Welcome to

LOYOLA

Preparing people to lead extraordinary lives
Congratulations on your admission, and welcome to Loyola! Follow this checklist to prepare for your first session.

- **Register to attend a Next Steps Information Session.**
  Your first step as a student is to register to attend an information session hosted by the Assistant Dean. Students will be walked through the important next steps to complete as you prepare for the start of your classes and learn how the SCPS staff will help support you through your educational journey.
  🏫 LUC.edu/adult-education-courses/newstudents

- **Register your ID with the Password Self-Service.**
  New students also must update the temporary password for your Loyola Network ID. All new users must register in the Password Self-Service and complete a password reset before they will be able to log-in to any Loyola application.
  🏫 LUC.edu/password

- **Plan for your financial needs.**
  - Federal Student Aid (FAFSA)
    🏫 /fafsa.ed.gov
  - Financial Aid Office
    773-508-7704 • lufinaid@luc.edu
    🏫 LUC.edu/finaid
  - Office of the Bursar
    773-508-7705 • bursar@luc.edu
    🏫 LUC.edu/bursar
  - Scholarships
    Explore your scholarship options.
    🏫 LUC.edu/scps/scholarships

- **Begin using your Loyola e-mail account.**
  All of your e-mail communication to and from faculty and staff at Loyola will be sent via your LUC e-mail account. Log into your e-mail account daily to check for important communications.
  🏫 outlook.luc.edu

- **Schedule your first advising appointment.**
  Meet with your advisor to review remaining degree requirements, incoming transfer credit, and select courses for your first session.
  School of Continuing & Professional Studies
  312-915-6501 • scps@luc.edu
  🏫 https://luc.campus.eab.com

- **Purchase your textbooks.**
  🏫 LUC.edu/bookstore

- **Explore your resources.**
  Know the resources that are available to you as a student. For example:
  - Center for Tutoring & Academic Excellence (CTAE)
    🏫 LUC.edu/tutoring
  - University Libraries
    🏫 /libraries.luc.edu
  - Career Development Center
    🏫 LUC.edu/career
  - Wellness Center
    🏫 LUC.edu/wellness
  - Military Veterans Student Services
    🏫 LUC.edu/veterans
  - Student Accessibility Center
    🏫 LUC.edu/sac

- **Prepare for your participation in Zoom.**
  Using Zoom
  🏫 LUC.edu/its/itrs/teachingwithtechnology/zoom/

- **Pick up your Loyola ID card.**
  Students using the resources on either the Water Tower or Lakeshore Campus can pick up their ID at either location.
  - Water Tower Campus
    Corboy Law Center, 25 E. Pearson Lobby
    🏫 LUC.edu/campuscard

- **Get involved!**
  Now that you’re a Loyola Rambler, get involved in campus life.
  - Graduate, Professional, & Adult Student Life
    🏫 LUC.edu/gpasl
  - LUCommunity
    🏫 luc.campuslabs.com/engage
  - Campus Ministry
    🏫 LUC.edu/campusministry
  - Student Diversity & Multicultural Affairs
    🏫 LUC.edu/diversity

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**CHECKLIST**
Password Self-Service: Setting Your Password for the First Time

All new students need to register with Loyola’s Password Self-Service in order to access Loyola applications and systems. Loyola’s Password Self-Service allows students to reset their own network password quickly and independently.

Visit [www.luc.edu/password](http://www.luc.edu/password) and begin with the **First Time Setup** to set-up a second factor of authentication. When finished, you must then **Reset your Password** before you can access other Loyola applications and systems. Both the first time set-up and resetting your password can be found under the Getting Started section.

You can read further about your first-time set-up on the Information Technology Services website: [https://www.luc.edu/its/services/password/self-service/firsttimesetup/](https://www.luc.edu/its/services/password/self-service/firsttimesetup/)

If you were previously admitted to Loyola, deferred your admission from an earlier term, or were previously enrolled, please contact the service desk during normal business hours at (773) 508-4487 or itsservicedesk@luc.edu as you will need to reset your password for you.

Notes:
- Your username and password are for LOCUS, Loyola E-mail, Sakai, Navigate and a number of other Loyola applications.
- If you forget your password, you can use the Password Self-Service tool to reset it at any time.
- If you cannot reset your password through the Password Self-Service tool, please contact the ITS Service Desk at 773.508.4487 or itsservicedesk@luc.edu.
Learn the tools you’ll use as a student and prepare for your classes.

SCPS has a resource site for our new students meant to give you a solid understanding of Sakai and other online tools you will be using for your classes. This site can be found within your Sakai account (https://sakai.luc.edu/), within the “SCPS Resources” site.

Within the SCPS Resources site, the “Mastering Learning Tools” link can be found within the menu bar along the left side of the site. Under this section of the site you will find further information regarding the tasks that degree seeking students are required to complete before they start classes.

The Mastering Learning Tools tasks is required of all degree seeking students and constitutes 5% of the CPST 200 Introduction to Degree Completion grade. To receive the full credit you will need to complete all tasks successfully. Each task will earn you a score which will be added to the gradebook. Your final score for all tasks will be passed on to your CPST 200 instructor after the session begins.

Students can earn a total of 100 points if all tasks are completed successfully and on-time. Students receiving anything less than 90 points on their Mastering Learning Tools will be dropped from all but CPST 200 within their first session. Also, students that do not pass CPST 200 on their first attempt will be required to repeat the course the following session and will not be permitted to enroll in another course without prior permission.

Sakai
/sakai.luc.edu

LEARNING TOOLS
Completing your advising appointment online with Zoom.
https://luc.zoom.us/

Zoom is an online meeting platform that can be used from your PC, tablet, or cell phone. Zoom is used for advising appointments, meetings for online classes, and for multiple events such as orientation. Using Zoom for your first advising appointment will allow you to meet with your advisor in a format very much like an on-campus face-to-face meeting.

Accessing your first advising appointment online:
1. Download Zoom: https://zoom.us/download.
2. The direct link to access your advising appointment with your advisor will be sent in your appointment confirmation and reminder. Advising appointments can be scheduled via Navigate: https://luc.campus.eab.com/admin.
3. When you’re given access to the online room, you will be prompted to connect your audio. You can view a video walkthrough of joining a meeting online here: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting.

You can find further information about using Zoom on Loyola’s website: https://www.luc.edu/its/itrs/teachingwithtechnology/zoom/zoomparticipantsupportinstructions/
NEW SCPS STUDENT WELCOME PACKET

Using your @LUC email account and Office 365.

Loyola University Chicago offers students Microsoft Office 365, a fully integrated suite of programs that includes:

- email and calendaring,
- select Office software (such as Word and Excel),
- SharePoint, and
- communication tools like messaging, voice, video, and web conferencing.

These student tools are delivered through the Cloud (i.e., through the internet). Students should go to the log-in page for Office 365 and use their Loyola ID to access these tools.

Microsoft Office 365

/portal.luc.edu

LUC Email

outlook.luc.edu
Know the standards you’ll be held to while a student at Loyola University Chicago.

All students of Loyola University Chicago are expected to uphold the Community Standards (Loyola’s Student Code of Conduct). Students are expected to abide by all university policies, including but not limited to the policies outlined in this document.

Please note that the Community Standards simply provide a baseline for acceptable student conduct. It is the hope of our entire university community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another.

All students have the responsibility to familiarize themselves with these Standards, as they will be held accountable to them.

Community Standards
LUC.edu/osccr/resources/communitystandards

Academic Integrity Policy
LUC.edu/academics/catalog/undergrad/reg_academicintegrity.shtml

Academic Standards and Regulations
LUC.edu/academics/catalog/undergrad/reg.shtml

SCPS Student Handbook
LUC.edu/adult-education/adult-education-training/
Loyola Alert is a special communication service meant to provide personalized, time-sensitive alerts to students, faculty, and in the event of unforeseen events or potentially life-threatening emergencies. Loyola Alert will immediately send messages to registered participants via the following communication channels:

- Voice messages to home phones/land lines and cell phones
- Text messages to cell phones
- Written messages to personal e-mail accounts

In order to receive Loyola Alert emergency communications, sign-up is required. These communications will be in addition to the university’s emergency communications that are automatically sent to all LUC e-mail addresses and campus phone numbers and made available on the LUC Website.

Examples of emergencies during which Loyola Alert may be used include but are not limited to: barricade / hostage incident, wide-spread and threatening weather incidents, national civil emergencies, terrorist or other violent acts, and health emergencies as ordered by public health authorities.

To ensure that you receive emergency information through Loyola Alert as quickly and directly as possible, please sign up using the link below.

Loyola Alert

[ LUC.edu/alert ]
The School of Continuing & Professional Studies (SCPS) continues a long tradition of unwavering support for working adults who wish to advance their education. Since 1914, Loyola University Chicago has fulfilled its mission of educational outreach and inclusiveness by offering a wide range of educational options to a diverse community of students and professionals. SCPS continues this mission in the Jesuit tradition by providing a transformative education based on a solid foundation in the liberal arts, with a focus on ethics, social justice and theology.

**Loyola’s Mission**
We are Chicago's Jesuit, Catholic University-a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.

**Loyola’s Vision**
Loyola University Chicago is the school of choice for those who wish to seek new knowledge in the service of humanity in a world-renowned urban center as members of a diverse learning community that values freedom of inquiry, the pursuit of truth and care for others.

**Loyola’s Promise**
Preparing People to Lead Extraordinary Lives.

**Five Characteristics of a Jesuit Education**
1. Commitment to excellence: Applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers
2. Faith in God and the religious experience: Promoting well-formed and strongly held beliefs in one's faith tradition to deepen others' relationships with God
3. Service that promotes justice: Using learning and leadership in openhanded and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others
4. Values-based leadership: Ensuring a consistent focus on personal integrity, ethical behavior in business and in all professions, and the appropriate balance between justice and fairness
5. Global awareness: Demonstrating an understanding that the world's people and societies are interrelated and interdependent

Mission & Identity
[ LUC.edu/mission ](http://LUC.edu/mission)

Transformative Education
[ LUC.edu/transformativeed ](http://LUC.edu/transformativeed)
NOTE: Loyola does not own or operate these commercial parking facilities, which offer discounted rates. For a full list of facilities, restrictions, and rates, please visit LUC.edu/parking.