# Table of Contents

Introduction to the Handbook ................................................................. 4  
About Loyola ......................................................................................... 4  
Lake Shore Campus Map ....................................................................... 5  

## Chapter 1: Getting Started

Off-Campus Housing .................................................................................. 6  
On-Campus Housing ................................................................................. 9  
Immunization Records ............................................................................... 9  
Health Insurance ...................................................................................... 10  
Parking On-Campus .................................................................................. 10  
Parking in the City ................................................................................... 11  
Loyola University Shuttle Bus & Escort Service ....................................... 12  
Chicago Transit Authority ....................................................................... 12  
Metra ........................................................................................................ 14  
Financial Aid ............................................................................................ 14  

## Chapter 2: Getting to Work

Registering for Courses ............................................................................ 16  
Textbooks & Course Reading Materials .................................................. 16  
Copy Service ............................................................................................ 17  
Computers ................................................................................................. 18  
E-mail at Loyola ....................................................................................... 18  
Conducting Library Research ................................................................... 19  
Grades ....................................................................................................... 19  
Office Supplies ........................................................................................ 20  
Brown Bags .............................................................................................. 20  
Money for Travel to Conferences ........................................................... 20  
Professional Psychological Organizations ............................................... 22  
Practicum at the Wellness Center ............................................................ 24  
Externship ................................................................................................. 24  
Teaching at Loyola .................................................................................. 24  
Qualifying Exams .................................................................................... 26  
Two Perspectives on Internship ............................................................... 27  

## Chapter 3: Getting Help

Information on Security ........................................................................... 34  
The Help Desk .......................................................................................... 35  
Services Provided at the Wellness Center ............................................... 36  
Mental Health Services ........................................................................... 36  
Clinical Students Association ................................................................. 37  
International Services ............................................................................ 37  
Minority Services .................................................................................... 37
Chapter 4: Getting a Life

Eateries Near Campus........................................................................................................ 39
Banking ................................................................................................................................. 40
Halas Sports Center ............................................................................................................ 40
Athletic Events .................................................................................................................... 41
Volunteer Programs ............................................................................................................. 41
Mass at Loyola ..................................................................................................................... 42
Judaism & Jewish Life at Loyola University Chicago ......................................................... 42
Exploring Chicago .............................................................................................................. 43
Chicago Museums ............................................................................................................... 44
Theaters & Music .................................................................................................................. 45
Handbook Contributors....................................................................................................... 46
Introduction to the Handbook

On behalf of the Clinical Psychology Department and its graduate students, welcome! We are excited to have you at Loyola University Chicago!

This handbook was initially devised by the Information Committee of the Clinical Psychology Department, but certainly could not have been put together without the help of many of our current graduate students. We had two objectives in mind when we began to plan the production of this guide. First, we wanted to provide a narrative introduction to graduate student life in Chicago for all incoming students. We also wanted the handbook to serve as a directory and guide for current students. We have done our best to verify all the information included. We apologize for the inevitable omissions and/or errors that may exist. We hope that you will contact the Director of Clinical Training with corrections, additions, and suggestions for the next edition.

Best of luck to you as you navigate the exciting world of Graduate School!

Sincerely,

Tina Ross
Graduate Student Life Handbook Editor

About Loyola

Loyola University Chicago was founded in 1870 by the Society of Jesus (Jesuits). The university patron saint and namesake is St. Ignatius Loyola (1491-1556), the founder of the Society of Jesus, which today is the largest religious order in the Roman Catholic Church. Loyola University Chicago is one of the largest of the 28 Jesuit universities and colleges in the United States. Loyola has four campuses, three in the greater Chicago area: Water Tower (off North Michigan Avenue in Downtown Chicago); Lake Shore (on Chicago's North Side in Rogers Park); and the Medical Center (in west suburban Maywood), plus the Rome Center of Liberal Arts in Italy. Loyola's nine schools and colleges include: arts and sciences, business administration, education, graduate studies, law, medicine, nursing, social work, and adult and lifelong learning.

FAST FACTS:
- Loyola offers a total of 213 programs of study—71 undergraduate, 85 Master's, 31 doctoral and 26 professional programs.
- There are approximately 15,951 students (about 9,747 undergraduates and 6,204 graduate students) from 50 states and at least 74 foreign countries that attend Loyola University Chicago.
- Approximately 65% of students at Loyola are women
- About 25%-41% identify as minorities
- The most frequently declared fields of study for undergraduates are business, social sciences, biology, and psychology; for graduate students: business, education, social work and psychology.
Chapter 1: Getting Started

Off-Campus Housing

Congratulations, you are moving to Chicago! Before you set out and start looking for an apartment there are a couple of things you should probably do. First make a shopping list of all the things you are looking for (i.e. hardwood floors, dishwasher, washer/dryer, fireplace etc.). You may not find everything you are looking for, but it doesn't hurt to set priorities. Be prepared to meet with the landlord/leasing agent. Things they typically ask for include a credit check (bring your checkbook), a resume, and pay stubs/tax return. Many landlords will want to verify your references. Phone ahead to alert possible references, including your former landlord, that they may receive a call.

When you finally begin viewing apartments try to make appointments during the daytime. You'll want to know how much natural light an apartment gets. Perform a careful walk-through of any unit you're serious about. The best time to ask about repairs and improvements is before you commit. Attach a list of any damage to the lease, and have it initialed by your landlord so you're not held responsible later.

Here are some things to inspect when you go out looking for an apartment:

- Power outlets should have a ground (i.e. three prongs). The third prong or ground disperses surges in power, protecting your appliances. Two prong outlets indicate that the original wiring still exists which probably won’t support an A/C unit or several computers.
- Ask how stable the power is (i.e. how much does it take to blow the circuit?). Will an A/C unit or a computer blow the circuit?
- Check for mouse/rat droppings or traps, especially in cabinets (under sinks, etc).
- Check the water pressure in the kitchen and bathroom.
- Check to see if there will be enough closet and storage space for all of your belongings.
- Are there sturdy locks?
- Is there cable TV hookup?
- What is the condition of the floors/walls?
- Does the fridge/freezer work?
- Does the stove/oven work?
- What is the condition of the public areas of the building?
- Where will you park your car? If the apartment you’re looking at doesn’t include parking, how easy is it to park on the street?
- How close is the apartment to public transportation (i.e. the bus or elevated train)?
- Is the neighborhood safe? You can get a pretty good idea of what life is like just by observing the people walking past you. When in doubt about a neighborhood's crime rates and safety provisions go to a local police station and do a little investigating of your own.
- Is there heat included?

Visit as many apartments as possible, so you'll have a good idea of what your money buys. Be prepared to act quickly when you find something you like! After you've found your apartment, read your lease thoroughly and make sure you understand it. Here is a list of things to clarify before signing your lease:

- What utilities are you responsible for?
- Are pets allowed?
- How is the television reception? Will you need cable?
- What is the penalty for breaking the lease?
Where do you find an apartment in Chicago?
The Reader is an essential source for apartment searching in Chicago. The Reader is a free weekly paper that is distributed on Thursdays. In addition to information about what's going on in Chicago, the Reader offers a comprehensive list of apartments available for rent. You can usually find The Reader at local businesses, such as coffee shops, bars, restaurants, and grocery stores. The Reader is also available online at: http://www.chireader.com/

In addition to its printed listings, The Reader offers a free apartment search service on the internet called SpaceFinder (http://www.chireader.com/cgi-bin/spacefind.cgi). SpaceFinder allows you to specify the location, size, and price range of the apartment you're looking for and then it compiles a list of apartments that fit your criteria. The database is updated at 7 PM every Tuesday so SpaceFinder can give you an early look at ads that won't be in the paper until Thursday.

Another common way students find apartments is by walking around a neighborhood they would like to live in and looking for "For Rent" signs. This method allows you to get a feel for the neighborhood and discover what is within walking distance of the apartment. However, this method assumes you have plenty of time to search for an apartment!

Apartment search agencies can also be helpful in finding an apartment. You basically meet with an agent and tell them your criteria (i.e., size, location, and price range) and they will usually drive you to several apartments that match your needs. This is a great way to find an apartment if you are new to the area. Most of these agencies receive commission from the building owners, so the service to you is free. However, before you begin using their service, make sure to find out if there will be any cost associated with their service. Be prepared to wait several hours to meet with an agent, especially on the weekends. The following is a list of apartment search agencies that some Loyola students have found helpful:

**Chicago Apartment Finders**
Specializing in North, Downtown, Northwest, South, and West Neighborhoods of Chicago.
http://www.chicagoapartmentfinders.com/
1-(855) 451-4768.

**The Apartment People**
Specializing in Lincoln Park, Rogers Park, Edgewater, Andersonville, Lakeview, Ravenswood, and Uptown
http://www.apartmentpeople.com/
773-248-8800

**The Apartment Source**
Specializing in Lincoln Park, Lakeview, Gold Coast, Printers Row, and Bucktown
http://www.apartmentsourcechicago.com/
312-404-9900

There are various apartment websites available that also provide rental information and may be able to help you with your search. However, be prepared for outdated listings. When I first used the web as a resource I found that over half of the apartments I was interested in were no longer using the same leasing company or had been converted to condominiums. Some websites to consider include:


**The Chicago Neighborhoods**
Chicago is divided into four main areas: North, South, West, and the center (commonly referred to as "The Loop"). To the east is Lake Michigan. With 29 miles of lakefront, there's a great chance that you can snag a lake view apartment. If that floats your boat, check out http://www.lakefrontmgt.com/ for listings.
The North Side begins to wander away significantly from the actual downtown area, but it's a bit quieter than the rest of the areas (albeit more expensive). The Near North includes the Gold Coast, Old Town, Lincoln Park/De Paul, and Lakeview/Wrigleyville. These are definitely some of the poshest areas of the city. Rents range from $700 for a studio to $2000 for a nice two-bedroom apartment. The Mid North Side is home to Buena Park, Ravenswood, Roscoe Village, and St. Bens. Rents range from $500 for a studio to just over $1000 for a two-bedroom apartment. The Far North includes such towns as Andersonville, Edgewater, Rogers Park (home of Loyola University), and Evanston. Rents range from $400 for a studio to $800 for a two-bedroom apartment.

The West Side of Chicago is where suburbia begins. If you don't care about taking a long train ride to school, you should consider looking at apartments on the Far West Side. Rents are often cheaper than those directly in the heart of Chicago, and they aren't too far from all the action, either. The Near West Side has a lot to offer, with neighborhoods like famous Wicker Park, Bucktown, River West, and Ukrainian Village. Rents range from $600 for a studio to $1100 for a very elegant two-bedroom apartment.

The Loop itself has three sub-sectors: the South Loop, the West Loop, and Streeterville. These areas of town are right along the Magnificent Mile (a strip of land covered with shops, restaurants, and the occasional movie set). The ever-popular Navy Pier is also part of The Loop. Rents range from $1100 for a studio to more than $5,000 for a really nice three-bedroom apartment.

The South Side of Chicago (which is divided up into smaller towns such as Chatham, Beverly, and Bridgeport) is the cheapest part of Chicago to live in. However, you should be warned that the South Side has a reputation as being the most dangerous part of Chicago—while you have to be careful no matter what part of the city you live in, the South Side has the highest incidence of crime. Look for rent to be in the $400 - $500 range (for a solid apartment in a safe part of the South Side).
On-Campus Housing

Graduate student housing is available in the following buildings:
- Baumhart Hall & Terry Student Center
  - 26 E. Pearson St. (Water Tower Campus)
  - E-mail: wtcres@luc.edu
  - Call: 312-915-6705

Features of the Water Tower Campus graduate housing include:
- 24-hour security staff
- Food court and late-night café
- State-of-the-art fitness center with individual televisions on cardio machines
- Study lounge
- University chapel
- University gift and bookstore
- Outdoor terrace
- Seminar room with AV capabilities
- Wireless access in apartment bedrooms and public areas
- Laundry room, equipped with "smart system" washers and dryers that enable residents to monitor usage and track laundry from their apartments
- Smoke-free and pet-free
- Rent includes all utilities, heat and air-conditioning, cable and high-speed Internet access

Immunization Records by Melissa Robinson

Upon entering Loyola’s graduate program, you are required to provide proof of certain vaccines. These include: Measles, Mumps, Rubella, and Tetanus. It is also recommended that you receive the following two vaccines: Meningococcal and Hepatitis B.
You must provide medical documentation of these vaccines. You and your doctor can fill out a vaccination form, which must be signed by the physician. You can obtain this form at http://www.luc.edu/regrec/immunization.pdf

Records of immunizations are often kept on file at previous high schools, undergraduate institutions or even valid vaccine cards kept by parents. It is also acceptable to have these records forwarded to the Wellness Center either by mail or fax (773-508-2505). The mailing address for the Wellness Center is:

**Lake Shore Campus**
The Doyle Center
1052 W. Loyola Avenue
Chicago, IL 60626
Telephone: 773-508-2530
Fax: 773-508-8790
Immunization Fax: 773-508-2505
If these options do not work, you can be re-immunized at the Wellness Center. You will be charged all applicable fees.

Proof of immunization must be provided before registering for classes. If you would like further information, please visit the Immunization Records website at: http://www.luc.edu/regrec/immunization.shtml

**Health Insurance**

Health insurance is required for all full-time students. The pricing is different depending on the timing of your coverage. More details related to health insurance can be found below:

- For most of the clinical psychology students, we have what the University calls the “Fall” term insurance, which covers us from August 1 to July 31.
- The cost for this 2010-2011 school year was $1,870.00 (which is covered by the program, though it may not be processed in your online finances right away).
- The insurance is provided through Blue Cross Blue Shield Illinois. For more information you can visit https://www.academichealthplans.com/luc/2013-2014/loyola/.
- Your insurance card will come to wherever you list as your permanent address, in approximately October or November.
- If you already know that you will be using Loyola’s health insurance, you can “Fast Track” into the plan by logging into LOCUS and clicking on the "Student Health Insurance" link in the "Campus Finances" section. Fast-tracking into the insurance confirms that you have accepted coverage, activated your enrollment into the plan, and requested a HealthCare ID card to be generated prior to the October 1st Fall waiver deadline.

One hint with the school insurance is to call before you see the doctor. While the summary of benefits is available online, some tests are covered while the office visit charge is not. Therefore, you should call to make sure the tests and the office visits you need will be covered.

Since 2010-2011, there is also a new student dental health insurance option. Please see below for more information: http://www.luc.edu/bursar/Student_Dental_Insur.shtml.

If you have insurance outside of school (like through your parents) and would like to opt out of the school insurance program, you must present a copy of your insurance card and sign a waiver at the Student Business Office located in the Sullivan Center. This must be done by October 1st or you will automatically be billed the insurance fee. More information is also available online at: http://www.luc.edu/bursar/insurance.shtml.

**Parking On-Campus**

Although Loyola’s Lake Shore and Water Tower Campuses are easily accessible by public transportation, students who prefer to drive will find ample parking at the Lake Shore Campus. This campus has approximately three parking lots available for commuter student use:

1) **Main Parking structure (closest)**
   - Available 7 days a week
   - Pay: permit, Rambler Bucks, credit card, cash
     - Without permit, flat rate of $7

2) **Fordham Garage**
   - Pay: permit, Rambler Bucks, credit card, cash
     - Without permit, flat rate of $7

3) **Albion Lot**
   - Permit is required
Parking permits are available for commuter students and employees. Mass distribution of permits will take place at designated times and locations (usually at the beginning of each semester). Otherwise, parking permits and daily passes can be purchased from the Parking Office, located in the Main Parking Structure.

- Full-time students will pay $232 per semester or $458 for the academic year (including Winter break).
- Summer parking permits are also available, but parking on the streets tends to much more ample during summer months with the student body greatly decreased.

- If you are arriving to Loyola after 10am on a cold and/or rainy day, plan a little extra time for parking—you might need to do some hunting and circling in the structure for a spot.
- Students may also find off-campus parking throughout the Rogers Park neighborhood at no cost. Although parking in these areas, however, is rather limited and varies by day and time.

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**Parking in the City**

For more comprehensive information, visit the City Clerk’s website: [http://www.chicityclerk.com/licenses/citystickers.html](http://www.chicityclerk.com/licenses/citystickers.html).

**City Stickers**

If you live in the city and own a motor vehicle, Chicago city law requires that you purchase an annual city sticker within 30 days of moving to the city. The city sticker cost depends on type of vehicle you have. If you do not have a city sticker on your car and park on city streets, you risk being fined/ticketed approximately $60. If you are a new resident to the city of Chicago or are a current resident that has recently purchased a new or used vehicle (within the last 30 calendar days), be advised that you DO NOT need your new Illinois state plates to purchase a city vehicle sticker. Please bring your bill of sale, lease, and photo ID and visit one of the City Clerk facilities listed on this web page to purchase your city sticker.

City stickers are also available for purchase at most currency exchanges and local banks. You can also purchase your vehicle sticker (after June 1st) at the Office of the City Clerk in Room 107 of City Hall. Please be aware that you are charged a late penalty fee if you wait too long to purchase your sticker after initially moving to Chicago.

**Local Parking Permits**

In some residential areas, you may need to purchase an additional residential area sticker (cost=$25) in order to park in your neighborhood. Parking in a residential permit area without the appropriate sticker may result in a $50 fine/ticket. Usually signs are posted that indicate if a neighborhood requires a residential sticker; however, it may also help to ask a neighbor that owns a car. Please reference the following website for information about purchasing a residential sticker: [http://www.chicityclerk.com/residential_parking/index.html](http://www.chicityclerk.com/residential_parking/index.html)

**Guest Passes**

If you have guests visiting you who need to park cars, they need to put a guest pass on their cars for each day they are visiting to avoid being ticketed. Proof of residency and a photo-ID are required to purchase them from the city of Chicago. Guest passes come in packs of 15 for $8. They can be purchased online (two packs must be purchased), in person, or via mail.

**Street Sweeping & Parking Tickets**

Many neighborhoods utilize street sweeping. Usually, the street sweeping schedule is posted on a sign on the street (permanent) or indicated by signs posted on trees (a day or two before sweeping occurs). Failure to move your car by 9 AM of the street sweeping day results in a $50 ticket.
If you are unfortunate enough to have been given a parking ticket, you can pay it online at: https://parkingtickets.cityofchicago.org/CatsFramework/EnterTickets.jsp

Loyola University Shuttle Bus & Escort Service

Shuttle Bus Service
Loyola University provides free weekday shuttle service between the Water Tower Campus (WTC) and the Lake Shore Campus (LSC). The shuttle runs a continuous loop between LSC and WTC Monday through Friday starting at 7:30am from the Lake Shore Campus. The last shuttle bus of the day is scheduled to arrive at the Lake Shore Campus at 11pm. There is no shuttle service on Saturday or Sunday. Most of the time, the shuttles will be able to make the trip between the two lakeside campuses within less than a half hour, but during peak periods or inclement weather the trip may take longer. Because shuttle service is included in your student fees, and additionally subsidized by the university, there is no per-ride cost, and no limit on the number of rides per semester.

Limited shuttle service is provided between LSC and the Loyola University Medical Center Campus (LUMC) on Tuesday, Wednesday, and Thursday only. The LSC to LUMC shuttle leaves at 5:45 a.m., with a 2:30 p.m. pickup to return to LSC.

Please call (773) 508-7030 for any questions or for more information.

Escort Service
Don't walk alone at night, instead call (773) 508-RIDE for an escort. This service is provided for students who travel to and from campus within the escort boundaries indicated below. You must show a valid Loyola ID to the escort driver in order to use this service. The 8-ride hours are 6:30 p.m. to 2:00 a.m., Monday through Sunday.

Escort Service Boundaries:
- North - Touhy Avenue
- West - Clark Street
- South - Thorndale Avenue
- East - Lake Michigan

Chicago Transit Authority

The Chicago Transit Authority (CTA) offers bus and elevated/subway train service (referred to as the “El”) in Chicago and nearby suburbs. Most routes run daily, through late evening, every 10 to 15 minutes. Maps and timetables are available online or by calling CTA. The CTA website is at http://www.transitchicago.com/. There is a useful trip planner feature on the website that helps to plan trips across the city. For travel information, you can contact CTA at (312) 836-7000. This phone line is open daily from 4:45 am to 1 am.

Train System Overview
There are currently 8 different train lines. Each train has a color name (Red, Brown, Purple, Blue, Orange, Green, Pink, and Yellow). The nearest El stop to Loyola’s Lake Shore campus is the “Loyola” stop off the Red Line. The nearest El stop to Loyola’s Water Tower campus is the “Chicago” stop off the Red Line.
Most lines run daily, every 7 to 10 minutes, and later on in the evenings every 10 to 15 minutes. There are free connections between all train lines. Some stations are handicap accessible with elevators/and or ramps to help customers reach the platforms.

As of March 2011, a single full-fare ride cost $2.25. Reduced fares for children, elementary and high school students, and seniors are available. There are also discounted visitor passes available (check out the CTA website or call CTA to find out more information). A single transfer made within two hours on CTA costs $0.25 while the second transfer within that same time period is FREE.

Paying Your Fare
(for full-time students, see the U-Pass Program section below)

You can pay your fare by using cash or purchasing a Transit Card. When paying for your ride in cash you must use exact fare, you will not be provided with change.
A Transit Card can be purchased from vending machines available at every train station. Instructions for purchasing Transit Cards are displayed on the vending machine. You can also add value to your card or check its value at the vending machine. The Transit Card can be used to pay your fare for both the train and bus. The value remaining on your card will be displayed each time you use your card.

Website: http://www.transitchicago.com/fares/ $5 from O'Hare and $3 single ride Ventra ticket

Taking a Ride on the Train
At the station entrance, signs list train routes that stop there. When a train arrives, the front and side of each train indicate the rail line color and its final destination. Inside of each train above the doors there are maps of the line and entire rail system. Each stop and connection is announced.

Taking a Ride on the Bus
Buses usually stop every two blocks at posted signs, similar to the one shown here. These signs show the numbers, names and descriptions of routes which stop there, but NOT the direction of travel. The destination sign above the bus windshield shows the route number, route name, and destination. If it’s the bus you want, remain on the curb and indicate to the operator that you intend to board.

U-Pass Program
Loyola’s graduate school participates in the CTA’s U-Pass program, giving you unlimited rides on any CTA trains and buses during academic semesters (this means that during the winter holidays and the summer you will NOT have U-Pass coverage). U-Pass is also valid on PACE suburban buses. U-Pass is provided only to full-time students and cannot be shared or sold to another person. For frequently asked questions, please go to: http://www.transitchicago.com/faq/default.aspx and you can click the links under the “U-Pass” section.

Paying for your U-Pass
U-Pass is a school-wide program, which means that you may not opt out of the U-Pass program on your own. The U-Pass fee, which was $102 each semester (total: $204) for the 2010-2011 school year, will automatically be billed to your account in the beginning of each semester. You will receive an e-mail notice about when and where U-Pass will be distributed in the beginning of each semester.
Metra

While the El provides a convenient way to get around the city, the Metra provides transportation to and from the suburbs. The fares range from approximately $2-$7 depending on the distance you are traveling. Specific information can be found on the Metra website at http://www.metrarail.com.

Financial Aid

Students come from widely varying financial backgrounds in the graduate program at Loyola. Some have extensive support from family, while others have little to none. This section covers some of the pragmatics of finances in graduate school, and how to plan for the future financially, regardless of your financial background.

Planning for Going to Grad School

Your stipend won’t kick in until your first paycheck, usually in mid-September. At the minimum, you will have to bring enough money to live from July or August through September (many students seem to move here around Aug. 1). In the summers, you do not receive a stipend—it’s a nine-month stipend. You will either need to have work lined up for the summer or enough saved up to get you through the lean summer months without a job.

There are a number of philosophies about spending money in graduate school. An important one is to budget for how you really need to live instead of a bare minimum monastery budget. Your life is not put on hold once you reach graduate school, and you will want to spend money on things—clothes, movie tickets, going out to dinner, etc. You need these kinds of things for your own self-care. Budget for leisure, and budget generously. It is important to maintain a life outside of school!

Some students manage to live extraordinarily frugally and get through school without taking any loans. Only you can decide your comfort level with debt load. You may have loans or other debts coming into the program. If these debts can be deferred (like student loans), it is wise to do so. If they are fixed debts that require servicing (like credit cards), it makes good sense to pay these down or eliminate them entirely before getting to school. Many students decide to take out some loans. Usually, you can qualify for the full subsidized Stafford Loan and some unsubsidized. The general rule is to take out as little unsubsidized as possible, since you are accumulating interest every instant in grad school.

Some PhDs estimate that the average graduate student comes out of school with $30,000-40,000 in. If you take a job in academia after graduating, it will be a long time before you can pay off those loans. If in doubt, take the maximum loan amount and give some of it back if you don’t need it. It is easier to have money and not need it than to need money and not have it. Financial worries are the last thing you need in graduate school.

The Process of Procuring Student Loans

1. File your Free Application for Financial Student Aid (FAFSA).
   a. File early (before March, if possible). Obviously, your first year, this may not be possible.
2. Check the progress of your FAFSA—if you need to make changes to your Student Aid Report (SAR), don’t wait—make the changes and mail it in the same day if you can.
3. Once the SAR is sent to the school, don’t hesitate to call Loyola’s grad student financial aid office and ask about the status. Loyola should mail a
packet with an information sheet you must fill out before they will give you any money.

2. Once you satisfy all the Loyola paperwork requirements, they begin in earnest. These steps are outlined pretty well in their materials, and it usually goes smoothly. Just read carefully!

3. The materials also point out that if you have not had federal financial aid (specifically, loans) before, you must attend an entrance counseling session. The materials provide a website—you can now do this online. Do this as soon as possible, because this is another thing that if not done, will hold up your funds.

4. Once Loyola has all the paperwork and you have passed the entrance counseling requirement online, they are ready to give you money—but pay attention to some little details (below).

Some Details They Don’t Tell You

- Call, call, call. Be persistent with the financial aid folks—nice, but persistent.
- Not all lenders are created equal. You will be given a choice when you talk to the loan folks, and ask the office which lender has the best reputation for on-time disbursement and accurate paperwork.
  - If your lender is slow, call, call call.
  - If financial aid tells you to call the lender, call them. And call them again. If you let the lender or financial aid forget about you, they will.
  - If they tell you they are fixing something in your file, and you will get your money as soon as it’s done, get a date it will be fixed, and if it’s not done on time, pay an office visit and ask to speak to one of the financial aid people (not the students who work the desk). They can correct your problems on the spot much of the time—often it’s an entry error that’s holding up your funds.
- **YOUR LOANS WILL NOT DISBURSE IF YOU FORGET TO REGISTER FOR CLASSES.** Financial aid has to see a course load in the registration system or your funds stay in limbo. Usually, the program helps you take care of your registration at orientation, but it’s worth asking about when you first get in town—talk to the DCT.
- Another possible hold-up is at the student business office (SBO). The SBO is the office responsible for actually disbursing your money once the financial aid people receive it from the lender. This usually takes a few days. The SBO removes student activity fees.
- Among the things you will have to take care of when you get in town are: get a student i.d. card, get financial aid paperwork in order, and get all your paperwork in line for your stipend to be direct-deposited, and for the SBO to direct deposit your refund from your loan. The direct deposit for the SBO and direct deposit for your paycheck are two different things. Do all of these things promptly—it tends to eliminate kinks in the system, and you don’t want to worry about paper getting lost down the road.
Chapter 2: Getting to Work

Registering for Courses

If you are a new student, you will be provided with information about which courses to register for at the Psychology Department new student orientation (typically held the week before school officially begins). In addition, the DCT will explain the registration process.

LOCUS is the online Loyola University Student Information System. Through LOCUS, you can register for courses, get your grades, check your bill, and view your unofficial transcript, among other services. Access LOCUS by visiting the following website: https://locus.luc.edu/

Your login and password are the same as for your email account (without the @luc.edu). To register for courses, look under academics >> enroll in a class, click the Search tab, and enter the course criteria. Or if you already know the course call number, you can click the Enroll tab.

Occasionally, you may be unable to register for a course, especially special topic courses. When this occurs, you should contact Marilyn Domingo in the Psychology Office so that she can provide you with permission to register. Be prepared to provide her with the course call number (course details can be found in LOCUS).

Textbooks & Course Reading Materials

Bookstores
Loyola University Chicago has one main bookstore on the lakeshore campus:
The Loyola Bookstore: Across the street from Beck’s in the Granada Center on Sheridan Road

- Make sure you ask about graduate student discounts before you purchase your books! The bookstore may offer a 5-10% discount for students that have a graduate assistant card.

Online: Many students buy their textbooks online!
The booklist is usually available via LOCUS before classes begin or via e-mail from your professors. To view the book list for classes on LOCUS:
1. Go to locus.luc.edu
2. Sign in with your login and password
3. Click on Academics on the left side of the page and then "view my class schedule" in the middle of the page
4. Select the term and press continue. On the page that opens up, there is a small icon above "Class Schedule Filter Options" that says "Order Books."
5. Clicking on it opens up a pop-up window, click on "Order Books" and it will give you a list of your classes and the books for them.

- Amazon.com or similar Internet booksellers often sell textbooks for considerably less money.
- Used copies are usually cheapest, as long as you do not mind underlining and notes. There are a variety of textbook search engines that look for the cheapest books across several textbook sites (an example is http://www.bookfinder.com).
**Miscellaneous**
- You may also want to buy textbooks off of graduate students that have already taken the course.
- The bookstores and many online booksellers allow you to rent books for the semester at the cheapest price. While it is cheaper, you will not get to keep the book for future reference. This may be OK depending on the class, but you will find that you want to keep many of your books to use in the future (especially when studying for your qualifying exams)!

**Photocopies and Printing**
- Professors often have one set of course materials (e.g., articles, book chapters) that they post to Sakai (luc.sakai.edu) or on a Dropbox account. Students can print out materials to the reception area on the second floor of Coffey Hall. Computers in Coffey Hall can be set up to print to that area.
- The best approach is to assign a few students to print and copy the articles for the entire class and split the cost.
- Photocopying is also available for a fee, for example for color printing. For available printing options, see the “Copy Service” section below.

**Copy Service**

**Loyola’s Printing Service**
The university’s printing service offers printing, copying, binding, copyright clearance, and other services (listed on their website). Copying must be paid for with a pre-loaded courtesy card (can be purchased for $1 on the first floor of the CSF) or your student ID, which can be charged at https://luc.netcardmanager.com. They do not accept any other form of payment.

Lake Shore Campus:  Centennial Forum (student union), Main Level  
773-508-2042  
Water Tower Campus: 837 N. State Street  
312-915-6129

E-mail: printingservices@luc.edu

**Cudahy Library (Lake Shore Campus)**
Pricing (per page):
- Color - $0.50  
- Black and White  
  Using Rambler Bucks (student ID) - $0.12  
  Using cash - $0.15

Rambler Bucks can be loaded onto your student ID via the link listed in the Printing Service section. If you prefer to use cash, there are ValuePort machines located near the copy machines that will charge you as you copy.

**Off-campus Copying (Call the companies, as prices are subject to change)**
- SOS Copies and More: 6604 North Sheridan Road; 773-761-6299  
- **Quicker Printers**: 6116 North Broadway Street; 773-334-1919

**Notes:**
- Your student ID is pre-loaded each semester with $3.50 that you may use to make about 50 copies.
• According to university policy, we cannot make more than one copy of copyrighted material (ex.: journal article, book, etc.). LUC’s printing service can help you with copyright clearance if you need to make mass copies of copyrighted material.
• If you need to make copies for your research lab, TA duties, or the department, you should not pay out-of-pocket. Contact the appropriate faculty member to see if they will allow you to use a copy code for the machine in the psychology office.

**Computers**

Most students will have easy access to computers while at Loyola. You can use the computer in your office or, if you prefer, work on one of the many computers in the Information Commons. So while owning your own computer is not 100% necessary, you’ll find that it does make your life a lot easier! With your own computer you can spend more time working from home (and browsing Facebook) and you won’t have to come to campus just to do a lit search.

There are some programs you really want to have on your computer – Word and Power Point are probably the two most important. You may find that you also want SPSS. You can purchase a 12 month rental of the Standard GradPack for $90.25. However, if you don’t mind working at school, SPSS is already installed on most computers in the Psychology Department and at Information Commons. As another option, you can also try to use Loyola’s VPN system to access your lab computer from home (http://www.luc.edu/uiso/vpn_overview.shtml).

Since you’ll most likely find yourself working on more than one computer, it is imperative that you have a reliable way to transport your files. The last thing you want is to sit down on Sunday evening to finish up a paper due on Monday only to realize you left the most recent draft saved on your office computer. To avoid situations like this, you can use a USB flash drive, online file storage, or just meticulously e-mail yourself everything. Some examples of online cloud systems include Google Drive, Dropbox, and Loyola’s own Box system (https://luc.app.box.com/login). Find a system that works for you and use it.

Also, it really can’t be said enough – back up your files! Purchase an external hard-drive and commit yourself to backing everything up at the end of every semester. And during the semester, think about saving your materials in multiple places. This way even if your computer crashes, you won’t lose your latest work.

Lastly, consider purchasing a printer. Whether it is printing out your final papers or journal articles for class, you will find yourself printing hundreds of pages every year. It can be very handy to have a printer at home.

Now, where can you buy these things? Obviously, Amazon is a great resource. If you want to actually go to a store you can check out Best Buy, Micro Center, or an Apple Store (yes – LUC is MAC compatible!). Happy computing!

**E-mail at Loyola**

E-mail addresses are usually provided prior to orientation via e-mail to your main (personal) e-mail account.

You don’t need mainframe access, but DO ask for a Shared L1 login. If you get a student login instead, you can’t change any settings on your computer (like in your office), and it lets you have access to cool things like the department “U” drive, which lets you save things on it and then access it from any
Loyola computer--very handy. Marilyn Domingo will authorize the Shared L1 login—she just has to sign the form.

You will get a Loyola email account (ending in luc.edu) which will be your primary form of communication. Many people have personal accounts as well (e.g., gmail), but there has been confusion from time to time over which address corresponds to which student. If professors are in doubt, they will attempt to send it to you in Loyola’s system, so it’s worth getting comfortable with it. Because Loyola e-mail is also on the Web, it can be accessed from home via the Internet at the following address: https://webaccess.luc.edu. Many students choose to have e-mails sent to their Loyola accounts forwarded to their personal e-mail. There are simple directions for doing so on the PAM website.

**Conducting Library Research**

Loyola University has five main libraries at its three campuses (including the medical center). Cudahy Library, located at the Eastern edge of the Lake Shore campus, is the only library on the Lake Shore Campus and houses almost all of journals and books that Loyola owns in Psychology. Cudahy Library is also home to the university’s humanities, fine arts and social sciences collections. In addition, computer labs are located in both the Cudahy and Science libraries, and students will find plenty of work areas in which they can study, some offering fantastic views of Lake Michigan.

Several on-line research databases are also available to assist students in conducting literature reviews, including PsycINFO and HAPI, a database of health and psychosocial instruments. Furthermore, graduate students will find that many psychological journals are conveniently made available through on-line, full text e-journals. For specific articles, it is often helpful to go directly to the Loyola libraries website and click on the Libraries tab to search Worldcat Local. This will identify the article directly through Loyola access portals and will allow you to sign in through your university login and password to access the article.

For students who wish to obtain journal articles or books not housed at their campus, or within the university library system, on-line forms are available for inter-library and inter-campus loan requests. Students can ask that these materials be sent to their home library, a process that usually takes 1-2 weeks. The photocopying of these articles is free! By searching for an article through Worldcat Local, you will be given a link directly to the Interlibrary Loan webpage to request this article if it is not available through online databases.

The Library website is available at:
http://libraries.luc.edu/

**Grades**

Grade report cards are not mailed to graduate students. In order to view your grades, you must use LOCUS (Please see the Registering for Courses Section).

The grades in the Graduate School are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>X</td>
<td>Absent from Exam</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>WF</td>
<td>Withdrawal, Failure</td>
</tr>
</tbody>
</table>
Graduate students in the Psychology Department are expected to maintain an average of no less than a B (3.0). Professors may assign the grade of I to a student who has not completed the assigned work by the end of the term. This grade is not "automatic" for unfinished work; rather, it is the instructor's option to work out with the student a plan for completing the work for the course. The request for an I must be reported to the Director of the Graduate Programs before grades are turned in. Under Graduate School regulations, if the professor agrees to assign an I, the student may be given up to one year to complete the course. Unless the course is completed within the immediately following semester (including Summer Session), however, the grade will be recorded as I/letter (e.g., I/A or I/B) on the student's transcript.

Students may withdraw from a course before mid-term if they have the approval of their Department Chair. In this case, no record of the course appears on the transcript. After mid-term, the recommendation of the Chair and approval by the Dean are required. Once approval has been obtained, a grade of W will be assigned in the course.

Students entering the doctoral program with prior graduate work (up to 24 hours of credit) may, upon recommendation of the Department and with the approval of the Dean, be counted toward a Loyola Ph.D. The precise number of hours credited toward advanced standing is worked out by the Director of Clinical Training (DCT) during a student's first semester in the program. Typically, the DCT will ask to see syllabi of courses that were taken previously.

### Office Supplies

There are a variety of office supplies, including printer cartridges, available in the main office of the psychology department. Graduate students working with the faculty on research projects should feel free to take advantage of this wonderful resource. Please see Jacquie, Marilyn, or Christine in the main office for assistance with all supply needs. They will be more than happy to assist!

### Brown Bags

First year clinical psychology students are privileged to have brown bag lunches every few months with one or two faculty members. This one-hour informal lunch is an opportunity to discuss questions about and aid in the conceptualization and planning of each student’s Master’s thesis. Scheduling for the lunches is usually determined at the start of each semester with a faculty member.

### Money for Travel to Conferences

One of the easiest ways to attend to the “science” side of the “scientist-practitioner” model is through attending conferences. You will have chances to meet important figures and learn new and exciting information, often before it is even published. Unfortunately, attending conferences can be rather expensive, as travel, registration, and food all add up. Luckily, the graduate school and the psychology department have set up a way for students to get funding to go to these conferences.
The Graduate School provides up to $400 for conference travel related expenses.

- To be considered for funding, you will need to fill out a travel fund request form (https://gsps.luc.edu/). Remember to read the directions for reimbursement thoroughly.
- The travel fund request form should be submitted to the Graduate School along with confirmation that your paper or poster has been accepted by the conference organizers. Applications should be e-mailed or mailed to Stephanie Augustine, the Awards Coordinator, at saugustine@luc.edu.
- Funds are limited and only one travel request per student can be granted per academic year. This award is available on a first-come first-serve basis, so funding does run out each fiscal year.
- While you can apply any time before your conference, you should apply as soon as you receive your acceptance letter about your presentation. That way, your funding is set aside and not used by someone else.
- You will then be required to keep all your receipts and fill out an Expense Reimbursement form (http://www.luc.edu/media/lucedu/gradschool/pdfs/reimbursementform.pdf). The graduate school takes all the receipts and reviews them, and shortly afterward, your award is disbursed. To note, you must submit the Expense Reimbursement form to the Awards Coordinator within three weeks after the conference.

You should also check the website of the conference you are attending, because there are often opportunities to apply for a travel awards through the organization.

- Usually, there is a box you check on the application that indicates that you are a student who would like to be considered for such an award. It is sent for review and the award is usually given at the conference, occasionally in a small ceremony.
- Additionally, some organizations have research competitions, where the prizes are slightly larger than travel awards, but there are less given out. Sometimes, the research needs to be on a particular topic in order to do so. Below are links that lead to information about the requirements and application process for travel awards to the American Psychological Association and Society for Research on Child Development conferences.

http://www.srcd.org/index.php?option=com_content&task=view&id=446&Itemid=650 (SRCD)

The Psychology Department may also give you up to $200 for one conference per year.

- You are required to be first author on your presentation in order to receive this.
- You may also be able to receive some funding if you are not first author on a project.
- You need to provide your acceptance letter, a description of the organization hosting the conference, and a current curriculum vita to the department chair. The chair will then inform you if your funding has been allocated or not.
- To get the funding, simply hand in the forms that you prepared to Marilyn Domingo. She will also ask you for a photocopy of the page from the conference program showing your name. When she is finished, she can pass it all on to the graduate school for you.
- Again, these funds are on a first-come, first-serve basis, so apply as soon as you obtain notice of acceptance!
Professional Psychological Organizations

There are many opportunities for graduate students in psychology to become involved in professional organizations on the local, state, and national levels. Becoming a member allows you to keep up with everything that’s going on in the professional world. Typically, these organizations offer lower membership rates for students. Below is a list of major organizations that Loyola students are often interested in and we really encourage you to join.

American Psychological Association (APA)
Website: http://apa.org/membership/student/index.aspx
Membership fee: $56 (includes membership in APAGS, see below)
APA is the largest association of psychologists in America and comprises all areas of psychology. Student affiliates are entitled to many benefits including access to education and career information, discounts on APA books and videos, $10 credit towards journal orders, subscriptions to American Psychologist and Monitor on Psychology, and discount on APA annual convention registration.

American Psychological Association of Graduate Students (APAGS)
Website: http://www.apa.org/apags
Membership fee: Included in APA student affiliate membership fee.
APAGS is an organization devoted to the concerns and interests of graduate students in psychology. This organization hosts programming at the annual APA convention, including workshops on applying for Internship, surviving graduate school, and diversity issues. APAGS also sponsors several awards and listservs, and it provides leadership opportunities at the local and national levels. A quarterly publication is included in the membership fee.

Association for Psychological Science (APS)
Website: http://www.psychologicalscience.org/index.php/members/student-benefits
Membership fee: $78 (includes membership in the APS Student Caucus)
APS’s mission is “to promote, protect, and advance the interests of scientifically oriented psychology in research, application, teaching, and the improvement of human welfare.” APS offers special emphasis on research and teaching. Some of the benefits include subscription to Psychological Science (as well as other journals) and discounted registration for the annual APS convention.

Illinois Psychological Association (IPA)
Website: http://www.illinoispsychology.org/user:join
Membership fee: $30
IPA is the state’s primary psychological organization, devoted to political advocacy, practice issues, academics, and ethical affairs. Although primarily an organization for licensed practitioners and academics, IPA also encourages student affiliate membership, which includes access to special members-only services and the opportunity to present research at the annual convention.

Midwestern Psychological Association (MPA)
Website: http://midwesternpsych.org/join
Membership fee: $20
MPA is a regional psychological association, covering all areas of psychology. The primary function of MPA is to hold an annual meeting at which scientific and applied research is presented. Student membership includes free meeting registration and the opportunity to submit presentations.
Association of Behavioral and Cognitive Therapies (ABCT)
Website: https://www.abctcentral.org/eStore/index.cfm
Membership fee: $64
The Association for Behavioral and Cognitive Therapies is an interdisciplinary organization committed to the advancement of a scientific approach to the understanding and amelioration of problems of the human condition. These aims are achieved through the investigation and application of behavioral, cognitive, and other evidence-based principles to assessment, prevention, and treatment.

Society of Clinical Psychology (Division 12 of APA)
Website: http://www.apa.org/divisions/div12/students.html
Membership fee: $30
The Society of Clinical Psychology is devoted to the science and practice of clinical psychology. Student members receive free subscriptions to the Society’s quarterly newsletter, The Clinical Psychologist, and the quarterly journal, Clinical Psychology: Science and Practice. Student members also have access to the Division 12 listserv and may join any of the specialized sections (e.g., Society for a Science of Clinical Psychology).

Society of Clinical Child and Adolescent Psychology (Division 53 of APA)
Website: https://www.clinicalchildpsychology.org/GraduateStudentResources
Membership fee: Free for the first year, and free with APA/APAGS membership
SCCAP is devoted to the promotion of scientific and professional interests in child and adolescent clinical psychology. Student members receive a subscription to the Division journal, Journal of Clinical Child and Adolescent Psychology, and the Division newsletter. Other benefits include funding opportunities, a Division listserv, and child-focused training workshops and programming at the Annual APA convention.

Other organizations of special interest to students in Loyola’s program:

Other Divisions of the American Psychological Association:
- Div. 2: Society for the Teaching of Psychology
- Div. 29: Division of Psychotherapy
- Div. 38: Health Psychology
- Div. 40: Clinical Neuropsychology
- Div. 54: Society of Pediatric Psychology

Organizations with special emphasis on diversity:
- Association of Black Psychologists
- Asian American Psychological Association
- National Latino Psychological Association
- Society of Indian Psychologists
- APA Div. 44: Society for the Psychological Study of Lesbian, Gay, and Bisexual Issues
- APA Div. 45: Society for the Psychological Study of Ethnic Minority Issues

Practicum at the Wellness Center

The Wellness Center provides medical and mental health services to the entire Loyola student body. The second year practicum takes place at the Wellness Center where students are trained as Graduate Student
Counselors (GSC). This practicum provides a great foundation in therapy before their externship practica outside of Loyola in the third and fourth years.

- GSCs typically carry a caseload of up to five clients (four short-term clients and one long-term) and receive individual and group supervision from a licensed clinical faculty member.
- Mental health professionals (psychologist and social workers) are also available as resources for the GSCs.
- In addition to seeing clients individually, GSCs have the opportunities to co-facilitate therapy and psychoeducational groups.

**Externship**

During their third and fourth years in the program students are expected to seek practica outside of Loyola. The externships are typically in assessment or therapy, however, there are a few sites that offer both. The time commitment is typically 20 hours per week. Applications are usually due in January or February. Most students apply to 4 or 5 sites. The application requirements vary, but typically consist of a CV, 2-3 letters of recommendation, and a letter of interest. During the beginning of the Spring semester, the DCT holds a meeting to discuss the application process as well as how to find a practicum site that fits your needs.

**Teaching at Loyola**

At Loyola, teaching becomes a funding opportunity during one’s fourth and/ or fifth year. Depending on graduate student availability and the needs of the Psychology Department, you may teach as a part-time, paid position in summer, fall, and/or spring semesters. You will be contacted several months before you teach, and you will be required to take the Teaching Effectiveness Seminar. You can also offer to teach classes that are not listed as being offered. Check offerings at: http://www.luc.edu/academics/schedules/

Get your syllabus together as soon as possible. The syllabus is a contract with your students, outlining what your course will offer as well as what you expect from the students, so be specific. Create as many lectures as you can as soon as possible.

**What It Takes to Teach Well**

So what does it take to be a good teacher?

- *Teaching takes enthusiasm.* You know if you don’t want to be teaching, and so do your students. Introducing people to psychology is exciting, so let this show!
- *Teaching takes organization.* I made a binder with tabs for each lecture that contained a print-out of the lecture notes for that class, hand-outs, and in-class activities.
- *Teaching takes commitment.* Schedule roughly twice as much time as you spend on giving each lecture for preparing and rehearsing it. You’ll also need to schedule time to create and grade tests, papers, and other assignments.
- *Teaching takes patience.* Each student learns at a different speed and comes into your course with a different amount of knowledge. This may mean that you need to explain material in different ways and multiple times.
Nuts and Bolts
Your teaching supervisor would be a great sounding board for questions about letting extra students into the class, granting incompletes, etc.

Syllabi for past courses are filed in the psychology office and are available upon request in order to see how people have taught courses in the past. I would also suggest looking online for courses. You may find creative ideas about activities and assignments. As soon as you find out what course you will be teaching, contact book representatives. The department has a list of representatives. Just tell them the title of your course and they will send you more review copies than you can possibly examine. You may also try walking around the book tables at conferences and telling the reps there that you will be teaching.

Once you are registered by the school's LOCUS system as an instructor, you will have a section called "Faculty Center" when you log onto LOCUS. Rosters for each of the semesters that you have taught and will teach are available on this site. If you utilize the Blackboard system, the roster (including pictures) is also available on Blackboard. On Blackboard you can post notes in all kinds of formats, broadcast e-mail, post announcements, hold chat sessions, exchange files among students, and post grades. It is also used for students to submit all their assignments. Department of Information Technology often holds free basic and advanced sessions for interested instructors.

Loyola has set up several rooms that are designated as electronic classrooms. These rooms have stereo systems, VCRs, computers, and ELMO systems hooked to a projector or television monitor. The ELMO system can project an image from a sheet of paper onto the screen, so you can put pictures or diagrams up for your students to see. Familiarize yourself with the equipment there a few days ahead of time, because sometimes it is a little less than intuitive. By the way, the psychology office has transparency sheets that you can use in creating overheads if you need to do so.

If you discover a student is plagiarizing and you want the dean’s office to become involved, you should report this immediately. Loyola lists their position on academic integrity online. You are encouraged to cite this on your syllabus. If your students are consistently absent from class, I would encourage contacting the Dean’s office to see whether or not there is some medical illness.

If you’re looking for some reading material on teaching, here are a few recommendations:


Qualifying Exams

The qualifying exam is typically taken in the summer after your 3rd year and usually during the 2nd or 3rd week of August. Students must request the most recent copy of the reading list and sample questions from the Director of Clinical Training (DCT). Guidelines are included in the Graduate Student Handbook. The exams usually span seven days, with three exam days and two days in between each exam day. Each day is a different topic: Psychopathology, Assessment, and Intervention. On an exam day, you receive the questions at 8 a.m. via e-mail and a ten-page answer is due by 4 p.m. of the same day. A Qualifying Exams Panel is held in the spring as a chance for upcoming exam-takers to solicit advice and tips from previous students who have passed the exams. The DCT also meets with the quals students to answer any questions that they have. Preparation takes about 2-3 months before the exam.

EVALUATION: Each student receives one of three “grades” on each of the three sections of the exams: “pass with distinction,” “pass,” or “fail.” If a section is failed, the student retakes the section approximately one to three months later.

ORAL EXAM: An oral exam is taken the summer after your 4th year. This exam is intended to help in preparing for internship interviews and does not affect whether you pass or fail quals. Each student meets individually with two faculty members for approximately an hour and a half. One hour before the exam, you receive a clinical vignette and use the time to prepare hypotheses about the presenting problem, a diagnostic formulation, and a treatment plan. You may use any books or articles to help prepare in this hour before the exam. It may thus be helpful to review the DSM’s major diagnostic categories, think about how you conceptualize cases from your theoretical orientation, and review the literature on empirically supported treatments for various psychological disorders.

WRITTEN EXAMS (Best to review in your 3rd year): The following are some general preparation tips related to the written sections of the qualifying exam:

1) Consider meeting with the DCT and the faculty preparing the questions to discuss salient topics in each written section. While this may not be necessary, students have found it helpful.

2) At the end of the spring semester, the group of that year’s exam-takers should meet and discuss organizational and study strategies. It has been very helpful in the past for students to meet on a weekly basis throughout the summer in order to review topics, collaborate resources, and keep each other motivated!

3) Buy some large bins from an office supply store and start organizing articles by subtopic and general topics AS SOON AS POSSIBLE! Consult with previous exam-takers for resources; it may cut down on the workload.

4) Students are responsible for topics covered in the core clinical classes (i.e., Psychopathology, Intellectual and Personality Testing, Introduction to the Profession of Psychology, etc.).
Clinical Psychology, Theories of Psychotherapy, Practicum in Psychotherapy, Ethics and Professional Practice, and Human Diversity), so be sure to review these materials. Obtain the most recent syllabus (from a more junior student or from the main office) and be sure to retrieve articles that are primary to each course.

5) Because students are expected to keep informed of current professional developments in psychology, students should review the major research journals for salient topics (e.g., prescription privileges, nosological issues). It is recommended that students review at least the past 2 years, although some students have searched the past 4-5 years. Major research journals include: American Psychologist, Journal of Consulting and Clinical Psychology, Professional Psychology: Research and Practice, Psychological Bulletin, Journal of Abnormal Psychology, Psychological Assessment, and Clinical Psychology: Science and Practice.

6) Consider preparing brief outlines for the more salient topics or articles/book chapters that you review. Having brief outlines highlighting major points can be very helpful on the exam days.

7) After you’ve done the majority of your preparation, generate possible exam questions and think about how you would answer them. It can be helpful to brainstorm with a peer or study group.

8) Tips for a few days before the written exam:

   a. Make sure that your outlines/articles/books are organized and you can easily find materials related to a given topic on each exam day (this is extremely important!!!).

   b. Prepare your reference list ahead of time. It is much quicker and easier if you have a comprehensive reference list prepared for each written section and you can delete and add references as needed.

   c. Make sure that the administrator of the written sections (i.e., the DCT or a designated faculty member) has the e-mail address that you want the exam sent to.

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**Two Perspectives on Internship**

**Internship Tips by Laura Tillotson**

The process of applying to internship is an exciting yet challenging time. There are several recommendations that will make this process less stressful and will help you maximize your chances of attending one of your top internship choices. The department also holds an Internship panel for any questions you may have.

**Before the Application Process Begins**

It is important to engage in self-reflection regarding your goals for the internship year. Before deciding where you plan to apply, it will be helpful to formulate your areas of strengths and weaknesses and determine what training you need to reach your professional goals. It may be helpful to write down your goals, or to discuss your ideas with your mentor and/or other students. Internship sites will ask you about your professional goals, so it is critical to have such thoughts clarified.

Completing the internship applications is an arduous process, but is made much easier if your clinical records are organized and up-to-date. During your various practica, it will be extremely helpful if you keep track of the following information on a regular basis: client face-to-face clinical hours (individual, group, couple), number of sessions with each client, supervision hours (individual, group), and support hours (writing reports, making phone calls, preparing for therapy/testing). Additionally, it is important to keep track of all
clients’ age, gender, ethnicity, diagnosis, and sexual orientation, if you are informed of this, as well as the number of therapy sessions with each client. Furthermore, keep track of all tests that you administer (e.g., IQ, achievement, language, memory, behavior/emotional rating scales, etc.). To note, there is a program called My Psych Track (http://www.mypsychtrack.com/) that is directly integrated with AAPI. By regularly keeping track of your hours, you can easily export them to the internship application when the time comes. As the Association of Psychology Postdoctoral and Internship Centers (APPIC) application for psychology internship (AAPI) may change from year to year, it will be helpful to review the most current application as you start to keep records (to download the application go to http://www.appic.org and select “Internship application” under the “Match” section). Additionally, make sure your CV is up-to-date and professional in appearance.

Begin to think about whom you might select to write letters of recommendation for you (e.g., clinical supervisors, research advisors, etc.). You want to select individuals who can write excellent letters for you, so think carefully about who can write the best letters.

During the summer before you begin the application process, it will be informative to subscribe to two lists: the APPIC Match-News E-mail List and the APPIC intern applicant e-mail discussion list. The former e-mail list provides up-to-date news and information about the APPIC Match. Subscribing to this list means that you will receive occasional e-mail messages containing the latest news about the APPIC Match. To subscribe to this e-mail list, simply send a blank e-mail to subscribe-match-news@lyris.appic.org. The latter list, the APPIC sponsored e-mail discussion list known as INTERN-NETWORK, is a discussion list that focuses on internships, with emphasis on issues and questions related to the internship selection process. Some students from previous internship selection processes are subscribed to this list, along with a number of APPIC Board Members, in order to provide assistance to the current year's applicants. To subscribe, simply send a blank e-mail message to subscribe-intern-network@lyris.appic.org.

It is recommended that you borrow/purchase the American Psychological Association of Graduate Students (APAGS) Internship Workbook, which is updated each August. Each year the workbook is updated in time for release at the annual APAGS Pre-Convention Internship Workshop at the annual APA Convention. Alternatively, if you are unable to attend the workshop you can order the workbook directly by ordering from the APAGS website: http://www.apa.org/apags/.

During the Application Process
As you start the application process, talk about the internship sites with your mentors, other students, and current interns. Through your experiences at various practica you will have developed relationships with other students who may have just gone through this process and can provide invaluable tips about the application process itself as well as details about their particular internship site.

As you complete the internship application, always remember to follow the directions. If you are unclear about what to do, you might consider sending an e-mail to the intern discussion list mentioned above. Alternatively, talk to other students to get their suggestions.

It is important to apply to sites that vary in terms of how competitive they are. To minimize your concerns during this process, remember that you will be evaluating the various internship sites, just as they will be assessing your fit to their program.

Internship Tips by Frenzy Garcia

Getting Started

- Purchase the American Psychological Association of Graduate Students (APAGS) internship workbook. It is a valuable guide and includes sections on preparing your application and CV, writing essays and cover letters (all with examples), and preparing for interviews.
- If possible, attend the APAGS internship workshop at the annual APA convention. It covers a lot of the same material as the workbook, but it’s a good way to hear from APAGS and Association of Psychology Postdoctoral and Internship Center (APPIC) members and to gain a broader perspective of the process.
- Subscribe to the APPIC listserv; instructions can be found on the APPIC website (http://www.appic.org). MATCH NEWS has need-to-know postings from the APPIC administrator. INTERN NETWORK allows applicants to post questions to which APPIC Chairs and other applicants can respond. One caution: the latter listserv can include a lot of anxious, minute, and silly questions from other applicants.
- Familiarize yourself with APPIC and the National Matching Service’s guidelines and procedures (found on their websites).
- Starting early in the process, talk to the DCT, your advisor, and graduate students who have already successfully navigated the application process. They can be a good source of information and advice.
- Establish multiple support systems. It is useful to form a support group of fellow applicants who can commiserate and share information, as well as a support group of family and friends who are not directly engaged in the process and can often provide much needed perspective. Prepare your family and friends for what this long application process will entail.
- The internship application process is long and can be emotionally draining, but is less so if you are not working on another demanding major project (e.g., dissertation proposal). However, other professional activities (i.e., externship, research positions) can be a beneficial way to not become overly consumed with the application process.
- As much as possible, keep in mind that the long application process can actually be a unique and valuable opportunity to clarify future goals, meet a range of professionals, learn about numerous institutions, and advance in your professional development.

Choosing Sites

- Outline your training needs and interests (e.g., generalist or specialized training; preferred settings, locations, and populations). Have as good a sense as possible about how important each feature of an internship placement is to you. Discuss your preferences with trusted sources (e.g., your advisor, supervisor, significant other).
- Use the APPIC online directory to search for sites using different criteria (e.g., location, type of institution, type of populations). Most sites list a website at which you can obtain program brochures, others offer contact addresses or telephone numbers. Carefully note the application deadlines for different sites. Keep in mind that programs sometimes change their deadlines when they revise their websites, so be sure to revisit their websites and check for any changes.
- Though applicants typically conduct searches for sites by the summer, many sites do not update their websites until September. Use any contacts you have to gain updated information; it is useful for Loyola applicants to do this and then share information about common sites of interest.
- It is typical to apply to 12-15 sites. The APPIC workbook and website provide information about the percent of matched applicants from previous years, categorized by the amount of sites to which they applied. Some applicants can have a difficult time deciding where to apply. Unfortunately, finalizing your list of sites is not a topic that is covered in the APAGS workbook or in Megargee’s Guide to Obtaining a Psychology Internship (1997). One potentially helpful article is Personal and Practical Considerations in Selecting a Psychology Internship (Stewart & Stewart, 1996b).
• Draw up a list of potential sites and run them past trusted sources.

Preparing Applications
• Establish a timeline (consult the APPIC workbook) to complete the many tasks involved in preparing application materials. Once you do this, it will be easier to take one thing at a time.
• Create an application folder for each site to which you will be applying. It can be helpful to include cover sheets outlining each site’s application date, required materials (with a checklist), and contact information, etc.
• There are different ways in which applicants successfully complete applications. Some people complete applications in the order of their due dates (which range from late October to early/mid December, with a majority due in early/mid November), guaranteeing that no dates are missed. Others do them in order of personal interest, minimizing fatigue for the most important sites. Still others try to do the most complete or complex applications first, so that later applications involve primarily modification, individualization, and a lot of cutting and pasting. It is also possible to use some combination of the above methods.
• Register officially for the Match. The APPIC website has a link to the National Matching Service website.
• Request letters of recommendation early. Be sure to ask potential letter writers if they can write you a strong letter of recommendation. Most sites ask for three or four letters of recommendation (from individuals familiar with your clinical, research, or academic work). Some sites may ask for letters of recommendation from any practicum at which you completed over a certain amount of hours. Some sites may stress that you submit letters from practica at which you’ve trained very recently. So, it is not unusual to have about five letter writers and to submit different letters to different internship sites. You may want to meet with your advisor or another trusted mentor to consult about who would be the best letter writers for different sites. It is also beneficial to meet with potential letter writers to discuss what sites you will be applying to and what your goals for internship and your future career are. Also be sure to provide them with a current CV, addressed envelopes, and with a list of your application deadlines. Most sites ask that letters of recommendation be submitted along with your other application materials. Aim to mail your applications a week or two before the deadlines.
• Download the latest version of the APPIC Application for Psychology Internship (AAPI) from the APPIC website and familiarize yourself with it as soon as possible. You will be completing this in sections over a period of time.
• Computing your practica hours can be a long and tedious process, even if you have kept good record over the years. The APPIC website has links to spreadsheets that will aid in your calculations. Try to be as accurate as possible, but do not become preoccupied with perfectly counting all your hours, especially support (e.g., paperwork, etc.) hours which are not as critical as direct service or supervision hours.
• Use www.mypychtrack.com to aid in tracking your hours.
• Update your CV. Then circulate it among trusted faculty and supervisors. It may be especially helpful to show it to someone who has been involved in internship selection committees.
• Provide the DCT with Part 2 of the AAPI (Academic Program’s Verification of Internship Eligibility and Readiness), along with whatever other materials (e.g., your CV, your completed Part 1 of the AAPI) he/she would find useful in writing about you. Try to allow her/him as much time as possible to complete these, and do provide her/him with a list of your application due dates. In the interest of time, it is common to provide the above materials to the DCT before you have completed all your essays. If that is the case, you should also provide her/him with a summary of your internship and career goals.
• Write your application essays. The APPIC handbook has suggestions and examples. Most important is delineating the ‘match’ between you and a site; this should be clear in your essays. Be sure to get feedback about your essays from trusted faculty and supervisors. It is likely that you will be making multiple revisions over time.
• Complete and gather any requested supplemental materials (e.g., site-specific additional essays), cover letters (the APPIC workbook has examples), test reports, therapy summaries, and article reprints. Be sure to have friends or family members proofread your final drafts of all written application materials.
• It can be helpful to include a self-addressed stamped postcard that a site can send to you ensuring receipt of your application packet; this way you do not need to call the sites at a time when they will be very busy. Notification of receipt is also available by using express mail.

Interviewing
• It can be helpful to make a single-sheet calendar of days in December and January in which you may be interviewing. Sites often specify possible interview dates, pencil those in. This will allow you to plan certain geographically based site ‘tours’ (e.g., a New England tour) and to spot ahead of time any potential difficulties in scheduling. Then when sites begin to call to schedule interviews, you will be prepared.
• It can also be helpful to check out airplane ticket prices ahead of time so you can quickly spot a good price later.
• The Internet (e.g., APPIC travel discounts, and budget travel websites) and travel agents are useful in keeping costs down and getting information about road plans, rental cars, and public transit.
• Prepare for questions that are commonly asked. Lists of common questions are available in the APPIC workbook and in Megargee’s book. However, don’t formulate overly rehearsed responses; it’s better to come across as more spontaneous and genuine.
• Be prepared to answer both more specific questions (e.g., What is the status of your dissertation?) and more open-ended questions (e.g., "Tell me about yourself").
• Be prepared to discuss anything you included in your APPIC application or CV (e.g., personal facts from your essays, details about published articles).
• Be prepared to read and discuss therapy vignettes and brief assessment protocols. Being handed MMPI, WAIS, and Rorschach scores is not an internship myth; it does happen, though not often.
• If you know someone who has interviewed at a site in previous years, consider asking her/him what the interview process is like there.
• Keep in mind that interview formats and contents differ. Some sites schedule you for a few hours, some for a half day, and others for a full day. Some may involve you interviewing individually (or along with other applicants) with one faculty member after another, interviewing individually with a group of faculty at the same time, or some combination. When scheduling interviews, try to learn as much as possible about what to expect (i.e., the schedule for the day, how long interviews last, who you’ll be interviewing with, if there will be therapy or assessment case vignettes provided, etc).
• Review the information you’ve gathered about sites, their faculty, and their research interests.
• Have questions ready to ask about the program. Lists of questions to ask can be found in the APPIC workbook and in Megargee’s book. However, don’t ask questions straight out of the workbook or Megargee; some training directors are familiar with these sources. Also be sure to not ask factual questions whose answers can clearly be found in the brochure. However, it is crucial that you ask whether there are or will be programmatic changes that are not mentioned in the brochure (very often there is at least one).
• If possible, try to schedule a day in between interview days. Interviewing for internships is a draining process and scheduling more than two interviews on consecutive days is likely to compromise your ability to interview well.
• As with your written application, one of the most important things you need to communicate in an interview is why you would be a good match for the program, even when this is not asked of you directly. Find ways to communicate this in a non-forced manner.
• Never fail to ask questions of interviewers. Not having any questions conveys a lack of interest. Even if you’ve asked other faculty all your questions earlier in the day, ask some of them again; you gain the perspective of another person, and you look interested in the site.

• Express enthusiasm in your answers and questions. Be sure to share what you like about a site, even when this is not asked directly.

• Arrive early, especially if you are not familiar with the area. If possible, drive out to a site before your interview day. This way, travel directions and the look of the site will not be so unfamiliar on the day of your interview when you will likely be nervous enough already.

• Bring extra copies of your CV and other application materials; not everyone interviewing you will necessarily have copies handy.

• Bring paper and a pen to write notes. Some programs share a lot of information not provided in the brochure.

• Wear comfortable shoes; most interviews include a tour, and you’ll spend a considerable amount of time on your feet over the course of the day.

• Bring a non-fuss snack; some sites schedule you for long periods of time without breaks that are long enough to grab food. Bring a small bottle of water; you may not have a chance to find a water fountain.

• Go to the restroom whenever possible; you never know when your next break will be (interviews can run overtime).

• After the interview, jot down notes about your impressions of the site as soon as possible (e.g., in your car). Most applicants interview at a number of sites—many of which have similar programs and training opportunities—over a limited number of weeks; it becomes somewhat difficult to differentiate between features of certain sites. It is useful to write down any new factual information you learned about sites, but it is also important to write down your subjective impressions and emotional reactions (e.g., how you felt at a site and with particular faculty). It is also helpful to jot down a summary of what you discussed with different faculty members; this will help you write more personalized thank you letters that serve to remind them of you.

• It is best to write thank you notes within a day or two after your interviews.

Ranking

• If you have any remaining questions about a site, be sure to contact them by the means they specified.

• Depending on what states you may be planning to practice in, it is worthwhile to investigate state and provincial licensure criteria. Most states do not have criteria that an APA accredited internship would not meet, however some states do have fairly specific and stringent criteria that you may want to consider when making ranking decisions. The APA, APPIC, and ASPPB websites have links to licensure information.

• One potentially helpful article, A Decision-Making Technique for Choosing a Psychology Internship (Stewart & Stewart, 1996a), outlines a systematic way to compare sites across criteria.

• Be sure to discuss your ranking concerns and decisions with multiple trusted sources.

References & Sources


Chapter 3: Getting Help

Information on Security

Emergency Numbers
The On-Campus emergency number is 44-911.
The Public Safety Dispatcher (Non Emergency) number is 508-6039.

Emergency Phones
Yellow emergency phones are located on each campus both inside buildings and throughout the campus grounds. In an emergency, simply push the "ON" button to notify Public Safety of your location and need for assistance.

Crime Statistics
Monthly Crime Statistics and Crime Maps, Crime Alerts and Safety Tips are displayed on all three Lakeside Campuses including the Damen Hall Lobby. In addition, you may access the following web sites for more crime statistic information:
http://www.luc.edu/depts/safety/stats.html

Safety Tips
The Department of Public Safety at Loyola University has published the following tips in order to ensure your safety throughout the city of Chicago.

Street Tips
- Walk or jog with a friend whenever possible.
- Stay alert and tuned-in to your surroundings.
- Walk or jog in well-lighted areas, stay away from alleys.
- Tell someone where you are going and when you will return.
- Carry a whistle. This can serve as a reminder to exercise caution, and can alert someone in the area that you need help.

Theft Prevention
- Don't leave personal property (purses, book bags, calculators, etc.) unattended in your lab, classrooms, study areas, or libraries.
- Lock your bike to a bike rack with a kryptonite lock. These locks are available for a minimum deposit at the Department of Public Safety Office.

Date Rape Drugs
- Never leave your drink unattended.
- Don't accept open container beverages from anyone but a bartender or server.
- Attend bars/parties with a group of friends, arranging beforehand to watch each other's drinks.
- Be alert to the behavior of friends. If a friend appears "disproportionately inebriated" in relation to the amount of alcohol they have consumed, they may be in danger.
- If you suspect that a friend has been drugged, call 911 or get them to the nearest medical attention.
Parking Safety Tips

- Always lock your car and take your keys.
- Close windows and lock storage compartments.
- Do not leave packages and valuables visible.
- Do not park in isolated locations or behind obstructions that block you from the view of others.
- Consider your return time when choosing a parking location; it may be dark when you return. Make a note of where you parked.
- When returning to your car, check all sides before entering. Have your keys in your hand and ready before arriving at your car.
- Once inside your car, lock all doors.
- Be alert to strangers hanging around the parking area.
- Trust your instincts, leave at the first sign of danger and call Campus Safety at 4-4911 or use a yellow campus emergency phone.

Public Transportation Safety Tips

- When riding a bus, use a stop that's well lit and near a coffee shop or store that's open.
- Travel with a friend or co-worker whenever possible.
- Know the bus or subway schedule ahead of time, so you aren't forced to wait longer than necessary.
- Don't sleep on the bus or subway.
- Sit near the bus driver.
- Have your money or tokens in hand to give to the driver. This way you won't fumble with your wallet or purse.
- Don't engage in unnecessary conversation with strangers. Never give out any personal information.
- Don't get too involved with reading while you wait. Stay alert!
- Stand in the shadows if it's dark and you're waiting alone.
- Move away from people who appear intoxicated, even if this means going to another stop.
- Don't share a cab with a stranger.
- Sit near the aisle so you can get up quickly if someone bothers you.
- Don't sit near the exit door on buses, trains or subways. At stops, when the door opens, someone can reach in and snatch your purse, phone, iPod, or briefcase.
- Hold on firmly to your purse or briefcase. Don't put it on the seat beside you. Keep it in your lap or wedge it between your feet.
- Tuck necklaces inside your clothing and turn rings around so that valuable stones aren't showing.

The Help Desk

Computer related questions (i.e. software and hardware problems) can typically be addressed by the Help Desk. You can submit problems/requests through an online form available at http://www.luc.edu/helpdesk/

The Call Center supposedly monitors its e-mail on an hourly basis from 8:00 a.m. - 5:00 p.m., Monday through Friday, excluding holidays. If your request is urgent, however, you should contact the Help Desk directly at extension 4-4444 (off campus: 773-508-7190). Hours, including seasonal hours, are provided on their website: http://www.luc.edu/helpdesk/Office_Hours.shtml.

If your problem is related to being unfamiliar with how to use a particular software program you may find the documentation at the following web site helpful http://www.luc.edu/infotech/document/
Services Provided at the Wellness Center

The Wellness Center is located on the third floor of the Granada Center (6439 N Sheridan Rd). Their phone number is 773-508-2530. During the academic year the center is open during the following hours:
Monday through Thursday   8:00 a.m. - 6:00 p.m.
Friday                8:00 a.m. - 4:00 p.m.
Saturday              9:00 a.m. - 1:00 p.m.

The Wellness Center is closed during all Loyola University holidays. In addition hours may vary on the day prior to a holiday or during University breaks. Students currently attending classes are eligible for the following services provided at the Wellness Center:

<table>
<thead>
<tr>
<th>Allergy Injections</th>
<th>Gynecological exams</th>
</tr>
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<tbody>
<tr>
<td>Health education</td>
<td>HIV antibody tests</td>
</tr>
<tr>
<td>Immunizations</td>
<td>Lab tests</td>
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<tr>
<td>Pregnancy tests</td>
<td>Referrals</td>
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<tr>
<td>STD tests</td>
<td>Telephone Advice</td>
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<tr>
<td>Throat cultures</td>
<td>Tuberculosis screening</td>
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Staff physicians are available to see students on an appointment basis. A registered nurse will assess your condition and determine if and when it is medically necessary for you to see a physician.

Mental Health Services

Although not a requirement in the program, undergoing psychotherapy can be an important part of both self-care and professional development of a student. The options for obtaining quality and reasonably priced mental health services for Loyola clinical psychology students are as follows.

- Students can obtain confidential referrals from clinical faculty in the department and/or staff clinicians at the LUC Wellness Center. The DCT also has a list of therapists in the area. Providers recommended are usually doctoral-level, with a good reputation in the field, and often able to offer professional courtesy discount or a sliding fee scale.

- Students carrying health insurance offered by LUC may obtain referrals through the insurance provider list.

- Obtain services though local government-funded clinics and mental health agencies. Two clinics recommended by LUC Wellness Center are as follows:
  - The Community Counseling Centers of Chicago (C4) mental health center offers psychotherapy sessions by master’s level therapists. C4 accepts LUC health insurance, but it will not offer a sliding fee scale to Loyola graduate students who elect not to use health insurance. The Center is located at 4740 North Clark in Chicago. Contact phone number is 773-769-0205. More information can be obtained at [http://www.c4chicago.org](http://www.c4chicago.org)
  - The Northtown/Rogers Park Mental Health Center accepts LUC health insurance and offers psychotherapy by both master’s and doctoral level clinicians. Students electing not to use their insurance will be offered a sliding fee scale. The Center is located at 1605 W. Howard in Chicago. Contact phone number is (312) 744-7617.
Clinical Students Association – Move locale

This group formed in 2002 as a way to improve communication between the students and faculty and to build community within the student body. It serves as a forum for discussing student concerns as well as for communication across classes. The Clinical Students Association (CSA) meets a few times a semester and consists of clinical students from all years in the program. The CSA president and officer meet with the Director of Clinical Training after every meeting to discuss student ideas and concerns. A student also represents the CSA at faculty meetings in order to voice the student opinion and to disseminate information from the faculty meeting at the next CSA meeting. Minutes from each meeting are distributed to all clinical students and faculty to keep everyone in the program up to date.

International Services

All inquiries regarding:
- Visa status/renewal/extension
- INS documentations
- Change in status
- Travel documentations (you must have your I-20 signed by Mary Theis before you leave the U.S.)
- Tax information

1144 W. Loyola Avenue
Lower Level, Campion Hall
Lake Shore Campus
(773) 508-3899

e-mail: intlcntr@luc.edu
fax: 773-508-7125
http://www.luc.edu/about/icenter/

They also organize a series of events for international students (see the weekly newsletter).

Minority Services

There are a number of clubs and organizations at Loyola University available to the campus community. Their websites are easily accessible through Loyola’s homepage. However, please be aware that most of these organizations are geared toward undergraduate students.

Black Cultural Center (Lake Shore Campus) Caribbean Student Union
Chinese American Student Alliance Chinese Students and Scholars Association
Council of Pan-Asian Americans French Club
Hillel Hindu Student Organization
Indian Graduate Student Association Irish American Student Association
KAPWA Filipino Club Latin American Student Organization (LASO)
Loyola African-American Student Association Middle Eastern Student Association
Minority Men United (MMU) Polish Student Alliance
Rainbow Connection South Asian Student Alliance (SASA)
Taiwanese Student Association Vietnamese Club

If you are interested in issues of diversity at the graduate level you are urged to become involved with the Committee on Diversity Affairs (CODA). The goals of this committee are to:
• Promote the inclusion of diversity in the curriculum.
• Provide support, networking opportunities, and mentoring to students of diverse backgrounds.
• Increase and support culturally sensitive research on diversity topics.
• Expose students to research addressing diversity issues.

CODA meetings and CODA sponsored activities are regularly announced to all students in the department through e-mail.
Chapter 4: Getting a Life

**Eateries Near Campus**

**Giordano’s Restaurant & Pizzeria**
6836 North Sheridan Road
Chicago, IL 60626
(773) 262-1313

Though it is about a 15-minute walk from campus, Giordano’s is a staple in Chicago’s array of deep dish pizza establishments. The only thing to be aware of is that it can take between 30-45 minutes for the pizza to cook after you sit down and order (which is expected at all deep dish pizzerias). But it sure tastes good! Not to mention, many of the restaurants have partially baked and then frozen pizzas ready for ‘pick-up’ by the counter to take home & heat up – or even that you can have shipped to loved ones from online!

**Leona’s**
6935 N. Sheridan Rd
Chicago, IL 60626
773-764-5757

Leona’s is just a block farther down from Giordano’s on the opposite side of the street. Their website says: “Leona's is a down-to-earth establishment that redefines chic, trendy and stylish as honest, clean and valued. Our family is passionately committed to an ambitious menu of delicious foods that satisfy our customers' nutritional preferences, as well as their midnight cravings! We're obsessed with serving good, wholesome, restaurant cooked meals... At last count, we painstakingly but proudly produce 72 foods from absolute scratch!”

**Five Guys**
6477 N Sheridan Rd
Chicago, IL 60626
(773) 262-9810

This Five Guys is just across the street from the Loyola “El” station. If you’re in the mood for freshly prepared (albeit greasy) burgers with a myriad of toppings to choose from, this is the place to go. And depending on who talk to, their French fries are pretty great as well.

**Subway**
Granada Center
Chicago IL, 60626
773-274-6800

**McDonalds**
6536 N. Sheridan (in the Loyola El Station)
Chicago, Il 60624
&
6231 N. Broadway
Chicago, Il 60660-1902

**Dunkin’ Donuts**
1200 W. Loyola Ave. (in the Loyola El Station)
Chicago, IL 60626
Banking

Your stipend checks will likely be on direct deposit each month. Therefore, it is essential that you set up a bank account as soon as possible, either before or upon arriving in Chicago.

- **MB Financial Bank** is the major bank nearest to the Lake Shore campus. It is located on North Sheridan Rd. on the first floor of the Granada Centre. Many students utilize this bank for its convenience and free checking offered exclusively to Loyola students.
- **Chase Bank** is another major bank that is located near Lake Shore campus. It is located on the corner of West Sheridan Rd. and North Sheridan Road, on the same side of the street as campus. This bank is convenient because of its numerous branch and ATM locations, not only in Chicago, but all over the country, making it easier for students from out of town to manage their accounts.
- **Bank of America** has several ATMs near campus, and the nearest branch locations are along the CTA red line (North at Howard, or South at Lawrence).

Halas Sports Center

[Image of a person running on a treadmill]

Campus Recreation is located on the Lake Shore campus within the Halas Sports Center and on the Water Tower Campus on the 16th and 17th floors of Lewis Towers. Check out its website at http://www.luc.edu/depts/campusrec Graduate students may purchase a semester, summer, or annual membership. Family memberships are also available. Both gyms have a variety of cardiovascular, weight training equipment (nautilus and free-weights), lap pool and basketball courts. The Halas Sports Center also has volleyball courts and racquetball courts. Locker and towel services are available.

The Halas Sports Center is currently undergoing renovations. Look for exciting improvements in Fall 2011! Entrance in Dame Center currently

Fitness/Wellness Program

Campus Recreation offers a variety of aerobic classes during academic semesters. Semester schedules for the aerobic program (including step, cardio kickboxing, body conditioning, etc.) and other workshops and special events are available at the Halas Sports Center and the Water Tower Facility. Fitness services include body fat testing, fitness consultation, and one-on-one training.

Breakaway Program – LIES?

The Breakaway program is a series of non-credit classes designed around the total well being of the individual. Classes are offered throughout the school year in a wide variety of areas. Classes usually offered include yoga, tai chi, dance and swimming classes. These classes require a fee.

Intramural Sports

Games are organized in either tournament or league style. Activities include softball, flag football, in-line hockey, soccer, volleyball, basketball, water polo, and kickball.

Athletics

[Image of a basketball]

Loyola is a member of the NCAA Division I Horizon League. Horizon League members include:
Butler University  
Cleveland State University  
University of Detroit Mercy  
University of Illinois at Chicago  
Loyola University Chicago  
Valparaiso University  
University of Wisconsin-Green Bay  
University of Wisconsin-Milwaukee  
Wright State University  
Youngstown State University

Men’s varsity sports:  
- Basketball  
- Cross country  
- Golf  

Women’s varsity sports:  
- Basketball  
- Cross country  
- Golf  

For further information on Loyola’s NCAA sports teams, look online at www.loyolaramblers.com

Intramural Sports and Club Sports
Loyola also has a number of intramural sports teams organized through Halas Sports Center. An updated list can be found here: http://www.loyolaintramurals.com/

In addition, a sports club program is open to all Loyola students, faculty and staff, consisting of many teams: baseball, ice hockey (men’s), lacrosse, rugby, running, soccer, swim, tennis, ultimate Frisbee, volleyball, and water polo. For more information on club sports teams, check out the following website: http://www.luc.edu/campusrec/sportsclubs.shtml

Volunteer Programs
The University Ministry and the Student Life Office at Loyola have information about several sites where students have volunteered in the past. If you are interested, contact University Ministry at 773-508-2200 or the Student Life Office at 773-508-8840. In addition, there are several websites that contain information about volunteering, such as Chicagoserves.org, which lists over 1,500 volunteer opportunities by type, organization, and location.

Mass at Loyola
Catholic mass services at Loyola are available daily in the beautiful Madonna della Strada Chapel (located beside the Information Commons). Attending the mass service is also a great way to meet other people in the Loyola community (religious and lay people alike) who can provide spiritual support for the overwhelming and stress-laden times that graduate students will inevitably find themselves in. Students are heavily involved in the liturgy, either as readers, Eucharistic ministers, or members of the choir.
Mass Schedules (LSC):
- 12:00 PM: Monday-Friday
- 5:15 PM: Monday-Thursday
- 9:30 PM: Wednesday (Taizé prayer)
- Sundays: 10:30 AM, 5 PM, 9 PM
- ADD NON- Denominational SERVICES

Note: services are also available on the Water Tower Campus.

Judaism and Jewish Life at Loyola University Chicago

Believe it or not, there ARE Jews at Loyola! According to one source, there are approximately 800 Jewish students at Loyola (300 undergrads; 500 grads; 5.5% of undergrads; 7.6% of grads). There are many Jewish resources available both within the Loyola community and in the city of Chicago. Loyola is very supportive of Jewish life and is sensitive to Jewish needs. Students wishing to take off for Jewish holidays should not encounter any difficulty; make-up exams and assignments are always offered in these cases.

Hillel
Director = Patty Ray (prav@luc.edu)
Mundelien Hall, Suite 821
1020 W. Sheridan Road
773-508-2193

With regard to Jewish programming on campus, there is a Hillel at Loyola, which is a campus affiliate of Hillel: The Foundation for Jewish Campus Life, an international organization serving Jewish students and faculty worldwide.
- Hillel’s major mission at Loyola is to act as the Jewish voice and presence on campus, presenting programs to the university at large that explain the culture, traditions, and issues of Judaism and the Jewish people.
- Although Hillel isn’t a synagogue, it offers many cultural, social, and educational programs throughout the academic year.
- Most students active in Hillel are undergraduates, but graduate students are always welcome to get involved.
- Kosher snacks are available on campus and at Hillel.
- Hillel at Loyola is also connected with the network of citywide Hillel organizations in the city of Chicago; this regional group, the Hillels of Illinois, often sponsors programming as well.

Nearby Synagogues and Services
Although religious services are not offered at Hillel, there are many varied options in the Chicagoland area.
- Emanuel Congregation (Reform): 5959 N. Sheridan Rd. – the closest to the Lakeshore Campus!
- The Lakeview neighborhood (about 15 – 20 minutes south of Loyola) houses several synagogues too:
  - Anshe Sholom B’nai Yisrael Congregation (Orthodox): 540 W. Melrose
  - Anshe Emet Synagogue (Conservative): 3751 N. Broadway
  - Temple Sholom (Reform): 3480 N. Lake Shore Drive
• Additionally, young Jewish adults can take advantage of membership in a Kehilla Program, sponsored jointly by several synagogues and the JCCs of Chicago
  o Annual membership in the Kehilla includes tickets to High Holiday Services at one of many synagogues in the Chicago area plus membership at a specific JCC in your area (depending on the Kehilla you join).
  o Joining a Kehilla is usually much cheaper than joining a synagogue on your own, gives you discounts to many programs held in several synagogues throughout the year, and is a good idea if you intend to go to High Holiday Services, since tickets can often be costly.
  o More information about joining a Kehilla can be found at http://www.jccofchicago.org/ or at http://www.shurekehilla.org.

Other Resources
• West Rogers Park (West on Devon Ave.) is home to many Orthodox Jews and therefore to many synagogues, Judaica stores, and kosher restaurants.
• Skokie (just west of Evanston) has many Jewish stores and kosher restaurants as well.
• For specific information about kosher restaurants in the area, visit the Kosher Restaurants Database at http://shamash.org/kosher/
• In general, some good resources for Jews in Chicago are:
  o Virtual Jewish Chicago at http://www.vjc.org/
  o New in Chicago Jewish United Fund page at http://www.juf.org/Hillel/bubbe.asp

Exploring Chicago
Learning about the city of Chicago is one of the most difficult things about starting graduate school. The most basic way to learn about the city is to buy a tourist book of Chicago. Most bookstores in the city have a section on touring Chicago. Books such as City Smart: Chicago give overviews of bars, dining, the neighborhoods, and museums. In addition, the following websites provide a glimpse into Chicago life:

<table>
<thead>
<tr>
<th>General Overview</th>
<th>Local sports teams</th>
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<tbody>
<tr>
<td>Metromix</td>
<td>Bears</td>
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<td>City Search</td>
<td>Blackhawks</td>
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<tr>
<td>Centerstage Chicago</td>
<td>Bulls</td>
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<td>Chicago Reader</td>
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<td>City of Chicago</td>
<td>White Sox</td>
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<td><a href="http://www.ci.chi.il.us/">http://www.ci.chi.il.us/</a></td>
<td><a href="http://www.whitesox.com">http://www.whitesox.com</a></td>
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Fun places to check out
Brew and View
http://www.brewview.com/

Howl at the Moon http://www.howlatthemoon.com

Get cheap tickets in the city
Hot Tix
http://www.hottix.org

**Chicago Museums**

**BANK OF AMERICA- DISCOUNT**

**STUDENT DEAL DAYS- WATCH OUT FOR THEM.**

There are several renowned museums in the Chicago area that are easily accessible by public transportation. At some locations, discounts are available if you have an Illinois driver’s license, are a member of the Chicago public library, or if you purchase special tickets that are good for several museums, like CityPass (http://www.citypass.com). In addition, museums usually have a day of the week when admission is free. Because this day varies depending upon the time of year and the museum, it is best to call or look at the website of the specific museum in which you are interested.

The best way to research the different options is online at sites such as:

- [http://www.explorecChiGo.org](http://www.explorecChiGo.org)
- [http://www.chicagotraveler.com/chicago_museums.htm](http://www.chicagotraveler.com/chicago_museums.htm)
- [http://travel.yahoo.com/p/travelguide/502448/sc/museums](http://travel.yahoo.com/p/travelguide/502448/sc/museums)

Some of the most popular museums include:

- **Art Institute of Chicago**
  - 312-443-3600
  - [http://www.artic.edu](http://www.artic.edu)

- **Shedd Aquarium**
  - 312-939-2438
  - [http://www.shedd.org](http://www.shedd.org)

- **The Field Museum of Natural History**
  - 312-922-9410
  - [http://www.fieldmuseum.org](http://www.fieldmuseum.org)

- **Adler Planetarium**
  - 312-922-7827
  - [http://www.adlerplanetarium.org](http://www.adlerplanetarium.org)

- **Museum of Science and Industry**
  - 773-684-1414
  - [http://www.msichicago.org](http://www.msichicago.org)

- **Museum of Contemporary Art**
  - 312-280-2660
  - [http://www.mcaChicago.org](http://www.mcaChicago.org)

**Theaters & Music by Jessica Snowden**

Chicago is known for its theaters and music. Information for the most popular venues can be found online at the websites specified. General information on theater/music events can be found online at [http://www.metromix.com](http://www.metromix.com). The Reader lists all music and film events in the city and suburbs.
Theaters/Shows

Blue Man Group
Blue Man Group combines theater and music into a unique form of entertainment. 
Briar Street Theatre, 3133 N. Halstead St., Chicago, IL 60657
773-348-4000
http://www.blueman.com

Broadway in Chicago
Broadway in Chicago is a joint venture between the two largest commercial theatre producers and owners/operators in the United States. It presents a full range of entertainment, including musicals and plays, on the stages of three theatres in Chicago's Loop-- The Shubert Theatre, the Ford Center for the Performing Arts/ Oriental Theatre and the Cadillac Palace Theatre.
http://www.broadwayinchicago.com

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<thead>
<tr>
<th>Theatre</th>
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<tr>
<td>The Cadillac Palace Theatre</td>
<td>151 West Randolph</td>
<td>(312) 986-5853</td>
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<tr>
<td>The Shubert Theatre</td>
<td>22 West Monroe</td>
<td>(312) 986-6821</td>
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<tr>
<td>The Ford Center for the Performing Arts, Oriental Theatre</td>
<td>24 West Randolph</td>
<td>(312) 986-6863</td>
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Second City
Second City is a comedy theater where many Saturday Night Live performers got their start. Alumni include John Belushi, Mike Myers, and Billy Murray.
1616 North Wells, Chicago, IL 60614
312-337-3992
http://www.secondcity.com

Popular Music Venues

Buddy Guy’s Legends
Live jazz/blues
754 S. Wabash
Chicago, IL 60605
312-427-0333
http://www.buddyguys.com

Green Mill
Live jazz seven nights a week
4802 N. Broadway
Chicago, IL 60640
773-878-5552

House of Blues
Hosts a variety of music
329 N. Dearborn St.
Chicago, IL 60610
312-923-2000
http://www.hob.com

Metro
Hosts a variety of music
3730 N. Clark St.
Chicago, IL 60613
773-549-0203
http://www.metrochicago.com

Vic Theatre
Hosts a variety of music
3145 N. Sheffield Ave.
Chicago, IL 60657
773-472-0449

FYI: cheap, last minute tickets may be found at http://www.hottix.org.
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