

Resource Guide

Office of the Dean of
Undergraduate Studies



**FIRST-
GENERATION
STUDENT SUCCESS**
LOYOLA UNIVERSITY MARYLAND

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First-Generation Students Success

First-Gen Hounds

A student organization that is committed to enhancing the first-generation college experience by ensuring first-gen students feel welcomed and become aware of the resources Loyola has to offer.

First-Gen Allies

Individuals who may have been first-generation college students, who understand challenges that first-gen students often face and are able to discuss and identify the resources Loyola has to offer.

First-Gen Events

First-Gen Meet & Greet
National First-Gen College Student Day
Spring Bling
Unleashing Hope: First Generation Retreat
First-Gens' End-of-the-Year Party

First-Gen Contacts

Mary Beth Mudric, Ph.D
Assistant Dean of Undergraduate Studies
mmudric@loyola.edu

Leslie Chiles, M.A.
Director of Student Success Initiatives
lachiles@loyola.edu

Heidi L. Fuentes
Academic Success Coach
hlfuentes@loyola.edu

Social Media

Instagram: @loyolafirstgen



SEPTEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/1-9/4	Fall Welcome Weekend
9/2	New transfer students report to residence halls
9/4	Labor Day
9/5	Fall Semester begins-First Day of Classes
9/5	Applications due for January 2024 Graduation
9/8	Add/Drop Period ends for Fall Semester
9/8-9/17	<i>Initium</i> Activities
9/9	Course Withdrawal Period begins for Fall Semester
9/10	Mass of the Holy Spirit
9/22	Applications due for May 2024 Graduation (full-time students)

OCTOBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9/6-9/8	Family Weekend * on 9/8 at 2 - 4 pm there will be a First-Gen event in the library
9/18	Web Registration for Spring 2024 Semester (Class of 2024)
9/20	Midsemester Holiday-No Classes
9/20	Midterm grades due in Records Office by 3:00
9/25	Web Registration for Spring 2024 (Class of 2025)

NOVEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/1	All Saints Day
11/1	Web Registration for Spring 2024 Semester (Class of 2026)
11/8-11/9	Web Registration for Spring 2024 Semester (Class of 2027)
11/10	Web 6 th Course Registration Period begins for Spring 2024 Semester
11/21	Thanksgiving Break begins after last class
11/22 - 11/26	Thanksgiving Break (University Closed)
11/27	Classes Resume
11/29	Course Withdrawal Period ends for Fall Semester; last day to withdraw from course with a grade of W

DECEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
19	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/8	Feast of the Immaculate Conception
12/11	Last day of classes for Fall Semester
12/12	Study Day
12/13 - 12/21	Exams and close of Fall Semester, including Saturday December 16
12/22 -1/1	Christmas Break (University Closed)

JANUARY 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/2	University Opens
1/14	Resident Students report to residence halls
1/15	Martin Luther King, Jr. Holiday (University Closed)
1/16	Spring Semester Begins-First Day of Classes
1/17	Applications due for May 2024 Graduation (part-time students)
1/19	Add/Drop Period ends for Spring Semester
1/20	Course Withdrawal Period begins for Spring Semester

FEBRUARY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/14	Ash Wednesday
2/26	Web Registration begins for Summer 2024 Sessions

MARCH 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/1	Midterm grades due in Records Office by 3 pm
3/4-3/10	Spring Break
3/11	Classes Resume
3/13	Web Registration for Fall 2024 (Class of 2025)
3/20	Web Registration for Fall 2024 (Class of 2026)
3/22	Maryland Day Celebration
3/28-4/1	Easter Break (No Classes)
3/29-4/1	Easter Break (Offices Closed)

APRIL 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/10	Web Registration for Fall 2024 (Class of 2027)
4/15	Course Withdrawal Period ends for Spring Semester; last day to withdraw from a grade of W
4/29	Last day of classes for Spring Semester
4/30	Study Day

MAY 2024

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/1-5/9	Exams and close of Spring Semester, including Saturday, 5/4
5/17	Academic Honors and Departmental Awards Ceremony: McManus Theatre, 11 am
5/17	Baccalaureate Mass: Reitz Arena, 1:30 p.m.
5/18	Commencement: Location TBD

ACADEMIC ADVISING & SUPPORT CENTER

The Academic Advising & Support Center (AASC) promotes the academic progress of Loyola's undergraduate population by working with students to understand their curricular components and their academic pathway to graduation. AASC also serves as a resource and policy guide for all Messina and major advisors as they work with students throughout their undergraduate careers. The office coordinates the declaration/change of major processes, undergraduate course registration and drop/add, and course withdrawal periods.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Maryland Hall Room 138

CONTACT

410-617-5050

aasc@loyola.edu

WEBSITE

www.loyola.edu/aasc

SOCIAL MEDIA

Instagram: [aasc_loyolamd](https://www.instagram.com/aasc_loyolamd)



ALANA SERVICES

ALANA (African, Latinx, Asian and Native American) Services is committed to providing support, services and programs that facilitate the success of all ALANA students at Loyola. Through intentional programming and a myriad of services, the team fosters academic, cultural, personal, spiritual and leadership development of ALANA students. Furthermore, ALANA seeks to create and maintain an environment of respect and awareness, while advocating for ALANA students and responding to their needs

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Andrew White Student Center
3rd Floor, E315

CONTACT

410-617-2310

ALANA@loyola.edu

WEBSITE

www.loyola.edu/alana

SOCIAL MEDIA

Instagram: [@alana_services](https://www.instagram.com/alana_services)

Facebook: ALANA Services



CAMPUS MINISTRY

Campus Ministry empowers students to create community, rooted in faith, that is integrated into their daily life through experience, discernment, and promotion of justice. The goal is to develop the Jesuit Catholic tradition, principles and story through the lens of the Ignatian citizenship initiative. Additional goals include fostering a culture of inclusion and equity in a diverse community and companionship by collaborating with all members of the Loyola Community.

HOURS

Fall/Spring, Monday – Friday, 9 am – 5 pm
Drop-in hours: Monday – Friday, 12 – 3 pm

LOCATION

College Center W002

CONTACT

Make an appointment through Handshake
410-617-5547

WEBSITE

www.loyola.edu/thecareercenter

SOCIAL MEDIA

Instagram: @loyolacampusmin
Facebook: Loyola Campus Ministry



THE RIZZO CAREER CENTER

Loyola's Rizzo Career Center helps students and alumni at whatever point they are in their career journeys, from the first day of undergraduate classes to late career changes. The Career Center developed a unique four phase approach that is used to serve every student and alumni, assessing where they are and helping them make progress toward their goals. Their services are free, and students can make an appointment via [Handshake](#) or stop by drop ins during the academic year.

DISCOVER

EXPLORE

PURSUE

PREPARE

HOURS

Fall/Spring, Monday – Friday, 9 am – 5 pm
Drop-in hours: Monday – Friday, 12 – 3 pm

LOCATION

College Center W002

CONTACT

Make an appointment through Handshake
410-617-5547

WEBSITE

www.loyola.edu/thecareercenter

SOCIAL MEDIA

Instagram: @loyolacareerctr
Facebook: RIZZO Career Center at Loyola University Maryland



CENTER FOR COMMUNITY, SERVICE & JUSTICE

Loyola's Center for Community, Service, and Justice (CCSJ) connects campus and community for a more just and equitable world. CCSJ was inspired by Loyola's Jesuit Catholic educational mission and identity that calls for a dynamic integration of academic excellence, social responsibility, and faith that does justice. CCSJ is committed to reciprocal collaboration with community partners and to involvement with people who are marginalized. CCSJ aims to connect Loyola students and faculty to meaningful opportunities in Baltimore and beyond through volunteerism, civic engagement, global and domestic immersion experiences, academic courses, research, and leadership opportunities. CCSJ also furthers Loyola's commitment to the York Road corridor through special volunteer days, food and youth programs, and promotional opportunities to encourage buying local. CCSJ ultimately animates Loyola's mission and develops student leaders to be agents for change

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Humanities Building, Suite 142
(adjacent the Diane Geppi-Aikens Field)

CONTACT

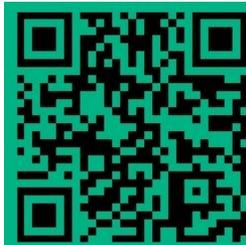
410-617-2380
ccsjassist@loyola.edu

WEBSITE

www.loyola.edu/ccsj

SOCIAL MEDIA

Instagram: @loyolaccsj



COUNSELING CENTER

The Counseling Center offers experienced professionals who can help you explore many different concerns. The counseling team values each person for their unique personality, perspective, background, and culture. Many students visit The Counseling Center to explore life transitions and their own identities. Students are encouraged to use the free, confidential services. The counselors provide safe, supportive, and caring relationships for exploring your concerns. Understanding a situation before it reaches a stage of crisis can make a big difference. It is encouraged that you come in, even if you are not sure if counseling is what you need. With a counselor's help, you can discuss alternatives and decide the best way to proceed.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Humanities Room 150

CONTACT

410-617-2273

WEBSITE

www.loyola.edu/counselingcenter

SOCIAL MEDIA

Instagram: @loyolamd_counselingcenter



OFFICE OF THE DEAN OF UNDERGRADUATE STUDIES

The Office of the Dean of Undergraduate Studies (ODUGS) is committed to helping students make the most of their years at Loyola — whether that means helping students through difficult circumstances that is affecting their academic performance, or preparing students to the in their educational journeys. The Dean of Undergraduate Studies works primarily with juniors and seniors. The Assistant Dean of Undergraduate Studies works primarily with first-year students and sophomores.

Reasons that students seek support in the ODUGS may include:

- Academic policy clarification
- Inquiries about extended absences due to illness, loss of a loved one, or other personal concerns
- Request for medical or personal leave of absence
- Information regarding academic probation
- Conversations about transferring from Loyola to another institution

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Maryland Hall 145

CONTACT

odugs@loyola.edu

WEBSITE

www.loyola.edu/department/
undergraduate-deans

SOCIAL MEDIA

Instagram: @loyolamd_odugs



DISABILITY AND ACCESSIBILITY SERVICES

[Disability and Accessibility Services](#) (DAS) is the office that works with students who need accommodations and support to live and learn on campus. Students must have documented physical or psychological conditions, and many conditions can be considered disabilities. For example, ADHD, anxiety and depression, hearing impairment, severe food allergies, etc., are just some disabilities that students who work with DAS have.

Unsure of whether DAS can help you? Consider these questions, do you need help because you have trouble concentrating in class? Do you need more time for tests? Do you have severe food allergies that make it difficult to eat on campus? Do you face another barrier that prevents you from fully participating in class or living in the residence halls?

If you answer yes (or are not sure) please think about talking to someone in DAS. An advisor will happily meet with you to discuss whether you should register for accommodations or support, and please email DAS to set up an appointment.

Please note the information you provide DAS is confidential, and DAS will not disclose information without your permission.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Maryland Hall, Room 141

CONTACT

das@loyola.edu

WEBSITE

www.loyola.edu/das

SOCIAL MEDIA

Instagram: @loyolamd_dss



OFFICE OF FINANCIAL AID

Loyola understands that funding your education requires a significant financial commitment from you and your family. We also know that applying for financial aid can be confusing and frustrating. We are here to help. The financial aid team is dedicated to helping you navigate the application process and committed to making our Jesuit, private education affordable and accessible for all students. Approximately 99% of undergraduates are receiving some form of aid from federal, state, institutional, and private sources, and our average financial aid package for first time students is \$40,603. You may discover that the actual out-of-pocket cost to attend Loyola is more affordable than you think.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Knott Humanities Center 211A

CONTACT

Every student has an assigned financial aid counselor by student last name:

Mary Beth Brandenburg, (Last names I - M)

Email: brandenburg@loyola.edu

Thomas M. Patterson, (Last names D - H)

Email: tmpatterson@loyola.edu

Diane M. Roche, (Last names P - Z)

Email: droche@loyola.edu

Adam Huff, (Last names A - C; N - O)

Email: ahuff@loyola.edu

WEBSITE

www.loyola.edu/financialaid

SOCIAL MEDIA

Instagram: @loyolamdfinancialaid



LOYOLA NOTRE DAME LIBRARY

The Loyola Notre Dame Library (LNDL) isn't just a place for books! LNDL offers a variety of free resources for you to explore. The Innovation Station offers 3D printing, audio production and recording space, video recording space, programming classes, virtual reality, sewing and embroidering, and other learning and creating opportunities. If you are visiting the library for homework, the library offers a quiet study space, and assistance from Research librarians who can help you learn how to access resources and find what you need. LNDL also has an online "Chat with a Librarian" 24/7.

HOURS

Hours are subject to change. Make sure you are checking the LNDL website for the most up to date hours.

LOCATION

200 Winston Ave., Baltimore, MD 21212

CONTACT

(410) 617-6801

WEBSITE

www.lndl.org

SOCIAL MEDIA

Instagram: @lndlibrary



STUDENT ADMINISTRATIVE SERVICES

The Student Administrative Services (SAS) is the primary financial office center on campus where students can pay bills, request a new ID card, and get their questions answered about parking passes. The principal focus of the office encompasses the monitoring of both undergraduate and graduate tuition accounts. Students can stop by the office or make an appointment to discuss their account.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Maryland Hall 140

CONTACT

Every student is assigned an Account Specialist by student last name:

Deborah Donatelli, (Last names A - F)

Email: dadonatelli@loyola.edu

Alisa Allen, (Last names G - M)

Email: aallen1@loyola.edu

Yvette McMillan-Bell, (Last names N - Z)

Email: ymcmillan@loyola.edu

WEBSITE

www.loyola.edu/financialservices



STUDENT ENGAGEMENT OFFICE

Loyola University Maryland has a vibrant and active student community. The team in the student engagement office works to support each Greyhound finding his/her/their place within our community—and helps ensure students make the most of their Loyola experience!

The office of student engagement oversees student-led clubs, organizations, and activities—in addition to fostering and offering leadership development opportunities, professional experiences, on-campus programming throughout the academic year, class-year specific events and programming, and vocational discernment.

The student engagement team involved in all the ways students get involved!

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Student Center E315 and E413

CONTACT

studentengagement@loyola.edu

410-617-2032

WEBSITE

www.loyola.edu/studentengagement

SOCIAL MEDIA

Instagram: @student_engagement



STUDENT HEALTH AND EDUCATION SERVICES

The Student Health Center is designed to complement the care you receive from your primary care provider at home. The center can manage most acute, short-term medical problems as well as some preventative care. The clinic is staffed by nurse practitioners and physicians committed to providing a welcoming environment where diversity, equity, and inclusion are valued.

All currently registered students are welcome to access the Student Health Center during the fall and spring semesters. There is no per-visit charge, but there is a small fee for any testing or medications that are dispensed. Appointments are strongly recommended and can be made by calling our office at 410-617-5055. Walk-ins will be welcomed and offered the next available time slot. All visits to the health center are completely confidential and no information will be released without the student's oral/written consent.

HOURS

Monday-Friday, 8:30 a.m. – 5:00 p.m.

LOCATION

Charleston Residence Halls-Seton Court 02A

CONTACT

410-617-5055

WEBSITE

www.loyola.edu/studenthealth

SOCIAL MEDIA

Instagram: @loyolamdhealth

Facebook: Loyola University Maryland Student Health Services



OFFICE OF STUDENT SUPPORT AND WELLNESS PROMOTION

The Office of Student Support and Wellness Promotion (SSWP) facilitates student success and well-being within the Jesuit tradition of *cura personalis*. SSWP is committed to supporting students who face various challenges and obstacles by connecting students with a case manager, or liaison, who assists students by leveraging available on and off-campus resources. SSWP cultivates student success by initiating and sustaining collaborative relationships with students and the fundamental resources they need as they navigate their college journeys.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

Seton Hall 02B

CONTACT

410-617-2928

sswp@loyola.edu

WEBSITE

www.loyola.edu/sswp

SOCIAL MEDIA

Instagram: @loyolasswp



THE STUDY

The Study is a quiet, comfortable, distraction-free space where students can study, read or work on papers. Students who utilize The Study have access to computer stations, technology for students with special needs private study rooms, and group conference rooms. The study offers a variety of services including: Peer Tutoring, Coaching Services, Time Management and Organization Coaching and Academic Coaching.

PEER TUTORING SERVICES:

The Study offers individual tutoring sessions for a variety of subjects. Tutoring is free of charge to Loyola students and all tutors are certified through the College Reading and Learning Association. To request a tutor at the study, check the Study's website for specific instructions.

HOURS

Monday through Thursday: 9 am to 11 pm
Friday: 9 am to 4 pm
Saturday: Closed
Sunday: 12 to 11 pm

LOCATION

Jenkins Hall, Third Floor

CONTACT

410-617-2104
thestudy@loyola.edu

WEBSITE

www.loyola.edu/thestudy

SOCIAL MEDIA

Instagram: @thestudyloyolamd



WRITING CENTER

The Writing Center has a variety of one-on-one in-person and online services. During the appointment, you and your consultant may discuss a variety of different higher order concerns (interpreting assignment or instructor's comments, brainstorming/getting ideas/outlining, research strategies, development of examples/evidence, logic/coherence of ideas) and later order concerns (introduction/conclusion, sentence structure, citation style, word choice, voice). The specific issues you discuss will depend on your concerns or your interests and where you are in the writing process.

HOURS

In Person:

Monday-Thursday: 10am - 9pm
Friday: 10am - 5pm
Sunday: 12pm - 5:00pm

Late Night Zoom Hours:

Sunday, Tuesday, Wednesday: 10pm - midnight

LOCATION

Maryland Hall, 057

CONTACT

(410) 617-5415
LWC@loyola.edu

WEBSITE

www.loyola.edu/writingcenter

SOCIAL MEDIA

Instagram: @loyola_writes



WOMEN'S CENTER

Loyola's Women's Center is dedicated to empowering women and men by educating the University and its surrounding community on issues of gender that are of particular interest to women. Upholding traditions of the Society of Jesus and the Sisters of Mercy, the Center supports Loyola's mission to learn, lead, and serve in a diverse and changing world.

A primary goal of the Center is making effective mentoring opportunities available to women from all quarters of our collegiate community. In addition, the Center actively works to promote an environment of equality and acceptance for all people of all religious beliefs, ethnic backgrounds, and sexual orientations.

In collaboration with other offices and departments across campus, the Center provides information, offers advocacy, and plans educational programs for faculty, staff, students, and, when appropriate, the general public. The Center is a resource open to all members of the Loyola community, serving both as a haven where women's issues may be freely discussed and as a beacon which guides the community toward genuine gender equity.

HOURS

Monday-Friday, 8:30 am – 5:00 pm

LOCATION

4504A Seton Court

CONTACT

womenscenter@loyola.edu
410-617-5844

WEBSITE

www.loyola.edu/womenscenter

SOCIAL MEDIA

Instagram: @womenscenterloyola



Grading System

A: Excellent Denotes outstanding achievement and an unusual degree of intellectual initiative. This is the highest grade awarded.

B: Good Denotes work which surpasses the objectives for the course. It is a mark of distinction.

C: Satisfactory Denotes work which achieves the objectives for the course. It is the lowest grade given for an acceptable performance.

D: Unsatisfactory Denotes work of inferior quality compared to the objectives for the course. It is the lowest passing grade and a mark of inadequate performance.

F: Failure Denotes inadequate work below the minimal standards of competence required to pass the course. A course with this grade does not satisfy prerequisite or degree requirements.

P: Pass-Fail "P" or "Pass" denotes satisfactory work, equivalent to a "C" (2.000) or better for a course taken on a pass/fail basis. Course credits with a "P" grade are added to the student's credit total, but the grade is not included in calculating the QPA. The "F" or "Fail" grade is counted as a 0 (zero) in calculating the student's QPA. Usually, a course taken on a pass/fail basis will not count toward the requirements for a degree.

"Plus" ("+") or "minus" ("-") suffixes are used to define more sharply the academic achievement of a student within these performance categories.

W: Withdrawal Denotes withdrawal from the course on or before the deadline for this change of status. This grade means that the course has no effect on the student's credit total or QPA.

NG: No Grade Denotes a zero-credit course.

S: Satisfactory Denotes satisfactory work, equivalent to a "C" (2.000) or better for a course taken on a satisfactory/unsatisfactory basis. This grade means that the course credits will be added to a student's credit total, but this grade has no effect on the student's QPA.

W: Withdrawal Denotes withdrawal from the course on or before the deadline for this change of status. This grade means that the course has no effect on the student's credit total or QPA.

NG: No Grade Denotes a zero-credit course.

NR: Not Received Denotes that the grade has not yet been submitted by the instructor.

GL: Grade Later Denotes the first semester grade for a two-semester course when the final grade is given at the end of the second semester.

L: Audit Denotes that the student is auditing the course. To receive this grade on the transcript, the student must satisfy the attendance and other course requirements set by the instructor for an official audit.

AW: Audit Withdrawal Denotes a lack of attendance and completion of other course requirements for a student registered as an auditor.

I: Incomplete Denotes a temporary grade given to a student who is passing a course, but for reasons beyond the student's control (illness, injury, or other nonacademic circumstances), is unable to complete the required coursework during the semester.

Quality Point Average (QPA)

The Quality Point Average (QPA) is an average of the student's grades that gives proportionate weight to individual courses on the basis of the credit value assigned to them. Most courses have a three-credit value. A few courses have one-, two-, or four-credit values.

QPA Rating Per Letter Grade

A = 4.000

A- = 3.670

B+ = 3.330

B = 3.000

B- = 2.670

C+ = 2.330

C = 2.000

C- = 1.670

D+ = 1.330

D = 1.000

F = 0.000

Academic Standing

GOOD ACADEMIC STANDING

In order to be in good academic standing at Loyola, first-year students are required to have a cumulative QPA of at least 1.800 at the end of their first and second semesters of study. By the end of the first semester of sophomore year and each semester thereafter, students must maintain a cumulative QPA of at least 2.000.

ACADEMIC PROBATION

Students whose QPA is below 1.800 at the end of the first semester of the first year and have no more than two grades of F in courses of 3 or more credits will be placed on academic probation. These students will be required to register for and attend the student success course, Achieving Academic Success, meet throughout the semester with a probation advisor, and meet other requirements of probation such as utilizing the replacement policy during their second semester.

Students with a QPA of at least 1.800 but below 2.000 after the first semester of the sophomore year may be placed on academic probation or dismissed, depending upon their academic history up until that point.

ACADEMIC DISMISSAL

Students whose QPA is below 1.800 and have three or more grades of F in courses of 3 or more credits at the end of the first semester of first year will be dismissed. Students whose QPA is below 1.800 at the end of the first year may be dismissed from the University, depending on their academic record up until that point. Students with a cumulative QPA of less than 2.000 after the third semester or any semester thereafter may be dismissed from the University.

ACADEMIC APPEAL

Students who have been dismissed from the University due to academic deficiency are notified of their dismissal through an e-mail sent to their Loyola e-mail account. Students dismissed from Loyola due to academic deficiency may appeal their dismissal.

READING TIPS: SQ4R

SURVEY

Survey the chapter before you read in order to understand the main ideas. This step will help you to realize what you already understand about a topic and what you will learn. Surveying creates a background and context for your next reading and allows you to preview the entire assignment.

QUESTION

Question while you are surveying. Establishing questions before, during, and after reading forces you to concentrate and become an active reader. This step will help you set a purpose for your reading and establish what you need from the reading. You may want to adopt a searching, questioning attitude.

READ

Read, but start by looking for the answers to the questions you posed during the "Question" step. Look for patterns and connections among the information.

RECITE

Recite after you've read a section. After each section of the chapter recite your answers to the purpose setting questions you asked. If you are not able to answer your questions, reformulate them or determine where your comprehension breaks down.

REVIEW

Review your texts and lecture notes after each class throughout the entire semester.

RELATE

It is easier to remember ideas that are personally meaningful.

REVIEWING NOTES & TEXTS

REVIEW NOTES WEEKLY

- Review each day's notes within 24 hours.
- Review your notes each week throughout the semester to help you retain important information.

REVIEW TO CEMENT UNDERSTANDING

- Create questions for each important concept in notes or textbook and test your knowledge.
- Write summaries or teach your course material to someone else to determine your comprehension.
- Create study sheets.

RECITE TO STRENGTHEN MEMORY

- Recite answers to your questions out loud and in complete sentences to strengthen your memory.
- Be sure to use proper terminology.
- Write out your answers to practice for essay exams.

REFLECT TO ADD WISDOM—ASK YOURSELF:

- What is the significance of these ideas or facts?
- What principles are they based on?
- What else could they be applied to?
- How do they fit in with what I already know?

TIME MANAGEMENT TIPS

USE A SYSTEM

Make a Master Monthly Schedule, and

- Put the schedule in a place where you will see it every-day.
- Highlight all regularly scheduled —classes, appointments, practices, etc in one color.
- Highlight all quizzes, exams, papers and projects in another color of your choice.

Make a Weekly Block Schedule (either a paper or electronic chart or calendar broken up into 1-hour segments), and

- Include classes, appointments, etc. and add in study appointments for each class.
- Block time for 1-3 study hours per credit hour each week. This equates to a roughly 3-9 hours of study time per week for each individual class.

Make a Daily To-Do List, and

- Write down everything you need to do for the day.
- List the tasks in order of importance. Start with a task that must be completed that day.
- Cross off each task after you've completed it.

USE TRACKING CHARTS

If you have a project, paper or exam that seems overwhelming, break it down into small manageable pieces. Write down the small tasks and give yourself a deadline for each one.

FIND A BALANCE

It's important to strike a balance between academics and your personal life.

Think of your degree as a first full time job. The average work week is 40 hours. If you were a working professional, you'd be expected to give 40+ hours a week to your employer or work until the job is done. In this scenario, your employer is your academics. After you've completed your work for the week, the rest of the time is yours.

SETTING ACADEMIC GOALS

WHY SET ACADEMIC GOALS?

- It gives you something to work toward.
- It helps you avoid procrastination by getting work done in a timely manner.
- It can reduce stress and feelings of anxiety.
- It bolsters self-esteem and gives you a sense of accomplishment.

HOW TO SET GOALS

- Have a conversation with your advisor.
- Brainstorm what you want to achieve academically.
- Create SMART goals. SMART is an acronym which stands for:
 - **Specific**
 - **Measurable**
 - **Attainable**
 - **Realistic**
 - **Timely**
- Write these goals down and think about how you will achieve them. In other words what specific steps (objectives) will you need to take to achieve your goals?
- Create a reward system. Reward yourself after you've accomplished each goal.

Test Taking Tips

GENERAL TEST TAKING TIPS

- Scan the exam quickly and make a game plan. Start with the questions/sections worth the most points. Divide up the allotted time giving a certain amount of time to each section.
- Read the directions carefully.
- Read each question carefully.
- Ask the professor for clarification of any direction or questions.
- Make notes in the margins, show all work, and outline essay/short answer questions--sometimes professors will give partial credit.
- Don't spend too long on one question. Skip it & come back to it later.

ESSAY EXAMS (EVALUATE AND ANALYZE)

- Read the question carefully and make sure you understand it.
- Make an outline or bulleted list of points to include.
- Support your points with facts, data, etc.
- Keep your writing neat.

MULTIPLE CHOICE EXAMS (REMEMBER & UNDERSTAND)

- Read each question carefully looking for keywords.
- Think of your answer before reading the answers provided.
- Use process of elimination and cross off incorrect answers.
- Beware of tricky or loaded questions (only, most, always).
- Only change your answers if you are 100% sure they're wrong.
- Skip any questions you do not know and come back to them.
- Save a few minutes at the end to check over your answers.

TRUE/FALSE EXAMS

- Read each question carefully.
- Mark off false answers.
- Watch for qualifiers (always, all, and never are often false & many, some, and usually are often true).
- Make sure the entire statement is 100% true; if not, it is false.

Reducing Test Anxiety

BEFORE THE TEST

- Study and prepare for the exam well in advance. Cramming rarely works and can often lead to anxiety.
- Exercise aerobically.
- Take a course in meditation or yoga to learn how to relax and focus.
- Take a long peaceful walk.
- Get a massage.
- Visualize success.
- Praise yourself and create a reward system.
- Don't allow yourself to dwell on failure.
- Think of the big picture. If you do poorly on one exam, it does not mean you will be a failure in life.
- If the thoughts or feelings of anxiety become overwhelming, get help. The counseling center offers confidential counseling to the Loyola students:
www.loyola.edu/counselingcenter

DURING THE TEST

- If you start to feel anxious during the test: stop, close your eyes and take 3 deep breaths, in through the nose and exhale through the mouth.
- If your mind starts spinning out of control with thoughts, yell stop (in your head, not out loud) and refocus.
- Remember to breathe.
- Remember that you are always in control.

Test Preparation Tips

- Cramming rarely works and it's not a good study technique.
- Instead, be well prepared for an exam by studying throughout the entire semester.
- Review your notes, handouts and textbook readings weekly.
- Quiz yourself weekly.
- Use time management skills to block out enough time in your schedule to effectively prepare for a test.
- Go to each class session and any review sessions.
- Ask for clarification of any confusing concepts.
- Go to office hours regularly.
- Reach out to your instructor if you are struggling.
- Ask for study tips and strategies for doing well on his/her tests.
- Start study groups with classmates.
- Get peer tutoring.
- The day before you big test:
 - Have one final review session and quiz yourself.
 - Prepare everything you will need: calculator, green book, pen/pencil etc.
 - Go to sleep early.
- The day of the test:
 - Eat something before the test.
 - Avoid sugary foods.
 - Avoid too much caffeine.

Learning Styles

WHAT ARE LEARNING STYLES?

Each person is unique and thus learns differently. However researchers have categorized some similarities in the way people learn and have developed assessments to help determine learning preferences. One common academic assessment breaks learning preferences into four categories:

- Visual
- Aural (speaking/listening)
- Reading/writing
- Kinesthetic (hands-on)

HOW CAN LEARNING STYLES HELP YOU ACADEMICALLY?

Learning styles can affect the way you process information (input and output). Knowing the way you learn best can help you study more effectively, take exams more effectively, take better notes, and generally be more academically successful.

LEARNING STYLES QUIZ

<https://vark-learn.com/the-vark-questionnaire/>



GLOSSARY OF UNIVERSITY TERMS

Academic Affairs: The division of the University that handles academics .

Academic Calendar: A list of important deadlines, registration dates, and University holidays. Important dates include: the add/drop deadline, the withdrawal deadline and registration day.

Academic Worksheets: AASC provides Academic Worksheets on their website as a reference guide to help you see what classes you need to take for majors or the core.

Add/Drop vs. Withdrawal Period: Add/Drop is the period until the end of the first week of the semester in which you can add or remove classes from your schedule without the changes showing up on your transcript.

Once the add/drop period has finished, students may still remove courses from their schedule until the withdrawal deadline. During the withdrawal period (the end of the add/drop period through the withdrawal deadline), any course that is removed from the schedule will be marked with a grade of W on the transcript, although this will not affect the student's GPA.

The Bridge: The official campus community platform at Loyola University Maryland. Students can stay up-to-date on all that's happening on the Evergreen campus with news, group pages, event calendars, and notifications.

Colleges: Loyola University is divided into colleges based on related majors: Loyola College of Arts & Sciences, School of Education, and Sellinger School of Business and Management

Commuter Student: Any student who is living at home with a parent, guardian, or relative, and is commuting to and from campus.

Course Section: There may be more than one section of a course available in a single semester. The course section is indicated by the last two digits of the course number (i.e. WR100.01 — the section number is “01”).

Cura Peronalis: “Care for the whole person,” is a Jesuit concept that emphasizes the importance of a well-rounded education.

The Core: The courses that every student must take, regardless of major, in order to earn their degree at Loyola. These courses are generally based in the Humanities, including subjects such as philosophy, history, writing, and world language.

Dean: A title for individuals that you may see around campus, not everyone who is a Dean has the same role or responsibilities.

Dean of Undergraduate Studies: Works within Academic Affairs. Oversees the Office of Undergraduate Studies which coordinates the work of several offices which provide academic opportunities and supports to students. Works directly with junior and senior students.

Dean of Students: A member of the Student Development division who oversees residential experiences, student conduct and holistic support that contributes to a student’s well-being and success at Loyola. College

Deans: At Loyola there are three separate colleges. Each college is led by a Dean: the Dean of Loyola College of Arts & Sciences (humanities, social sciences, and natural and applied sciences), the Dean of the School of Education, and the Dean of Sellinger School of Business and Management.

Dean’s List: At the end of each semester, recognition is given to students who achieve a minimum QPA of at least 3.500 and have successfully completed courses 12 credits applicable to a degree (excluding pass/fail courses, S/U (satisfactory/unsatisfactory), and courses assigned a grade of W).

Degree Audit: Keeps track of your degree progress. It is used to confirm that you have satisfied all of the requirements for graduation. You can view your degree audit in Self-Service/Student Planning under My Progress. You can also ask your advisor or an advisor in AASC if you are unsure of your progress.

Department Chair: Faculty members who are in charge of organizing a particular academic department, such as history or writing.

Discernment: Rooted in Jesuit practice, ‘discernment’ is a process of reflection, problem solving, and decision making. Students are encouraged to practice discernment in many ways including in choosing their major or career path and in choosing their extra-curricular activities. Discernment is also helpful as students set and work toward their personal goals during the semester and throughout their four years at Loyola. Loyola offers various programs and opportunities that focus on or include active discernment and helping students develop this skill.

Declared Major: Once students have submitted the Major Declaration Form (sometime between the end of their second semester and the end of their third), they will have declared their major.

Honor Code: Loyola’s Honor Code is managed by the Office of Integrity and the Honor Council. It is important to be aware of the Honor Code as a student at Loyola. Knowing how to properly cite sources and knowing your professors’ policies on group work can be helpful to avoid being in violation of the code, which could cause you to receive a failing grade on the assignment or in the class. When in doubt, always ask! The Writing Center offers resources for proper citation, and your professor can likely also refer you to helpful resources and offer guidance.

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A Special Note of Gratitude



LOYOLA
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Sellinger School of Business
and Management

Many of Loyola's First-generation students choose a major area of study within Loyola's Sellinger School of Business and Management. The Sellinger faculty are wholeheartedly committed to enhancing our first-gen students' experiences, both in and beyond the classroom. We are deeply grateful for the Sellinger School's generous contribution to Loyola's First-generation Pre-fall *ONE FAMILY* Program. Their dedication to student success has helped to make this new program possible.



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ADVANCEMENT

Loyola is also thankful to The Office of Advancement whose support for our First-generation students allows programming to continue throughout the year. Our Advancement partners aim to support and strengthen all students on their educational journeys by striving to establish structures that ensure that every student, of any means and background, has the support they need to succeed and graduate from Loyola.

The First-Generation Student Success program is housed in the Office of the Dean of Undergraduate Studies.

Website

www.loyola.edu/departments/undergraduate-deans

First-gen website: www.loyola.edu/departments/first-generation-student-success



**FIRST-
GENERATION
STUDENT SUCCESS**

LOYOLA UNIVERSITY MARYLAND