School of Education

Graduate Student Resource Guide
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School of Education Contact Information

LOCATION & CONTACT INFORMATION

The School of Education is located on the Water Tower Campus of Loyola University Chicago in downtown Chicago, IL.

Mailing Address: School of Education
820 North Michigan Avenue
Chicago, IL  60611

Location: Lewis Towers
11th Floor

Phone: 312.915.6800
Fax: 312.915.6660
E-mail: schleduc@luc.edu
Website: www.luc.edu/education

KEY PEOPLE IN THE SCHOOL OF EDUCATION

Interim Dean
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Assistant Dean, Student Academic Services
Nancy Goldberger, MEd, MA
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PROGRAM CHAIRS & PROGRAM COORDINATORS

PROGRAM

COUNSELING PSYCHOLOGY
Counseling Psychology, PhD
Clinical Mental Health Counseling, EdS
Community Counseling, MA, MEd
School Counseling, MEd
School and Community Counseling, MEd

CULTURAL AND EDUCATIONAL POLICY STUDIES
Cultural and Educational Policy Studies, PhD, MA, MEd, Dual MA/ID
International Higher Education, MEd

HIGHER EDUCATION
Higher Education, PhD, MEd

EDUCATIONAL LEADERSHIP
Administration & Supervision, Principal Endorsement EdD
Superintendent Endorsement, EdD
School Leaders, MEd

PROGRAM CHAIR

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PROGRAM COORDINATOR

Valerie Collier
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PROGRAM

**Research Methodology**
Research Methodology, *PhD, MA*

**School Psychology**
School Psychology *PhD, EdD, MEd, EdS*

**Teaching and Learning**
Curriculum and Instruction, *EdD, MEd*
Elementary Education, *MEd*
English Language, Culture and Curriculum, *MEd, Cert Only*
Reading Specialist, *MEd*
Secondary Education, *MEd*
Special Education, *MEd*

PROGRAM CHAIR(S)

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Toni B. Rothschild
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STUDENT RESOURCES

ACADEMIC ADVISING
Information regarding advising, your advisor, and registration for classes is provided through the program to which you were admitted. You may also contact your advisor/program chair regarding registration. The name and the contact number of your program chair can be found in your admission letter. Degree and program requirements are listed on the SOE website under each academic program.

ACADEMIC POLICIES
http://www.luc.edu/education/resources/academic-policies/
Students are personally responsible to review the following general academic rules and regulations. If students have questions about particular regulations, they should contact their academic dean’s office for clarification.

CALENDARS
   Academic Calendar Important Dates and Deadlines
   University & School of Education List of events at the School and University

CTA VENTRA U-PASS
312.664.7200 ext. 3051 – Off Campus
www.luc.edu/upass/
Graduate students enrolled in 8 or more credit hours during the fall and spring semester are eligible for a CTA U-Pass. The CTA U-Pass is your ticket to unlimited rides aboard CTA buses/trains during the time classes are in session. A one-time fee is posted to your account in LOCUS at the beginning of Fall and Spring. U-Passes must be picked up at designated times/places during the first week of classes.

GRADUATE SCHOOL
773.508.3396 - Lake Shore Campus
www.luc.edu/gradschool/
This website will be useful for students in M.A. or Ph.D. Programs:
- Counseling Psychology
- Cultural and Educational Policy Studies
- Higher Education
- Research Methodologies
- School Psychology

*The website is where M.A. & Ph.D. students will find forms and deadlines important to completing their degree.

*All of you will call the School of Education your academic home. However, students attaining a MA or PhD are also a part of The Graduate School. In this case, The Graduate School handles all administrative responsibilities (i.e. forms, requests, deadlines, etc.) for MA and PhD students.
HEALTH CARE PLANS FOR STUDENTS: HEALTH INSURANCE WAIVER
773.508.7705 - Lake Shore Campus
www.luc.edu/bursar/insurance.shtml

All students registered for 8 or more hours will automatically be enrolled in the university health insurance program unless they provide proof of other health insurance coverage. If you are taking less than 8 hours and want to enroll in the health insurance, you must opt-in by the deadline posted. If you are charged for the insurance but are covered under another medical insurance plan, or have an individual policy in place, then you must complete the waiver to opt out of the plan to avoid unwanted charges on your tuition bill. If you do not waive the insurance by the deadline, it is understood that you are choosing to enroll in the insurance program. Your money will not be refunded. To waive the insurance, opt-in, or to read additional information about the program, please visit the website. Additional questions can be directed to the Office of the Bursar.

HOUSING INFORMATION
773.508.3300 – Water Tower Campus
http://www.luc.edu/reslife/prospective/graduatehousing/

Loyola also offers apartment-style living in the graduate student residence hall at the Water Tower Campus. On-campus housing for graduate students is limited. Most graduate students rent apartments near campus. There are numerous apartments rental agencies in Chicago that can help you find an apartment suited to your needs and price range.

IMMUNIZATION INFORMATION
773.508.2530 – Lake Shore Campus
www.luc.edu/regrec/immunization.shtml

Proof of Immunization is required of students who register for more than 7 credit hours. However, a grace period is given to new students entering the university. Until the proper documentation is submitted to the Health Services Department, those who do not comply will be blocked from making any changes to registration for the current term and will be unable to register for classes the following semester.

INFORMATION TECHNOLOGY SERVICES
773.508.7190 - Lake Shore Campus
www.luc.edu/its/

New students are automatically issued a Universal ID and password. The ID will provide you with access to Loyola’s electronic mail, computer labs, and numerous software programs.

- **Sakai** is Loyola’s online course management system. Most professors in the School post course information through Sakai. Your Universal ID and Password will allow you to access Sakai.
- **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. Visit the Information Technology Services website to learn how to access your Loyola e-mail account.
- **LOCUS** Loyola’s online connection to University services is an integrated, Web-based student information system.
- **Manage Your Password** Instructions on how to forward your Loyola e-mail to your personal account.
Students enrolled in the School of Education are required to purchase "LiveText," a software program designed to assist with course management and to support the school’s standings with national, state and specialty accreditation boards.

- *LiveText* software is used to manage core assignments and assessments in designated classes for accreditation purposes in each degree and certification program.
- The software also allows students to create a professional portfolio and provides a professional way to chronicle, organize, and present information on their academic experiences.
- This one-time Course Management fee includes the Skill Streaming Module, training, and on-campus lab assistance in the use of the software.
- Information about the distribution of *LiveText* software and training session will be sent to students through their Loyola e-mail address.

**LOYOLA SHUTTLE**

708.474.7474 – Off Campus  
http://www.luc.edu/campustransportation/services/intercampusshuttle/<p>Shuttle buses run a continuous loop between the Lake Shore Campus (LSC) and the Water Tower Campus (WTC), Monday through Friday, starting at 7:00 a.m. from WTC. The final two shuttle buses of the day are scheduled to arrive at both campuses at 12:30 a.m. There is no shuttle service on Saturday or Sunday.</p>

**NEW STUDENT ORIENTATION**

312.915.6800 – Water Tower Campus  
www.luc.edu/gpem/soeadmits.shtml<p>The School of Education new student orientation is an opportunity for us to welcome you, and to orient you to SOE programs, services, benefits, and opportunities. Current faculty, students, and staff will be on hand to provide valuable resource information and to answer questions you have before commencing your graduate program. The orientation also provide new students the opportunity to network and socialize. It is highly recommended that new students attend this orientation.</p>

**OFF-CAMPUS STUDENT LIFE**

773.508.8660 – Lake Shore Campus  
www.luc.edu/offcampus/<p>This office serves as a resource for Loyola’s off-campus and commuter students.</p>
PARKING AT LOYOLA UNIVERSITY CHICAGO
773.508.7036 – Lake Shore Campus
www.luc.edu/campustransportation
Loyola University Chicago appreciates the cooperation and courtesy shown to one another by students, staff, faculty and friends as it relates to parking at Loyola's Chicago campuses. Rules and regulations are put into effect to control the use of limited parking facilities and to maximize safety for members of the university community.

Parking at Water Tower
www.luc.edu/campustransportation/generalinformation/watertowercampus/
  • Discount parking lots

Parking at Lake Shore
www.luc.edu/campustransportation/generalinformation/lakeshorecampus/
  • University parking lots

REGISTRATION & RECORDS
773.508.2800 - Lake Shore Campus
312.915.7221 - Water Tower Campus
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 request copies of their transcripts.

ROME PROGRAM
312.915.6992 - Wendy Threadgill - Water Tower Campus
http://luc.edu/education/international/graduate/index.shtml
Loyola University Chicago's School of Education offers summer study sessions at Loyola's Rome Center campus in Italy. All School of Education courses at Loyola's John Felice Rome Center make use of the vast cultural resources of this world-class city and involve on-site instruction. In addition, activities are scheduled for students that expand interaction with Rome and with the Italian way of life.

SCHOOL OF EDUCATION
312.915.6800 – Water Tower Campus
www.luc.edu/education/
Your link to everything you need to assist you through your studies:
  • Course Syllabi
  • Faculty and Staff Directory
  • Forms
  • Policies
SCHOOL OF EDUCATION STUDENT ORGANIZATIONS
http://www.luc.edu/education/resources/student-orgs/

- Cultural and Educational Policy Studies Graduate Student Association (CGSA)
- Future Teachers (IEA)
- Higher Education Student Association (HESA)
- Loyola Association for School Psychology (LASP)

STUDENT ACTIVITIES
773.508.8850 - Lake Shore Campus
http://www.luc.edu/saga/

Student Activities & Greek Affairs provides opportunities and consistent support to help you develop into a confident, self-aware leader engaged in the community and dedicated to being a person for others.

STUDENT BUSINESS OFFICE (BURSAR)
773.508.3180 - Lake Shore Campus
312.915.6160 - Water Tower Campus
www.luc.edu/bursar/

The Office of the Bursar is responsible for the billing tuition and fees, collecting payments, processing refunds, and adjusting students' accounts. The Office can also assist students and their families with payment plan options, student refunds, and withdrawal policies and procedures. Additionally, it can assist with questions regarding tuition and fees, room and board rates, and student health insurance.

STUDENT DEVELOPMENT COMMITTEE
312.915.6318 – Assistant Dean Nancy Goldberger – Water Tower Campus
https://www.luc.edu/education/resources/student-development-committee/

The Student Development Committee is a standing committee of the Academic Council of the School of Education. The primary function of the committee is to approve student funding requests for attendance (up to $100) and presentations (up to $400) at conferences. Funds are distributed on a first come, first serve basis and appropriate forms must be submitted at least four weeks prior to the conference.

STUDENT FINANCIAL AID
773.508.7704 - Lake Shore Campus
www.luc.edu/finaid/

The Office of Student Financial Assistance (OSFA) works with students and families to finance a Loyola education. In addition to putting together customized assistance packages using various financial resources, the Office is committed to providing help with the financial assistance process and answering your questions.
After you have registered for classes, you should obtain your picture ID card at the Campus Card office, located in 25 E. Pearson (Corboy Law Center), 1st floor lobby, Student Services. Please call 312-915-7756 to obtain current office hours. Students are required to carry their student ID card with them at all times when on campus. You will not be able to enter the university buildings or library without the ID.

Before you begin your coursework, it is recommended that you review the stages of the Technology Roadmap. The short videos or PDF’s will orient you to various Loyola systems you will use as a Graduate student at Loyola.

Textbooks and related materials can be purchased at the Loyola University Bookstores. For classes scheduled at Water Tower the bookstore is located at 26 E. Pearson, Baumhart Hall. For classes scheduled at Lake Shore, the bookstore is located in the Granada Center, 1032 W. Sheridan Rd. Each bookstore will have a complete list of required and recommended materials needed for each class.

Other resources for purchasing books online are www.amazon.com and http://www.bkstr.com.

The University Student Handbook can be found on the Office of Student Conduct and Conflict Resolution (OSCCR) website. Please read this document carefully. You are accountable for compliance with its contents. Students who violate the policies and procedures described in the handbook may be subject to judicial hearing or other disciplinary action as outlined in the Student Judicial Procedures section.

Students can find information on student resources, housing, campus ministry, and more that is available on the Water Tower Campus.

Students are welcome to use the Wellness Center as often as necessary to maintain or improve their health.
Technology Roadmap

Before you begin your coursework, it is recommended that you review the stages of the Technology Roadmap by visiting http://www.luc.edu/technologyroadmap/gradnew/. The short videos or PDF’s will orient you to various Loyola systems you will use as a Graduate student at Loyola.

**UNIVERSAL ID**
- Your Loyola Universal ID (UVID) is unique to you.
- Your UVID and password provide you single source sign-on to university applications, access to university computers and resources.
- Secure your account with a strong password.
- For recommendations on password security, visit the security office guidelines.

**LOCUS (locus.luc.edu)**
- Where you register for classes.
- Work with your financial aid.
- Pay your bill and more...
- You can sign in with your universal ID and password at locus.luc.edu 24 hours a day, 7 days a week.

**E-MAIL (outlook.luc.edu)**
- All official University communication will be sent to your Loyola (Exchange) e-mail address.
- Access your e-mail account via the web or contact the Help Desk and we'll guide you through the steps to add it to your mobile device.

**ITS HELP DESK (helpdesk@luc.edu)**
- The ITS Help Desk provides the Loyola Community with a single point of contact for support.
- Contact the Help Desk for password assistance, help with Loyola apps and connecting your personal technology devices onto the Loyola network.

**Sakai (sakai.luc.edu)**
- At Loyola, Sakai acts as an electronic extension of classroom teaching.
- Sakai offers tools for university courses, research projects, organizations & groups.
- Instructors at Loyola use Sakai to post the class syllabi, handouts, assignments, notes, and interact through class discussions, wiki posts, and more.

**ELECTRONICS**
- All personal technology devices connecting to Loyola's network must be registered.
- The registration process verifies device compliancy and insures the integrity of the network.
- ResNet is free technology support available for students.
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. [SOE Faculty & Staff Directory]
     - 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)*
   1. Course / Subject
   2. VERY brief purpose of email

   **Examples:**
   - CIEP101 –HELP! – Curriculum Portfolio
   - ELPS101 – Critique Paper
   - RMTD101 – Assignment #7
   - CPSY101 – Quick Question
   - Advising Appt - Response needed by 00.00.00

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:**
   1. Course
   2. Student’s Last Name
   3. Subject of Document
   4. Semester & Year

   **Examples:**
   - CIEP101 – Miller - Assignment #5 – Sum II 10
   - ELPS101 – Smith - Critique Paper – Fall 09
   - RMTD101 – Parker – Quiz 14 – Spring 10
   - CPSY101 – Stevens – Journal #2 – Sum I 10
A QUICK BITE TO EAT

1. McDonald’s.................................................................10 E. Chicago Ave.
2. LYFE Café........................................................................831 N State St.
3. Starbucks........................................111 E. Chestnut St. • 1 E. Delaware Pl. • 42 E. Chicago Ave. • 828 N. State St.
5. Subway................................................................................816 N State St.
7. Epic Burger.........................................................................40 E. Pearson St.
8. Water Tower Place Dining..................................................835 N. Michigan Ave.
10. Whole Foods.....................................................................30 W. Huron St.