



Student Academic Services Reference Guide for Faculty

First and Second Year Advising:

First and Second Year Advising is committed to serving the academic advising and support needs of Loyola students during their first two years of college. Faculty can support our work by informing our office when students are struggling academically.



The earlier advisors receive early grade alerts for students, the better they are able to support them.

- **Location:** Sullivan Center, Suite 260
- **Email:** FSYAdvising@luc.edu
- **Phone:** (773) 508-7714
- **Populations Served:** First and second year undergraduate students
- **Key Resources & Initiatives:**

- [UNIV 101](#), a 1-credit, pass/no pass, extended-orientation course required for all first-year students to help them make a positive transition to Loyola.

The Tutoring Center:

The Tutoring Center provides supplemental instruction, small group tutoring and success coaching to all undergraduate students.



A common reason students do not access the Tutoring Center is they either don't know about it or how to utilize it. That's where we need help from faculty. If you have a student that could benefit from further academic support, please refer them to us.

- **Location:** Sullivan Center, Suite 245
- **Email:** tutoringcenter@luc.edu
- **Phone:** (773) 508-7708
- **Populations Served:** Undergraduate students
- **Key Resources & Initiatives:**
 - [Supplemental Instruction](#), to provide regularly scheduled, out-of-class group study sessions facilitated by trained peer leaders
 - [Peer Tutoring](#), to provide group tutoring for historically difficult courses
 - [Success Coaching](#), to work on academic skills with a trained coach
 - [Faculty resources](#), to share information about how faculty can encourage students' use of the Tutoring Center

Career Services:

Career Services is here to partner with every Loyola student to ensure each one has the tools and resources needed to navigate the college-to-career transition.



Faculty can support students' professional growth by encouraging them - as early as freshman year - to engage on Loyola's career platform, Handshake, schedule career advising appointments, and participate in On-Campus Interviewing, the Job Shadow Program and Career Fairs.

- **Location:** Lake Shore Campus (Advising): Sullivan Center, Suite 255; Water Tower Campus (Advising): Schreiber Center, Suite 115; Water Tower Campus
- **Email:** careercenter@luc.edu
- **Phone:** (773) 508-7716
- **Populations Served:** All LUC undergraduate and graduate students and alumni
- **Key Resources & Initiatives:**
 - [Handshake](#), Loyola's web-based interactive career management tool
 - [Career Fairs, Job Shadows, and Events](#), to connect students with employers
 - Career courses, including 1-credit UNIV 102 (EPIC Life) and UNIV 224 (Career & Life Planning Seminar)
 - [LUConnect](#), a mentoring platform to connect students with alumni for career conversations
 - [Pre-law](#) and [pre-health](#) advising, in addition to career development advising

New Student Programs:

New Student Programs welcomes all new students to Loyola and supports them during their transition to campus. We're always looking for faculty engagement by participating in First-Year Text discussions after New Student Convocation,

teaching UNIV 101/102/201 or Learning Community sections of University Core classes, and submitting content for our biweekly newsletters!

- **Location:** Sullivan Center, Suite 260
- **Email:** firstyearexperience@luc.edu
- **Phone:** (773) 508-7714
- **Populations Served:** New undergraduate students and families at LUC, efforts focus on the first-year experience broadly and on providing wraparound support services for special populations
- **Key Resources & Initiatives:**
 - [LUC Orientation](#), which welcomes first-year and transfer students each year
 - [First-Year Research Experience](#), a living learning community that allows students interested in STEM to work on a research project with faculty
 - [UNIV 102: Loyola Seminars](#), a 1-credit, letter-graded, elective, special topics course taught by faculty or staff experts; if you're interested in teaching a Loyola Seminar, please contact Kevin Clarke at kclarke@luc.edu for more information

[Student Accessibility Center \(Special Populations\)](#)

Providing reasonable accommodations and access to students with disabilities is the responsibility of the entire Loyola community. The Student Accessibility Center greatly appreciates the willingness of faculty to collaborate and partner to best support our students.



In order for students to use accommodations in your course, they must present faculty with an accommodation letter. If you have questions about how a particular accommodation should be implemented in your course, please reach out to SAC.

- SAC proctors exams for students throughout the academic year. It is the student's responsibility to sign up for a test at SAC; SAC will then notify faculty via email of a scheduled test. Faculty can submit exams to SAC's online management system, Accommodate, or drop them off at SAC.
- Faculty can log into Accommodate to view which students receive accommodations on your course roster, to upload exams to be taken in the SAC, and to access a resource library.
- **Location:** Lake Shore Campus: Sullivan Center Suite 117; Water Tower Campus: Lewis Towers 1240
- **Email:** sac@luc.edu
- **Phone:** Lake Shore Campus: (773) 508-3700; Water Tower Campus: (312) 915-8960
- **Populations Served:** LUC undergraduate and graduate students with documented disabilities
- **Key Resources & Initiatives:**
 - [Accommodate](#), LUC's web-based management system for accessibility needs
 - [Testing accommodations](#), to meet the testing and accommodation needs of each student
 - [Faculty resources](#), to share information about the faculty role in accommodating students

[Achieving College Excellence \(Special Populations\)](#)

Achieving College Excellence (ACE) is devoted to engaging motivated students who are first-generation, who have high financial need, and/or who have a documented disability as they discern meaning and find direction in their academic, personal, social, spiritual, and professional journeys.



Faculty can support ACE by partnering with us for an event, serving as a faculty mentor, or

providing a research opportunity in your lab.

- **Location:** Sullivan Center, 2nd Floor
- **Email:** ace@luc.edu
- **Phone:** (773) 508-2722
- **Populations Served:** LUC undergraduate students who are first generation college students, who have high financial need, and/or who have a documented disability
- **Key Resources & Initiatives:**
 - [Faculty Mentoring Program](#), to facilitate relationships between students and faculty
 - [ACE Advising](#), to offer primary and supplemental academic advising to ACE participants
 - [ACE Tutoring](#), to provide free, one-on-one tutoring for ACE participants with graduate students and peer tutors