Loyola University Chicago Registration Guide for International Students

First and Second Year Advising
Sullivan Center for Student Services, Suite 260
Phone: (773) 508-7714
Email: FSYAdvising@luc.edu
www.luc.edu/fsya
You Will Learn

• An overview of the academic system in the United States.
• Basic resources designed to ease your adjustment to living and studying in the USA.
• Loyola’s academic requirements.
• Important academic terms at Loyola.
• Steps to take prior to choosing classes.
• How to select classes for your first semester.
Outline

I. Academic Terms
II. Dates & Requirements
III. Basic Graduation Requirements
IV. University Core Requirements
V. Major & Minor Curricula
VI. AP, IB & Transfer Credit
VII. Selecting Classes
I. Academic Terms
Academic Terms

• **Advisor**: A formal job title used to describe University staff who assist students in their academic experience at Loyola. Each student will work with multiple advisors in their time at Loyola. Some examples of advisors are:
  – Office of International Programs (OIP) Advisor
  – Academic Advisor
  – Faculty Advisor
  – School or College Advisor
Academic Terms

• **OIP Advisor**: Office of International Programs advises international students and scholars on matters related to their non-immigrant status. Advising is by appointment or on a walk-in basis. Contact 773.508.7706 or intlcntr@luc.edu.

• **First and Second Year Advisor**: First and Second Year Advisors work with degree-seeking undergraduate students in their first two years at Loyola. Students receive advising in course selection, declaring a major, and making a successful transition to Loyola. Your First and Second Year Advisor will instruct your UNIV 101 seminar course. Contact 773.508.7714 to schedule an appointment.
Academic Terms

• **School or College Advisor**: Schools and Colleges have advisors who work with undergraduate students throughout their degree completion at Loyola. Students typically will work most closely with their School or College Advisor after reaching 60 credit hours.

• **Faculty Advisor**: Many students will have a faculty advisor assigned from the academic department that houses their major. This advisor assists students on major requirements and may help students in identifying internship or research opportunities or selecting graduate programs.
Academic Terms

• **Credit Hour**: The unit used to identify the average amount of time spent in class for a particular course. Most courses at Loyola are 3 credit hours. Oftentimes, this term is shortened to “credit.” A 3-credit hour class will often meet for 50 minutes on Mondays, Wednesdays, and Fridays, or for 80 minutes on Tuesdays and Thursdays.
Academic Terms

• **Full-time Student**: A student must be enrolled in a minimum of 12 credit hours to be considered full time.

• **LOCUS**: An acronym that stands for Loyola’s Online Connection to University Services. Each student has a LOCUS account, giving them access to course registration, academic requirements, the name of advisors, billing statements, and unofficial transcripts. Initial log-in credentials are sent via email. Parents or guardians may create guest accounts to log in and access limited information.
Academic Terms

• **The Core**: All students must fulfill LUC’s Core curriculum, regardless of major. The courses are from a variety of academic disciplines and broaden a student’s knowledge base, ability to think critically, and understanding of the Jesuit values.

• **College or School**: Majors and minors are housed within the College of Arts and Sciences or one of the five schools: School of Social Work, School of Nursing, School of Education, School of Communication, and Quinlan School of Business Administration. The College and Schools may have unique academic requirements.
Academic Terms

- **Major**: Each student declares a major, or degree program, and follows a set of requisite coursework. Majors range in how many credits are required, from 30 to 87. The classes for a student’s major provide the student an opportunity to gain in-depth knowledge and skills in one academic discipline. Some students will declare more than one major. A student is permitted to begin his or her studies as an undecided major, and must declare a major by the end of the second year at Loyola. A student may change his or her major or add a second major, and should consult with the First and Second Year Advisor before doing so.
**Minor**: A minor is an optional declared area of study. The minor requires fewer courses than the major. Seeking a minor can provide a student with additional skills or knowledge in an area outside of, or complementary to, the declared major. At Loyola, a student may declare a minor from any of the Schools or College of Arts and Sciences, regardless of the declared major, with a few exceptions. Any student interested in declaring a minor should consult with his or her academic advisor.

A list of majors and minors is available online: [http://www.luc.edu/academics/programs.shtml](http://www.luc.edu/academics/programs.shtml)
Academic Terms

- **Lecture**: Most class meeting times are referred to as the lecture. Typically, a professor will stand and give oral instruction to the entire class, sometimes utilizing visual aides. During the lecture, instructors encourage and expect active participation from students. Participation comes in the form of the student raising a hand and asking for clarification on the material, answering a question posed to the class, or sharing observed connections between the homework or assigned reading and the content shared in the lecture.
Academic Terms

- **Discussion**: Some larger courses will have a class meeting designated as the discussion. The discussion allows for a smaller group of students to engage with an instructor. Discussions are typical for many science courses and some history courses.

- **Prerequisite**: Courses with advanced content may require that a student complete a more foundational course first. The more foundational course is called a “prerequisite.”
Semester: Academic terms are referred to as semesters. There are two main semesters: fall and spring. The fall semester runs from August through December. The spring semester runs from January through May. Final exams are administered at the end of each semester. A student’s classes will change each semester. Prior to the start of the semester, with the guidance of academic advisors, students will select a new set of classes.
II. Dates & Requirements
Important Dates

- **May 20**: Deadline to submit Academic Advising Intake Form
- **June 3**: Online registration begins for international students
- **June 14**: Registration ends for international students
- **July 1-11**: Registration reopens
- **August 21-22**: Loyola’s orientation program
- **August 22**: Welcome Week begins
- **August 24**: International student orientation (required for students on visas)
- **August 26**: Classes begin
- **September 3**: Last day to add a class and last day to drop a class without a W grade
- **September 3**: Labor Day national holiday – classes do not meet and the University is closed for business
III. Basic Graduation Requirements
Graduation Requirements

120 credits are required to graduate.

These classes come from:

- Loyola’s Core curriculum
- College or School requirements
- Major Requirements
- General Elective classes
College and School Requirements

• Your College or School may require:
  – Writing Intensive Courses (class sections designated to have a robust writing component)
  – Foreign (non-English) Language Courses

• Learn more here:
  [link](http://www.luc.edu/academics/catalog/undergrad/schools.shtml)
The Graduation Equation

120 total
- Core
- Major
- School/College requirements

General Elective Credits

A general elective is any credit that does not count toward a requirement (Core, major, minor, School/College, etc.).
The Graduation Equation

Example: Biology, B.S.
College of Arts and Sciences (CAS)

120 total
- 39 (Core)
- 68 (Biology)
- 6 (CAS: foreign language)

17 (General Elective Credits)

Biology students fulfill the Quantitative and Scientific Core through the major requirements, and therefore do not need to enroll in additional classes in those areas.

luc.edu/core/coreandmajor.shtml
The Graduation Equation

Example: Economics, B.B.A.
School of Business Administration (SBA)

120 total
- 39 (Core)
- 15 (Economics)
- 50 (SBA)

16 (General Elective Credits)

Business students fulfill the Quantitative and Tier II Philosophical and Societal Core through the major requirements, and therefore do not need to enroll in additional classes in those areas.

luc.edu/core/coreandmajor.shtml
4 years

Average 15 credits per semester to graduate in 4 years.

120 credits
IV. University Core Requirements
Core Knowledge Areas

“The Loyola University Chicago Core Curriculum seeks to play a key educational role in every Loyola student's undergraduate experience. Designed to provide both breadth and depth to a student’s program of study, the Core Curriculum introduces students to key concepts and modes of thought in a variety of areas of human intellectual endeavors. In particular, the Core introduces students to ten central Knowledge Areas of university learning, with a consistent focus on learning outcomes for those Areas.”

(http://luc.edu/core/)
Core Knowledge Areas

“The Core integrates the understanding and promoting of four Values essential to a Loyola education: understanding diversity in the US or the world; understanding and promoting justice; understanding spirituality or faith in action in the world; and promoting engaged learning.” (http://luc.edu/core/)
Core Knowledge Areas

• Each Core course promotes at least one of the following skills:
  – Communication
  – Critical thinking
  – Ethical awareness and decision-making
  – Information literacy
  – Quantitative and qualitative analysis and research methods
  – Technological literacy
Knowledge Areas

2 each from:
- Scientific Literacy
- Historical Knowledge
- Societal and Cultural Knowledge
- Philosophical Knowledge
- Literary Knowledge and Experience
- Theological & Religious Studies Knowledge

1 each from:
- College Writing Seminar
- Artistic Knowledge and Experience
- Quantitative Analysis
- Ethics

1 class with an Engaged Learning designation, which can be a major, Core, or general elective course.
Knowledge Areas

2 each from:
- Scientific Literacy
- Historical Knowledge
- Societal and Cultural Knowledge
- Philosophical Knowledge
- Literary Knowledge and Experience
- Theological & Religious Studies Knowledge

1 each from:
- College Writing Seminar
- Artistic Knowledge and Experience
- Quantitative Analysis
- Ethics
- Scientific Literacy
- Historical Knowledge
- Societal and Cultural Knowledge
- Philosophical Knowledge
- Literary Knowledge and Experience
- Theological & Religious Studies Knowledge

In each of these Knowledge Areas, begin with a Foundational Tier I course to build a strong base. Upon completing the Tier I course, take a Tier II class to gain greater depth of knowledge within that area.
Core and your Major and Minor

• Some major or minor courses may fulfill Core Knowledge Areas. This means one class might count toward both a major requirement and a Core requirement.

• Learn more about Core and your major at

http://luc.edu/core/coreandmajor.shtml
V. Major & Minor Curricula
Choosing a Major

• You must declare a major by the end of your sophomore year. It is common for students to begin their studies at Loyola as undecided, without a specific major.

• Undecided students will typically enroll in classes from the Core as well as from areas of interest. Academic advisors are able to recommend courses to students based on an area of interest, which may become a student’s major or minor.

• To graduate from Loyola, a student must have one declared major. Some students will pursue more than one major or add a minor. This is not required. Consult with your academic advisor if you are interested in adding a second major or minor.
Choosing a Major

• To explore the requirements and opportunities associated with different majors, begin by utilizing these websites:

  ❑ [http://www.luc.edu/academics/programs.shtml](http://www.luc.edu/academics/programs.shtml)

  ❑ [http://www.luc.edu/career/career_exploration.shtml](http://www.luc.edu/career/career_exploration.shtml)
Areas of Interest

• Pre-Health and Pre-Law are not majors; they are programs of study that you complete in conjunction with an academic major. For example, a student in the School of Communication could complete pre-requisite coursework to be eligible to apply to optometry programs.

• Learn more:
  - [www.luc.edu/prehealth](http://www.luc.edu/prehealth)
  - [www.luc.edu/prelaw](http://www.luc.edu/prelaw)
VI. Advanced Placement (AP) 
International Baccalaureate (IB) 
Transfer Credit
Transfer Credit

• To see how Loyola grants credit for new students, visit these links:
  
  https://webapps.luc.edu/ignation/video-detail.cfm?id=1672035233  
  http://www.luc.edu/undergrad/academiclife/loyola-chicago-admissions.html

• To transfer any college credit, you must submit an application form. Read more about the policy and find the form on Loyola’s website:
  
  http://www.luc.edu/academics/catalog/undergrad/reg_transfercrpol.shtml

• First-year students may transfer in a maximum of 36 credit hours. This includes all credit: AP, IB, and transfer.

• New first-time freshmen may transfer a maximum of 5 college courses carrying up to 4 credit hours each.
Transfer Credit

• You should avoid signing up for a class if you anticipate earning transfer credit for that class.

• If there are changes that you would like to make to your schedule because of incoming credit, please contact your academic advisor.

• Your academic advisor will review your incoming credits and your schedule after July 19 to make sure your Loyola academic record is accurate.
VII. Selecting Classes
LOCUS

• LOCUS stands for Loyola’s Online Connection to University Services.
• The LOCUS portal serves many functions. You will use this system to find and enroll in classes.
• Watch the following video about using LOCUS before searching for classes.

https://webapps.luc.edu/ignation/video_detail.cfm?id=1231035540
Fall 2013 Classes

• Utilize a Schedule Builder to keep track of your weekly schedule.

• Classes typically meet on Monday, Wednesday, Friday or Tuesday and Thursday.

• Make time in your schedule for other important priorities, such as eating meals, attending organization meetings, and working out.

An Excel file of the Schedule Builder is available at
http://www.luc.edu/advising/academic_success_tools.shtml
Fall 2013 Classes

• To be a full-time student, you will need at least 12 credit hours.
• In your first semester, do not plan to enroll in more than 17 credit hours.
• Every student should take UNIV 101 in the first semester at Loyola. The instructor teaching your UNIV 101 class will be your assigned academic advisor.
Fall 2013 Classes

- Depending on your English language skills, you may consider taking ESL courses.
  - ESL courses do not count toward your degree at Loyola; however, these classes provide invaluable practice and instruction in oral and written English.
  - Successfully completing ESL classes could provide you with the foundation you need to succeed in your studies.
  - Contact your OIP advisor for assistance selecting appropriate classes.
Scheduling Tips - Prerequisites

• What is a Prerequisite?
  – A requirement you must fulfill before taking a specific course.
    • Example: MATH 117 (College Algebra) is the prerequisite for MATH 118 (Pre-Calculus)

• Which courses have Prerequisites?
  – Many math, science, and upper level courses have prerequisites.
    • See the Course Details of a specific class in LOCUS to identify a prerequisite.

• Foundational Core courses do not have prerequisites.
  – For areas requiring 2 classes, you should begin with a foundational Tier I course.
## Scheduling Tips - Prerequisites

### Class Details

- **Status**: Open
- **Class Number**: 1069
- **Session**: Regular Academic Session
- **Units**: 3 units
- **Instruction Mode**: In person
- **Class Components**: Discussion Required, Lecture Required
- **Career**: Undergraduate
- **Dates**: 1/17/2012 - 5/8/2012
- **Grading**: Graded Alpha
- **Location**: Lake Shore Campus
- **Campus**: Lake Shore Campus

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWeFr 11:30AM - 12:20PM</td>
<td>Planner Hall - Auditorium</td>
<td>Sandra Helquist</td>
<td>01/17/2012 - 05/08/2012</td>
</tr>
</tbody>
</table>

### Enrollment Information

- **Enrollment Requirements**: Prerequisite: CHEM 101 or 105.

### Class Availability

- **Class Capacity**: 90
- **Enrollment Total**: 0
- **Wait List Capacity**: 0
- **Available Seats**: 90

### Notes

- **Class Notes**: Pre-requisite for CHEM 102 is CHEM 101, or CHEM 105 and Math 118. Choose a discussion section 002 or 003.

### Description

- **Prerequisites**: CHEM 101 or CHEM105; MATH 118.

This lecture and discussion course is a continuation of 101 and includes topics on equilibrium...
Scheduling Tips – Pay attention to the campus

Loyola has two main campuses in Chicago for undergraduate students: Lake Shore Campus (LSC) and Water Tower Campus (WTC). You can enroll in courses at either location, but plan to leave one hour for travel time between classes on different campuses. You may utilize the campus shuttle to commute between campuses.

LSC = Lake Shore Campus

WTC = Water Tower Campus
Loyola also has campuses in Rome and Beijing.

- Courses with an “A” in the section number are in Rome
- Courses with a “B” in the section number are in Beijing

### Scheduling Tips – Pay attention to the campus

<table>
<thead>
<tr>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLST 307 - Art of the Roman World</td>
<td>Mo 9:30AM - 12:30PM</td>
<td>TBA</td>
<td>Giovanni Scichilone</td>
<td>01/16/2012 - 04/27/2012</td>
</tr>
</tbody>
</table>
Scheduling Tips - Restricted Sections

Department Consent: You may not be eligible to enroll in courses that require department consent. These sections are generally reserved for students in special programs (LEAP, learning communities, Honors, etc.).
Scheduling Tips - Restricted Sections

Common restrictions:

• H – Restricted to students in the Honors Program
• K – Restricted to Seminary Students
• W – Sections with a W are writing intensive; you should not take a writing intensive course in your first semester
• 700 – Restricted to students in the School for Continuing and Professional Studies
When You are Scheduling

It will be helpful to have access to the following while selecting your classes:

• Placement Test Scores (Math, Writing, Language)

• Schedule Builder
  http://www.luc.edu/advising/academic_success_tools.shtml

• Academic Advisor Recommendations (will be sent via email after you complete the Advising Assessment Form online)

• Core and your Major or Minor
  http://luc.edu/core/coreandmajor.shtml
Next Steps

• If you haven’t done so yet, take your placement tests.
  • Required tests are listed in Next Stop. Until you complete these tests, you cannot complete your enrollment.

• If you have not completed the Academic Advising Assessment Form, do so right away.

• Begin enrolling in classes after you receive an email with recommended courses from your advisor.
Next Steps

Please contact us if there is any way we can be of assistance!

First and Second Year Advising
Sullivan Center for Student Services, Suite 260
Phone: (773) 508-7714
Email: FSYAdvising@luc.edu
www.luc.edu/fsya

Find us online!
Facebook: First and Second Year Advising @ LUC
Twitter: @LUCadvising
Welcome to Loyola!