



**QUINLAN SCHOOL OF BUSINESS  
GRADUATE PROGRAMS**

# **STUDENT HANDBOOK**

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# GETTING STARTED

## Email Account

LUC email is through Microsoft Outlook and is accessible via the LUC webpage under "Links" in the upper right hand corner. All students are expected to use their LUC email and are responsible for the messages and information sent to your LUC email. Announcements regarding registration, class assignments, student events, graduation, and other valuable information will be communicated through LUC e-mail.

If you would like to re-route Loyola email to another account, see the Information Technology Services website for instructions:

<https://www.luc.edu/its/services/microsoftselfservicepasswordreset/>

## Health Insurance

Graduate students registered for 8 or more hours will automatically be enrolled in the university health insurance program unless they provide proof of other health insurance coverage. If you are taking less than 8 hours and want to enroll in the health insurance, you must opt-in by the deadline. If you are covered under another medical insurance plan or have an individual policy in place, then you must complete a waiver to opt out of the plan to avoid unwanted charges on your tuition bill. If you do not waive the insurance by the deadline, it is understood that you are choosing to enroll in an insurance program. Your money will not be refunded. If you have your own insurance already or are covered under your parents' plan, you may waive out of Loyola's Student Health Insurance by providing proof of the other coverage. Log on to LOCUS and click on "Student Health Insurance" in the "Campus Finances" section. Submit the electronic waiver by October 1st for the Fall term and February 28th for the Spring and the insurance charge will be waived from your account.

*For additional information and consultation, contact:*

*Office of the Bursar*

*312-915-6160*

*[www.luc.edu/bursar](http://www.luc.edu/bursar)*

## International Students

Newly admitted international students should contact the Office for International Students and Scholarly Services (ISSS) for important information about visa requirements (see below). All new F-1 and J-1 international students should contact OIP to obtain a Loyola University Chicago certificate of eligibility, either an I-20 or a DS-2019 form.

ISSS initiates the visa-application process and helps international students to adjust to living and studying in the

United States. ISSS staff advises international students and scholars on matters pertaining to their non-immigrant status. ISSS contact information, as well as information about visas, financial aid, taxes, change of immigration status, and many additional topics may be found here <https://www.luc.edu/iss/>

## New student Orientation

Q Impact is an opportunity for us to welcome you to the Quinlan School of Business and to orient you, as a new student, to Graduate Business programs, benefits, and opportunities. Faculty, staff, and current students will be on hand to provide valuable resource information and to answer any questions you have before commencing your graduate program. The orientation will also provide new students the opportunity to network and socialize. New students are required to attend Q Impact.

<https://www.luc.edu/quinlan/academics/studentresources/graduatereources/new-students/>

Students in the Executive MBA, Baumhart Scholars MBA and MBA-HCM have separate orientations.

In addition to Q-Impact, international students also have orientation through the Office for International Students and Scholarly Services.

## Required Proof of Immunization

Proof of immunity is an Illinois state requirement. All Loyola students enrolled in seven or more credit hours must complete the two-step process to verify proof of immunity. The ability to register or change a class will be blocked if immunization information is incomplete. All students must submit immunization requirements into LOCUS and submit supporting documents to the Wellness Center before the 10th day of the term.

Failure to provide timely information will result in a \$50 Non-compliance, which is non-refundable, and will not be removed even after immunization information is completed. Immunization requirements must be submitted, even if non-compliance fee was applied, in order to register for class or make a change to your registration. Please be sure that the immunization dates on your immunization information form match the dates that you enter into LOCUS. Students who enter dates into LOCUS that do not match the supporting documents will be considered non-compliant and may be assessed the \$50.00 fee. All documents are checked and validated by the Wellness Center staff.

Students living in University-owned housing will not be permitted to move in until the two-step process is complete.

The two step document submission process includes first entering your immunizations on LOCUS, followed by submitting your official immunization records to the Wellness Center via fax, mail, or in person. The wellness Center does not accept scanned or emailed copies.

Additionally, it is highly recommended that students consider receiving the Hepatitis B vaccination and having hospitalization insurance. An immunization form is available through the Wellness Center.

*For additional information and consultation, contact:  
Loyola University Chicago Wellness Center (WTC)  
26 E. Pearson Suite 250  
Chicago, IL 60611  
312-915-6360  
Fax: 312-915-6362*

*(LSC)  
6439 N. Sheridan Rd., Suite 310  
Chicago, IL 60626  
Phone: 773.508.2530  
Fax: 773.508.2505*

## **SAKAI**

Faculty post syllabus, textbook information, and class assignments on SAKAI. Your University User ID will allow you to access SAKAI. A complete syllabus will be distributed by each professor during the first class meeting. All students are expected to check SAKAI to see if they need to complete any work before the first class period. If the course for which you have registered does not have an assignment listed no first class assignment required.

SAKAI can be accessed by going to the Loyola University Chicago website upper right hand corner "LINKS" drop down box.

<https://sakai.luc.edu/>

## **Student ID Card**

Put on a smile! After you have registered for your classes, you should obtain your student picture ID card at the Campus Card office. All students are required to carry their student ID cards with them at all times when they are on campus. You will not be able to enter university buildings or the library without your ID.

*Student Services Desk in Corboy Law Center  
25 E. Pearson Street, 1st floor lobby  
Please call 312-915-7756 to obtain current office hours.  
<http://www.luc.edu/campuscard/>*

## **University Universal ID (UID)**

New students are automatically issued a Universal User ID (identification) and password. The UID will provide you with access to your Loyola email, SAKAI, LOCUS, labs, and technology applications.

The UID is emailed to new students about 2 to 3 weeks prior to their registration appointment.

*For assistance with your user id or log in information, please contact:*

*Information Technology Services Help Desk  
773-508-4ITS.  
helpdesk@luc.edu  
<http://www.luc.edu/its/>*

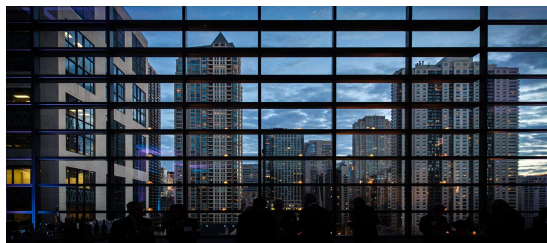
## **U-Pass (CTA)**

Graduate business students enrolled in 6 or more credit hours of Quinlan graduate-level courses are eligible for the CTA U-Pass. The quarterly, non-refundable fee is billed to the student account. A University ID is required to pick up a U-Pass.

Students can opt-out of the U-pass. To opt-out students have to fill the waiver on the Loyola website before the deadline at the beginning of each quarter.

EMBA and MBA-HCM students are not included in the program.

*Phone: 312-915-6642  
E-mail: [upass@luc.edu](mailto:upass@luc.edu)  
[www.luc.edu/upass](http://www.luc.edu/upass)*



# ACADEMIC POLICIES

## Academic Grievance Procedure

### *Purpose*

In order to provide a forum for the fair resolution of academic disputes involving individual student complaints of the appropriateness of course grades and accusations of academic dishonesty, the following procedure has been developed and will be applied to all cases involving Loyola students.

### *Pre-Hearing Procedure*

In all cases, a sincere attempt should be made by the student to resolve the problem by discussion with his/her professor.

If that attempt fails, student must submit a formal request for a grade change sent via Loyola email to the Department Chair/Associate Dean (when applicable) no later than 30 days into the following quarter explaining in detail the nature of the dispute and the attempts to resolve the matter.

The Department Chair or designee determines if there are grounds for an appeal.

If no grounds for an appeal are found, the student will be notified that a hearing board will not be convened. If the student disagrees with the determination by the Department Chair or designee, the student may appeal to the appropriate academic Dean. In cases where the student is enrolled in a school other than the one in which the course is taught, the academic Deans of the two schools will review the appeal together. The academic Dean's office will notify the student of the final decision.

If the Department Chair or designee determines there are grounds for an appeal, the student will be notified that a hearing board will be convened.

### *Hearing Board*

Each department shall have either a standing hearing board or have the means to constitute a hearing board for each dispute. Such boards will be chosen by the Department Chair or designee and will consist of between three and five faculty members other than the faculty member involved or Department Chair. In smaller departments, board members may be members of different departments, and the board members may be chosen by the Dean of the appropriate school.

The chairperson of each hearing board shall be selected by the person who appoints the hearing board. The chairperson of the hearing board receives all requests for hearings from the department, sets the calendar, notifies all board members and involved parties of the dates and times of hearings and

informs students by written notice of the recommendations of the board.

### *Hearing Procedure*

After receiving a request for a hearing, the chairperson of the hearing board shall establish a date and time for the hearing and notify the student and faculty involved and the other members of the board in writing.

The hearing will be held within two weeks of the receipt of the request for a hearing if practicable.

The hearing will be private, and all information will be held confidential.

Both the student and the faculty member involved may be accompanied by one advisor of their choice throughout the hearing process. The individual must inform the chairperson of the hearing board of the name of the advisor before the hearing date.

The student and/or instructor have the option of submitting relevant materials to the hearing board prior to or at the time of the hearing. Individuals in the hearing process are expected to present truthful information.

The board may address questions to any party. The chairperson of the hearing board determines the hearing procedures (e.g. location, order of proceedings, determining what evidence is relevant, determining if additional information is needed, etc.). The standard of evidence required for a board to determine that arbitrary and capricious academic evaluation occurred is known as a "preponderance of the evidence." This means the board must determine that it is more likely than not that arbitrary and capricious academic evaluation occurred based on the totality of available evidence.

All decisions of the board will be determined by a majority vote of the members present. The student and faculty member involved will be informed in writing by the chairperson of the hearing board of the board's decision within two weeks of the hearing.

### *Appeal*

The student may appeal the decision of the hearing board in writing to the Dean of the appropriate school within thirty days of notice of the hearing board's decision. The appeal letter must clearly identify the grounds for the appeal with appropriate supporting documentation. Mere disagreement or dissatisfaction with the decision does not constitute a basis for an appeal.

Upon receipt of the appeal letter, the Dean and/or the Dean's designee will review the appeal to determine whether or not

to uphold the decision of the hearing board. The student and the instructor will be notified by the Dean's office of the decision, which is final and binding. If the Dean and/or the Dean's designee determines that a grade change is warranted, a grade change request will be submitted to the Office of Registration and Records.

### **Academic Integrity**

The basic commitment of a university is to search for and to communicate the truth as it is honestly perceived. The university could not accomplish its purpose in the absence of this demanding standard. To the extent that this standard is respected, a genuine learning community can exist. Students of this university are called upon to know, to respect, and to practice this standard of personal honesty.

**Plagiarism** is a serious form of violation of this standard. Plagiarism is the appropriation for gain of ideas, language, or work of another without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the deliberate taking and use of specific words and ideas of others without proper acknowledgement of the sources.

The faculty and administration of Loyola University Chicago wish to make it clear that the following acts are regarded as serious violations of personal honesty and the academic ideal that binds the university into a learning community:

Submitting as one's own:

- Material copied from a published or unpublished source that is not cited appropriately.
- Another person's unpublished work or examination material.
- Allowing or paying another party to write or research a paper for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper.

The critical issue is to give proper recognition to other sources. To do so is both an act of personal, professional courtesy and of intellectual honesty.

Plagiarism on the part of a student in academic work or dishonest examination behavior will result minimally in the instructor assigning the grade of a zero for the assignment or examination. The instructor may choose to impose a penalty grade of "F" for the course. In addition, all instances of academic dishonesty must be reported to the chairperson

of the department involved and the academic Dean's office. The Deans may add and/or elevate the initial sanctions based on a student's conduct history, such as a penalty grade of "F" for the course, suspension, expulsion, and/or the inclusion of educational assignments.

**Academic cheating** is another serious act that violates academic integrity. Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the instructor; providing information to or obtaining information from another student during the examination; attempting to change answers after the examination has been submitted; and falsifying medical or other documents to petition for excused absences all are violations of the integrity and honesty standards of the examination process.

In the case of multiple instances of academic dishonesty across departments, the academic Dean of the student's college may convene a hearing board. Students retain the right to appeal the decision of the hearing board to the academic Dean of the college in which they are registered. The decision of the Dean is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the Dean.

### **Attendance Policy**

Class attendance is a critical component of a student's educational success in the Quinlan School of Business. Prompt and regular attendance at all class meetings is expected. Because Quinlan graduate classes are largely 10 weeks in length and may require group work with other students, class absences can be detrimental to the educational progress of the individual student and the other students in the class.

Faculty may set participation policies unique to their courses and use class participation as a component of the final grade.

The student is responsible for any assignments or requirement missed during an absence. Students should consult their course syllabi and individual professors to learn more.

### **Auditing a Course**

Students may not attend any class for which they are not officially registered. Current students are not permitted to audit classes in the Quinlan School of Business. However, Quinlan alumni may register for and audit classes on a space-available basis.

## Credit Hours

Most Quinlan School of Business graduate courses are three credit hours. Internships carry between one to three credit hours.

## Continuing Status

Graduate business students who do not attend classes for two consecutive quarters will lose their continuing status and will need to apply for readmission. Students who find it necessary to be out of school for two consecutive quarters will need to submit a Leave of Absence request to the Graduate Programs office. Under most circumstances, readmission within one year will be granted.

## Full-Time and Part-Time Status

The Quinlan graduate programs considers a full-time load to be two or more classes (6 hours or more) per quarter. Two courses constitute the minimum full-time load. Part-time students may take one or two classes per quarter (up to 6 hours). The maximum course load per quarter is four courses (12 hours).

## Good Academic Standing / Probationary Status

Students whose cumulative grade point average falls below 2.0 will be placed on academic probation. Students on probation must achieve a cumulative GPA of at least 2.33 (C) in the next block of three courses. Students achieving a 2.33 GPA as specified can be continued on probation until a cumulative GPA of 2.0 is earned. Probationary students earning less than 2.33 as previously specified will be dismissed. Students dismissed are not eligible for readmission. A student's overall cumulative GPA must be greater than or equal to a 2.0 in order to be eligible for graduation.

Students admitted on probation must receive a "B" or higher in their first three courses in order to remain in the program.

## Grading

The official grades of record at Quinlan are: A, A-, B+, B, B-, C+, C, C-, D+, D, F, P, I and W. Grades of C and above are passing grades that signify increasing levels of achievement. The C grade signifies satisfactory work, while an A signifies excellent work. Grades of D and D+ signify unsatisfactory performance, but are nevertheless passing grades.

An F indicates unsatisfactory work for which no course credit will be granted. P indicates "pass" with credit. The P grade will not be computed in the student's grade point average. Only internship courses and other select courses are graded on a P/NP basis.

Pending approval of the instructor, students receiving an "I" Incomplete have until the end of the subsequent quarter to complete the work. Any outstanding "I" is automatically converted to "F".

The GPA is a calculation of courses completed within the institution. Transfer courses are not calculated into the GPA.

## Internships

Internships will count toward a degree only if three internship credit hours are earned. Internship credit does not count toward a concentration. Students must apply for an internship through the Quinlan School of Business.

Students may select one, two, or three credit hours. The minimum number of working hours are: 1 credit – 40 hours; 2 credits – 80 hours; 3 credits – 120 hours.

International students applying for the CPT (Curricular Practical Training) should register for an internship course once CPT is approved through the Quinlan School of Business. Students will not be allowed to register for an internship after the open enrollment period has ended.

BSAD 501-Open to students in the MBA and MS degree programs.

HRER 415-Open to students in the MSHR program, and is required for students with less than 3 years.

## Jesuit Multilateral Transfer Agreement

To assist students who are transferred to other cities before graduation, the MBA Program at Loyola University Chicago participates in the Multilateral MBA Agreement with a number of other MBA programs at Jesuit universities and affiliated institutions. Assuming that they meet the admission standards, Loyola University Chicago students can take courses at the participating institutions to complete the MBA degree. The institution at which the student earns more than 50 percent of the credit hours will award the degree.

Participating students are required to meet the admission requirements of the school to which they wish to transfer. Contact your MBA advisor to investigate the options available to you, determine how your present curriculum works with the transfer school's curriculum, and begin the process.

**For more information, go to <http://jesuitmba.org/> or contact the Quinlan Graduate Programs Office.**

## Quinlan School of Business Honor Code

Quinlan School of Business has adopted an Honor Code which outlines the standards of academic integrity and professional

behavior that are expected of all faculty, staff, and students, both undergraduate and graduate.

Students matriculating in the Quinlan School are expected to abide by the honor code.

<http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>

### **Time Limit for Completion of Quinlan Graduate Degree(s)**

Students in the Quinlan School of Business graduate degree programs will have a limit of five years to complete their degree. Students who are pursuing a specific dual degree should consult the Quinlan School of Business for particular time limits in which to complete the dual degree.

### **Transfer Courses**

Newly-admitted students who have completed graduate courses at an AACSB-accredited school of business may be able to transfer up to three courses (Nine credit hours) toward their Loyola degree. Transfer courses are subject to review by the admission committee, must have been completed with a grade of B or better, must be appropriate to the student's degree program, and may not have been used toward the completion of another degree. Courses must have been completed within the last five years to be considered for transfer credit. Transfer credit will be applied to the student's academic program, but grades will not be calculated in their Loyola grade point average.

Application for transfer credit must be made no later than the end of the first quarter of study at Quinlan. An official transcript should be accompanied by a course syllabus and catalog description.

Quinlan graduate students may not take outside courses toward a Quinlan graduate degree without the written approval of the Quinlan Graduate Programs. This option is reserved for students who move outside of the Chicago area, as students are prohibited from taking courses from other Chicago area business schools during their Loyola enrollment. However, the Jesuit Business School Network (JesuitMBA) transfer program allows special accommodations for students transferring from most Jesuit graduate schools of business.

### **Waived and/or Advanced Courses**

The Quinlan School of Business will review all undergraduate and graduate-level transcripts as part of the admission process. Students admitted to a Quinlan graduate program will receive a curriculum planner with a list of all courses required for the program to which they are admitted. Effective for students admitted Spring 2015 or after, a student who has

completed an undergraduate or graduate course in a core area within the past seven years with a grade of B (or equivalent) or higher may be granted a waiver if determined appropriate by their academic advisor. A waiver of Econ 420 requires both a Macroeconomics and Microeconomics course with a "B" or higher within the last five years. A maximum of four courses may be waived from the Fundamental Core. Additionally, a prerequisite of calculus is required but may be waived if previously completed with a grade of "B" or higher or may be taken at Loyola as part of the MBA degree. Students enrolled in the Executive MBA (E-MBA) or MBA in Health Care Management programs are not eligible for course waivers.

Students with a significant academic or professional background in business may be granted the opportunity to take advanced-level courses in place of the core courses. A maximum of four Fundamental Core courses may be advanced.

Course waivers and/or course advances are determined during the first academic advising appointment and must be finalized by the end of the student's first quarter in the Quinlan School of Business.



# COURSE REGISTRATION

## Academic Calendar

Students should consult the academic calendar online for registration dates, term start dates, deadlines for the add/drop period and course withdraw schedule.

## Academic Advising

Academic advising at Quinlan begins when a student is admitted to a program of study and continues until graduation. During the initial advising meeting, students receive curriculum planners which outline their academic programs. Professional academic advisors are available to discuss a student's curricular requirements, assist with course selection, answer questions and provide any needed guidance. Students are encouraged to consult with an academic advisor or program director throughout their programs to ensure that they are meeting their academic requirements as well as meeting their academic, professional and personal goals.

### Academic Advising Information

*Quinlan Graduate Programs office....312-915-6124*

*MBA-Healthcare Management....312-915-6965*

*Executive MBA....312-915-6965*

*Baumhart Scholars....312.915.7477*

## Course Registration

All Loyola students register for classes using Loyola's Online Connection to University Services (LOCUS). LOCUS is used to add or drop classes, perform course searches, view or print your class schedule, and print unofficial transcripts.

Registration instructions are available on LOCUS Help Links for students.

Registration occurs quarterly, and registration appointment times are staggered based on number of credit hours completed at Loyola. The Quinlan Graduate Programs office highly recommends that students register at their earliest appointment time, as courses tend to fill up quickly.

Master of Science degree students should consult with their program director for course selections.

Faculty members are also available to provide advice for courses and for students in specialized master's programs in their respective areas. Students are invited to speak with faculty members during their office hours or at a time arranged in advance by contacting the faculty member.

The maximum course load per quarter is four courses (12 hours).

Students are held to the add / drop schedule as posted on the Quinlan Graduate Programs Academic Calendar found online.

## Closed Courses

Students may request to be added to a closed course. Priority is given to students who need the course to graduate that quarter. All other considerations are based on class size, course structure, etc. Students should keep checking LOCUS to see if seats become available, or use the wait-list feature where applicable. The student is notified one or two weeks before the course begins if they were added or not.

All decisions on closed courses are made by the Graduate Programs office. Students should not petition the course instructor for enrollment.

## Late Registration

Students who make their first registration for the term the first day of the quarter or later will be charged a late registration fee. Current fees for late registration can be found of the Office of the Bursar website.

Student may not add classes after the end of the official course registration period (the end of the first week of the term).

The Dean's office will not add a course retroactively and, thus, grades will not be recorded for a course in which the student was not officially registered. Students attending a course for which they are not officially registered are in violation of University Policy.

## Registration Holds

Students are encouraged to check their Registration Holds summary listed under their Personal Portfolio on LOCUS prior to the start of registration to ensure that they'll be able to register for courses. The Holds summary will describe the hold on a student's account, usually a Financial Hold or an Immunization Hold. If you discover a hold on your account, please contact the appropriate office (the Bursar's Office for financial holds; the Wellness Center for immunization holds) to discuss the steps needed to have the hold removed.

The Quinlan Graduate Programs office cannot override Financial or Immunization holds. Students must work with the appropriate office in order to remove the registration hold before they can register.

## Withdrawal from a Course

Students can withdraw themselves from classes through LOCUS up to the week before finals. Please see the academic calendar for exact withdrawal dates. Tuition and fees are adjusted according to the following withdrawal schedule and are published through the office of the bursar.

Credit Given	
First and second week of term	100%
Third and fourth week of term	50%
Fifth week of term	20%
Sixth week of term	0%

If the resulting adjustment creates a credit balance on the student's account, a refund will be credited to the student LOCUS bill.

After the first week of the quarter, students will receive a "W" on their transcripts for withdrawing from courses. Students may withdraw from courses up to one week before finals, and each student is responsible for confirming his or her successful withdrawal from a class. A grade of W is not computed into the cumulative grade point average. A grade of "W" indicates official withdrawal from a course through the allowed withdrawal period (see academic calendar for dates). The grade "W" is not counted in computation of academic standing as either attempted or earned credit hours, nor calculated in the grade point average.

The final grade for a student who remains in a course past the "W" deadline will be based on work submitted and graded in accordance with each professor's syllabus. Additionally, the final grade will account for work that is not completed (including the final exam if one is scheduled) in accordance with each professor's syllabus.

## RESOURCES AND SERVICES

### Supporting and Empowering Students with Disabilities

Loyola provides qualified students with disabilities the reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the University. All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Student Accessibility Center ("SAC"), which coordinates services for students with disabilities. The SAC reviews documentation provided by a student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and programs.

*Accommodations for Individuals with Disabilities*  
*Student Accessibility Center*  
*Loyola University Chicago*  
*6339 W Sheridan Road*  
*Phone: 773.508.3700*  
<https://www.luc.edu/equity/gethelp/accommodationsforindividualswithdisabilities/>

### CURA Network

As a Loyola student you will have many opportunities to excel academically, experience community, get involved with student organizations, take on leadership roles, and engage in service opportunities. Sometimes when balancing life transitions between academic rigor, personal and professional development, you may need support. CURA network is designated for all Loyola students to explore and utilize the resources that can be helpful as you move through your Loyola experience.

Developing Communication Skills  
Academic Resources  
Food & Housing Resources  
Financial Wellness Resources  
Understanding Confidentiality

For more information, visit  
<https://www.luc.edu/cura/about/aboutcura/>

### Tutoring

The Center for Tutoring & Academic Excellence offers free collaborative learning opportunities that include small group tutoring and tutor-led study halls to Loyola students. Groups of a minimum of three students for a particular topic are required to participate. The groups meet once a week through

the end of the quarter and are led by a peer tutor who has successfully completed study in the course material.

*Center for Tutoring & Academic Excellence  
Sullivan Center for Student Services  
1032 West Sheridan Road  
Phone: 773.508.7708.  
[www.luc.edu/tutoring](http://www.luc.edu/tutoring)*

### **Wellness Center**

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.

*Wellness Center- (LSC)  
6439 N. Sheridan Rd., Suite 310  
Chicago, IL 60626  
Phone: 773.508.2530*

*Wellness Center- (WTC)  
Terry Student Center  
26 E. Pearson Street  
Suite 250  
Chicago, IL 60611  
Phone: 312.915.6360*

[www.luc.edu/wellness](http://www.luc.edu/wellness)

### **Writing Center**

At the Writing Center the goal is to help students of all levels of ability become better writers. Today's academic writing environment is complex with the need to balance each writer's viewpoints and experiences. With this in mind, the Writing Center offers writing assistance specific to each individual.

Tutors are available to help at any point of the writing process—from brainstorming, to organizing, to putting the final touches on a bibliography. Tutors do not "correct" papers; instead, they collaborate to provide assistance that is beneficial to their overall writing development.

*(LSC) Klarchek Information Commons, Suite 221  
6501 North Kenmore Avenue  
Phone: 773.508.8468  
E-mail: [writingctr@luc.edu](mailto:writingctr@luc.edu)*

*(WTC) Corboy Suite 800, Room 811  
25 E. Pearson St.  
Phone: 312.915.6089  
E-mail: [writingctr@luc.edu](mailto:writingctr@luc.edu)*



## FINANCIAL INFORMATION

### Billing

After registering for classes, students are billed for the term's tuition and fees on the fifteenth day of the month, with the balance due on the fifth day of the following month.

Students interested in a payment plan (iPlan) to make monthly payments toward tuition balances should contact the Bursar's Office prior to the beginning of the term.

Payments may be made by mail, in person at the Bursar's Office, or on-line through the LOCUS system.

Students using employer's tuition reimbursement program, a payment plan, or those who are veterans receiving military assistance, must comply with the University's payment requirements and due dates. Failure to comply will result in late payment fees. In addition, student registration will be blocked and transcripts and diplomas will be held until all bills have been fully paid.

### Bursar Office

The Bursar Office assists students with billing, information on tuition and fees, installment plans, payment methods, and student insurance.

*Lake Shore Campus*  
Sullivan Center for Student Services  
6339 N. Sheridan Road, Suite 190  
Phone: 773.508.7705  
Fax: 773.508.8727  
E-mail: [bursar@luc.edu](mailto:bursar@luc.edu)

*Water Tower Campus*  
25 E. Pearson Street  
Corboy Law Center, 1<sup>st</sup> floor  
Phone: 312.915.6160  
Fax: 312.915.6162  
E-mail: [bursar@luc.edu](mailto:bursar@luc.edu)  
[www.luc.edu/bursar](http://www.luc.edu/bursar)

### Matriculation Fee

A one-time matriculation fee will be paid during the first term of enrollment and will automatically be posted to the student's account.

Certificate and non-degree students will not be charged a matriculation fee.

### Financial Aid Office

The Financial Aid Office (FAO) works closely with students to provide financial assistance in the form of grants, scholarships, loans, and work-study from federal, state, and institutional resources. Students may rely on the Financial Aid Office to guide them through the financial assistance process by

building customized assistance packages, highlighting appropriate sources of additional funding and answering questions about the financial assistance process in general.

*Financial Aid Office*  
Sullivan Center for Student Services  
6339 N. Sheridan Rd  
Chicago, IL 60660  
773.508.7704  
E-mail: [lufinaid@luc.edu](mailto:lufinaid@luc.edu)  
[www.luc.edu/finaid/](http://www.luc.edu/finaid/)

### VA Educational Benefits

Loyola University Chicago participates in all applicable federal programs for veterans, servicepersons, and their dependents. We encourage all persons that are potentially eligible for these benefits to apply. However, the Department of Veteran Affairs (VA) or other agency, as appropriate, makes the final determination of eligibility. You must be a degree-seeking student (matriculated into an approved degree or certificate program) in order to receive these education benefits.

Note: Loyola University Chicago does not participate in the Illinois Veterans Grant (IVG) Program. IVG is only available at Illinois public institutions.

*Lake Shore Campus*  
Sullivan Center for Student Services  
6339 N. Sheridan Road, Suite 190  
Phone: 773.508.7755  
E-mail: [veterans@luc.edu](mailto:veterans@luc.edu)  
<https://www.luc.edu/veterans/>

# QUINLAN SCHOOL OF BUSINESS

Graduate Programs Office

Schreiber Center, 6th Floor | 16 E. Pearson St.  
Chicago, IL 60611

**312-915-6124**

**[WWW.LUC.EDU/QUINLAN/MBA/](http://WWW.LUC.EDU/QUINLAN/MBA/)**

e-mail: [quinlangrad@luc.edu](mailto:quinlangrad@luc.edu)

This Student Handbook is a resource guide to help you:  
learn about Quinlan School of Business Graduate Programs;  
find information about, resources, facilities, and services that can support you; and  
understand important policies and procedures to help you successfully complete your degree program.

Updates to certain policies and procedures may be necessary from time to time and all students will be held to the most current academic policies and regulations.

Abbreviations:

(WTC) Water Tower Campus

(LSC) Lake Shore Campus

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*Preparing people to lead extraordinary lives*