



Preparing people to lead extraordinary lives

Institute of Pastoral Studies

Graduate Student Resource Guide

2011-2012

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LOCATION AND CONTACT INFORMATION

Welcome to Loyola University Chicago's Institute of Pastoral Studies' (IPS) website! We are located on the Water Tower Campus of Loyola University.

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Fax 312-915-7410
<http://www.luc.edu/ips/>

KEY PEOPLE AT THE INSTITUTE OF PASTORAL STUDIES

Administration and Staff

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Pastoral Counseling	William Schmidt, Ph.D.	wschmid@luc.edu	312-915-7478

STUDENT RESOURCES

ACADEMIC ADVISING

Each degree-seeking student is to have a faculty academic advisor throughout the period of graduate study. Students accepted and enrolled in IPS will be assigned as an advisor, their graduate program director. The faculty academic advisor plays a major role in working with the student to ensure a planned, disciplined and well-supervised approach to graduate study.

ACADEMIC POLICIES

http://www.luc.edu/ips/Academics_Standards.shtml

Students are personally responsible for reviewing, familiarizing themselves with and following these general rules and regulations. If students have questions about particular policies, they should contact their advisor for clarification.

BILLING

http://www.luc.edu/bursar/billing_information.shtml

Visit the above site for billing information including tuition due dates. **You will not receive a tuition bill through the mail.** Loyola generates electronic bills (e-bills) every month for student accounts that have balances. Students are **by an e-mail to their Loyola e-mail account** when a new e-bill is generated. Paper bills are no longer available. To review a summary of your account activity online, please refer to your **LOCUS Account Summary** at www.luc.edu/locus. The Office of the Bursar maintains the right to assess a **late payment fee of 1.5%** to any past due balances on a student's account.

CALENDARS

Academic Calendars <http://luc.edu/academics/schedules/index.shtml>

University Calendar: <http://webapps.luc.edu/newsevents/public/calendar.cfm>

IPS Semester Calendar: http://www.luc.edu/ips/academics_courses.shtml and click on semester required

CLINICAL PASTORAL EDUCATION (CPE)

<http://www.luc.edu/ips/ResourcesCPE.shtml>

Clinical Pastoral Education (CPE) is an interfaith method of theological education through which a student exercises and learns pastoral skills within a context of responsible relationships to people and under the direct supervision of a certified pastoral supervisor. It provides a learning situation for a ministerial student and continuing education for ministers in which they may develop awareness of the theological and psycho-social concerns of persons in crisis. CPE addresses personal growth matters of self awareness and self reflection, a key ministry concern. While enrolled in any of the IPS programs, persons may take CPE as an elective part of their academic program or simply in addition to their program. CPE is a required component of the M.Div. degree. CPE may also be taken by MAPS students in fulfillment of their Field Education requirement.

COMPUTER I.D. and LOYOLA STUDENT E-MAIL

Your registration user name and password also serve as your Universal I.D. and Password (UVID). Your UVID allows you to access University computers and student e-mail, along with other software programs, such as Blackboard. You must change the temporary password you were given for registration when you received your acceptance letter. For instructions on re-setting your password go to https://pellonia.luc.edu/iuadmin/HTTP_UserMaint?HTTP_SelfReset . After you change your password, you may access your e-mail through GroupWise <https://webaccess.luc.edu/gw/webacc>

CTA U-PASS

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

The CTA U-Pass is your ticket to unlimited riding aboard CTA buses and trains. It offers all full time graduate students enrolled in participating programs unlimited use and an unparalleled opportunity to take advantage of everything Chicago has to offer. Graduate students enrolled in 8 or more credit hours at the Loyola Campuses are eligible for and will receive a CTA U-Pass. The U-Pass fee is currently \$102 per semester for Loyola Graduate students. This fee is non-refundable.

COURSE REGISTRATION

Students register for courses using Loyola's Online Connection to University Services (LOCUS). Through LOCUS, you can enroll in courses, view and process financial aid information, change addresses and phone numbers, request official transcripts, and more.

All new students will receive an e-mail with a LOCUS username and password a few weeks before registration begins. For more information about using LOCUS, see either https://webapps.luc.edu/ignation/video_detail_flash.cfm?id=1231035540 or http://www.luc.edu/regrec/pdfs/class_enrolling.pdf

FINANCIAL ASSISTANCE

Many students rely on student loans to assist with paying for graduate or professional education. The Office of Student Financial Assistance at <http://www.luc.edu/finaid> will work with you to answer questions about financial aid policies and procedures, as well as give you important information on completing the Free Application for Federal Student Aid (FAFSA). Some graduate programs offer assistantships and fellowships on a competitive basis. Check with your graduate program director for details. Direct Information about financial assistance offered by the Institute of Pastoral Studies (IPS endowed Scholarships and IPS Matching Grants) can be found at this link: http://www.luc.edu/ips/admission_financiala.shtml along with the application form(s).

FREQUENTLY ASKED QUESTIONS

<http://www.luc.edu/ips/faqs.shtml>

Generic questions that arise concerning, tuition, degree completion, application questions as well as questions regarding advanced standing and degree related questions can be found on this web page.

HOUSING

<http://www.luc.edu/baumhart/index.shtml>

Located at 26 E. Pearson St., Baumhart Hall is named after Father Baumhart, a past president of Loyola University Chicago. The Terry Student Center occupies the first three floors. One of several new and renovated facilities at Loyola's dynamic Water Tower Campus, this new structure houses graduate, professional and undergraduate student residents. For more information about the Rev. Raymond C. Baumhart, S.J., Residence Hall and Terry Student Center: E-mail: wtc-res@luc.edu or Call: 312-915-6705

INTENTIONAL COMMUNITIES

White Rose Catholic Worker
2127 W. Devon
Chicago, Illinois 60659
whiterosecw@gmail.com

Helping Hands
St. Gertrude Catholic Church
1420 W. Granville Avenue
Chicago, Illinois 60660

CAMPUS IDENTIFICATION CARDS

After you register for classes, you should obtain your Campus Card (student I.D.). Your Campus Card will grant you access to many university buildings, allow you to check out materials from university libraries, and more. Get your card at one of these Campus Card office locations:

Lake Shore Campus
Sullivan Center for Student Services
1032 W. Sheridan Road
773.508.2273

or

Water Tower Campus
Corboy Law Center, 1st Floor
25 East Pearson Street
312.915/7756

IMMUNIZATION RECORDS

<http://www.luc.edu/regrec/immunization.shtml>

Students must show proof of required immunizations by filling out the immunization form and submitting it to the Wellness Center. **Failure to submit this form will block your registration for subsequent semesters at Loyola.** For more immunization information, visit the Wellness Center Web site at <http://www.luc.edu/wellness/immunizations.shtml>

INFORMATION TECHNOLOGY SERVICES

<http://www.luc.edu/its/index.html>

- **Blackboard** (BB) is Loyola's online course management system. Most professors post course information through Blackboard. Your Universal ID and Password will allow you to access Blackboard. LUC.edu/blackboard
- **Email** It is extremely important to access your Loyola e-mail account on a weekly basis. Announcements regarding registration, student events, deadlines and other valuable information will be communicated through e-mail.
<https://webaccess.luc.edu/gw/webacc>
- **LOCUS** Loyola's online connection to University services is an integrated, web-based student information system. <https://locus.luc.edu/psp/pa91prd/?cmd=login>
- **Reroute Your password** Instructions on how to forward your Loyola e-mail to your personal account by using PAM (Personal Account Manager) can be found here:
http://www.luc.edu/its/pam_reroute.shtml

INTERNATIONAL STUDENTS

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

Newly admitted international students should visit the Office for International Programs web site for valuable information about preparing for your first term at Loyola, including details on F-1 and J-1 visas. You can also download any forms you may need, such as the Declaration and Certification of Finances Form and the Transfer Verification Form, among others.

IPS STUDENT LOUNGE

IPS maintains a student lounge for its students. It is located next to (but not in) the IPS Office on the 6th floor of Lewis Towers, WTC. The lounge has a refrigerator, microwave, sink, table and comfortable chairs and sofa. The lounge also contains the IPS student lending library along with other current periodicals and newspapers. We only ask that you clean up after yourself. Come and enjoy the space and meet up with fellow students.

LATE FEES AND WITHDRAWAL CHARGES

Please be very aware of the withdrawal from course payment schedule which is found at:

http://luc.edu/bursar/withdrawal_policy.shtml. Please note that the longer you are in a course from which you want to withdraw, you will not receive the full tuition back, or perhaps none at all. **There is a late fee charge of \$50 per class for registering after midnight the night before classes begin.**

LIBRARY VIDEO TUTORIALS/RESOURCES

Below are links to videos posted on Ignition with regards to navigating Loyola's libraries. Introduction to University Libraries (general overview of location and Services):

http://webapps.luc.edu/ignation/video_detail_flash.cfm?id=1103124429#

Introduction to Pegasus (library catalogue):

http://webapps.luc.edu/ignation/video_detail_flash.cfm?id=1732124342

Finding and Using Biblical Commentary in Books:

http://webapps.luc.edu/ignation/video_detail_flash.cfm?id=1704031743

Finding and Using Biblical Commentary in Library Databases (ATLA, New and Old Testament Abstracts):

http://webapps.luc.edu/ignation/video_detail_flash.cfm?id=1704031743

Finding and Using Biblical commentary in the Cudahy Library Reference Collection:

http://webapps.luc.edu/ignation/video_detail_flash.cfm?id=1564110003

LOYOLA SHUTTLE

<http://www.luc.edu/transportation/shuttlebus.shtml>

Shuttle buses run a continuous loop between Lake Shore Campus (LSC) and the Water Tower Campus (WTC), Monday through Friday, starting at 7 a.m. from the WTC. The shuttle operates during the fall and spring semesters, but not during the summer term. The final two shuttle busses of the day are scheduled to arrive at both campuses at 12:30 a.m. There is no shuttle service on Saturday and Sunday. Schedules change during holidays and semester break days.

MINISTRY

312-915-6465 – Water Tower Campus

http://www.luc.edu/ministry/staff_watertower.shtml

Ministry is committed to the development of the whole person through the service of faith and the promotion of justice. Ministry provides opportunities for students to discern their gifts and talents in light of God's calling. Through liturgy and worship, service to others, retreats and spiritual formation, students are formed by the Ignatian charism of doing all things for the greater glory of God and the good of all. Ministry invites all students, staff and faculty to actively collaborate in the integration of faith, learning and action.

Space for quiet reflection and time in prayer are available at Water Tower Campus. All Saints Chapel is located on the third floor of the Terry Student Center. The Eucharist is reserved in this chapel. Weekday Mass is celebrated at All Saints Chapel at 12:10pm. Sunday Mass at the Water Tower Campus is celebrated at Saint James Chapel in Quigley Center at 7:00pm during the academic year. Saint James Chapel is at the corner of Rush Street and Pearson.

NEWSLETTER

http://luc.edu/ips/ipso_facto.shtml

Ipsos Facto is the weekly IPS newsletter that you will receive via e-mail every week. It is our way of contacting students regarding meetings, deadlines, class changes and special announcements on up-coming events and other information. It is our weekly communication lifeline to our students, and is generally sent to students on Friday morning's each week during the fall and spring semesters. It can also be viewed online.

NEW STUDENT ORIENTATION

At the beginning of each fall semester, the Institute holds an orientation for new students.

PARKING AT LOYOLA UNIVERSITY'S WATER TOWER CAMPUS

<http://www.luc.edu/parking/watertower.shtml>

There is no parking provided by Loyola at the Water Tower Campus; however there are plenty of parking garages around the neighborhood. Explore the above link for information on rates and times of entry and departure. If you want to park on the street, expect to drive around for a while, as meters are often occupied.

PROGRAM HANDBOOKS

Most of our degree programs have student manuals which explain details regarding course structure, teachers, length of program, requirements etc. See your program advisor for more information.

REGISTRATION AND RECORDS

312-915-7221 – Water Tower Campus

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

The Office of Registration and Records provides academic and enrollment services for faculty and students. these services include scheduling, registration, recordkeeping, and reporting. The office also assists external audiences such as employers seeking degree verification and alumni who need copies of their transcripts. One point to remember is that all semester registration for classes is through LOCUS at www.luc.edu/locus.

SOCIAL MEDIA

Visit the IPS Blog at <http://blogs.luc.edu/ips/> for a comprehensive view of life at IPS. Our facebook page can be found at <http://www.facebook.com/LoyolaIPS> Visit us on Twitter at <http://twitter.com/LoyolaIPS>

Our goal is to encourage interaction between students, prospective students, faculty, alums, etc. As the new semester begins, we would very much like your help, input, and ideas for new content (articles, student essays, excerpts from course papers, assignments, etc). Also, if anyone has articles, information, success stories, past student essays, etc. that you might recommend to publish on the blog, please send to Ryan Hoffman at rhoffm4@luc.edu.

STUDENT HEALTH INSURANCE

All full-time students are required to have health insurance coverage. The health insurance premium is automatically added to your account balance unless you qualify for a waiver. To show proof of insurance and opt out of the Loyola plan, you must submit the online waiver. For more information about Loyola's student health insurance policy, visit the Bursar Web site at <http://www.luc.edu/bursar/>.

TEXTBOOKS

Textbooks and related materials can be purchased at:

---- the **University Bookstores**, located in Baumhart Hall at 26 E. Pearson St. at the Water Tower Campus, and on the first floor of the Granada Center at the Lake Shore Campus. (The bookstores have complete lists of required and recommended materials needed for each class.)

---- <http://www.amazon.com/>

---- Sometimes from the **instructors and/or in the IPS office**

You can also access the book list for courses at the Institute by logging on to the appropriate term (books are listed after the course title and description).

Fall 2011: <http://www.luc.edu/ips/AcademicsFall2011.shtml>

TUITION AND FEES

Fees and tuition are located at:

http://www.luc.edu/bursar/tuition_2011_2012/tuition_grad_ips.shtml

WELLNESS CENTER

773-508-2530 – Lake Shore Campus

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

Students currently attending classes are eligible for the services provided at the Wellness Center. Students are welcome to use the Wellness Center as often as necessary to maintain or improve their health. WTC students may use the Wellness Center on the Lakeshore Campus. Another option, Northwestern Memorial Physicians Group (NMPG), the primary care affiliate of Northwestern Memorial Hospital (NMH), is located on the main hospital campus at: 201 E. Huron Street, Suite 12-105, in the Galter Pavilion. As a member of the Loyola family you will have access to a special scheduling line that will allow you to almost always access a same day appointment on weekdays. Your appointment will be with a board certified internist on staff at Northwestern Memorial Hospital. You must identify yourself as a Loyola student or staff/faculty member. For appointments Monday-Friday, call 312-926-2224. Saturdays, call 312-926-3627 (Loyola scheduling not available on weekends)

WATER TOWER CAMPUS MAP

<http://www.luc.edu/about/pdfs/wtc.pdf>

LAKE SHORE CAMPUS MAP

<http://www.luc.edu/about/pdfs/lsc.pdf>

ELECTRONIC ETIQUETTE

Email is a very easy form of information exchange between Students and Faculty/Staff. This document consists of some helpful tips on electronic communication with the Faculty/Staff.

1. Response Time

It is important to understand that Faculty and Staff receive many emails every day. It is unnecessary and overburdening to send the same email multiple times. Please be patient, a response is coming.

2. Importance of Editing

Keep it Brief, to the point, and clear. Long rambling emails tend to be confusing. Ask Yourself:

- Is there a more concise way to ask / explain my point?
- Is all of this information appropriate or necessary?
- Is there a better way to introduce the subject matter?
- Should I call rather than send an email?

When you are communicating electronically with Faculty & Staff be sure to always **include the previous message** in your email so there is a quick reference point.

Email vs. Phone Call: If your email is getting lengthy and you feel every sentence is pivotal then a phone call may be in order. (www.luc.edu/ips/about_facultystaff.shtml)

Suggestion: You can start off the conversation by emailing to set up a phone or office appointment with your professor.

3. Clearly Stated Subject Line When sending an email to your professor for any reason it is extremely important to title your email correctly. If you do not have the correct **subject line** your email and / or its urgency could be over-looked. Making the Subject simple and straightforward is the best way to get a speedy response.

Subject line: (*Order of necessary information*)

- Course / Subject
- VERY brief purpose of email

4. Explicitly Titled Documents (for Electronic Distribution)

When you are turning in an assignment electronically the **title of your document** should be clearly labeled. Your professor may need to save your document to a file. It is your responsibility to make the title clear so your Professor knows what they are opening.

The order of the title should be as follows:

- Course
- Student's Last Name
- Subject of Document
- Semester & Year