

PURPOSE OF THE STUDENT WORKER EMPLOYMENT GUIDE

This booklet has been designed to provide Student Workers with important information regarding employment procedures, pay information, responsibilities to the University, and the University's services.

Please read the contents carefully. This is one of the many channels of communication we maintain to achieve an enjoyable and productive work environment. If you need further explanation of the items covered, contact your supervisor, the Advisement Center in the Office of Student Financial Assistance or Human Resources.

The contents herein are presented for information and guideline purposes only. Loyola University reserves the right to change, suspend, or cancel, with or without notice, all or any part of the policies, procedures, and benefits discussed in this book.

The guidelines are applicable only to those employees designated as Student Workers.

This booklet is intended to give the Student Worker information on policies, procedures and privileges and does not serve as a contract between the employee and Loyola. Employment with, and compensation from the University is not guaranteed and may be ended by the employee or Loyola at any time.

EQUAL OPPORTUNITY EMPLOYER

Loyola University, as an Equal Opportunity/Affirmative Action employer, attempts to abide by all applicable provisions of Federal, State and Local Law. Loyola does not discriminate in its employment policies and practices on the basis of race, color, religion (except where religion is a Bona Fide Occupational Qualification for the job), national origin or ancestry, sex, age, marital status, veteran's status, physical or mental handicap/disability, or any other classification protected by applicable law.

The University will not tolerate racial, sexual or other forms of harassment of students, faculty, employees, patients, or other individuals present on its property and has established procedures to promptly address any complaints.

If an employee believes he or she may have been discriminated against in employment or subject to racial or any other types of harassment, please contact, in confidence, your supervisor, the Advisement Center in the Financial Aid Office, or Human Resources.

PAY & PAY RELATED INFORMATION

EMPLOYMENT CLASSIFICATION:

All employees at Loyola are classified in one or more of the following ways:

- **FULL-TIME:** Regular work schedule is 37.5 or 40 hours per workweek.
- **PART-TIME:** Regular work schedule is less than full-time.
- **EXEMPT/NON-EXEMPT:** All jobs are classified as either exempt or non-exempt as defined by the Federal Fair Labor Standards Act. Employees classified as non-exempt are paid by the hour and receive overtime pay for hours worked over 40 in any one workweek. Exempt employees are considered salaried and, therefore, not eligible for overtime.
- **STUDENT WORKER CLASSIFICATION:** Student Worker positions are classified as non-exempt, temporary, part-time jobs.
- **FEDERAL WORK-STUDY:** this federal financial aid program is designed to provide temporary part-time employment for students. The federal government pays a portion of the student's wages and the University funds the remainder. Eligibility for Federal Work-Study is determined by the Office of Student Financial Assistance. Because this is a form of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) before eligibility can be determined. The FAFSA is available online at: <http://www.fafsa.ed.gov/>.
- **NON FEDERAL WORK-STUDY:** Student Worker positions fully funded by the University are considered non work-study positions. Individuals do not have to document financial need in order to qualify for these temporary part-time jobs. Student Worker positions are open to Loyola students or individuals who plan to be Loyola students within the next six months.

PAY PERIODS

Each pay period covers two (2) calendar weeks from 12:01 a.m. Sunday morning to Midnight Saturday, 14 days later. An employee is paid on the Friday following the close of the pay period for all hours worked during that period. To access the Loyola holiday and pay calendar please go to: www.luc.edu/hr/calendar.shtml.

PAY DATES

Loyola has an established pay schedule (see the Pay Calendar at www.luc.edu/hr/calendar.shtml). Paydays are designated as the Friday following the end of a pay period. If a payday falls on a holiday, paychecks will be distributed on the last regular workday before the holiday.

DIRECT DEPOSIT

Loyola University Chicago uses a mandatory Direct Deposit payroll system. It is the 'no hassle' way to deal with your pay. You must have a checking or savings account with a financial institution to comply with this policy.

You will need to complete the Authorization Form and attach a voided check to validate the ABA or Transit number of your bank. The form and voided check must be sent to: **Human Resources, 820 LT, WTC**. Please use intercampus mail or the special Hand Delivery service to the HR Office found in the mailroom. It generally takes two pay periods before the procedure is in place. Until that time, a manual paycheck will be processed and made available for you either through your department or through the Student Business Office after 12:00 (noon) on payday Friday. Valid ID will be required to pick up your paycheck.

Once the Direct Deposit is established, Loyola will electronically transfer your pay to the financial institution of your choice when paychecks are processed.

CHANGE TO DIRECT DEPOSIT

Should you change your bank you will need to STOP your current direct deposit and complete a new DIRECT DEPOSIT FORM found at: http://www.luc.edu/hr/online_forms.shtml.

RATES OF PAY

Each Student Worker job is budgeted under the hiring department's budget. All Student Worker salaries must meet or exceed the federal minimum wage requirement.

TIME CARDS

New hires or students transferring positions or students re-hired either after Auto-term or after a break in employment will need to complete a paper timecard prior to the Kronos Time Card's activation. Paper timecards are available either through the department where you work or through Human Resources. It is important that the paper timecard contains all necessary information across the top of the timecard including the "Period End" date, the department number, your name clearly printed with last name first, and your social security number (see PAPER TIMECARD EXAMPLE below).

All "IN" and "OUT" times will need to be added. Calculate total hours for each day and for the pay period. If you work more than 6 consecutive hours in any given work day, one hour .lunch. will be deducted from the total hours for that day unless there is specific instruction to do this differently.

The card needs to be authorized by your supervisor before it is submitted. The completed card should be taken to the campus mailroom and placed in the **HAND DELIVER** inter-office mail bag directed to **PAYROLL, WTC**, no later than 10:00 a.m. on the Monday following the end of the pay period.

Activation of Loyola's Kronos Time Card system should take place within two pay periods of new hire. If you have changed positions please be careful to insure you are not entering hours worked onto an Kronos for your OLD position. Complete a paper timecard until the NEW information is available through Kronos.

Work time submitted through Kronos should be an accurate reflection of hours worked. The Kronos allows up to three different work "shifts" or "IN" and "OUT" times to be recorded within any workday. The Kronos will calculate your total hours worked from times entered in each day. Any fraction of an hour will be rounded to the nearest quarter hour according to Fair Labor Standards Act/Wage and Hour requirements.

Time worked should be recorded daily and reviewed and authorized on the last day of the pay period. The payroll department will not process time recorded but not approved by the student and by the supervisor and you will not be paid.

See your supervisor about acquiring an Kronos Handbook (found on-line at: <http://www.luc.edu/finance/KronSt.pdf>) and for training on accessing the Kronos system.

TIMECARDS FOR MULTIPLE POSITIONS

Kronos does not have two separate timecards for each position. Rather the student must do a transfer for hours worked outside of the home or primary position but it is all done on one card.

PAPER TIMECARD EXAMPLE

- A. *Department number*: This 4-digit number should be obtained from the department you will be working with.
- B. *Campus location (C/L)*: Lake Shore Campus = 1; Water Tower Campus = 2
- C. *Position number*: Please leave this space blank, unless known.
- D. *Name*: Please print, last name first
- E. *Position status (PS)*: Fill in "N" for non-exempt.
- F. *Full-time equivalent*: This figure is based on the number of hours per week allocated to your position. If your department does not have this information, please leave this space blank.
- G. *Social Security Number*: Please fill in your social security number.
- H. *Period ending*: This date indicates the last day of the current pay period. Please see your department, or a pay calendar (www.luc.edu/resources/hr/calendar) for this information.

ALLOWABLE HOURS WORKED

Student Workers are generally full-time University students. Working and going to school adds extra income and can be a great learning experience giving you an advantage in the job market after graduation.

Balance is important. Full-time Loyola students are limited, by University policy, to work not more than 19.5 total hours per week while school is in session. This total-hour figure includes all jobs worked at the University. During school break periods or periods of non-enrollment, the Student Worker may increase his/her work hours as agreed upon by the department but must not exceed 37.5 hours in a week.

All staff working over 6 hours at a stretch should take a meal break before the start of his or her sixth hour of work. The meal break should be a minimum of 30 minutes but Loyola prefers staff to take a one hour unpaid meal break. For accurate Time Collection, both the Kronos and paper time cards allow the Student Worker to record when he or she leaves for a meal break and then the return time.

Student positions are not intended to be full-time work for any employee. Listings for regular status full and part-time positions open on all higher education campuses may be found at www.luc.edu/hr/careers.shtml. Anyone interested in full-time or part-time work may review these listings and apply accordingly.

OVERTIME

The University recognizes the difficulty in balancing full-time school and work. The first priority of Student Workers is education. The University places a limit of a total of 19.5 hours in one week for student positions while school is in session.

Depending on the nature and amount of work and the staffing needs, Student Workers may occasionally be asked to work more than their scheduled hours. Additional hours may be worked only with the prior approval of the supervisor or department head. In these cases, Student Workers will be paid at their regular rate for the first 40 hours worked in any one workweek. Any time worked over 40 hours in any one week will be paid at time-and-one-half.

PAY DIFFICULTIES

Misplaced checks: If an employee loses a paycheck, or if it is stolen, the Payroll Department should be immediately notified to authorize a stop payment. A new check will be issued as soon as possible. Direct deposit of paychecks will avoid such problems.

Over/Under pay: If there is a discrepancy in the amount of pay, the employee will need to notify his /her supervisor. It is helpful to print a copy of the Kronos Direct Deposit Statement for the period in question when inquiry is made. The Direct Deposit Statement lists all hours paid within the pay period.

Missing pay: If an employee was not issued a check on the appropriate payday, the supervisor should be notified immediately. The payroll office will help resolve the problem.

TIME OFF

Student Workers are paid for time worked. Any time away from the job for whatever reason is unpaid time. To assist with the workflow in the department, and as a professional courtesy, it is important for employees to communicate with their supervisor well in advance when time off is planned.

In case of absence due to an emergency or illness, the department should be notified as soon as is possible that the employee will be absent.

FEDERAL AND STATE INCOME TAX AND FICA

Earnings of all Student Workers are taxable by both the State and Federal governments as ordinary income. When first employed, Student Workers must complete both a federal W-4 and an Illinois W-4. Changes to your federal and/or state W-4 may be made at any time.

Students who are residents of Iowa, Michigan, Kentucky or Wisconsin and elect to claim exemption for withholding of Illinois Income Tax under the reciprocal withholding agreements between these states may complete an Employee's Statement of Nonresidence in Illinois.

Federal and State of Illinois W-4 Forms and Nonresident Forms are found at: www.luc.edu/hr/online_forms/ under Government Forms. Once completed and signed they should be sent to the Human Resources Administrative Office, 820 LT, WTC.

Tax laws governing students are impacted by many factors. Please contact the United States Internal Revenue Service and/or individual state Internal Revenue Offices for accurate information on individual situations.

Under Federal guidelines, full-time students working at Loyola may be exempt from FICA (Social Security Taxes) while enrolled in classes. Loyola University Chicago will, wherever possible, automatically exempt students who are eligible unless they request otherwise. Changes in student status must be reported to the Human Resources Office as soon as possible. Failure to do so may result in penalties.

Any changes in tax status, number of exemptions, student status, etc., will need to be communicated to the campus Human Resources Office.

For your convenience, below are the numbers for Illinois State and Federal tax assistance.

Internal Revenue Service Taxpayer Assistance number: (312) 435-1040.

Illinois Department of Revenue Taxpayer Assistance number: (800) 732-8866.

W2 FORMS

W2 forms are mailed to employee at the address listed in the Human Resource office. To insure receipt of this important document, make sure the address on file is correct. Changes to your address in Student Records will not flow over to Human Resources records and vice-versa.

Human Resource offers an online Change of Address Form at: www.luc.edu/hr/online_forms/ under Miscellaneous.

INTERNATIONAL EMPLOYEE TAX ISSUES

The United States has established tax treaties with varying countries around the world. These treaties are often complicated. Loyola's Human Resources Office works with International Employees to insure that the tax obligation is met. If you are an International Student Worker, please make an appointment with the Human Resources Office to discuss this important issue. (312)-915-6175.

NOTE: FEDERAL WORK-STUDY ELIGIBILITY IS EVALUATED SEPARATELY FOR EACH EMPLOYMENT PERIOD.

FEDERAL WORK-STUDY EMPLOYEES

To ensure your continued eligibility and enrollment in the Federal Work Study Program the following steps need to be taken each academic year:

- A. Notify the Office of Student Financial Assistance (OSFA) of any enrollment changes, specifically with regard to an increase or decrease in credit hours.
- B. Notify OSFA of any changes in the family financial circumstances.
- C. Maintain satisfactory academic progress. Refer to the "Minimum Academic Progress Requirement Guide" which is available in the Office for Student Financial Assistance.
- D. Earn no more than the predetermined federal work-study award. The total amount of Federal Work-Study wages a student may earn is listed on the Financial Aid Award Notification.
- E. Notify the supervisor promptly in the event of a revision in the Federal Work-Study Award that could affect the work schedule.
- F. Re-apply for financial aid each year according to the priority dates. Students who demonstrate financial need are awarded Federal Work-Study funds on a first-come, first-serve basis.
- G. Submit all requested documents to the Financial Aid Office in timely manner.

ACADEMIC YEAR: Students receiving any form of Financial Assistance must reapply each academic year. To receive maximum consideration for a Federal Work-Study award, students should file the Free Application for Federal Student Aid (FAFSA) before February 15th for the upcoming year.

SUMMER: Students who wish to be employed through the Federal Work-Study program during the summer must complete the Summer Financial Aid application (available after March 1 each year at www.luc.edu/finaid) to determine eligibility for the three-month summer period.

YOUR RESPONSIBILITY AS AN EMPLOYEE

ACCIDENT PREVENTION AND SAFETY PROCEDURES:

Loyola's accident prevention and safety procedures are designed to protect employees, patients, faculty, students, and visitors. Each employee may help by:

- Immediately reporting all accidents, injuries, and unsafe conditions to the supervisor.
- Learning emergency phone numbers and the locations of fire alarms, fire extinguishers, defibrillators and other safety equipment.
- Becoming familiar with and demonstrating safe and healthy practices specific to the job and campus.
- Learning and following procedures for proper treatment and disposal of hazardous materials.

APPEARANCE:

The personal appearance of Student Workers while on the job is important and reflects the University's image. Student Workers are expected to dress appropriately for their position and be clean and neat at all times.

ATTENDANCE AND PUNCTUALITY:

The responsibilities of the job require regular attendance and punctuality. If you will be absent or tardy, please contact your supervisor as early as possible so that staffing may be adjusted. Individual departments may have more specific requirements regarding notification for absence and tardiness by which you must abide. Please note: three consecutive days of absence without prior notification to the supervisor constitutes a voluntary resignation.

CHANGES IN PERSONAL INFORMATION:

Employees must obtain the appropriate forms from Human Resources to record changes in marital status, name, or other personal information. Change of address or telephone number may be done through the intranet at www.luc.edu/hr/online_forms.shtml. The Change of Address Form is found under Miscellaneous. Please note that change of address in your Human Resources file deals only with your employment status. This does not flow to your Loyola school records. Change of address should also be recorded with Registration and Records.

When a Student Workers graduates or leaves Loyola, their forwarding address should be given to Payroll or Human Resources to allow the University to mail the W-2 tax form at the end of the calendar year.

Employees may change their designated withholding for state or federal income tax purposes at any time. W-4 forms may be found at www.luc.edu/hr/online_forms.shtml under **Government Forms**. These forms must be printed. Once completed and signed they should be sent to the Human Resources Office, LT 820, WTC.

PERSONAL BUSINESS:

Loyola has fully functioning workstations and offices in place to facilitate the work of the University. Phones, fax machines, copy machines, computers, and the software and Internet connections associated with computers, as well as all other University property should not be abused or used for personal business.

Loyola's mail system is not for personal mail.

RELEASE OF INFORMATION:

Loyola respects each employee's right to privacy and confidentiality. Consistent with this, the University does not release any employee's address, telephone number, or other confidential information to anyone outside the University without the written permission of the individual except where required by law.

RESPONSIBILITIES:

Loyola University encourages Student Workers to learn good work habits and work toward excellence and efficiency in job performance. Therefore, the University expects them to meet the following responsibilities. These guidelines are not meant to be exhaustive but are merely general requirements of a safe and efficient work place.

- A. Fulfill the responsibilities of the job as defined in work instructions given by the supervisor.
- B. Carry out reasonable requests and instructions of the supervisor.
- C. Observe all posted health, safety, fire prevention, and security rules.
- D. Immediately report injuries or accidents.
- E. Maintain professional conduct by treating every person with respect and courtesy. Refrain from use of profane and abusive language, loud and disruptive behavior, and any action which may demean any individual.
- F. Be at work, ready to do your job at the scheduled time. Absence for personal business is allowed only by prior arrangement. Chronic absenteeism or tardiness may result in termination.
- G. Immediately report all absences to the supervisor.
- H. Carry Loyola identification with you and be prepared to display it when required.

RULES OF CONDUCT:

In an effort to provide a pleasant and equitable working environment for all employees, Loyola maintains rules for productive work and on the job behavior. The examples listed in this book do not replace sound judgment, professional courtesy, or common sense behavior.

The following actions are clearly serious and any one of which may result in immediate termination from the job.

- A. Possess, use, copy, or read University records without authorization or divulge confidential information concerning any employee, or student or confidential situations.
- B. Falsify employment applications, forms, time cards, or other University records.
- C. Remove or intentionally damage or misuse another person's or University records.
- D. Commit or threaten to commit personal injury.
- E. Insolence or insubordination directed at a supervisor.
- F. Possess dangerous or deadly weapons or explosives on University grounds.
- G. Possess or use intoxicants, narcotics, cannabis, or controlled substances during employment or on University grounds, on an unlawful or unauthorized basis.
- H. Violate University Policy and Procedures on Racial or Sexual Harassment.
- I. Sleep on duty.
- J. Smoke in unauthorized or hazardous areas.
- K. Intentionally damage, waste, or misuse University equipment or supplies.
- L. Interfere with the performance of another employee.
- M. Violate the University's solicitation policy.
- N. Violate established departmental and University policies
- O. Create, on any campus, a serious threat to the safety and health of employees, students, or visitors.
- P. Commit fraud or bribery or be convicted of a felony.
- Q. Excessive absence or tardiness.

SOLICITATION AND DISTRIBUTION:

To minimize inconvenience to students, faculty, employees, and visitors, solicitation and distribution of literature or goods are restricted. No solicitation or distribution of any kind is allowed during working time in work areas. Working time includes the working time of both the employee doing the solicitation or distribution and the employee to whom it is directed, but does not include lunch, or other duty-free periods of time.

SOLVING WORK RELATED PROBLEMS:

Problems occurring in the work place make the work experience uncomfortable for everyone. Finding resolution for difficulties is important. If work related problems occur, a Student Worker should consult his/her supervisor to seek solutions. Another source of help is Advisement Center in the Financial Aid Office (lufinaid@luc.edu or 773/508-3155).

To seek assistance with interpersonal problems Student Workers may contact the Wellness Center at: 773-508-2530

CAREER OPPORTUNITIES

EMPLOYEE GROWTH AND DEVELOPMENT:

Working in any job affords the employee with a learning opportunity. Experience in the job market is valuable to future employment, and knowledge gained through student positions at Loyola are no exception. Each year, over 1,000 Loyola students take advantage of on-campus as well as off-campus community service opportunities. The student worker at Loyola has the opportunity to gain valuable insight about the workings of higher education institutions, work related skills, and general office procedures.

EMPLOYMENT AT LOYOLA UNIVERSITY CHICAGO:

Student Positions:

Part-time student positions exist in a variety of departments at the Lakeshore and Watertower campus. There are two categories of student employment at Loyola: 1) on-campus positions that require federal work-study eligibility and 2) on-campus positions that do not require federal work-study.

Most Federal Work Study jobs , on campus and off, are posted on RamblerLink <https://luc-csm.symphlicity.com/students/>. RamblerLink allows you to explore both Federal Work Study and non Federal Work Study options, both on-campus and off-campus.

Applications for student positions on-campus vary by department. Please visit RamblerLink to determine departmental openings and application procedures. Please note, to determine eligibility for federal work-study, students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at <http://www.fafsa.ed.gov/>.

Off-campus opportunities are available through the Community Based Federal Work-Study Program. The Community Based Federal Work-Study Program allows Loyola students to work at various non-profit organizations throughout the Chicagoland area.

Student positions at Loyola vary in terms of skills necessary to complete the job, number of hours of work offered per week, schedule of workdays, and pay. Some departments have more flexibility than others do in meeting the changing schedules of students.

Internships:

Current listings of on and off-campus Internships are also posted on RamblerLink. Some of the opportunities listed are paid, while others are not. Students should make an appointment with a Career Advisor for resume reviews, internship/job search tips, and interview assistance. Students should also contact Louise Deske, the Academic Internship Coordinator for any questions regarding internships for Academic Credit.

Regular Full or Part-time Positions:

The most up-to-date listing of regular status, full and part-time positions at the University can be found on the Web at www.careers.luc.edu. This site will also give you information on employment benefits and the application process for these positions.

Although full-time students are not encouraged to seek full-time employment, anyone is welcome to apply. All applications are reviewed for appropriate background and qualifications for those positions listed. Loyola is an Equal Opportunity & Affirmative Action employer.

RESOURCES:

Center for Experiential Learning

www.luc.edu/experiential

Sullivan Center - Suite 295

773-508-3366

experiential@luc.edu

Student Employment Coordinator:

Kathryn Jackson (kjackson9@luc.edu)

Career Development Center

www.luc.edu/career

Sullivan Center - Suite 295

(773) 508-7716

careercenter@luc.edu

Office of Student Financial Assistance

www.luc.edu/finaid/

Lake Shore Campus

Sullivan Center - Suite 190

(773) 508-3155

or

Water Tower Campus

Lewis Towers - Suite 609

(312) 915-6639

<http://www.luc.edu/finaid/>

Department of Human Resources

www.luc.edu/hr

Lewis Towers- Suite 820, WTC

(312) 915-6175

BENEFITS & SERVICES AVAILABLE TO YOU

CAFETERIAS:

Each campus has one or more cafeterias that provide employees with comfortable surroundings in which to relax and enjoy meals. Bring your own lunch or take advantage of the meals and snacks that are available for a modest cost. Many departments have an area in which staff and faculty can eat and relax. Check with co-workers or your supervisor about these areas near your workplace.

WELLNESS CENTER SERVICES:

The Wellness Center is committed to helping full and part-time students reach and maintain their optimal level of wellness by providing primary care, preventive services, and wellness programming specifically designed for our students. The Wellness Center is located in Campion Hall, 1144 Loyola Ave. For hours please call extension 8-2530.

All fulltime undergraduates, graduate and professional students are required to have adequate health insurance. Fulltime students will be automatically enrolled and billed for an annual policy. For further information regarding health insurance, go to [Your Loyola Health Care Plan for Students](#).

Upon returning to work after illness or injury, a student Worker may be required to obtain clearance from Student Health or supply the department with documentation that the he or she is able to carry on his or her regular work related activities. Unless it is an emergency, Student Workers should receive treatment for illness or injury occurring on the job at the Wellness Center at the Lake Shore Campus. All injuries occurring on the job must be reported to the Human Resources Office. The employee or the employee's supervisor may make a report of any work related injury by completing the Report of Injury form found at www.luc.edu/hr/forms.shtml under Miscellaneous.

ATMs:

Automatic Teller Machines are provided on all campuses of the University.

DIRECT DEPOSIT:

Loyola University Chicago uses a mandatory Direct Deposit payroll system. It is the 'no hassle' way to deal with your pay. Please insure that you have established a savings or checking account with a financial institution to comply with this requirement.

You will need to complete the Direct Deposit Authorization Form and attach a voided check to validate the ABA or Transit number of your bank. It generally takes two pay periods before the procedure is in place. Until that time, a manual paycheck will be processed and made available for you either through your department or through the Student Business Office after 12:00 (noon) on payday Friday.

Once the Direct Deposit is established, Loyola will electronically transfer your pay to the financial institution of your choice when paychecks are processed. You will have on-line access

to all the detail of the deposit including: the name of the financial institution and account number where the pay was deposited, all types and amounts of deductions made from your pay [i.e.: state and federal income tax, etc], gross and net pay for the pay period and year to date. [See PAY]

CHAPELS:

Chapels are located at all campuses and are open during working hours for quiet prayer or meditation. Mass is said daily and special services are held periodically.

CAMPUS-TO-CAMPUS TRANSPORTATION:

Loyola provides a shuttle service between the Lake Shore and Water Tower campuses and also to Loyola Medical Center in Maywood. The shuttle schedule and information on staging of these buses can be found at www.luc.edu/transportation/shuttlebus.

Full-time students are eligible for a CTA UPASS. The CTA UPASS is your ticket to unlimited riding aboard CTA buses and trains. It offers full-time students unlimited use and unparalleled opportunity to take advantage of everything Chicago has to offer. No cash is needed. It's your connection to shopping, sports events, social activities, art and entertainment centers or anything else that grabs your attention. If you have not picked up your CTA UPASS visit the Dean of Students Office in Centennial Forum, room 100 at the LSC or in the Student Affairs Office, 25 E. Pearson, rm 101, WTC. You will need to bring your valid Student ID.

The CTA 147 bus is an "express" bus that will take you between the Lake Shore and Water Tower campuses in about 35 minutes. The 151 buses also stop at or near both campuses but is not an express. The Red-line El stops at the Lake Shore Campus [the Loyola stop] and very near to the Water Tower Campus [the Chicago Ave. stop].

PUBLICATIONS:

Loyola University Chicago produces a number of publications to help keep Loyolans up to date on recent university developments, programs and events. Inside Loyola, found at www.luc.edu/insideloyola, is one of several publications produced by the Division of University Marketing and Communications. A new edition of Inside Loyola is published in print and on the World Wide Web once a month from September through May. It focuses primarily on faculty and staff news but also offers information about student achievements and programs. The award-winning Loyola Magazine, published three times a year, is targeted to alumni, highlighting major initiatives and programs at Loyola, as well as providing news about the university's graduates who live around the country and the world.

The Division of University Marketing and Communications also produces electronic publications including [Inside Loyola Weekly](#), a weekly e-mail publication broadcast to faculty and staff that provides timely information on academic and administrative programs and projects. Special Announcement e-mail messages are broadcast to provide urgent or emergency information to the Loyola community on an as-needed basis. In addition, the student newspaper, The Phoenix, written, edited and published by students, is circulated weekly on all campuses during the school year.

SOCIAL AND CULTURAL EVENTS:

Student Workers are encouraged to participate in all aspects of student life at the University. Many cultural and social events are held across the campuses throughout the year. Work with your supervisor if you find that a specific event conflicts with work hour. Schedules for Ramblers Basketball Games and other sporting events are available through the Athletic Department, www.loyolaramblers.com. Campus Recreation, www.luc.edu/campusrec/, located in the Halas Sports Center on LSC, coordinates intramurals and sports clubs as well as housing a comprehensive health center. The Theater Department, www.luc.edu/theatre, presents live performances several times a year. The D'Arcy Gallery of Art, located on the first floor of the Cudahy Library on LSC, exhibits Renaissance and Baroque Art. Consult the Student Affairs website: www.luc.edu/studentaffairs/, the Phoenix, Loyola World, or student bulletin boards for calendar of events. Valid student ID will be required for most events and activities. If you are not a full time student there may also be a fee.

LOST AND FOUND:

Lost articles may be found in the Public Safety Office located in the Parking Structure at the Lake Shore Campus or at the Information Desk at 25 E. Pearson Building, Water Tower Campus. The Information Desk in Centennial Forum is another area where lost articles may be sought.

RECYCLING AT LOYOLA:

Loyola supports the Chicago recycling efforts. Specially marked, blue recycle containers are located throughout Loyola buildings. The blue, cylindrical containers are for aluminum, glass, plastic and other metals. The square, lidded containers are for all paper produces including, envelopes, magazines, newspapers, cardboard, colored and white, glossy and matt finished paper.

OTHER BENEFITS & SERVICES:

The Dean of Students Office and your advisor will have information about benefits and services available to you as a student at Loyola University Chicago. Also, see the Student Handbook [http://www.luc.edu/studentaffairs/pdfs/2007-8 Loyola Student Handbook.pdf](http://www.luc.edu/studentaffairs/pdfs/2007-8_Loyola_Student_Handbook.pdf).