

# New Graduate Student Checklist

Congratulations on your acceptance to Loyola University Chicago, School of Education. What are your next steps?

<p><b>1. Advise us of your intent to enroll.</b> Send an email to <a href="mailto:gradapp@luc.edu">gradapp@luc.edu</a> confirming your intent to enroll. A deposit is not required to secure your acceptance. Check your e-mail frequently for important updates. ■■</p>	
<p><b>2. Visit the admitted student Web site.</b> Visit <a href="http://LUC.edu/gpem/newadmit.shtml">LUC.edu/gpem/newadmit.shtml</a> to learn about housing, registration, financial aid, ID card, campus e-mail account, and important steps in the enrollment process.</p>	
<p><b>3. Familiarize yourself with the School of Education.</b> Visit <a href="http://LUC.edu/gpem/soeadmits.shtml">LUC.edu/gpem/soeadmits.shtml</a> to learn about the School.</p>	
<p><b>4. Apply for financial assistance.</b> Admitted students are encouraged to complete the Free Application for Federal Student Aid ■■ (FAFSA) and search for external funding. Information about SOE financial aid is available at <a href="http://LUC.edu/education/financialassistance.shtml">LUC.edu/education/financialassistance.shtml</a>.</p>	
<p><b>5. Register for New Student Orientation.</b> Go to <a href="http://LUC.edu/rsvpsoe">LUC.edu/rsvpsoe</a> The program provides general information about the School and University and includes ■■ time to meet with faculty and other students.</p>	
<p><b>6. Plan your courses.</b> Select your classes at LOCUS at <a href="http://LUC.edu/locus">LUC.edu/locus</a>. Individual program information is found at <a href="http://LUC.edu/education/pdfs/orient_new-stud_course-selection.pdf">LUC.edu/education/pdfs/orient_new-stud_course-selection.pdf</a></p>	
<p><b>7. Pay tuition and fees.</b> The Office of the Bursar sends electronic billing statements based on registration for courses. ■■ Visit the website for specific details <a href="http://LUC.edu/bursar/billing_information.shtml">LUC.edu/bursar/billing_information.shtml</a> Several payment options are available at <a href="http://LUC.edu/bursar/payment_plan.shtml">LUC.edu/bursar/payment_plan.shtml</a></p>	
<p><b>8. Begin classes!</b></p>	
<p><b>9. Check your Loyola e-mail.</b> After you register for classes and once the term begins, remember to use your Loyola e-mail ■■ address. Loyola uses e-mail as an official method of communication and you are expected to respond and communicate through your Loyola e-mail account. To forward your Loyola e-mail to your personal e-mail account go to: <a href="http://LUC.edu/its/pam_reroute.shtml">LUC.edu/its/pam_reroute.shtml</a>.</p>	
<p><b>10. Pick up your Live-Text Certificate.</b> All students enrolled in SOE programs are charged a mandatory one-time Course ■■ Management Fee of \$125.00 their first semester. This includes a certificate that is used to initiate the Web based assessment system--LiveText. Visit <a href="http://LUC.edu/education/course_manage_fee.shtml">LUC.edu/education/course_manage_fee.shtml</a> to learn more.</p>	
<p><b>11. Check SOE Web site.</b> Visit <a href="http://LUC.edu/education/academic_calendar_gsoe.shtml">LUC.edu/education/academic_calendar_gsoe.shtml</a> to stay abreast of key dates and deadlines.</p>	