DON’T KNOW WHO YOUR ADVISOR IS???

ACADEMIC ADVISOR ASSIGNMENTS

FULL TIME STUDENTS:

TIMOTHY FELTMAN (TFELTMAN@LUC.EDU)

ADVANCED STANDING & PART-TIME STUDENTS:

VERONICA ARREOLA (VARREOLA@LUC.EDU)

5-YEAR MSW & DUAL DEGREE STUDENTS

JENNIFER BERNECKER (JBERNECKER@LUC.EDU)

You can also find this information in LOCUS under

“Academics: View My Advisor”. 
GETTING ACCLIMATED for GRADUATE SCHOOL

@ LOYOLA

Easy Access

Commuting to Loyola is as easy as 1-2-3!

1. Use your Ventra U-Pass for unlimited riding privileges on CTA buses & trains
2. Take the Loyola Shuttle Bus for travel to and from Loyola's downtown Water Tower Campus and its Lake Shore Campus in Rogers Park
3. Park at a number of private parking facilities around campus at a discounted rate

Better Health

Optimize your Health using these 3 Steps!

1. Submit a copy of your immunization records to the Wellness Center prior to starting classes
2. Enroll in or waive out of the student health insurance plan provided through the university by BlueCross BlueShield of Illinois
3. Take advantage of the many medical, mental health, and health promotion services offered by the Wellness Center

Community Centered

3 Resources to Find the Ideal Living Community!

1. Loyola Residence Life offers graduate student housing options at the Water Tower Campus
2. Student Space assists graduate students with the process of finding and making informed housing choices
3. Loyola Off Campus Student Life provides great tips and additional resources for securing an off-campus apartment

Rambler Pride

3 Rambler Initiation MUST Do's!

1. Enroll in courses and obtain your Student ID/Rambler Card to access campus buildings, university facilities, and the Loyola Shuttle Bus
2. Start using Loyola technology tools and databases (i.e.: LOCUS, Sakai, & Email)
3. Register and upload your credentials on RamblerLink, Loyola's one-stop shop for job postings and career development opportunities
BECOMING A TECH SAVVY LOYOLAN

Get Connected!
- To start your "tech savvy" journey at Loyola, you will be given a Loyola Universal ID & Password
- This Universal ID & Password gives you access to the various Loyola Technology Systems: LOCUS, Outlook, & Sakai

Manage your Record!
- Loyola's Online Connection to University Services or LOCUS is the university's online student information system
- You will use LOCUS to register for courses, manage financial aid, make student bill payments, view grades, and the like

Stay in Touch!
- Every graduate student is given a Loyola Email Address which should be used to communicate with university faculty & staff
- Your Loyola email is your Universal ID + @luc.edu - (universalID@luc.edu)
- Be sure to check your email regularly for important School of Social Work & university related announcements & reminders

Get Engaged!
- Sakai is Loyola’s online learning management system
- You will use Sakai to access course syllabi, handouts, assignments; take online quizzes/tests; view grades; and interact with others through class discussions & wiki posts

For an introduction & tutorial on navigating Loyola Technology Systems be sure to complete the Technology Roadmap!

For technology assistance contact:
The Loyola ITS Help Desk at (773) 508-4487 or helpdesk@luc.edu
Frequently Used Contacts and Places of Interest

SCHOOL OF SOCIAL WORK CONTACTS

Social Work Office
Maguire Hall
1 E. Pearson St., 5th Floor
Phone: 312-915-7005

Goutham Menon, PhD
Dean and Professor
Email: gmenon@luc.edu

Priscila R. Freire, PhD
MSW Program Director
Email: pfreire@luc.edu

James Marley, PhD
Associate Dean for Academic Affairs
Email: jmarley@luc.edu

Amy Greenberg, LCSW, MA
Assistant Dean for Student Affairs
Email: agreenberg2@luc.edu

Jazmyn Porter
Senior Coordinator for Admissions
Email: jporter6@luc.edu

Jennifer Bernecker
Assistant Director for Academic Advising
Email: jbernecker@luc.edu

Hilary Gilway
Assistant Director for Internships & Career Services
Email: hgilway@luc.edu

Doris Hernandez
Program Coordinator for Student Affairs
Email: dhernandez10@luc.edu

LUC WATER TOWER CONTACTS

Office of Student Financial Assistance
Corboy Law Center, Lobby
25 E. Pearson St.
www.luc.edu/finaid
Phone: 773-508-7704
Email: lufinaid@luc.edu

Campus Card Office
Corboy Law Center, Lobby
25 E. Pearson
http://www.luc.edu/campuscard/
Phone: 312-915-7756
Email: campuscard@luc.edu

Writing Center, Water Tower Campus
Corboy Law Center Suite 800, Room 811
25 E. Pearson
http://www.luc.edu/writing/
Phone: 312-915-6089
Email: writingctr@luc.edu

Office of the Bursar
Corboy Law Center, Lobby
25 E. Pearson
http://www.luc.edu/bursar
Phone: 312-915-6160
Fax: 312-915-6162
Email: bursar@luc.edu

Student Accessibility Center
Lewis Towers 1240
111 E. Pearson
https://www.luc.edu/sac/
Phone: 773-508-3700
Email: sac@luc.edu

Wellness Center
Terry Student Center, Suite 250
26 E. Pearson
https://www.luc.edu/wellness/
Phone: 312-915-6360
Fax: 312-915-6362

University Bookstore, Water Tower Campus
Baumhart Hall, 2nd Floor
26 E. Pearson
http://www.luc.edu/info/bookstore.shtml
Phone: 312-915-7420
Email: luc-wtc@bkstr.com
Water Tower Campus Student Services

ATM
25 E. Pearson, lower level
26 E. Pearson, lobby

Campus Ministry
26 E. Pearson, 3rd floor

Campus Safety
25 E. Pearson, lobby
312-915-6476

Career Development Center
Schreiber Center, Suite 115
16 E. Pearson
Monday - Friday: 9:00 AM - 5:00 PM
773-508-7716
careercenter@luc.edu

Business Career Services
Schreiber Center, Suite 115
16 E. Pearson
312-915-7810
Monday - Friday: 9:00 AM - 5:00 PM

Chapel
26 E. Pearson, 3rd floor

Computer Labs
Baumhart Hall: 3rd Floor Kiosks (PC)
Corboy Law Center: Library 6th & 8th floors (PC), Lower Level Kiosks (PC), Room 201 (PC), Room 710 (PC)
Lewis Towers: Room 410 (PC)
McGuire Hall: 2nd & 3rd Floor Kiosks (PC), Room 260 (PC)
Schreiber Center: 5th, 6th & 7th Floor Kiosks (PC), Room 303 (PC)
School of Communication: Lower Level Kiosks (PC)
Rooms 002 (Mac), 003 (Mac), 004 (Mac) 015 (Mac)

Graduate and Professional Enrollment Management
Lewis Towers, Room 800
312-915-8900
Monday - Friday: 9:00 AM - 5:00 PM

Information Technology Services/ResNet
25 E. Pearson, Room 706 773-508-4ITS

Law Library
25 E. Pearson, 3rd floor
312-915-7200
Monday - Thursday: 8:00AM- 11:00 PM
Friday: 8:00AM- 7:00PM
Saturday: 9:00AM- 7:00PM (may vary)
Sunday: Noon – 10:00 PM (may vary)

Lewis Library
25 E. Pearson, 6th floor
312-915-6622
Monday - Thursday: 7:30 AM - 11:00 PM
Friday: 7:30 AM - 7:00 PM
Saturday: 9:00 AM - 5:00 PM
Sunday: Noon - 11:00 PM (may vary)

Loyola University Museum of Art (LUMA)
820 N. Michigan Ave.
312-915-7600

Mail Center
Baumhart Hall- Lower Level
26 E. Pearson
312-915-7393
Monday - Friday, 8:00 AM - 5:00 PM

Registration and Records
Lewis Towers, Room 510
312-915-7221
Monday - Friday: 8:30 AM - 5:00 PM

Residence Life
26 E. Pearson, 4th floor
773-508-3300
Monday - Friday: 9:00 AM - 10:00 PM
Saturday - Sunday: Noon - 10:00 PM

Terry Student Center Information Desk
25 E. Pearson, 2nd floor
312-915-6642
Monday - Friday: 9:00 AM - 6:00 PM
Saturday – Sunday: CLOSED

Tutoring Center
25 E. Pearson, Room 605
773-508-7708
Monday- Friday 8:30 AM- 5:00 PM
WATER TOWER CAMPUS

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.
Career Development Center

The Career Development Center (CDC) at Loyola University Chicago serves all Loyola students and alumni as a source for career assessment, career education and assistance with the job search. We play an active role in facilitating contact and relations among students, alumni and employers, as well as providing students and alumni with access to job opportunities. We hope you take advantage of our services and resource from the time you arrive at Loyola, through graduation and beyond.

Mission

The mission of the Career Development Center is to educate, counsel, and empower Loyola students and alumni through their self-identity and career exploration process. We encourage the practices of personal reflection and intensive exploration of the market place through research and experience, believing that career satisfaction is born of an authentic understanding of the self and the needs of the world. The CDC provides the guidance and resources necessary to facilitate this transformative process.

Vision

In keeping with the mission of Loyola University Chicago, the Career Development Center seeks to:

1. encourage students to identify and define their values, skills, interests, and passions and to utilize this information in making their life and career choices;
2. enhance students’ ability to recognize and negotiate the transitional issues encountered by young adults in the passage from college to career;
3. develop partnerships across the local, national, and global profit and non-profit environments, creating on-going networking and employment opportunities for students and alumni;
4. ensure students’ acquisition of the employment tools necessary to conduct effective searches for experiential opportunities and employment;
5. expand interdisciplinary collaboration with LUC faculty, staff and departments in order to contribute to the breadth and depth of students’ vocational knowledge;
6. nurture students’ examination of how one’s passions and talents may contribute to the service of our communities and the world.

RamblerLink

RamblerLink (https://luc-csm.symplicity.com/students/) is a web-based recruiting system designed for university career centers. Whether you are looking for a part-time job, federal work study jobs, an internship, or a full-time position after graduation, RamblerLink is your resource for hundreds of job listings. Students and alumni can browse job postings, apply for positions, and sign up for interviews and events. All students will automatically be signed up for RamblerLink as soon as they begin at Loyola. Current students should use their Loyola Universal ID and password to log in.

Employers may register for a RamblerLink account and post their opportunities, request information sessions and other on-campus recruiting visits.
The Student Accessibility Center (SAC) serves students with documented disabilities by creating and fostering an accessible learning environment. We aim to empower students with diverse needs by enhancing their self-awareness, self-determination and self-advocacy. We promote awareness of the needs of students with disabilities and encourage the Loyola community to respect and care for each individual. Loyola University Chicago is committed to compliance with legal requirements including Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008.

**General Policies**

- Eligibility for services and accommodations is determined on an individual basis based on documented need.
- Self-disclosure and the submission of documentation can be initiated anytime during the year. However, reasonable time must be allowed before the student can expect accommodations to be in place. Self-disclosure and documentation are required only if students plan to request accommodations.
- Students should provide information and documentation at a reasonably early date to allow time for the development and arrangement of appropriate accommodations. In some cases, several weeks' advance arrangement is needed.
- Accommodations cannot be retroactive. Accommodations begin only after documentation is received and reasonable time for accommodation development has been allowed.

**SAC Services**

In order to provide appropriate and reasonable accommodations to students with disabilities, SAC:

- Keeps confidential and private all information regarding a student’s disability
- Determines the accommodations and services to be provided to a student, taking into consideration the student’s documentation, preferences, available resources and course requirements
- Explains the process for the provision of accommodations and services to the student verbally and in writing
- With student consent, notifies the student’s instructors in writing, certifying that a student has a disability and stating recommended academic accommodations
- With student consent, notifies appropriate university staff and administrators of non-academic accommodations and services such as housing, recreation, safety, counseling, financial aid, transportation, health services, employment, insurance and other co-curricular activities

**Confidentiality**

Confidentiality is extremely important in all matters pertaining to students with disabilities. Information regarding a student's disability is only shared with other university personnel if there is a legitimate reason to do so and with the student's written permission. Faculty members are not told the specific nature of a student's disability, unless the student provides SAC with written permission. Faculty may not identify students as having a disability nor disclose their accommodations without the student's written permission. Students are encouraged to communicate openly with faculty regarding their accommodations.
Temporary Disability

SAC provides accommodations for students with permanent disabilities only. Students with temporary disabilities are encouraged to contact the dean’s office of their college or school and the Wellness Center to find out what services are available to them. Examples of temporary disabilities include: a broken arm/leg, recent surgery, a short-term illness or an injury.

Appointments

Early planning is essential to arrange for many accommodations and services that are coordinated by SAC staff. SAC is happy to meet with prospective, incoming students, and current students to discuss accommodations and services. Please contact SAC to schedule a meeting and learn more about SAC.

New students are strongly encouraged to contact SAC at least four weeks before the first semester they attend classes at Loyola. Current students are strongly encouraged to make an appointment or contact SAC within the first two weeks of classes to set up accommodations for that semester.

For more information or to set up an appointment, please call: 773.508.3700 or email sac@luc.edu

Locations & Office Hours

Lake Shore Campus
Sullivan Center for Student Services
6339 N. Sheridan Rd., Suite 117
Chicago, IL 60660

Regular Office Hours at LSC
Monday – Friday: 8:30am - 5:00pm

Water Tower Campus
Lewis Towers 1240
111 E. Pearson St.
Chicago, IL 60611

Regular Office Hours at WTC
Monday, Tuesday and Thursday: 8:30am – 5:00pm

Mailing Address

Student Accessibility Center
Loyola University Chicago
1032 W. Sheridan Rd.
Chicago, IL 60660

Email, Phone & Fax

Email: sac@luc.edu
Phone: 773.508.3700
Fax: 773.508.3810
Mission

The Wellness Center provides high quality interdisciplinary medical, mental health and health promotion services that enable our diverse student population to more fully participate and succeed in the college experience. By enhancing health and wellness, within the context of a Jesuit Catholic institution, each student is empowered to take responsibility for self-care by making informed lifestyle choices that contribute to their own success and to the well-being of the community.

Vision

To be recognized for excellence by the University community for providing integrated wellness services essential to student development. At Loyola’s Wellness Center, you will find medical, mental health, and health education professionals committed to your well-being. Together, we work to create a strong, safe campus community so that every Loyola experience is successful. How will you stay well during your Loyola experience and beyond? Make a commitment to a healthy lifestyle today. Get involved with a campus group, feed your intellectual hungers, explore your spiritual side, and make healthy behaviors part of your everyday routine.

Schedule your appointment today. Call 773.508.8883.

Services

- Mental Health
- Dial-A-Nurse
- Health Education
- Health Services
- Nutrition
- Therapy Dog
- Wellness Advocates (Peer Health Educators)

Locations, Hours & Visits

Lake Shore Campus

Granada Center
6439 N. Sheridan Rd., Suite 310
Chicago, IL 60626
Telephone: 773.508.2530
Fax: 773-508-8790
Immunization Fax: 773.508.2505

Hours During Academic Year
Monday through Thursday, 8 a.m.–6 p.m.
Friday, 8 a.m.–5 p.m.
Saturday, 8 a.m.–Noon

Hours During Summer and Winter Break
Monday through Friday, 8 a.m.–4:30 p.m.

Water Tower Campus

Terry Student Center
26 E. Pearson (two blocks west of Michigan Ave)
Suite 250
Chicago, IL 60611
Telephone: 312.915.6360
Fax: 312.915.6362

Hours During Academic Year
Monday, 8:30 a.m.–5 p.m.
Tuesday, 9 a.m.–6 p.m.
Wednesday, 1 p.m.–6 p.m.
Thursday, 8:30 a.m.–5 p.m.
Friday, 8:30 a.m.–5 p.m.

Hours During Summer and Winter Break
Monday through Friday, 8:30 a.m.–5 p.m.
The Wellness Center is closed during all Loyola holidays. Hours may vary on the day prior to a holiday or during University breaks. Please call 773.508.8883 to schedule an appointment. In an effort to serve you better and to decrease your waiting times, all visits to the Wellness Center will be by appointment only. Same day appointments are usually available. Emergencies will continue to be accepted immediately.

We kindly request 3 hours notice if you are unable to make your scheduled appointment time. Please be advised that there is a $15 fee for missed appointments or late cancellations. This policy helps everyone by increasing the availability of our providers.

If you believe we have made an error in scheduling or you believe you deserve special consideration, please discuss it with your healthcare provider.

**When the Wellness Center is Closed: Getting Nurse Advice**

If you have symptoms or health issues you would like to discuss with a nurse when the Wellness Center is closed, please call one of the numbers below.

NurseLine for all students: 877.257.7075
For emergencies, call 911 or 44911 on campus.

**Your First Visit**

At the first visit of each semester students will be asked to complete a patient information sheet upon signing in at the reception desk. This provides current contact information that helps the Wellness Center staff to better serve students and reach them if necessary.

Our new Healthy Lifestyles Assessment is designed to help the health care professional address the student's health concerns and risk factors, and to give appropriate health guidance. Incoming freshmen will be asked to complete a Healthy Lifestyles Assessment at their first visit. All other students are welcome to complete the assessment if they are interested in doing so. It takes about 10 minutes to complete and can be done in the lobby while waiting to see a health professional.

In the privacy of an exam room, a registered nurse will obtain a health history and conduct a thorough assessment. Most patients can be effectively managed by a registered nurse. If further assessment or treatment by a physician or nurse practitioner is necessary, the registered nurse will direct the patient to make an appointment with that individual.

In the exam room the nurse will also review and discuss the completed Healthy Lifestyles Assessment. The nurse will provide encouragement, information, resources, and referrals to assist the patient with questions, concerns, and goals. Follow up visits may be recommended.

For more information, visit: [http://www.luc.edu/wellness/](http://www.luc.edu/wellness/)
Writing Center

At the Writing Center our main goal is to help you become a better writer. We believe that all writers—of all levels of ability—can benefit from having an experienced writer respond to their work. We know today's academic writing environment is complex, and we also understand that each writer brings various needs, viewpoints, and experiences to the writing process. With this in mind, we offer writing assistance that meets your individual needs, wherever you are in your development as a writer.

Our tutors are available to help you at any point of the writing process—from brainstorming, to organizing, to putting the final touches on a bibliography. We believe the best way to become a better writer is to discuss your paper on a global scale before discussing specific issues like grammar or punctuation. As a result, we do not "correct" papers; instead, we collaborate with the writer. With this approach, we hope to provide assistance that is beneficial to your overall writing development.

Contact Us

Director: Amy L. Kessel (akessel@luc.edu)
Associate Directors: Grace Pregent (gpregent@luc.edu) and John Hawkins (jhawkins8@luc.edu)
Assistant Director: Lyle Enright (lenright@luc.edu)
ESL/ELL Specialists: Michael Slager (mslager@luc.edu) and Gilda Ruman (gruman@luc.edu)
Lake Shore Campus: 773.508.8468
Water Tower Campus: 312.915.6089

Locations & Hours

Lake Shore Campus (Information Commons 221)
Monday: Thursday: 10:00 AM- 9:00 PM
Friday: 10:00 AM- 5:00 PM
Saturday: CLOSED
Sunday: 2:00 PM– 9:00 PM

Water Tower Campus (Corboy Suite 800, Room 811)
(Take the main elevator from the Corboy Law Center Lobby to the 6th floor, and enter through the Lewis Library. Take the Library elevator to the 8th floor.)
Monday: 10:00 AM- 6:00 PM
Tuesday 11:00 AM - 6:00 PM
Wednesday 11:00 AM – 6:00 PM
Thursday 11:00 AM - 6:00 PM
Friday 12:00 PM- 3:00 PM
Saturday- Sunday: CLOSED

Preparing for Your Session

• Schedule online using http://luc.mywconline.com to make an appointment with a tutor.
• Be on time for your appointment.
• Come to the Writing Center with your paper assignment and with rough drafts, if you have them.
• Ask questions during your session, and keep an open mind when your tutor makes suggestions.
• Remember: The Writing Center is not a fix-it shop; we work with you to improve your writing.

Hootnuit

Hootnuit is an online, on demand, training site that offers over 50,000 tutorial videos on over 250 technology applications, including Microsoft and Adobe. Topics are subdivided into very small chunks, and presented in videos of one or two minutes, so learners can easily and quickly find the training they need on specific topics. Instructors can pull Hoonuit videos directly into their Sakai courses. See more at: https://www.luc.edu/its/itrs/teachingwithtechnology/hoonuit/
Students are expected to demonstrate good writing skills both in school and fieldwork settings. They are also expected to demonstrate a working knowledge of APA format. The ability to express oneself clearly and concisely in written form is considered by Loyola to be an essential attribute because social workers are continually called upon to prepare written case summaries, psychosocial assessments, and other documents that convey information about clients.

The School of Social Work does not expect students to write for publication. However, a high level of proficiency is expected and will serve students well in future career endeavors. If students need assistance in improving their writing skills, they can refer to the University website for information about location and hours of the Writing Centers.

NOTE: Extensive use of direct quotations from outside sources, even if they are properly cited, does NOT constitute good writing at the graduate level.

A. Academic Integrity

To submit work as one’s own that actually is the work of another person, whether in a term paper, case record, or examination or offering fictitious case material, misrepresents students to the instructors and to peers. Using unauthorized notes or copying the work of another person during an examination not only constitutes falsifying your work, it can affect the grades of other students. The faculty considers this serious unprofessional conduct.

It is inappropriate for students to use the same paper to fulfill requirements for more than one course. Doing so may affect the students’ grades in any of the courses involved.

Plagiarism is submitting work done by another person without attribution. By the time students are in graduate school, it is assumed that they know better than to quote all or part of another person’s work without quotation marks and footnotes. Papers prepared by research services’ or anyone else but students also qualify as plagiarism and will be considered as such by the faculty.

Students are encouraged to utilize the Writing Center as well as the American Psychological Association Publication Guide to ensure that all work is appropriately cited. The SSW uses APA format for all courses with the major. It is the School’s expectation that students begin the program with this knowledge.

Beyond plagiarism, students are expected to be honest when completing take home and in class exams. This means unless they have permission to do so, they may not complete exams with other students or copy the work of other students and submit it as their own.

Students who are caught plagiarizing or cheating on exams may be given an F for that assignment at minimum and may also risk receipt of a failing grade for the class, resulting in dismissal from the MSW program.
About your U-Pass

Here are the basics about how U-Pass works:

- **Your U-Pass provides you unlimited rides on the CTA** during your enrollment as a full-time student in a participating institution. (The unlimited riding your U-Pass provides is on CTA buses and trains, only. To use your U-Pass to ride Pace buses, load transit value or passes valid for your trip on Pace.)

- **Your card is a contactless card—tap it to the Ventra reader** to pay your fare. (Don't insert it into fare equipment—you'll lose it and need to pay for a replacement.)

- **Your pass is good for up to seven years (Check expiration date and hold onto it).** Your card will work across multiple school terms over its life, and also works when you’re not in school as a regular Ventra Card for full fare and/or full fare passes. (You won’t get a new one with each school session or year.)

- As long as you’re enrolled full-time in school, your **U-Pass privileges are loaded onto your card automatically** by your school and good for the length of your session.

- **Add passes and transit value for:**
  - Riding CTA when school is not in session or when you do not qualify as a full-time student.
  - Riding Pace, year-round.
  - To pay for others who are traveling with you, as additional riders, on the same card. (You can bring up to six additional people with you.)

Using your U-Pass between semesters (or otherwise not in school full-time)

Between semesters (including during the summer session) (or if you change to a part-time schedule, leave school, etc.), your Ventra U-Pass card switches to function as a regular Ventra Card on CTA & Pace, by deducting fares from Ventra Transit Value, and even transit passes (3-Day, 7-Day, etc.).

- **Your U-Pass card automatically switches to working like a regular Ventra Card when you’re not in session.** When you use your card when school isn’t in session, regular fares and transfers are deducted. You can load value onto your card at any Ventra Vending Machine, at hundreds of Ventra Retail Locations, over the phone, or at www.ventrachicago.com. When you’re back in school full time, U-Pass riding privileges become available again, automatically, at the start of the session.

- **Don’t throw your card away.** Your card is good for up to seven years from when it was issued—you just keep using the same card through multiple years.

- **Register your card at ventrachicago.com** to manage your account online.

- **You can add value for fare or regular full-fare passes online** for when you’re traveling offseason.

- **You can even configure auto load** to maintain a minimum transit value balance of $10. (This can be useful even during the school year, since you can use your card to pay for other riders who are traveling with you, as well as to pay fare on Pace suburban buses.)
Please note: Your Ventra Transit Account must be in good standing prior to your next qualifying term for U-Pass privileges. If the card has a negative balance when you return for classes, the U-Pass privilege will not activate. You are responsible for any negative balances from the summer break. Check your transit balance on ventrachicago.com (including from a mobile browser), at vending machines or by phone.

**U-Pass replacement, rules and regulations**

As you begin to use your U-Pass, please be aware of the following rules for being a U-Pass cardholder.

- Handle your card carefully. There is a replacement fee if your card stops working as a result of abuse.
- Your U-Pass is for your use only and cannot be transferred or sold. If this rule is violated, we reserve the right to confiscate the card and prohibit you from having a U-Pass for a full year, and/or press criminal charges.
- If your card is lost, stolen or damaged (due to abuse, misuse, etc.), visit your school's U-Pass administrator to complete a report and request a new card. A non-refundable replacement fee ($50) will be collected for a lost/stolen card.
- If your card is defective, we can replace it. The first replacement is free, though subsequent replacements will be billed back to you ($5). The defective card must be returned through your school.

**To get your U-Pass:**

School of Social Work students’ passes can be picked up at the Terry Student Center Information Desk, 2nd Floor (Water Tower Campus). Please have your student ID available when picking up the UPASS. Exact dates and times of pick-up will be posted here: http://www.luc.edu/upass/upassdistribution.shtml as the start of the semester approaches.

**U-Pass Fare**

The fee covers the charge by CTA for the pass and a small administrative fee. This fee is non-refundable.

- **Undergraduate and Graduate School**: $155.00 per semester
- **Law School**: $168.00 per semester
- **Quinlan School of Business Graduate Programs (MBA)**: $12.00 per quarter

These rates will appear on E-Bills/student tuition fees for all qualifying full-time students.

**Qualifications and Enrollment**

Generally all undergraduates with 12 or more credit hours. A more complete list is listed on the FAQs page. All eligible students are automatically enrolled and charged a non-refundable fee.

**Contact Information**

Students are encouraged to visit http://www.luc.edu/upass/index.shtml, or contact the Loyola U-Pass Coordinator. Students may also contact the Damen Student Center Information Desk at 773.508.8770 for more information. For Water Tower Campus U-Pass distribution questions, you may contact the Terry Student Center Information Desk at 312-915-6642.

Students are also encouraged to contact U-Pass at cta-upass@transitchicago.com or call 1-888-YOUR-CTA.

Chicago Transit Authority  
567 W Lake Street, 2nd Floor  
Chicago, IL 60661