Welcome to

LOYOLA

Preparing people to lead extraordinary lives
Congratulations on your admission, and welcome to Loyola! Follow this checklist to prepare for your first session.

- **Register your ID with the Password Self-Service.**
  Your first step as a student is to change the temporary password for your Loyola Network ID. All new users must register in the Password Self-Service and complete a password reset before they will be able to log-in to any Loyola application.
  - LUC.edu/password

- **Schedule your first advising appointment.**
  Meet with the SCPS Enrollment Advisor, Jennifer Gettings and review remaining degree requirements, incoming transfer credit, and learn how the SCPS staff will help support you through your educational journey.
  
  School of Continuing & Professional Studies
  312-925-6501 • scps@luc.edu
  /scpsadvisorappts

- **Plan for your financial needs.**
  - Federal Student Aid (FAFSA)
    - /fafsa.ed.gov
  - Financial Aid Office
    - 773-508-7704 • lufinaid@luc.edu
    - LUC.edu/finaid
  - Office of the Bursar
    - 773-508-7705 • bursar@luc.edu
    - LUC.edu/bursar
  - Scholarships
    - Explore your scholarship options.
    - LUC.edu/scps/scholarships

- **Pick up your Loyola ID card.**
  Cuneo students will have ID card photos taken during their first face-to-face class. Students attending classes at the Water Tower Campus can pick up their ID on campus, and online students attending orientation will be able to have their photo taken at the event.
  - Water Tower Campus
    - Corboy Law Center, 25 E. Pearson Lobby
    - LUC.edu/campuscard

- **Begin using your Loyola e-mail account.**
  All of your e-mail communication to and from faculty and staff at Loyola will be sent via your LUC e-mail account. Log into your e-mail account daily to check for important communications.
  - outlook.luc.edu

- **Plan how you will travel to campus.**
  - Campus Transportation
    - Water Tower Campus • Lake Shore Campus
    - LUC.edu/campustransportation
  - Loyola Lake County, Vernon Hills
    - LUC.edu/cuneo/visitorinformation
  - Technology Check for Online Students
    - LUC.edu/digitalmedia/trainingandsupport/techcheck

- **Purchase your text books.**
  - University Bookstore, Lake Shore Campus
    - Granada Center (6435 N. Sheridan Rd.)
  - University Bookstore, Water Tower Campus
    - Terry Student Center (26 E. Pearson St.)
    - LUC.edu/bookstore

- **Explore your resources.**
  Know the resources that are available to you as a student. For example:
  - Center for Tutoring & Academic Excellence (CTAE)
    - LUC.edu/tutoring
  - University Libraries
    - libraries.luc.edu
  - Career Development Center
    - LUC.edu/career
  - Wellness Center
    - LUC.edu/wellness
  - Military Veterans Student Services
    - LUC.edu/veterans
  - Services for Students with Disabilities (SSWD)
    - LUC.edu/sswd

- **Get involved!**
  Now that you’re a Loyola Rambler, get involved in campus life.
  - Graduate, Professional, & Adult Student Life
    - LUC.edu/gpasl
  - Campus Ministry
    - LUC.edu/campusministry
  - Student Diversity & Multicultural Affairs
    - LUC.edu/diversity

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**CHECKLIST**
Password Self-Service: Setting Your Password for the First Time

All new students, faculty and staff will need to register with Loyola’s Password Self-Service in order to access Loyola applications and systems. Loyola’s Password Self-Service allows students, faculty, and staff to reset their own network password quickly and independently.

Visit www.luc.edu/password and begin First Time Setup to create your personalized challenge questions, text-capable phone number, and/or alternate email address which you can use later on to unlock an account, reset a forgotten password, or set a new password. When finished, you must complete a Password Reset before you can access other Loyola applications and systems.

1. Go to LUC.edu and click on the “Links” drop-down next to the search window in the upper-right hand corner of the screen.
2. Click on the “Password Self-Service” link.
3. Choose the Password Reset Tool from the menu.
4. Enter your User ID. You received this ID via email a few days after your admission.
5. Choose “Authenticate with Loyola Username and Password”
6. Enter your temporary password. It is usually set to your First and Last initial followed by your birthday (MMDDYY).
7. From here you will be prompted to create security questions that can be used to re-set your password in the future.
8. Once you’ve set-up your security questions and answers you will be prompted to enter your new password. It must be AT LEAST 8 characters long with a minimum of two numbers and two letters. Passwords are CASE SENSITIVE. You will be required to create a new password every 180 days.

Notes:
- Your username and password are for LOCUS, Loyola E-mail, Sakai and a number of other Loyola applications.
- If you forget your password, you can use the Password Self-Service tool to reset it at any time.
- If you cannot reset your password through the Password Self-Service tool, call the ITS Technology Support Center at 773.508.4487
Be prepared and stay connected.

Loyola Alert is a special communication service meant to provide personalized, time-sensitive alerts to students, faculty, and in the event of unforeseen events or potentially life-threatening emergencies. Loyola Alert will immediately send messages to registered participants via the following communication channels:

- Voice messages to home phones/land lines and cell phones
- Text messages to cell phones
- Written messages to personal e-mail accounts

In order to receive Loyola Alert emergency communications, sign-up is required. These communications will be in addition to the university’s emergency communications that are automatically sent to all LUC e-mail addresses and campus phone numbers and made available on the LUC Website.

Examples of emergencies during which Loyola Alert may be used include, but are not limited to: barricade / hostage incident, wide-spread and threatening weather incidents, national civil emergencies, terrorist or other violent acts, and health emergencies as ordered by public health authorities.

To ensure that you receive emergency information through Loyola Alert as quickly and directly as possible, please sign up using the link below.

Loyola Alert
LUC.edu/alert
(A registration link can be found on the above webpage)
NEW SCPS STUDENT WELCOME PACKET

Learn the tools you’ll use as a student and prepare for your classes before they begin.

SCPS has a resource site for our new students meant to give you a solid understanding of Sakai and other online tools you will be using for your classes. This site can be found within your Sakai account (https://sakai.luc.edu/), within the “SCPS Resources“ site.

Within the SCPS Resources site, the ”Mastering Learning Tools“ link can be found within the menu bar along the left side of the site. Under this section of the site you will find further information regarding a number of tasks that degree seeking students are required to complete before they start classes.

The Mastering Learning Tools tasks is required of all degree seeking students and constitutes 5% of the CPST 200 Introduction to Degree Completion grade. To receive the full credit you will need to complete all six tasks. Each task will earn you a score which will be added to the gradebook. Your final score for all six tasks will be passed on to your CPST 200 instructor after the session begins.

Students can earn a total of 100 points if all 6 tasks are completed successfully and on-time. Students receiving anything less than 90 points on their Mastering Learning Tools will be dropped from all but CPST 200 within their first session and will be required to complete an Academic Improvement Plan and meet with the Assistant Dean. Also, students that do not pass CPST 200 on their first attempt will be required to repeat the course the following session at their own expense and will not be permitted to enroll in another course without prior permission.

Sakai
/sakai.luc.edu

Adobe Connect Practice Session Registration
link found within the Mastering Learning Tools section of your SCPS Resources Sakai site.

LEARNING TOOLS
The School of Continuing & Professional Studies (SCPS) continues a long tradition of unwavering support for working adults who wish to advance their education. Since 1914, Loyola University Chicago has fulfilled its mission of educational outreach and inclusiveness by offering a wide range of educational options to a diverse community of students and professionals. SCPS continues this mission in the Jesuit tradition by providing a transformative education based on a solid foundation in the liberal arts, with a focus on ethics, social justice and theology.

Loyola’s Mission
We are Chicago's Jesuit, Catholic University-a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.

Loyola’s Vision
Loyola University Chicago is the school of choice for those who wish to seek new knowledge in the service of humanity in a world-renowned urban center as members of a diverse learning community that values freedom of inquiry, the pursuit of truth and care for others.

Loyola’s Promise
Preparing People to Lead Extraordinary Lives.

Five Characteristics of a Jesuit Education
1. Commitment to excellence: Applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers
2. Faith in God and the religious experience: Promoting well-formed and strongly held beliefs in one's faith tradition to deepen others' relationships with God
3. Service that promotes justice: Using learning and leadership in openhanded and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others
4. Values-based leadership: Ensuring a consistent focus on personal integrity, ethical behavior in business and in all professions, and the appropriate balance between justice and fairness
5. Global awareness: Demonstrating an understanding that the world's people and societies are interrelated and interdependent

Mission & Identity
☞ LUC.edu/mission

Transformative Education
☞ LUC.edu/transformativeed

LOYOLA’S MISSION
Know the standards you’ll be held to while a student at Loyola University Chicago.

All students of Loyola University Chicago are expected to uphold the Community Standards (Loyola’s Student Code of Conduct). Students are expected to abide by all university policies, including but not limited to the policies outlined in this document.

Please note that the Community Standards simply provide a baseline for acceptable student conduct. It is the hope of our entire university community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another.

All students have the responsibility to familiarize themselves with these Standards, as they will be held accountable to them.

Community Standards
LUC.edu/osccr/resources/communitystandards
Using your @LUC email account and Office 365.

Loyola University Chicago offers students Microsoft Office 365, a fully integrated suite of programs that includes:

- email and calendaring,
- select Office software (such as Word and Excel),
- SharePoint, and
- communication tools like messaging, voice, video, and web conferencing.

These student tools are delivered through the Cloud (i.e., through the internet). Students should go to the log-in page for Office 365 and use their Loyola ID to access these tools.

Microsoft Office 365
\[ /login.microsoftonline.com \]

LUC Email
\[ outlook.luc.edu \]
NOTE: Loyola does not own or operate these commercial parking facilities, which offer discounted rates. For a full list of facilities, restrictions, and rates, please visit LUC.edu/parking.
Turn right to parking lot

Front mansion entrance/ drop-off area

Pavilion entrance

60 FEET

I-94 Route 60 (Town Line Road)

HOLLISTER DRIVE

EXIT TO MILWAUKEE AVENUE

PARKING

MILWAUKEE AVENUE

CUNEO MANSION AND GARDENS

CUNEO MANSION

SCULPTURE LAWN

GREAT LAWN

PAVILION (A, B, C)

TERRACE

OUTDOOR POOL

Front mansion entrance

Main Entrance

P UPPER CASE A, B, C