

Important Information

In-Person Registration

ALL new students must register via the green "Graduate Registration Request" form. After registering for the first semester, students can use the online registration system.

Registration forms are available in the Pastoral Counseling Offices, Columbia Graduate Center, Suite 380 or from the Records Dept.

Records Office www.loyola.edu/records

Maryland Hall Room 141

Hours:

Monday–Thursday 7am –7:30pm

Friday 7am – 4:30pm

NEW in September 2008

Student Self-Service feature of the National Student Clearinghouse

www.studentclearinghouse.org

Among other things, provides free services enabling students to obtain enrollment verification certificates, which can be mailed to health insurers or other organizations needing proof of enrollment.

Course Schedules:

Available on the Records Office website in mid-October for Spring, early March for Summer, and mid-May for Fall.

ID Cards

ID cards are automatically activated for students who have registered and paid for the current term after the first day of class. ID cards will not be activated for students who have registrations being held by the Records Office (i.e., payment problems, unpaid tuition/ fines, not fully admitted, etc.). ID Cards may also be obtained at the following campuses:

Columbia Campus:

Monday–Thursday 8:30am – 9:30pm

Friday/Saturday 8:30am – 4pm

Parking Columbia

Parking permits are available free of charge at the Reception Desk; however, the permit is NOT valid on the Baltimore Campus. The Baltimore parking permit is valid on all three campuses.

Students attending classes at Baltimore and Columbia are expected to register their vehicles at the Baltimore Campus.

Student Administrative Services

www.loyola.edu/sas Maryland Hall Room 141

SAS is the primary financial office center for students. Their principal focus encompasses the monitoring of graduate student tuition accounts. If you have questions about your student account call 410-617-5048.

Regular Hours:

12 pm – 5 pm

Bookstore www.lcb.bkstr.com

Baltimore Campus

Andrew White Student Center, 2nd floor

Baltimore Store Hours:

Monday–Thursday 8:30am – 6pm

Friday 8:30am – 4pm; Saturday 11am – 4pm

Columbia Store Hours:

Monday–Thursday 11am – 7pm

Each Campus Bookstore only carries the necessary course materials assigned to each campus classes. All locations observe the same holiday schedule as the College's administrative offices.

International Students

Maryland Hall 148

Students on an F-1 visa must report to the International Student Advisor (Office of International Programs) within the first week of classes. Call 410-617-2910 to schedule an appointment.

Loyola/Notre Dame Library www.loyola.edu/library

An activated Loyola ID card or a Loyola/Notre Dame Library card with the library bar code is required for all library services. Students without an ID card may obtain a Loyola/Notre Dame Library Card from the receptionist at the Columbia Campus or by calling the Circulation Desk at 410-617-6801.

Hours:

Monday–Thursday 8am – 2:00pm

Friday 8:00 a.m. – 7:00 p.m.

Disability Support Services

www.loyola.edu/AASC/Learning

107W Newman Towers; call 410-617-2062/2750

To ensure physical and programmatic access to all college programs, Disability Support Services (DSS) provides services such as alternative arrangements for tests, physical navigation of the campus, sign language interpreters, adaptive equipment, taped lectures, etc. Students must register and qualify with the office.

The Career Center thecareercenter@loyola.edu
DeChiaro College Center, W002
Satellite campus visits by appointment; 410-617-2232

The Career Center provides comprehensive and free services to all graduate students in identifying and exploring career options; networking with alumni and employers; formulating a career action plan; and implementing an effective job search. Whether you are looking for that first job, changing careers, or seeking a promotion through your current employer, Career Advisors can assist you in achieving your goals.

While graduate students are invited and encouraged to use all of the services the following are designed to be particularly helpful to graduate students: Resume Critiques, Online Resources, Practice Interviews, Individual Appointments, and Alumni Career Network.

Hours for the Academic Year:
Monday - Thursday 8:30am- 8pm
Friday 8:30am - 5pm
Evening Advisement By Appointment
Contact the office for satellite campus office hours.

General Information www.loyola.edu/webadvisor

Schedules: Access WebAdvisor, click My Class Schedule.

User IDs and Passwords: To use WebAdvisor students must have a User ID and Password (same as for GroupWise and BlackBoard).

For Tech Assistance, choose from these options:

Telephone Support: Call 410-617-5555
Walk-In Support: Knott Hall Room 002
Loyola ID Card required.

Check the website
www.loyola.edu/tsc/contact for hours of operation.

Official email address: Loyola College sends all official email to your username@loyola.edu account.

If you prefer using another email account you may forward your @loyola.edu email to your preferred account. For forwarding instructions, go to

www.loyola.edu/mailforwarding. Contact the Technology Service Center x5555 for assistance.

Final Room assignments for the Columbia Campus are posted in Suite 380.

Recreational Sports www.loyola.edu/recsports

Fitness and Aquatic Center - FAC

The use of the FAC and its related programs is intended for the students, faculty, staff, administrators, alumni and families of Loyola College. All currently registered graduate students are eligible to enroll in membership by the term.

Directory

Alcohol/Drug Education & Support Services
410-617-2928†
Campus Ministry 410-617-2222
Campus Police Emergency 410-617-5911
Career Center 410-617-2232
Columbia Campus 410-617-7600
Commencement 410-617-2261
Computer Science 410-617-2464
Dining Services 410-617-2984
Disability Support Service 410-617-2062/2750
Education 410-617-5095
Executive MBA/Fellows 410-617-5064
Financial Aid 410-617-2576
Graduate Admissions 410-617-5020
International Student Advisor 410-617-2910
Liberal Studies 410-617-5590
Loyola College Bookstore 410-617-5738
Loyola/Notre Dame Library 410-617-6800
MBA/MSF 410-617-5067
Pastoral Counseling 410-617-7620
Psychology 410-617-2696
Public Safety 410-617-2300
Records Office 410-617-5033
Speech-Language Pathology/Audiology
410-617-7650
Student Administrative Services 410-617-5047
Technology Service Center 410-617-5555
Timonium Campus 410-617-1500

Inclement Weather www.loyola.edu

For messages regarding cancellations or changes in class schedules:

- Call the College's inclement weather line at 410-617-2223. Be sure to listen to whether the entire College is closed or only certain locations.
- Visit the College's website or
- Listen to one of the following radio/television stations: WCAO (600 AM), WBAL (1090 AM), WTOP (1500 AM), WLIF (101.9 FM), WQSR (102.7 FM), WWMX (106.5 FM), WMAR-TV 2, WBAL-TV 11, WJZ-TV 13, WBFF-TV FOX 45.

Announcements will be made at approximately 4:30 am for day classes (meeting before 4pm and 1pm for evening classes (meeting 4pm and later).

QUESTIONS?

Brenda Helsing
410-617-7614
bhelsing@loyola.edu
Pastoral Counseling Department