

TAKE YOUR NEXT STEPS

NEXT STEPS CHECKLIST

FOLLOW THESE STEPS TO HELP GUIDE YOU THROUGH THE ENROLLMENT PROCESS

1. COMPLETE THE FREE ONLINE APPLICATION AT [GPEM.LUC.EDU/APPLY](https://gpem.luc.edu/apply)

Applications are accepted year round, and students can begin classes with any of our five sessions offered throughout the academic year.

2. SUBMIT YOUR OFFICIAL TRANSCRIPT(S).

Contact the registrar's office at your previous schools to request your official transcripts and have them sent directly to us at the address below. If you have not attended a college or university, you will need to send us your official high school transcript or GED certificate.

SUBMIT OFFICIAL SEALED TRANSCRIPTS TO:

Graduate & Professional Enrollment Management
820 N. Michigan Ave. Suite 1200
Chicago, IL 60611

Official electronic certified PDF transcripts are preferred. Please send to gradapp@LUC.edu.

3. COMPLETE THE FAFSA. (Free Application for Federal Student Aid) at [FAFSA.ed.gov](https://fafsa.ed.gov) to determine if you're eligible for federal financial aid. Be sure to include the Loyola University Chicago FAFSA code: 001710

4. SCHEDULE YOUR FIRST ADVISING APPOINTMENT.

Once admitted, you will be invited by an Enrollment Advisor to schedule your first advising appointment. During your appointment, you will learn more about your remaining curriculum requirements, receive scheduling suggestions, and get instructions on how to register for classes.

5. REVIEW WELCOME PACKET AND STUDENT HANDBOOK BEFORE COURSES BEGIN.

You will receive information after admission.

IMPORTANT NAMES AND NUMBERS

Contact information for helpful offices around campus:

BURSAR • [LUC.edu/bursar](https://luc.edu/bursar) • 773.508.7705

FINANCIAL AID • [LUC.edu/finaid](https://luc.edu/finaid) • 773.508.7704

ADMISSION COUNSELOR, KIA BULLOCK

312.915.6507 • kbullock4@LUC.edu

ADMISSION COUNSELOR, SHANNON YEAGER

312.915.8859 • syeager1@LUC.edu

TUITION AND FEES

To view full tuition visit: [LUC.edu/bursar/tuition](https://luc.edu/bursar/tuition)

QUESTIONS

P • 312.915.6501 **E** • SCPS@LUC.edu **W** • [LUC.edu/adult-education](https://luc.edu/adult-education)



LOYOLA
UNIVERSITY CHICAGO

FAQS

WHEN CAN I MEET AN ACADEMIC ADVISOR AND REGISTER FOR CLASSES?

You will meet with an academic advisor once you are admitted into the University. You can schedule an appointment by contacting scps@luc.edu.

WHAT IS LOCUS?

Loyola's Online Connection to University Services (LOCUS) is a web-based student information system that allows students to enroll in courses, view and process financial information, change addresses and phone numbers, request official transcripts, and more. Your login can be found in your admissions letter.

CAN I CONTINUE TO TAKE CLASSES AT MY COMMUNITY COLLEGE OR OTHER SCHOOL?

Once you are enrolled at Loyola, you will need to get permission from your academic advisor and school dean to take classes elsewhere.

HOW MUCH CREDIT CAN I TRANSFER?

Loyola can accept up to 64 credits from a two-year institution for transfer, and a total of half the major requirements. Transfer students must complete a total minimum of 45 credits at Loyola. On average, SCPS students bring in 45 credits from outside institutions.

DO I NEED MY HIGH SCHOOL TRANSCRIPT?

The high school transcript is not required unless you do not have any college credit.

WHERE CAN I FIND INFORMATION ABOUT BILLING AND INSTALLMENT PLANS?

The Bursar Office handles all student bills and payments. They also offer installment plans. More information can be found at LUC.edu/bursar

WHAT DOCUMENTS DO I NEED IN ORDER TO COMPLETE MY FAFSA?

You should have the following information on hand before you begin your FAFSA: Your Social Security Number, your most recent completed tax form, and Loyola's school code: 001710

AM I ELIGIBLE FOR ANY SCHOLARSHIPS?

Due to the generosity of various donors, foundations and grants, SCPS is able to offer scholarships and awards to support returning college students. Awards are determined based on academic-performance and demonstrated financial need. More about SCPS scholarships can be found at LUC.edu/adult-education/scholarships.

QUESTIONS

P • 312.915.6501 **E** • SCPS@LUC.edu **W** • LUC.edu/adult-education



LOYOLA
UNIVERSITY CHICAGO