To help you feel at home at Loyola, we want to provide you with general information that will assist you during Summer Sessions. For more information, visit the Summer Sessions website at LUC.edu/summer. If you have any questions, email summer-sessions@luc.edu or call 773.508.3500. You may also visit the Summer Sessions office in the College of Arts and Sciences during business hours (Monday–Thursday, 9:30 am–4:00 pm) at the Lake Shore Campus, 6339 N. Sheridan Road, Sullivan Center 235, or call to make an appointment. Visit LUC.edu/summer/visitingstudents/orientation to learn about orientation sessions.
Explore your resources and services.

**EMAIL**
Loyola uses email as an official method of communication and students are strongly urged to check Loyola email daily. Access your email account by clicking on “E-Mail” under the “Links” tab on any Loyola University webpage and use your UVID and password.

**LOCUS**
Loyola’s online connection to University services is a web-based, self-service system that enables students to access information and resources. LOCUS is available 24 hours a day, seven days a week. Course enrollment, withdrawal, and tuition payment are just a few of the many services available on LOCUS, the main system for managing your Loyola account. For information and instructions on using LOCUS, please visit [LUC.edu/locus](http://LUC.edu/locus).

**SAKAI**
LUC Sakai is an educational platform designed to support collaboration and communication between students and professors. Through Sakai students have access to course resources, syllabi, assignments, and grades. To access your account click on “Sakai” under the “Links” tab on any Loyola University webpage and use your UVID and password.

**PASSWORD SELF-SERVICE**
If you are having trouble with your password, please visit [LUC.edu/services/password-self-service.shtml](http://LUC.edu/services/password-self-service.shtml).

**CAMPUS CARD**
The Campus Card is the University’s official identification card for all Loyola students. Once a student is registered for classes, they can obtain an official Campus Card at the Campus Card Offices (Please bring along an official ID when you visit the Campus Card Office):

- **Lake Shore Campus**
  Sullivan Center, Room 197
  6339 N Sheridan Rd.
  Phone: 773.508.2273

- **Water Tower Campus**
  Corboy Law Center, Main Lobby
  25 E. Pearson
  Phone: 312.915.7756

The Campus Card automatically provides access to campus libraries and to Halas Recreation Center at the Lake Shore Campus. The card can also be used as a pre-paid debit card. Rambler Bucks can be used at on-campus facilities including:

- Campus Copy Centers
- Campus Information Desks
- Campus Recreation
- Campus Dining Services and Cafes
- Digital Media Lab
- Follett Campus Bookstores
- Mailroom
- Parking Facilities
- Rambler Room
- Residence Halls
- Residential Laundry Facilities
- Union Station

- University Computer Labs
- University Libraries
- Vending machines
- Wellness Center

**Off campus:**
- Five Guys
- Metropolis Coffee
- Pete’s Pizza
- Red Mango
- Subway
- Felice’s Roman Style Pizza

Learn more at [LUC.edu/campuscard](http://LUC.edu/campuscard).
BOOKS
Books are available through our Loyola bookstores on the campus where your course(s) will be held: at the Water Tower Campus, 26 E. Pearson, Baumhart Hall, 2nd Floor; at the Lake Shore Campus, Granada Center 6435 N. Sheridan Road. Follett offers the option of ordering textbooks online at LUC.edu/info/bookstore.

CLASSROOM LOCATIONS
For locations of your courses, refer to your course schedule in LOCUS at LUC.edu/locus.

• For Water Tower and Lake Shore Campus maps, go to LUC.edu/maps
• For Retreat and Ecology Center, please visit: LUC.edu/sustainability/academics/summersessions/LURECsummersessions

ACCESSING GRADES
Grades will be posted approximately 72 hours after the final exam or class and will be accessible through LOCUS. The Summer Sessions office does not receive grades or transcripts. Current students should request official transcripts through LOCUS at LUC.edu/locus or by contacting the Office of Registration and Records at LUC.edu/regrec. For complete details on how to order and send transcripts, please visit: LUC.edu/regrec/transcripts.shtml, or call 312.915.7221.

NUMBER OF CREDIT HOURS PERMITTED
Undergraduate students may enroll in up to eight credit hours in any one session. (Students should note that some session dates overlap, so special attention is required when planning summer schedules.) A current Loyola student who wishes to apply for an exception to this rule should appeal to their academic advisor. Visiting students should contact Maria Lettiere at the College of Arts and Sciences at 773.508.3500.

STUDENT ACCESSIBILITY CENTER
Individuals who require services or accommodations through the Student Accessibility Center may call 773.508.3700 or visit LUC.edu/sac. Students may also visit SAC in the Sullivan Center, first floor, Lake Shore Campus. If you want to use services or discuss, it would be beneficial to reach out before classes begin.
GETTING TO CAMPUS
For driving directions to Loyola campuses and for interactive campus maps, please visit LUC.edu/maps.

U-PASS
The Loyola U-Pass is your ticket to unlimited rides on the CTA (Chicago Transit Authority) during summer sessions 12 weeks, including CTA buses and trains. Students taking six or more credit hours and registered in these credits by June 13 are eligible for the U-Pass. Learn more at LUC.edu/upass.

For public transportation options to both the Water Tower and Lake Shore Campuses, check out CTA train and bus routes and schedules at www.transitchicago.com.

PARKING
Paid parking is available to students at the Lake Shore Campus. Students can find validated, commercial parking venues around the Water Tower Campus. For all Loyola-related parking information, visit LUC.edu/campustransportation, or call 773.508.7036.

FITNESS
Summer Sessions students have access to Halas Recreation Center, located at 1032 W. Sheridan Road. For more information, please visit LUC.edu/campusrec, or call 773.508.2602.

HEALTH AND WELL-BEING
Students registered for seven or more credit hours during the summer months must provide immunization records to the Wellness Center. Visiting students should request copies of records from their doctor or school, which should be mailed to the Granada Center, 6439 N. Sheridan Road, Suite 311; or faxed to 773.508.2505. Students can request additional immunizations and use other services from the Wellness Center. Learn more at LUC.edu/wellness/tools/immunizations.

HOUSING
Summer Sessions students living on campus will be housed in Bellarmine Hall at the Lake Shore Campus, and Baumhart Hall at the Water Tower Campus. For more information on living on campus during the summer visit LUC.edu/reslife.

STUDENT HANDBOOK
All Loyola students are expected to adhere to the policies outlined in the Loyola Student Handbook. The handbook contains information about various aspects of the university community. To review the student handbook in its entirety, visit the Office of Student Conduct and Conflict Resolution's website at LUC.edu/osccr.

THE HUB
For all student services, stop by the Hub, Sullivan Center for Student Services at the Lake Shore Campus, 6339 N. Sheridan Road, or at the Water Tower Campus in Corboy Law Center, Main Lobby, 25 E. Pearson. You may also call 773.508.7700, email onestop@luc.edu, or visit LUC.edu/onestop.

LUC.edu/summer / summer-sessions@luc.edu
TUITION, FEES, AND BILLING

Electronic billing statements (e-bills) are generated on the 15th of every month and can be found in LOCUS. Charges are due on the 5th of the following month. E-bill notifications will be sent to the student’s Loyola email address. If you would like to add a parent or guest to receive your monthly e-bill, please follow the instructions at: luc.edu/bursar/parent_access.shtml.

For billing information, please visit

LUC.edu/bursar/billing_information.shtml

For financial aid questions, please contact the Financial Aid Office at lufinaid@luc.edu or 773.508.7704.

The Bursar’s Office does not send paper bills in the U.S. mail. Please do not send tuition or housing payments to the Summer Sessions office.

LUC.edu/summer / summer-sessions@luc.edu
Students use LOCUS to make all schedule changes. The first two days of Summer Sessions Early, A, B, and C are considered the Late Registration periods. Adding a class to your schedule during Late Registration will incur a $50 late registration fee.

Complete withdrawal from Loyola before the official start date of each session will result in no financial responsibility. Withdrawal from classes after the session Late Registration period will have tuition and fees adjusted according to the Tuition Credit Calendar (see above) and the Key Dates (see page 8). Once you register for a class, you are responsible for payment, if your plans change for the summer, please withdraw from courses. Review the withdrawal schedule to make sure you understand the deadlines. Loyola is not responsible for withdrawing students.

The financial impact of withdrawal as specified on the Tuition Credit Calendar can also be found on the Bursar’s Withdrawal Schedule at LUC.edu/bursar/withdrawalschedulechange2018-2019.

The academic impact of withdrawal listing deadlines for penalty grades of W and WF for each Session is noted on page 8 and can be found at LUC.edu/academics/schedules/summer/academic_calendar.shtml.

Students enrolled in classes that fall on Memorial Day and the official Independence Day holiday will make up the class time on a designated Friday following the holiday, or another specified day. Instructors will provide students with these dates. Make-up dates are also listed on page 8 or online on the Summer Academic Calendar.

LUC.edu/summer / summer-sessions@luc.edu

SUMMER SESSIONS WITHDRAWAL AND SCHEDULE CHANGE POLICY

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Credit</th>
<th>Withdrawal Date</th>
<th>Credit</th>
<th>Withdrawal Date</th>
<th>Credit</th>
<th>Withdrawal Date</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>May 20 - 21</td>
<td>100%</td>
<td>May 20 - 21</td>
<td>100%</td>
<td>July 1 - 2</td>
<td>100%</td>
<td>June 3 - 9</td>
<td>100%</td>
</tr>
<tr>
<td>May 22 - 26</td>
<td>50%</td>
<td>May 22 - 26</td>
<td>67%</td>
<td>July 3 - 7</td>
<td>67%</td>
<td>June 10 - 16</td>
<td>80%</td>
</tr>
<tr>
<td>May 27 and beyond</td>
<td>0%</td>
<td>June 4 and beyond</td>
<td>0%</td>
<td>July 15 and beyond</td>
<td>0%</td>
<td>June 24 and beyond</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 4 and beyond</td>
<td>0%</td>
<td>July 15 and beyond</td>
<td>0%</td>
<td>June 24 and beyond</td>
<td>0%</td>
</tr>
</tbody>
</table>

(See back page for academic calendar)
# Key Dates 2019

<table>
<thead>
<tr>
<th>DATE</th>
<th>EARLY SUMMER SESSION</th>
<th>SUMMER SESSION A</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20</td>
<td></td>
<td>SESSION BEGINS</td>
</tr>
<tr>
<td>May 20-21</td>
<td>Late registration (fee applies); late registration ends at midnight on May 21.</td>
<td></td>
</tr>
<tr>
<td>May 21</td>
<td></td>
<td>Last day to drop a course without a grade of “W.”</td>
</tr>
<tr>
<td>May 24</td>
<td></td>
<td>Last day to convert from credit audit or vice versa. Last day to request or cancel pass/no pass option.</td>
</tr>
<tr>
<td>May 27</td>
<td></td>
<td>NO CLASSES: Memorial Day.</td>
</tr>
<tr>
<td>May 31</td>
<td></td>
<td>Make-up day for Memorial Day.</td>
</tr>
<tr>
<td>June 7</td>
<td></td>
<td>Last day to withdraw from session without penalty grade of “WF,” midnight.</td>
</tr>
<tr>
<td>June 14</td>
<td></td>
<td>SESSION ENDS</td>
</tr>
<tr>
<td>June 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 28</td>
<td></td>
<td>SESSION ENDS</td>
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</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>SUMMER SESSION B</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>SESSION BEGINS</td>
</tr>
<tr>
<td>July 1-2</td>
<td>Late registration (fee applies); late registration ends at midnight on July 2.</td>
</tr>
<tr>
<td>July 2</td>
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</tr>
<tr>
<td>July 3</td>
<td></td>
</tr>
<tr>
<td>July 4-5</td>
<td></td>
</tr>
<tr>
<td>July 12</td>
<td>Make-up day for Independence Day.</td>
</tr>
<tr>
<td>August 2</td>
<td></td>
</tr>
<tr>
<td>August 9</td>
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<table>
<thead>
<tr>
<th>DATE</th>
<th>SUMMER SESSION C</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3</td>
<td>SESSION BEGINS</td>
</tr>
<tr>
<td>June 3-4</td>
<td>Late registration (fee applies); late registration ends at midnight on June 4.</td>
</tr>
<tr>
<td>June 4</td>
<td></td>
</tr>
<tr>
<td>June 7</td>
<td></td>
</tr>
<tr>
<td>July 4-5</td>
<td></td>
</tr>
<tr>
<td>July 12</td>
<td>Make-up day for Independence Day.</td>
</tr>
<tr>
<td>July 12</td>
<td></td>
</tr>
<tr>
<td>July 26</td>
<td></td>
</tr>
</tbody>
</table>

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