orientation Session, Columbia Graduate Center
  5:00 p.m. – 7:00 p.m.

- **August 22, 2019**
  Baltimore Cohort Orientation Session, Timonium Graduate Center
  5:00 p.m. – 7:00 p.m.

- **August 27, 2019**
  Online Teaching English Language Learners Cohort
  5:00 p.m. – 7:00 p.m.

- **August 28, 2019**
  Baltimore Literacy Cohort (Reading Specialist and Culturally Linguistically Diverse Learners Cohort), Timonium Graduate Center
  5:00 p.m. – 7:00pm

- Make up orientation sessions are available, please email education@loyola.edu
The Career Center

Contact Information: 410-617-2232; www.loyola.edu/department/career-center; thecareercenter@loyola.edu

Hours/Location:

Evergreen Campus, DeChiaro College Center W002:

Fall/Spring: Monday – Friday: 9:00 a.m. – 5:00 p.m. (Evening hours and drop-in hours TBD)

Summer/Breaks: Monday – Friday, 9:00 a.m. – 5:00 p.m.

Services:

Employer Contacts: Connect with employer contacts and employment opportunities through Handshake

Loyola Connect: Connect with alumni available to discuss their career paths and provide industry specific information

Resume Critiques: Work with a career advisor to create a professional and impactful resume or cover letter for your next job interview

Individual Career Appointments: Schedule an individual appointment to explore career options and develop a strategy for your next career steps.

Job Search Assistance: Learn the best strategies for your job search including resources, organizational targeting, and much more.

Assistance:

Appointments (in person, phone, or teleconference) are available at the Evergreen Campus upon request. In addition, the Career Center will host workshops and events at the Graduate Centers during the academic year.
Commencement

Contact Information: Academic Affairs Academic Events Office, 410-617-2261

- Scheduled for Saturday, May 16, 2020, 11:00 a.m., Royal Farms Arena.
- The Baccalaureate Mass is Friday, May 15, 2020, 1:30 p.m., on the Baltimore Campus, Reitz Arena.
- September 2019 and January 2020 graduates planning to participate in the ceremonies receive commencement information in February 2020, including information about the Graduation Fairs.
- Order Caps and Gowns by attending one of the Graduation Fairs.
- Commencement information may be viewed at www.loyola.edu/join-us/commencement
Counseling Center

Location: Humanities 150 (Evergreen Campus)

Contact Information:
410-617-CARE (2273)
www.loyola.edu/department/counseling-center

☐ Life as a graduate student is full of new experiences, opportunities, and challenges that call for adaptive coping skills. Balancing classes, work, family, and friends can place competing demands on your time. You aren't alone in your feelings, and you don't have to be alone in working through them.

☐ Please call or check us out on the website to learn more about our free, confidential services.
Operating hours at the Baltimore campus are available at www.loyola.edu/department/dining.
Disability Support Services (DSS)

**Location:** Newman Towers 107W

**Contact Information:** 410-617-2062/7380/2750 or dss@loyola.edu

**Website:** www.loyola.edu/department/dss

- DSS ensures students with disabilities have equal opportunity to access University programs and services. This is done by providing services and accommodations, such as:
  - alternate arrangements for exams;
  - note takers;
  - sign language interpreters;
  - parking accommodations;
  - adaptive equipment; or
  - books in alternative format.

- To request an accommodation or modification, students must self-identify and register with DSS. Students must provide adequate time for DSS to review documentation, and make arrangements for accommodations.
  - Applications are accepted at any time, however accommodations are not retroactive. Students looking to receive accommodations are encouraged to apply prior to the start of their first semester.

- Students must complete an application and provide recent documentation of their disability from a certified professional by going to register with DSS and clicking on the link provided for completing the online DSS application.

- All documentation is confidentially housed in the DSS office.
Environmental Health and Safety – Emergency Preparedness/LENS

☐ Protect the University from disasters
  ▪ Develop an Emergency Operations Plan
  ▪ Provide information to the campus community about what to do in an emergency
  ▪ Visit the Emergency Preparedness website

☐ Loyola Emergency Notification System (LENS)
  ▪ Greyhound Alerts:
    ■ Register to receive this notification on your phone at this link:
      https://member.everbridge.net/index/453003085614622#/login
Environmental Health and Safety – Fire Safety/Evacuation

If you discover a fire:
- Pull the nearest red pull station to sound the alarm and notify others
- Campus Police will receive a signal
- 911 will be called automatically and the fire department will respond
- After you are safe, call 410-617-5911 with additional information

When you hear the alarm:
- Remain calm
- Exit the area you are in
- Close the door as you leave
- Go to the closest stairwell and exit the building
- Proceed to the rally point
  - View campus Rally Point maps

DO NOT USE ELEVATORS

Students that do not evacuate are subject to $250.00 fine
- Community Standards Section 9c states:
  - Every student is expected to evacuate the building and follow emergency procedures… standard sanction $250.00 fine and deferred suspension from the residence halls
Actual fires on campus

- Loyola University Maryland is required under the College Fire Safety Act to publicly disclose the total number of actual fires occurring in our residence halls.
- The information for previous years can be found on our website

Nuisance alarms are recorded and used for training and education (i.e., burned popcorn)
The Public Access Automatic External Defibrillator (AED) program is part of the University’s commitment to the safety and health of our entire community.

- Can be used by anyone
- Training is not needed or required
- Visit our [website](#) for a complete list of locations
Contact Information: [www.loyola.edu/department/graduate-students](http://www.loyola.edu/department/graduate-students)

- Visit this website for a directory of services to graduate students, including assistantships, off-campus housing, orientation, and involvement opportunities.

- Graduate Student Services also publishes the [Graduate Planner and Services Handbook](http://www.loyola.edu/department/graduate-students), available by request on the website.

- Graduate Student Services advises the [Graduate Student Organization](http://www.loyola.edu/department/graduate-students) (GSO), which advocates for students and sponsors social events specifically for graduate students.
Inclement Weather – Changes in Class Schedule

If Loyola is opening late, closing early, or closing completely, an announcement will be made through:

- Loyola email
- Loyola.edu emergency page (loyola.edu/emergency-information)
- Inside Loyola (inside.loyola.edu)
- Loyola.edu homepage (www.loyola.edu)
- Weather information line 410-617-2223

Local TV news and radio stations notified of schedule changes at Loyola due to weather are:

- Media Television: WMAR-TV2, WBAL-TV11, WJZ-TV13, WBFF-Fox 45, WRC-TV4
- Radio: WBAL (1090 AM), WJYY (98 Rock), WTOP (820 AM and 103.5 FM), WWMX-FM (mix 106.5), WLIF (101.9 Lite FM)
- The Loyola community is encouraged to rely on Loyola’s own communications because information on local media is not always timely and/or updated.

How delayed openings affect Loyola’s class schedule

- University operations will begin at a designated time; classes that begin prior to that time will not meet

School of Education Offsite Locations:

- The School of Education follows this same inclement weather policy. However, if Loyola is open and the offsite location (for example, Prince George’s County Public Schools) is closed then all classes at the site are canceled or may be moved online. In the event of inclement weather, please check your Moodle site and Loyola email for additional information.

Loyola will make every effort to announce closing/delay decisions as quickly and as far in advance as possible. In most cases announcements will be made before 6 a.m. day-of (early closings are announced immediately when a decision is made during the day). However, forecasts are often uncertain and change unexpectedly, which could cause announcements to be made later or earlier than expected. Regardless of time of day, please monitor all the communications channels listed above when inclement weather is in the forecast.
International Student Services

Location: Humanities Center 141

Contact Information:

- 410-617-5245
- oiss@loyola.edu or www.Loyola.edu/oiss

- International Student Services assists international undergraduate, graduate, and exchange students on areas such as: immigration, visas, academics, travel, legal status, employment, driver’s license, social security, and cultural adjustment.

- Graduate students in F-1 (international student) visa status are required by U.S. immigration law to enroll in at least 9 credits of study during each of the fall and spring semesters.

- International students must also report to the International Student Advisor within the first week of classes. Call or email for an appointment.

- International Student Advisor/Principal Designated School Official (PDSO): Ms. Sunanda K. Bhatia
International Student Services
Orientation Sessions for New International Students

Contact Information: 410-617-5245

Orientation Sessions (Required):

**August 29, 2019 – Baltimore Campus**
- Orientation for NEW International Students in F-1 visa status (except Montessori Education students), 9:00 a.m. – 6:00 p.m., Sellinger Hall Room 001
- Contact International Student Services for additional information.

**September 4, 2019 – Columbia Campus**
- Immigration Check-In for NEW International Montessori Education students in F-1 visa status, 1:00 p.m., Room 204
- Contact International Student Services for additional information.
Loyola Alumni Association

Contact Information: 410-617-2475, www.loyola.edu/alumni or alumni@loyola.edu

Location: Rev. Brian F. Linnane, S.J. Alumni House

The Loyola Alumni Association engages alumni purposefully, personally, and professionally so they can continue to see increased value in their degree and to further ignite pride in the University. Alumni engagement begins with educated students. The Loyola Alumni Association is a visible and tangible presence in the lives of our students, alumni, and friends, and communicates its value, the importance of staying involved, and the ways to give back. Alumni are provided access to the full slate of Loyola resources.

As a student, you can connect with alumni through Loyola Connect, or at one of our many on-campus and regional events.

Alumni give back in the following ways:

- Assist with recruiting and enrolling new students
- Provide career advice, serve as mentors, offer internships and job opportunities
- Share their knowledge and expertise as a guest lecturer and panelist
- Serve on leadership and advisory boards and committees
- Provide financial support for financial aid, scholarships and other needs of the University

Once A Greyhound, ALWAYS A Greyhound!
Location: Baltimore Campus, Bookstore Mail Center, BSMC 100B

Contact Information:

- Baltimore Campus: 410-617-5738
- Visit the bookstore’s website, for complete or extended hours: [loyola.bncollege.com/shop/loyola/home](loyola.bncollege.com/shop/loyola/home)

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 a.m. – 3:00 p.m.

- All Graduate course materials will be available for purchase from the Evergreen Campus Bookstore or online at [loyola.bncollege.com/shop/loyola/home](loyola.bncollege.com/shop/loyola/home).
- For store pickup orders, the pickup location is the Baltimore, Evergreen Campus.
- The bookstore observes the same holiday schedule as the University’s administrative offices.
Loyola/Notre Dame Library

Contact Information:  www.lndl.org  410-617-6802

Hours (beginning 9/3/2019):

- Monday–Thursday  8:00 a.m. – 2:00 a.m.
- Friday  8:00 a.m. – 6:00 p.m.
- Saturday  9:00 a.m. – 8:00 p.m.
- Sunday  Noon – 2:00 a.m.

- **Resources:** Access scholarly and popular articles, streaming videos, media, and over 9 million books from LNDL and local partner libraries

- **Off-campus Access:** Easily retrieve articles, eBooks, and more from the Library website with your University login credentials; pickup and return books at the Loyola Columbia and Timonium campuses

- **Study Spaces:** Reserve group study and meeting spaces or choose from a variety of seating options throughout the building

- **Research Help:** Get research assistance from librarians in-person at the Help Desk or online 24/7; schedule a consultation with a Research librarian or the Copyright Information Center

- **Innovation Station Technology:** Use virtual reality headsets, 3D printers, a large format printer, a recording studio, digital sewing machine, and more...
Public Safety

Contact Information:

- **Campus Police:** 410-617-5911
- **Baltimore City Police:** 911

**Crime Prevention Tips for Off-Campus**
- Be aware of your surroundings whenever you are off-campus.
- iPods and cell phones can be distracting and may attract thieves.
- **Dial 911** to report suspicious activity and crime.
- Then notify campus police for additional assistance 410-617-5911.
- Be vigilant as you venture further away from campus.

**Crime Prevention Tips for On-Campus**
- Call campus police to report suspicious activity.
- Blue light emergency stations are a link to the police.
- Lock doors and keep building doors shut.
- Carry your keys at all times and report them lost or stolen immediately.
- Do not let strangers into your building or room.
- Swipe your guests into the building at the desk.
- Keep valuables in secure locations.
- Be cordial during your interactions with police.
Contact Information:

- **Campus Police**: 410-617-5911
- **Baltimore City Police**: 911
  - If calling from Howard or Baltimore County, state “I need Howard County or Baltimore County Police”
- **Anonymous Reporting**: [www.loyola.edu/department/public-safety/anonymous-information-form](http://www.loyola.edu/department/public-safety/anonymous-information-form)
  - **Confidential Reporting**: Sexual Violence Prevention, Education and Response Coordinator: 410-617-6769: mklees@loyola.edu

Notice of available on-campus and off-campus resources for counseling, mental health or any other student services for victims of sex offenses:

- **On-Campus**:
  - Counseling Center: 410-617-2273
  - Health Center: 410-617-5055
  - Women’s Center: 410-617-5844

- **Off-Campus**:
  - TurnAround, Domestic Violence and Sexual Assault Center: 410-837-7000
  - Sexual Assault/Domestic Violence 24 hour-hotline: 410-828-6390
  - House of Ruth, Domestic or Intimate Partner Violence 24 hour-hotline: 410-889-7884

The safety of all students is an endeavor Loyola takes very seriously. Preventing sexual assault is one such safety issue taken seriously. Listed here are:

- Definitions related to sexual assault
- Procedures for reporting a sexual assault
- Procedure for victims of sexual misconduct to request alternative or transfer of classes if reasonably available [link](#).
- Preventative educational, by-stander intervention, and procedures to obtain protective measures information [link](#).
Loyola University Maryland fully strives to create a safe educational and working environment for all members of the community. Loyola fully supports and complies with all local, state, and federal criminal laws prohibiting sexual misconduct and will not tolerate any violence, or any kind of threats of violence, including domestic violence, dating violence, sexual assault and stalking.

- **Definition of Consent:** An affirmative indication of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent cannot be obtained through the use of force, threat, or intimidation. Consent cannot be given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in as a result of having consumed drugs or alcohol or for any other reason. Silence on the part of an individual does not constitute consent.

- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maryland; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence laws of Maryland.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

- **Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape. Sex offense: any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
Who to contact or report to if a sexual offense occurs:
- Public Safety: 410-617-5911 or 410-617-5010
- Student Life: 410-617-2488
- Director in Office of International Programs (International Students): 410-617-5245
- Loyola’s Title IX Coordinator, Kathleen Purnell 410-617-2354 or Katsura Kurita 410-617-5171
- Faculty Advisor
- Baltimore Police Department: 911 *( optional reporting upon victims request/consent)

Who to contact or report to if an alleged criminal offense, emergency or sexual misconduct occurs:
- Public Safety: 410-617-5911 or 410-617-5010
- Student Life: 410-617-2488
- Director in Office of International Programs (International Students): 410-617-5245
- Counseling Center: 410-617-CARE (2273)
- Loyola’s Title IX Coordinator: Kathleen Purnell 410-617-2354 or Katsura Kurita 410-617-5171
- Health Center: 410-617-5055
- Baltimore Police Department: 911 *( optional reporting upon victims request/consent)
Records Office

Location: Maryland Hall 141

Contact information: 410-617-2263; www.loyola.edu/department/records

Hours: Monday - Thursday  7:00 a.m. - 7:30 p.m.
      Friday                     7:00 a.m. - 4:30 p.m.

Services:
- Transcripts
- Course Registration
- Enrollment Verification
- Graduation Application
- Updating Student Demographic Information
- Course Add/Drop
Transcript Request Options for Current Students:
- Use inside.loyola.edu → WebAdvisor for Students → Academic Profile → Request a Paper Transcript to request paper transcripts
- Use inside.loyola.edu → WebAdvisor for Students → Academic Profile → Request an Electronic Transcript to request electronic transcripts
- Mail-In Click the link for complete information
- In Person Click the link for complete information
- Allow 5 business days for processing transcript requests

Enrollment Verification:
- Obtain via WebAdvisor for Students → Academic Profile → Enrollment Verification through the National Student Clearinghouse (NSC)
- Current term information available via WebAdvisor approximately two weeks after classes begin
- The NSC provides free services for students to obtain certificates of enrollment for health insurers or others needing proof of enrollment
Records Office: Services cont.

- **Course Listings:**
  - Available mid-October for Spring, early March for Summer, and mid-May for Fall
  - All course-related information, including textbook requirements and costs, are available via Search for Sections or Course Listings
  - These listings with more functionality are also available on inside.loyola.edu
  - Course Registration instructions are on the Records Office website

- **Graduation:**
  - Applications are available electronically through inside.loyola.edu → WebAdvisor for Students → Academic Profile → Apply to Graduate: Graduate Students
  - For January 2020 graduation, electronic applications are due in the Records Office on September 4, 2019.
  - Fee: Except for all inclusive programs, a graduation application fee of $150 is due upon submission of the graduation application. The appropriate charge is posted to your account after 3-5 business days. To determine whether you were charged, go to WebAdvisor for Students > Financial Information > Make a Payment, and choose your payment option, if required.
  - More information located at www.loyola.edu/department/records/graduate/applying-for-graduation
  - Failure to apply for graduation by the deadline will delay graduation until the following semester.
VA Educational Benefits:

- Contact Information: 410-617-2482; vabenefits@loyola.edu

- Hours:
  - Monday – Thursday 9:00 a.m. – 5:00 p.m.
  - Friday 9:00 a.m. – 4:30 p.m.

- Website information: www.loyola.edu/department/records/veterans-info
Adding/Dropping via WebAdvisor for Students:

- Students must know their username and password or risk experiencing delays in making schedule changes.
- Students should not share their passwords with other individuals.
- Go to inside.loyola.edu → WebAdvisor for Students → Registration → Graduate Registration
- WebAdvisor registration for students is available through Friday, August 30, 2019 at 4:00 p.m.
  - Exceptions DO apply. Your department may supply separate information regarding registration.
- New students should contact their department for assistance with adding or dropping classes, if necessary.
- As part of registration, students should update demographic information as well.
- Be aware of deadlines for adding and dropping, listed on the Records Office website.
- Be aware of Financial Aid regulations when dropping.
Recreational Sports
Fitness and Aquatic Center (FAC)

Contact information:
Visit www.loyola.edu/department/recreational-sports for facility hours, usage policies, guest use policies, and fees.

- 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 (check online for Member Services hours).
- A valid Loyola ID card or state issued driver’s license must be presented for enrollment and entry into the FAC upon each visit.
Student Administrative Services (SAS)

Location: Maryland Hall 140

Contact Information: 410-617-5047 or 5804;
www.loyola.edu/department/financial-services/student-administrative-services

Hours: Monday–Friday 7:30 a.m. – 5:00 p.m.

Student services include:

- ID Cards ($15 fee for replacement cards)
- Parking Permits
- Deposit Money onto the Evergreen Account
- Tuition Payments
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:

**Baltimore Campus,**

**Maryland Hall 140:**

Monday–Friday 7:30 a.m. – 5:00 p.m.

**Columbia Campus:**

Monday–Thursday 8:30 a.m. – 9:30 p.m.

Friday 8:30 a.m. – 4:30 p.m.

Saturday – Hours determined by class/events schedule

**Timonium Campus:**

Monday–Thursday 8:30 a.m. – 9:30 p.m.

Friday 8:30 a.m. – 4:30 p.m.

Saturday – Hours determined by class/events schedule

Note: First-semester Emerging Media students must contact the director of program operations directly at erichardson@loyola.edu or 410-617-2462.
SAS: Parking

Contact information:

- 410-617-5047
- For a listing of shuttle services and parking registration and regulations, visit [www.loyola.edu/department/financial-services/parking](http://www.loyola.edu/department/financial-services/parking).

Students are required to register their vehicles with SAS.

**Baltimore Campus**

- Parking permits are available at a cost of $10 per year.
- Students may park on the Cathedral, York Road, or Butler lots.
  - Parking on the Butler lot is available from 4:00 p.m. to 6:00 a.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
  - Cars improperly parked will be subject to towing.
  - Free shuttle service is available to all campus areas.
- The Baltimore parking permit is valid on all three campuses.
Student Conduct

Contact Information: 410-617-5081 or visit www.loyola.edu/department/student-life/student-conduct

All graduate students should familiarize themselves with the Student Code of Conduct, which includes policies and procedures related to:

- academic integrity
- alcohol and other drugs
- harassment and discrimination
- sexual misconduct
- bias-related behaviors
Student Health and Education Services

Location: Seton Court 4502A

Contact Information: 410-617-5055 or visit www.loyola.edu/department/student-health

- Student Health Services
  - Hours of operation are Monday through Friday 8:30 a.m. until 5:00 p.m.; closed weekends.
  - All currently registered full-time graduate students are eligible for care for a fee of $25.00 per visit.
  - There are some services such as special laboratory tests, off-campus referrals, and prescriptions for which a charge must be made.

- Student Health Insurance
  - For information regarding the student health insurance program, please contact the Student Health Center at 410-617-5055 and ask to speak with the Insurance Manager or go to www.loyola.edu/department/student-health and click on health insurance.
Location: Seton Court 4502B

Contact Information: 410-617-2928; www.loyola.edu/department/sswp

- **We promote progress by offering individual support services to students who are:**
  - contemplating a leave of absence
  - have returned from a leave of absence
  - need assistance with navigating the complexity of college life

- **Comprehensive support strategies include:**
  - Alcohol screenings
  - Consistent and ongoing follow-up
  - Students in Recovery
Student Technology Services

Location: Knott Hall 003 (Walk-In Support)

Contact Information: 410-617-5555 or Student Technology Center

Hours: Monday – Thursday 7:30 a.m. – 7:00 p.m.
       Friday 7:30 a.m. – 5:00 p.m.

Services:

- Technology Support
- Email
- Password resets
- Moodle (Learning Management System)
Student Technology Services cont.

- **Official email address:** Loyola sends all official email to your username@loyola.edu account.
  - If you prefer using another email account, including assuming maintenance responsibility, you may forward your @loyola.edu email to your preferred account.
  - For forwarding assistance, go to the [TS website](#).

- **Rental computers:** available to current Loyola students.
Location: Jenkins Hall, Third Floor

Contact Information:
- Web: www.loyola.edu/department/the-study
- Email: thestudy@Loyola.edu
- Phone: 410-617-2104

Hours, Evergreen Campus:
- Monday through Thursday: 9:00 a.m. to 11:00 p.m.
- Friday: 9:00 a.m. to 4:00 p.m.
- Saturday: Closed
- Sunday: noon to 11:00 p.m.

The Study:
- Houses expansive programs of academic support for Loyola students.
- Resources provide comprehensive learning assistance that enables students to become successful independent learners.
The Study continued

- Services
  - Tutoring in first-level courses in math, statistics, economics, finance, and accounting
  - Academic success workshops in the areas of
    - Time management
    - Test preparation skills
    - Study strategies
    - Learning preferences
    - Note taking
  - 1-on-1 time management and organization coaching
- Computer lab, networked printer, and a quiet place to study
The Writing Center

Location, Baltimore Campus: Maryland Hall 057
Location, Columbia Campus: 253
Location, Timonium Campus: 20-West Corridor

Contact Information: www.loyola.edu/department/writing-center; 410-617-5415; LWC@loyola.edu

Appointments: walk-in and scheduled face-to-face and online appointments, reserve an appointment via TutorTrac, using Firefox as your browser.

Hours: See website for specific hours and for video directions on making an appointment.

The Loyola Writing Center:
- Supports the writing of undergraduate and graduate students, faculty, and staff
- Works with writers in any stage of the writing process, from brainstorming to drafting to the final stages of revision
- Welcomes academic work from any discipline, professional writing, and self-sponsored writing
- Offers individual and group writing tutoring sessions
- Offers academic writing workshops and sponsors writing groups
# Contact/Phone Directory

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Campus Ministry</td>
<td>410-617-2222</td>
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<tr>
<td>Campus Police Emergency</td>
<td>410-617-5911</td>
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<tr>
<td>Career Center</td>
<td>410-617-2232</td>
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<tr>
<td>Columbia Campus</td>
<td>410-617-7600</td>
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<tr>
<td>Commencement</td>
<td>410-617-2261</td>
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<tr>
<td>Communication (Emerging Media)</td>
<td>410-617-2462</td>
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<tr>
<td>Counseling Center</td>
<td>410-617-CARE (2273)</td>
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<td>Data Science</td>
<td>410-617-2629</td>
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<tr>
<td>Disability Support Service</td>
<td>410-617-2062/2750</td>
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<tr>
<td>Education</td>
<td>410-617-5095</td>
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<tr>
<td>Graduate Admission</td>
<td>410-617-5020</td>
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<td>Graduate Business Programs</td>
<td>410-617-5067</td>
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<td>Graduate Financial Aid</td>
<td>410-617-5020</td>
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<td>Graduate Student Services</td>
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<td>Human Resources</td>
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<td>Inclement Weather</td>
<td>410-617-2223</td>
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<td>International Student Advisor</td>
<td>410-617-5245</td>
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<tr>
<td>Liberal Studies</td>
<td>410-617-2475</td>
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<td><a href="mailto:Liberalstudies@loyola.edu">Liberalstudies@loyola.edu</a></td>
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<tr>
<td>Loyola Alumni Association</td>
<td>410-617-2475</td>
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<tr>
<td>Loyola Bookstore</td>
<td>410-617-2705</td>
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<td>Loyola/Notre Dame Library</td>
<td>410-617-7620</td>
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<td>Pastoral Counseling</td>
<td>410-617-6802</td>
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<td>Psychology</td>
<td>410-617-7620</td>
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<tr>
<td>Public Safety</td>
<td>410-617-5010/5911 (Emergency)</td>
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<td>Records Office</td>
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<td>Speech-Language-Hearing Sciences</td>
<td>410-617-7650</td>
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<td>Student Administrative Services</td>
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<td>Student Life</td>
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<td>Student Support and Wellness Promotion</td>
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<td>Timonium Campus</td>
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<td>VA Education Benefits</td>
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<td>Writing Center</td>
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