

REFERENCE GUIDE

SULLIVAN CENTER • 6339 N. SHERIDAN ROAD • CHICAGO, IL 60660 • LUC.EDU/SAS

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.

Learning and Academic Success: [Tutoring Center](#), **Success Coaching**

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 who 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:**
 - [Peer Tutoring](#), to provide group tutoring for historically difficult courses
 - [Supplemental Instruction](#), to provide regularly scheduled, out-of-class group study sessions facilitated by trained peer leaders
 - [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
 - [Rambler Success Program](#): a program that provides academic and social support for selected students throughout their first year at Loyola

New Student Programs

New Student Programs welcomes new students to Loyola, orients them to campus, and supports their transition to academic and student life through high-impact programs and services. NSP is always looking for faculty engagement in New Student Convocation, teaching UNIV 101/102/201, incorporating the Rambler Read into classes, and submitting content for our first-year newsletter and Instagram account (@luc_fye)!

- **Location:** Sullivan Center, Suite 260
- **Email:** firstyearexperience@luc.edu
- **Phone:** (773) 508-7714
- **Populations Served:** New first-year and transfer students, student leaders (Peer Advisors and Orientation Leaders), UNIV 101/102/201 instructors, and University partners who support new students.
- **Key Resources & Initiatives:**
 - New Student Orientation, which welcomes first-year and transfer students each summer
 - UNIV 101, the required 1-credit extended-orientation seminar for first-year students
 - UNIV 201, the 1-credit transition seminar for new transfer students
 - UNIV 102: Loyola Seminar, 1-credit, letter-graded, elective, special topics course taught by faculty or staff experts; if you are interested in teaching a Loyola Seminar, please contact firstyearexperience@luc.edu for more information

Scholars Programs

The Scholars Programs team provides wraparound academic support and enrichment programs to incoming and continuing students in specialized populations such as first-generation college students, low/limited-income students, and selected scholarship recipients.



Many students need space to process their scholar identity development journey and address concerns related to sense of belonging, impostor syndrome, high expectations, and major/minor discernment. Our team works to address these issues by promoting academic resilience, self-confidence, and healthy help-seeking behavior. Feel free to direct students that would benefit from additional support our way!

- **Location:** Sullivan Center, Suite 225
- **Email:** scholarsprograms@luc.edu
- **Phone:** (773) 508-7714
- **Populations Served:** First-Generation College Students, Scholarship Programs
- **Key Resources & Initiatives:**
 - UNIV 101 Sections
 - Academic Success Programs
 - Scholarship Programs: Cristo Rey Scholars, Prasse/Senn Scholars, Greer Scholars, Hope Chicago Scholars, Leadership Scholars Program
 - Arrupe Continuing Scholars
 - Achieving College Excellence (ACE TRiO Student Support Services)
 - ACE [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

Student-Athlete Academic Services

SAAS exists to provide premier academic and personal development resources to all student-athletes pursuing higher education and competing in collegiate athletics. We empower, support, and mobilize future leaders while cultivating self-sufficient student-athletes. Through a holistic approach and collaboration of SAAS, university and athletic department resources, all student-athletes will have the necessary tools to lead a life of leadership, scholarship, and service.

- **Location:** Norville Center for Intercollegiate Athletics - 2nd floor
- **Email:** knelson19@luc.edu
- **Phone:** (773) 508-7708
- **Populations Served:** Undergraduate and graduate student-athletes

- **Key Resources & Initiatives:**
 - Academic Success Coaches: 1-on-1 academic support to assist student-athletes with time management, test taking skills, and study strategies.
 - Academic Award Recognition: monthly honor for success in the classroom.
 - Student-Athlete Development: holistic and comprehensive programming to ensure that student-athletes are well equipped for post-graduate life.
 - Individualized study hall and academic commitment plan.
 - Travel letters: letters provided to faculty informing when and why student-athletes will miss their course for athletic competition.
 - UNIV 101: extended orientation course specifically tailored to first year student-athletes to help them make a positive transition to Loyola.

[Student Accessibility Center](#)

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, faculty must receive an accommodations 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 testing appointment 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 4th Floor
- **Email:** sac@luc.edu
- **Phone:** Lake Shore Campus: (773) 508-3700; Water Tower Campus: (312) 915-8960
- **Populations Served:** 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