The Bioethics Institute

Resource Guide

Loyola Marymount University Los Angeles
# GRADUATE STUDIES IN BIOETHICS

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### Appendix

- Campus Map
Graduate Studies In Bioethics
At Loyola Marymount University, we balance a challenging liberal arts and sciences curriculum with a commitment to social justice. Students grow to be fulfilled in their own lives and careers, while involved in the communities around them. We welcome all spiritual, cultural and ethnic experiences. Founded in 1911 and located in the heart of Southern California, LMU provides an unsurpassed environment for learning and personal growth.

**Loyola Marymount understands and declares its purpose to be:**
- The Encouragement of Learning
- The Education of the Whole Person
- The Service of Faith and the Promotion of Justice

**Distinction**
LMU ranks 3rd in “Best Universities with Master’s Programs in the West.” U.S. News & World Report, 2015

**Enrollment**
Graduate students: 2189
Average graduate class size: 16

**Goals**
Loyola Marymount understands and declares its purpose to be: The Encouragement of Learning; The Education of the Whole Person; The Service of Faith and the Promotion of Justice. The University pursues quality in:

- Curricula of All Academic Programs
- Co-curricular Programs and Support Services
- Faculty, Administration and Staff
- Students
- Campus Life, Hospitality, and Services
- Promotes Academic Excellence
- Provides a Liberal Education
- Fosters a Student-centered University
- Creates a Sense of Community on Campus
- Participates Actively in the Life of the Larger Community
- Lives an Institutional Commitment to Roman Catholicism & the Judeo-Christian Tradition

**Location**
Situated in an ideal location for living and learning, the 162 acre Westchester campus is located in a peaceful residential neighborhood of Los Angeles. LMU sits high on a bluff overlooking the Pacific Ocean and Marina del Rey, with easy access to major freeways. Its beautiful campus provides an exceptional setting for academic and campus life. The L.A. metropolitan area, with one of the most diverse populations in the country, also provides students with many stimulating cultural opportunities.
Developments in medicine and the life sciences have challenged our understanding of human nature, the goals of medicine, and the limits of our technological powers over human beings. The field of bioethics emerged in the early ’60s out of a concern for the ethical dimensions of such developments, as they progressively began to impact various areas of traditional medicine with unprecedented questions and problems. New ethical issues, such as medical experimentation, assisted reproductive technologies, stem cell research and cloning, genetics, euthanasia and assisted suicide, became the object of an ethical analysis that called for the synergistic contribution of different disciplines, including philosophy, theology, sociology, and law, among others. At the same time, bioethics sought to articulate a systematic framework for such interdisciplinary enterprise.

As a specific academic field, bioethics addresses concrete problems in search for an answer to the old quandary of ethics: what is right, what is good? At the same time, it engages in a reflection on questions of ultimate meaning, as it asks: what is the purpose of medicine and scientific research? What does it mean to be born, how do we face death, and, ultimately, how do we live humanly?

Our Home

The LMU hilltop Westchester campus, one mile from the Pacific Ocean, offers a beautiful view of the city. It is easily accessible from all parts of Southern California.

The Bioethics Institute
Loyola Marymount University
One LMU Drive, University Hall 4500
Los Angeles, CA 90045

Phone: 310.338.4205 Fax 310.258.2681

The Bioethics Institute is located on the fourth floor of University Hall, Suite 4500. University Hall is a facility originally constructed for Hughes Aircraft as their world headquarters. It was later converted from an exclusively corporate facility, to a building thriving with academic life. The building holds classrooms, offices, auditoriums, two cafeterias and is home to the Graduate Division.
Degree Programs

The graduate programs in bioethics at Loyola Marymount University are distinct programs of study leading to a Master of Arts degree or a Graduate Certificate in Bioethics. The programs seek to provide graduate educational opportunities that will enable students to reflect systematically on contemporary issues in bioethics through a challenging liberal arts and sciences curriculum with a commitment to social justice.

Master of Arts in Bioethics

The Master of Arts in Bioethics is a multidisciplinary program that facilitates learning and thinking from an interdisciplinary perspective. It fosters the critical analysis of bioethical topics through the interplay between moral theory and medical practice. An MA in Bioethics can prepare students for doctoral study at another institution or complement other graduate work in fields such as Philosophy, Law, Medicine, Theology and Spiritual Care.

LMU’s Bioethics Institute offers a Master of Arts degree program that was created to respond to the many ethical challenges presented by the life sciences and health care in contemporary society. Balancing a challenging liberal arts and sciences curriculum with a commitment to social justice, the master’s program in bioethics:

- Invites students to reflect systematically on contemporary issues in bioethics and healthcare from a variety of disciplinary perspectives.
- Engages students in the critical analysis of bioethical topics through the interplay between ethical theory and professional practice.

Graduate Certificate in Bioethics

The Graduate Certificate in Bioethics program prepares individuals to deal with the complexities of bioethical issues arising in clinical practice and to become leaders in decision-making about bioethical problems in their respective institutions. A Graduate Certificate in Bioethics can augment clinical practice and prepare healthcare professionals (e.g. physicians, nurses, clinical social workers, pastoral care personnel, hospital administrators, etc.) to serve on a medical center bioethics committee.

As an abbreviated version of the Master of Arts program, the Graduate Certificate Program is a good alternative for students who are interested in studying bioethics at the graduate-level, but not necessarily in pursuing a full master’s degree. Many of our certificate students have complimentary professional degrees or experience in medicine, law, and ministry, and the graduate certificate enhances their work or broadens their professional scope. For others, the graduate certificate offers a glimpse into the field of bioethics that allows them to make more educated decisions about their next steps: whether it be further graduate study, preparing for clinical or consultative work, or something else.
Program Requirements for the Master of Arts in Bioethics

The **Master of Arts** degree requires a total of thirty credit hours of graduate coursework, completed over a program of 10 three-credit courses, including seven core and three elective courses. Students may choose to take up to two courses per semester in the fall and spring semesters and one course in the summer session in order to finish the program in two calendar years.

**Core Courses**

10 Required Courses (30 credits)

- 6000 Introduction to Bioethics (3 credits)
- 6100 Bioethics at the Beginning of Life (3 credits)
- 6200 Law and Bioethics (3 credits)
- 6300 Bioethics at the End of Life (3 credits)
- 6400 Clinical Bioethics (3 credits)
- 6500 Elective Topics in Bioethics (9 credits)
- 6600 Foundations of Theological Ethics (3 credits)
- 6700 Foundations of Philosophical Ethics (3 credits)

The 10 required courses include 7 core courses and 3 elective courses.

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Graduate Certificate in Bioethics

Program Requirements
Requiring a total of 12 credits over 4 courses, the Graduate Certificate in Bioethics can be completed in a single calendar year by taking two courses in both Fall and Spring semesters, and one course during the Summer term.

Required Courses
- 6000 Introduction to Bioethics
- 6100 Bioethics at the Beginning of Life
- 6200 Law and Bioethics
- 6300 Bioethics at the End of Life

6000 - INTRODUCTION TO BIOETHICS
Bioethics represents a complex intellectual phenomenon in the canon of newly emerging disciplines. Although an established academic field, it still struggles to find a formal and coherent methodology for the analysis of ethical problems triggered by advances in medicine and the life sciences. The course introduces students to the historical, theoretical, and thematic dimensions of bioethics. More specifically, the course looks at historical contribution of theologians and philosophers to bioethics; it addresses the theoretical challenges of bioethics as an interdisciplinary field, with an emphasis on dominant theories in bioethics; and, finally, it touches upon the main topics of bioethics, including medical experimentation, assisted reproductive technologies, genetics, transplantation, assisted suicide and euthanasia.

6100 - BIOETHICS AT THE BEGINNING OF LIFE
The course looks at bioethical questions that concern the beginnings of life. Topics include the ethics of abortion, maternal fetal conflicts, ethical problems in perinatology and neonatology, as well as the ethical judgment on the entire field of assisted reproductive medicine - from in vitro fertilization, to surrogate motherhood, gamete storage techniques, and pre-implantation genetic diagnosis. There is also a clinical component to this class that offers students with an opportunity for engaged learning. Students will be exposed to decision-making in the clinical setting of obstetrics and neonatology departments at various hospitals.

6200 - LAW AND BIOETHICS
The law contributes to public bioethics discourse on a variety of issues, from abortion to assisted suicide and euthanasia, to questions of access to health care. This course looks at the intersection of law and bioethics, relative especially to the study of important legal cases and court decisions. Examples include Roe v. Wade and Planned Parenthood v. Casey for abortion, Quinlan, Cruzan, and Schiavo for end of life issues, etc. Students will be exposed to the ethical reasoning of important legal cases and their jurisprudential developments, thus showing how landmark legal cases have shaped bioethical discourse.

6300 - BIOETHICS AT THE END OF LIFE
The increasing medicalization of the dying process poses new ethical problems to health care professionals and patients alike. This course looks at the bioethical problems that concern the end of life. Topics include ethical criteria for withholding and withdrawing treatments, palliative care, proxy decision making for incompetent patients, as well as the controversial questions, newly emerging in both the clinical realm and the law, of assisted suicide and euthanasia. This class will entail a clinical component as well. Students will be exposed to decision-making in the clinical setting of the Intensive Care Unit at various hospitals or in nursing homes.
Program Director and Staff

Roberto Dell'Oro, PhD
Director, Bioethics Institute
Professor of Theological Studies

Dr. Roberto Dell'Oro is the Director of the Bioethics Institute with more than 15 years of experience as bioethics scholar and professor. He is especially interested in anthropological themes at the crossroad of theology and philosophy and has written three books: *Health and Human Flourishing: Religion, Moral Anthropology, and Medicine* (Washington: Georgetown University Press, 2006), *Esperienza Morale e Persona* (Rome: Gregorian University Press, 1996) and *History of Bioethics: International Perspectives* (San Francisco: International Scholars Publications, 1996), translated two books from German, and has had published in national and international journals, such as *Theological Studies; Health Progress; Medicine, Health Care and Philosophy; The Journal of Contemporary Health Law and Policy; INTAMS Review; Rivista di Teologia Morale; and Vida y Ética*. In addition, he serves on bioethics committees, including serving as Chair for the committee at Saint John's Medical Center, Santa Monica, CA.

Contact: rdeloro@lmu.edu | 310.338.2752 | University Hall 4515

Elizabeth Quirós, Ph.D.
Program Administrator, Bioethics Institute

Dr. Elizabeth Quirós earned her Ph.D. in Religion from Vanderbilt University, specializing in the area of Religion, Psychology, and Culture, with subspecialties in Practical Theology, Pastoral Theology, and Cultural Psychology. Her research has focused on the intersection of religion, psychology, and collective violence, and she recently defended her dissertation on the role of religion and psychology in shaping public opinion of torture. Elizabeth has prior experience working as a Program Coordinator for non-profit organizations such as the St. Louis InterFaith Committee on Latin America and Prison Performing Arts, living in intentional community as part of the Catholic Worker movement, and practicing as a Pastoral Counselor for the Pastoral Counseling Centers of Tennessee. Elizabeth also holds a B.S. in Aeronautics from Saint Louis University, an M.Phil in Reconciliation Studies from Trinity College Dublin, and an M.A. in Religion from Vanderbilt University.

Contact: equiros@lmu.edu | 310.338.1659 | University Hall 4517

David Rogoff, MFA
Administrative Coordinator, Bioethics Institute

David received his MFA from LMU in 2011 and his BA in Film Studies from UC Berkeley in 2007. He has been with the Bioethics Institute since 2012.

Contact: drogoff@lmu.edu | 310.338.4205 | University Hall 4510
Paige Asawa, PhD, MFT, ATR-BC  
Professor, Director of the Helen B. Landgarten Art Therapy Clinic

**Connection to Bioethics:** Dr. Paige Asawa studies bioethics as it relates to human behavior and experience. Her work emphasizes the use of technology in working with families responding to traumatic life events and disasters.

Ronald Keith Barrett, PhD  
Professor of Psychology

**Connection to Bioethics:** “I am currently studying cross-cultural differences in end-of-life care with a specialization on African American attitudes towards health, and death and dying concerns. I also am interested in studying global health disparities and social justice implications.”

Carla Bittel, PhD  
Associate Professor of History

**Connection to Bioethics:** Dr. Carla Bittel is Associate Professor of History at LMU. She is a historian of medicine and science focusing on the nineteenth-century United States. She has written on women physicians, women’s health, and the role of science in medicine. Her new research is on the politics of gender and phrenology in antebellum America. She is interested in the historical roots of contemporary bioethical issues, including access to health care, concepts of health and disease, notions of disability, women’s health and reproductive technologies, human and animal subjects research, the neurosciences and brain imaging technologies.

Richard Boudreau, BS, MA, MBA, DDS, MD, JD, PhD  
Dr. Boudreau is a maxillo-facial surgeon, attorney at law, forensic expert, and bioethicist who attended USC, Harvard, UCI, Univ. of Washington, Univ. of Hamburg, LMU, Pepperdine, and Oxford.

**Connection to Bioethics:** Bioethics provides the perfect vehicle for blending Dr. Richard Boudreau’s passionate interests in medicine, law, theology, philosophy, education, and public policy. He enjoys analyzing challenging bioethical issues, authoring articles, and teaching this scholarly and profound clinical discipline. He suggests that, as mortal beings and despite our best efforts, we’re all going to face end of life issues, whether our own, or our immediate family member’s. Therefore, he believes that bioethics promotes contemplation on some of the most problematic ethical issues of our time.

Lisa Chaudhari, PhD  
Director of Project Maycoba, College of Health and Human Services, Northern Arizona University, Instructor of Writing, LMU

**Connection to Bioethics:** Dr. Lisa Chaudhari is trained in biocultural anthropology with an interdisciplinary focus stemming from her earlier training in ecology & geography. She recently completed a certificate in Geographic Information Science (GIS) and her Ph.D. in the environmental & ecological anthropology program from the University of Georgia. Her research interests include health, migration, urban, multicultural and transnational studies, ethnoecology, GIS, biocultural and applied anthropology. She has conducted research projects with various communities in the US, several countries in Africa, South America & the Caribbean. Some of her garden related projects include ethnobotanical research comparing elder knowledge & practices between two Gullah-Geechee island communities off the Southeast coast of the US, & a transnational ethnohealth project between Trinidadians & Tobagonians living in Atlanta, GA & their family & friends living back home.

Brietta Clark, BA, JD  
Professor of Law, Loyola Law School

**Connection to Bioethics:** I teach a variety of health law courses, including bioethics, and I advise the Health Law & Bioethics Student Association at the Law School. I have a particular interest in the intersection of social justice, health care access and bioethical concerns. I have served as a member of the Los Angeles County Medical Association and Los Angeles County Bar Association Joint Committee on Bioethics, the Los Angeles County Bar Association Health Law Executive Committee, and on two hospital institutional research boards.

Kam Dahlquist, PhD  
Associate Professor of Biology

**Connection to Bioethics:** Dr. Kam Dahlquist has had a long-standing interest in bioethics as it pertains to research ethics and biotechnology, especially concerns that have arisen due to genomics technologies. She has participated in two workshops on the ethical, legal, and social implications of the human genome project (ELSI) held by the Dartmouth Ethics Institute. She regularly teaches research ethics case studies in her courses such as, Molecular Biology of the Genome and Issues in Biotechnology.
Affiliate Faculty

Antonia Darder, PhD
Leavey Presidential Chair & Professor of Educational Leadership

Connection to Bioethics: Dr. Darder brings a wealth of transdisciplinary knowledge and experience in the fields of nursing, mental health, philosophy, cultural studies, policy studies, political economy, research methodologies, ethics, and social justice leadership to her work with the Bioethics Institute. One of her primary concerns is the manner in which a diverse democratic society contends with social and material inequalities and exclusions, when working toward a just practice of Bioethics, across diverse communities, professions, and disciplines of study. Dr. Darder also brings 30 years of experience as a university educator to support the Institute's curriculum and the intellectual formation of students in the program. A focus on theory/practice is key to her critical approach to bioethics, along with a political commitment to work in the interest of the most vulnerable populations.

Cheryl Grills, PhD
Professor of Psychology

Connection to Bioethics: As a psychologist with an emphasis in Community Psychology, Dr. Cheryl Grills is focused on adult and juvenile justice, child welfare, and traditional medicine in developing countries within the field of bioethics. She also researches substance abuse prevention and treatment.

Arthur Gross-Schaefer, JD
Professor of Marketing & Business Law

Connection to Bioethics: Professor Arthur Gross-Schaefer approaches bioethics as a field that enables one to introduce one's core values of honesty and integrity, or others, into the practice of business or law. He considers how bioethics encompasses law, philosophy, and ethics, as well as a spiritual dimension.

Christopher Kaczor, PhD
Professor of Philosophy

Connection to Bioethics: Dr. Christopher Kaczor has written The Ethics of Abortion: Women’s Rights, Human Life, and the Question of Justice (Routledge), A Defense of Dignity: Creating Life, Destroying Life, and Protecting the Rights of Conscience (University of Notre Dame Press), The Edge of Life: Human Dignity and Contemporary Bioethics (Springer), and Life Issues, Medical Choices (Servant). He also serves on the ethics review board of the Maternal-Fetal Therapy Program at University of Southern California and writes a quarterly review of recent literature in bioethics for the National Catholic Bioethics Quarterly.

Heather Tarleton, PhD, MS, MPAP
Assistant Professor of Health and Human Sciences

Connection to Bioethics: Dr. Heather Tarleton’s interests in bioethics lie in research ethics (stem cell biology, public health, community-based participatory research, informed consent) and clinical ethics (elective c-sections, maternal choice vs medical necessity, access to end-of-life care, patient autonomy).

Thomas White, PhD
Conrad N. Hilton Chair of Business Ethics
Director, Center for Ethics and Business

Connection to Bioethics: Dr. Thomas White’s approach to bioethics is rooted in his expertise in the field of business ethics. He has served as a consultant to corporations including, Bristol-Myers Squibb, Mutual Benefit Life, Meridian Productions, Institute of Management Accountants, and State Farm Insurance.
## Academic Calendar

Academic and University Calendars represent the University's best judgment and projection of the course of conduct of the University during the periods addressed herein. They are subject to change due to forces beyond LMU's control or as deemed necessary by the University in order to fulfill its educational objectives. All dates are inclusive.

### Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 31</td>
<td>M</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sep 4</td>
<td>F</td>
<td>Last day to file an application for a December degree Last day to add or drop a class without a grade of W</td>
</tr>
<tr>
<td>Sep 7</td>
<td>M</td>
<td>University Holiday - Labor Day</td>
</tr>
<tr>
<td>Sep 18</td>
<td>F</td>
<td>Last day for undergraduates to finish coursework for Spring/Summer grades of Incomplete</td>
</tr>
<tr>
<td>Oct 2</td>
<td>F</td>
<td>Last day for instructors to submit Spring/Summer grades for undergraduates with Incompletes</td>
</tr>
<tr>
<td>Oct 15</td>
<td>R</td>
<td>Last day to submit mid-term deficiency grades</td>
</tr>
<tr>
<td>Oct 16</td>
<td>F</td>
<td>No Classes- Autumn Day</td>
</tr>
<tr>
<td>Nov 6</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for Credit/No Credit grading</td>
</tr>
<tr>
<td>Nov 13</td>
<td>F</td>
<td>Spring registration begins</td>
</tr>
<tr>
<td>Nov 25-27</td>
<td>W-F</td>
<td>No Classes - Thanksgiving Holidays</td>
</tr>
<tr>
<td>Dec 11</td>
<td>F</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>Dec 12-13</td>
<td>S-U</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Dec 14-18</td>
<td>M-F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Dec 23</td>
<td>W</td>
<td>Last day for instructors to submit final grades</td>
</tr>
</tbody>
</table>

### Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 11</td>
<td>M</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan 15</td>
<td>F</td>
<td>Last day to file an application for May degree. Last day to add or drop a class without a grade of W</td>
</tr>
<tr>
<td>Jan 18</td>
<td>M</td>
<td>No Classes - Martin Luther King, Jr., Day</td>
</tr>
<tr>
<td>Jan 29</td>
<td>F</td>
<td>Last day for undergraduates to finish coursework for Fall grades of Incomplete</td>
</tr>
<tr>
<td>Feb 12</td>
<td>F</td>
<td>Last day for instructors to submit Fall grades for undergraduates with Incompletes</td>
</tr>
<tr>
<td>Feb 26</td>
<td>F</td>
<td>Last day to submit mid-term deficiency grades</td>
</tr>
<tr>
<td>Feb 29 - Mar 4</td>
<td>M-F</td>
<td>No Classes - Spring Break</td>
</tr>
<tr>
<td>Mar 18</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for Credit/No Credit grading</td>
</tr>
<tr>
<td>Mar 23-25</td>
<td>W-F</td>
<td>No Classes – Easter Holidays</td>
</tr>
<tr>
<td>Mar 31</td>
<td>R</td>
<td>No Classes - Cesar Chavez Day</td>
</tr>
<tr>
<td>Apr 29</td>
<td>F</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>Apr 30 - May 1</td>
<td>S-U</td>
<td>Reading Days</td>
</tr>
<tr>
<td>May 2-6</td>
<td>M-F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 7-8</td>
<td>S-U</td>
<td>Commencement Weekend</td>
</tr>
<tr>
<td>May 11</td>
<td>W</td>
<td>Last day for instructors to submit final grades</td>
</tr>
</tbody>
</table>
# Academic Calendar

## Summer Session I  
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>M</td>
<td>Summer I classes begin</td>
</tr>
<tr>
<td>May 20</td>
<td>F</td>
<td>Last day to add Summer I classes or drop Summer I classes without a grade of W</td>
</tr>
<tr>
<td>May 30</td>
<td>M</td>
<td>University Holiday - Memorial Day</td>
</tr>
<tr>
<td>Jun 10</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for a grade of credit/no credit</td>
</tr>
<tr>
<td>Jun 24</td>
<td>F</td>
<td>Summer I classes end</td>
</tr>
<tr>
<td>Jun 29</td>
<td>W</td>
<td>Last day for instructors to submit Summer I final grades</td>
</tr>
</tbody>
</table>

## Summer Session II  
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 27</td>
<td>M</td>
<td>Summer II classes begin</td>
</tr>
<tr>
<td>Jul 1</td>
<td>F</td>
<td>Last day to add Summer II classes or drop Summer II classes without a grade of W</td>
</tr>
<tr>
<td>Jul 4</td>
<td>M</td>
<td>University Holiday - Independence Day</td>
</tr>
<tr>
<td>Jul 22</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for a grade of credit/no credit</td>
</tr>
<tr>
<td>Aug 5</td>
<td>F</td>
<td>Summer II classes end</td>
</tr>
<tr>
<td>Aug 10</td>
<td>W</td>
<td>Last day for instructors to submit Summer II final grades</td>
</tr>
</tbody>
</table>
The Essentials

LMU OneCard

You will be issued a OneCard when you begin classes at LMU. **It is your Student ID.** It is used for access to the Campus in your car (it is not a parking permit), Library access and book checkout, online journal research from any computer on the internet, payment method for copiers and printers at the library, payment method for food, drinks, and bookstore purchases through Flexi or S Dollars, residence hall card key (for students living On Campus), Meal card (for students with meal plans) and access to LMU’s athletic events, computer labs and Burns Recreation Center. Many off-campus merchants have agreed to accept payment using Flexi-dollars on your OneCard.

You can obtain it in the Von der Ahe Building, Lower Level, Monday to Friday from 8am-5pm. On Wednesdays the hours are extended until 7pm (during the school year). You will need to fill a request form and they will take your picture, so be prepared to smile. Be sure to know your Student ID number or Social Security Number.

**Flexi dollars** can be used to pay in any campus store/restaurant, and several off-campus locations near LMU. Visit the OneCard Office in St. Robert’s Hall or to the Student Account office in University Hall. You can also recharge your card in one of the Value Transfer Stations (VTS). There is a VTS in the 1st. Floor of University Hall and Malone Student Center.

**One Card Office**

[onecard@lmu.edu](mailto:onecard@lmu.edu)  
310.338.2735 Tel  
**Location:** Von der Ahe Building Suite 030, Lower Level (Opposite Bookstore)

**LMU Bookstore**

In Malone Student Center you will find a very complete bookstore. You will discover a fine selection of LMU apparel, music, school and office supplies, computer products and even snacks. Visit the website at [www.lmu.edu/bookstore](http://www.lmu.edu/bookstore) to purchase many other articles online.

**Follet Bookstore**  
[follett@bkstr.com](mailto:follett@bkstr.com)  
310.338.2889  
**Locations:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Von der Ahe (Main)</td>
<td>Mon: 7:45am - 7pm, Tue: 7:45am - 7pm, Wed: 7:45am - 7pm, Thu: 7:45am - 7pm, Fri: 7:45am - 5pm, Sat: Closed, Sun: Closed</td>
</tr>
<tr>
<td>University Hall</td>
<td>Mon: 7:45am - 7pm, Tue: 7:45am - 7pm, Wed: 7:45am - 7pm, Thu: 7:45am - 7pm, Fri: 7:45am - 5pm, Sat: Closed, Sun: Closed</td>
</tr>
</tbody>
</table>
**Electronic Resources**

**Website**
The Bioethics Institute Website is your main source of information about events, announcements, deadlines, course descriptions, registration, and other relevant topics. We recommend you save our website in the favorites folder of your Internet browser for easy access.

[http://bellarmine.lmu.edu/bioethics/](http://bellarmine.lmu.edu/bioethics/)

In the section for **Current Students**, you will find information about:
- Registration - with direct links to PROWL, the Real-Time schedule of classes, course descriptions, etc.
- Forms - Graduate Assistantship application, department scholarship and grant applications, etc.
- Our Events - Video links to guest lectures, department celebrations

In the section about **Faculty**, you will find a complete profile for each of our professors as well as their contact information. Each program, M.A, in Bioethics and Graduate Certificate in Bioethics has a section in the website with information about course and degree requirements. There is a section for **Prospective Students** with information about the programs and LMU in general. Admission information and application materials are available here, as well.

**Information Technology Services (ITS)**
The Department of Information Technology Services (ITS) provides support of the technical infrastructure of campus networks and other academic and administrative systems. Contact the **IT Help Desk** regarding any technology needs. They are open Monday, Tuesday, Thursday and Friday from 8:00am to 5:00pm.

**Tech on 2**
We provide free diagnostics, virus scans, and data retrieval for student-owned laptops and desktops. We are also an Apple Certified Repair center, meaning we can order replacement parts for and repair Apple computers that are under warranty.

**ITS Help Desk**
helpdesk@lmu.edu

310.338.7777  Tel

**Location:**
Daum Hall, 1st Floor

**Tech on 2**

Hours: 8:00am – 8:00pm during the academic year
8:00am – 5:00pm during the summer terms

**Location:**
Level Two of the William H. Hannon Library
Electronic Resources

MyLMU

MyLMU is your main portal to LMU from your home, your office or anywhere you are where an internet connection is available. Through this portal you will be able to access services such as:

- Your LMU email account (yourusername@lion.lmu.edu)
- Your classes on MyLMU Connect (online teaching and collaboration)
- The libraries databases
- Access to PROWL (Personal Records Online Web Link) to register for classes, follow up your financial aid status and make electronic payments of your tuition.

These are just to name a few. In order to access MyLMU, visit http://my.lmu.edu. If you do not have a login and password, click on “help” and follow the process. You will need your Social Security Number or your Student ID Number. If you have any problems obtaining your MyLMU login and password, please contact the Registrar’s Office at 310.338.2740

Lion Mail Email

All students have a MyLMU username assigned and an email account linked to it (yourusername@lion.lmu.edu). If you have not set up your username, contact the ITS Help Desk (see previous page for contact information). You must do this as soon as possible, otherwise you will not receive important emails from the faculty or other LMU departments.

If you want to avoid checking more than one email account you can forward the Lion email to your personal email account. Note that no copies will be kept in your Lion Mail account once forwarded to your personal email account.

When adding a new email to your phone, please use the following settings:
- Mail type: Exchange
- Mail server: mail.lmu.edu
- Domain: lmumain
- Email: your username@lmu.edu
- Username: your MYLMU username
- Password: your MYLMU password
- SSL: Accept all SSL certificates
Auxiliary Resources

Mail Distribution Center (Postal Service)

The Mail Service Counter handles all student packages, campus box information, and all personal transactions. They only accept checks, flexi dollars, credit cards, and debit cards. Cash is not accepted.

Campus Business Center
East Side of University Hall, 1st Floor
1 LMU Drive STE 1100
Los Angeles, CA 90045
310.338.3797

Mail Distribution handles all incoming mail, delivery changes for departments, and intracampus mass mailing distribution.
310.258.8789

Mail Processing prepares all outgoing mail and packages for pickup from the US Postal Service. It is located in the service corridor of P-2 in the University Hall parking structure.

Distribution Center
University Hall, P-2 Level
1 LMU Drive STE 800
Los Angeles, CA 90045
310.338.5198

Internet and Computer Labs

LMU maintains two student computer labs, in addition to the other computer labs available on campus designed to meet specific departmental academic functions: Saint Robert’s Hall basement and the Hannon Memorial Library. Open 24 hours with OneCard access. Additionally, Macbooks are available for student checkout for use within the Saint Robert’s lab lounge. Printing and copying in the library costs a small fee.

LMU offers students WiFi access throughout the campus. The WiFi name is “Student (Secure).” To join the network, enter your current MYLMU credentials.

ATMs

There are three ATMs located on our campus. A Bank of America ATM is located outside of the Lair Marketplace in the Malone Student Center, a University Credit Union ATM is located outside of Saint Robert’s Auditorium, and a Wells Fargo ATM can be found on the first floor of University Hall.
Office of the University Registrar

As a central administrative office for the University, the Office of the Registrar is responsible for student Records and Registration, scheduling classes, scheduling students for classes, grade recording, and grade reporting. This office provides data for internal and external reporting; assists colleges, schools, and departments by furnishing needed data and other services; assists the faculty wherever possible; and renders services to the alumni by providing transcripts and certifications and other records as needed. This office assists academic units in ensuring compliance to University policies and procedures pertaining to the observance of the academic calendars, examination and grading practices, and recording of academic performance.

Registration

Registration for classes at LMU is on online real-time process available through a secure web-based program called Personal Records Online Web Link or PROWL. Classes open and close as they are added and dropped by PROWL users. Students are assigned an appointed registration time each semester and can register on or after that time, but not before. Students should refer to PROWL for the assigned registration time which is determined by the number of semester hours complete (not counting work-in-process). The more hours completed, the earlier the student is allowed to register. Personal Records Online Web Link (PROWL) is the secure online link used by the LMU community to access student records and enrollment information. Among other things, students can add/drop classes before each semester, make tuition payments, apply and verify the status of financial aid, review student account balances, change personal information, and check schedules and records. PROWL accounts are never deactivated and students can request transcripts, view records, and maintain correct contact information after leaving LMU. PROWL accounts are protected with a user ID and PIN (Personal Identification Number):

- The user ID is the user’s 9-digit University ID or the Social Security Number.
- The PIN is the 6-digit number created by the user after the initial login to PROWL. The six digit birth date (MMDDYY) or the last six digits of the user ID is the default PIN for the first PROWL session.

After a few minutes of inactivity, PROWL will require the user to resubmit the user ID and PIN. This is a security feature to protect the confidentiality of student records. If the PIN is forgotten it is best to enter the user ID and then select the Forgot PIN? Option on the PROWL login page. The user will be directed to answer a security question and will be required to enter a new PIN before gaining access to PROWL. PROWL is disabled after three invalid attempts at login. If PROWL is disabled, contact the Office of the Registrar for assistance.

PROWL assistance and training is offered by the Office of the Registrar to all members of the LMU community. Computers on the first floor of St. Robert's Hall are available during office hours for PROWL access. PROWL users are recommended to use one of the following web browsers: Internet Explorer 6.x or 7.x, Safari 3.1.x or 3.2.x, Mozilla Firefox 2.x or 3.x, and/or Google Chrome. You will find a direct link to PROWL through MyLMU (http://my.lmu.edu). Since the information you will be handling through PROWL is very important, you will need to Login with your student ID and a password. If you do not have this password, if you forgot it or need to reset it, visit the Office of the Registrar. Please remember to take a valid ID with you in order to obtain your password.
Office of the University Registrar

Security

Do not give anyone your password. Use the Exit button (in the upper, right-hand corner of each page) to disconnect from PROWL so that no one will be able to access your records without re-entering your Student ID and PIN. There is a 5-minute session inactivity time out. If you do not use the system for 5 minutes, you will receive an inactivity timeout message and you will need to re-enter your Student ID and PIN to regain access to the system. This is to insure security of the confidential information.

Course Registration

1. Login to MyLMU
2. Click on System Login in the grey bar & Select PROWL
3. Select Student Services and then Registration.

4. From the Registration menu, select Look Up Classes to Add.

5. Select the appropriate term and click on the Submit Term button.
Office of the University Registrar

6. Under Subject, scroll down to Bioethics. Then, under Course Level select Graduate. Finally, click on Class Search at the bottom of the page.

7. The screen should now show which classes are still open for registration. Click on the desired course you would like to register to see more details.

8. Once you have selected a course, take note of the CRN number. You will need this number to add/drop your classes. Make sure to verify that you have selected the right course section, instructor and schedule.

9. Go back to the previous menu using the Return to Menu icon in the upper right-hand corner of the screen. Your browser’s back button should NOT be used.

10. Once you are in the previous Menu, click on Add/Drop classes.

11. At the bottom of the page, under Add Classes Worksheet, copy the CRNs of the courses you selected. Click on Submit changes when you are done.

12. If you would like to drop a course and register for a different one, click on Add/Drop Classes under the registration menu. For the class you would like to drop click the down arrow next to the class and select Web Drop and click the submit button at the bottom of the page.

13. There are two ways to view your completed schedule. Try them both. Be sure to review your schedule frequently (for changes to course information like meeting times or room assignments). View your Student Schedule by Day & Time or view your Student Detail Schedule.

If you are unable to register, go to the Check Your Registration Status page from the Registration menu to find out why.
Office of the University Registrar

CAPP Report

CAPP is the University’s online degree auditing system. CAPP or Curriculum, Advising, and Program Planning, is designed to show you where the courses you take fit into your academic program. CAPP is not meant to replace your advisor or the University Bulletin, but is a great reference tool to make your path to graduation day easier to follow, by tracking your progress towards degree completion. In CAPP, the process of checking your progress against the requirements to meet a program goal is called “compliance.” Three options of compliance are available in CAPP although most often you will generate a new evaluation so that the most recent CAPP compliance displays.

The three options appear as choices on the bottom of the main menu: 1) View Previous Evaluation allows you to select a previously prepared compliance report. 2) Generate New Evaluation allows you to prepare a new compliance report based on your current program of study.(reflects the most current aspects of your CAPP compliance) 3) What-if Analysis allows you to prepare a compliance report with a different major, minor, etc., if you are considering a change in program.

Accessing your CAPP Report

1. Login to PROWL.
2. Once you are in PROWL, click on the left tab Student Services.
3. Once you are in this section, click on Student Records.
4. The second choice from the bottom is CAPP report; click on the link.
5. Select the term you would like the CAPP report for. Click Submit.
6. Click Generate New Evaluation.

7. Click the circle next to the program you wish to view. Make sure the term is correct.
8. Click Generate Request.
9. Select one of the following three CAPP display options: General Requirements: used to gain an overview of your Progress. Detail Requirements: used to look at the specific requirements and rules governing your program. Additional Information: used to show any courses the CAPP compliance did not use for degree requirements.
Graduation

Degrees are awarded at the end of the Spring term, August 31, and December 31. The date of the Degree posted on a student’s diploma is the one by which all graduation requirements are completed or documents are submitted. These include:

1. File an Application for Degree with the Office of the Registrar by the deadline for the term in which all required conditions will be met. Students working towards two graduate degrees must submit an application for each degree;
2. A submission of official transcripts from other institutions and requisite Transfer Course Approvals to the Office of the Registrar prior to the degree date;
3. The completion of all incomplete work prior to the degree date;
4. All academic requirements for a degree, including a 3.0 cumulative GPA, must be completed or be in progress before or during the term of degree conferral. The University will award a degree if all required coursework is completed and needed documentation received within 30 working days of the end of the term. After 30 working days, awarding of the diploma will be deferred to the next degree conferral date. If a student has been canceled for graduation in a given term, it is the responsibility of the student to again file for graduation for a later term. Master’s and doctoral degree candidates are charged a one-time, mandatory graduation fee of $145.00, payable to the Controller’s Office after submitting the Application for Degree.

Office of the University Registrar
Kathy Reed, Registrar
registrar@lmu.edu
310.338.2740

Location:
Von de Ahe, 150

Graduate Commencement
Sunday, May 8, 2016; 10:00 – 11:30am
Sunken Garden

Commencement Liturgy
Friday May 6, 2016; 7:30pm
Albert Gersten Pavillion
Vehicle Registration & Parking

As a member of LMU you must register your vehicle with the Department of Public Safety. After registration you will receive a parking permit valid all throughout campus. To register, you can visit the Department of Public Safety (open 24/7) located in Foley Hall Annex. Remember to take the following documents:

1. Vehicle registration form
2. Vehicle Registration
3. LMU ID Number
4. OneCard
5. A Valid Driver License

Once you obtain a Parking Permit, your One Card will allow access to campus during designated hours.

Students may Pre-Register on-line via their Prowl Account and the Vehicle Registration Link. Once you have pre-registered you can print the temporary 3 day pass which will give you the time necessary to pick up your parking sticker. The Department of Parking and Transportation (DPT) customer service desk is located in the Foley Annex Building which is open Monday through Friday from 8:00am to 5:00pm or at the Public Safety Office located on the 1st floor, Rm # 1920 of University Hall, Monday-Friday from 8:00am-4:00pm. You will need to bring your One Card and your vehicle registration to receive your parking permit. *For identification purposes, students must present either their student ID (One Card) or a copy of their class schedule along with a state issued driver’s license.

Parking Policies

- Students login through my.lmu.edu to access your parking account. Access can be found under the "System Logins" drop-down menu along the top navigation bar and then select "LMU Park".
- If you plan on having visitors on campus, be sure to stop by the Information Booth at the Lincoln entrance or the Department of Parking and Transportation located in the DPS Office in Foley Annex to obtain a parking pass and directions on where to park. Visitors are required to have a parking pass and park where they are instructed by the officer that issues the pass. Visitors parked on campus without displaying the proper pass or not parked in their designated area will be cited and/or towed at the owner’s expense. Students are responsible for the actions of their guests.
- Visitors will be charged to park on campus. The rate will be $2 per 20 minutes up to a daily maximum of $10.
- OneCard access cards are required to gain access to the campus. Visitors may not use a card that is not theirs to gain access. Entry without swiping a One Card will constitute "Illegal Entry" and acitation and fine will be assessed. All visitors, and anyone else without One Card access, must enter through the Lincoln entrance to gain access.
- During the day, the gate arms are raised to prevent a backup of employees and students entering campus. All visitors must stop at the Public Safety Booth regardless of whether or not the gate arms are up or down. Signs stating "Permit Required" and "Restricted Access" inform Students, Staff, and Visitors of the permit requirement to park on campus.
- Vehicles with a state-issued handicap permit may park in any designated handicap space on campus.
- The speed limit is 15 MPH on the road and 5 MPH in the parking lots. The speed limit is strictly enforced at all times on campus. A citation will be issued for speeding.

The Public Safety Office

Dial “222” from any campus phone for an Emergency 
310.338.2893 Tel

Locations:
Foley Hall Annex. Lost and found is located here. There is a satellite office in University Hall (First Floor) in the North Elevator Lobby.
Student Housing

Graduate Housing Search

If you would like information about off-campus graduate student housing and would like to share your information with others, please contact Off-Campus Student Life, at OCSL@lmu.edu. Make sure to provide your name, program, email address and telephone number.

Graduate Student Campus Housing

Limited on-campus housing is available for graduate students. If you are interested and have been admitted, please download Graduate Student Housing Request Form and mail it to the Student Housing Office. Married student housing is not available on campus. Graduate students are assigned to the Hannon Apartments. These apartments are two bedroom, one bathroom units and are designed to accommodate four students. If availability permits, a bedroom may be requested as a single for an additional cost.

Current graduate students have priority to graduate housing for the following year and are contacted by the Student Housing Office in March. If interested, they must submit their Graduate Housing Request Form to the Student Housing Office. We will then work with them to complete their application materials and assign them to the Hannon Apartments.

Newly admitted graduate students should receive a Graduate Housing Request Form from the Graduate Admissions Office. Students who submit this form to the Student Housing Office will receive a letter with instructions on how to complete and submit the housing application materials with a specific deadline. Once the application materials are complete, students are placed on a waitlist in the order which they complete their application materials, and are then assigned to housing as availability permits. Graduate students may also request placement with undergraduate students if the designated graduate housing apartments are full.

Summer Housing is also available in the Hannon Apartments, which provides graduate students with an opportunity for a year round living environment. Housing is only available to LMU Westchester campus graduate students; we do not offer family housing.

For more information about on campus Graduate Housing, life in the student residence halls, and to download forms, visit www.lmu.edu/housing.

Student Housing Office

housing@lmu.edu
310.338.2963 Tel
Location: Leavey 6 Apartments, 101 (across the bridge from University Hall)
Learning Assistance

Disability Support Services

Loyola Marymount's Disability Support Service (DSS) Office provides specialized assistance and resources that enable students with physical, perceptual, emotional, ADHD, and learning disabilities to achieve maximum independence while they pursue their educational goals.

The DSS Office is designed to help students who have average or above average potential for learning and who exhibit severe difficulties in at least one academic area. The DSS Office also works to educate students, faculty and staff in the area of disabilities so as to eliminate physical and attitudinal barriers. The DSS Coordinator arranges for accommodations and services for students with special needs. According to the Americans with Disabilities Act (ADA), the term "individual with a disability" is defined with reference to impairments. The term applies to an individual who (1) has a physical or mental impairment that substantially limits one or more of the individual's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Registration with the DSS Office is on a voluntary, self-identifying basis. However, services are only available after a student has presented certified, current documentation of the disability from a medical or educational specialist, this documentation has been reviewed and accepted as complete and the student has become registered with our office. All information and documentation are confidential.

Priscilla F. Levine, M.S.W, L.C.S.W, Director
plevine@lmu.edu
310.338.4535 Tel
Location: Daum Hall, Room 224 (Second Floor)

The Academic Resource Center

At the Academic Resource Center, we know that successful students are those who become actively engaged with the intellectual and academic community both inside and outside the classroom. The ARC offers a wide variety of free services that give you the opportunity to network with peers, faculty, and staff in relaxed and friendly environments throughout campus. We invite you to explore the links to familiarize yourself with all the ARC has to offer and find the people and programs that will benefit you most. To schedule an appointment or to speak with a Learning Assistance Specialist, call 310.338.2847. When you come in for an appointment, be sure to bring your student ID as well as any texts, notes, or other materials pertinent to your appointment. You can also visit them online at www.lmu.edu/lrc.

La'Tonya Rease Miles, Ph.D., Director
lrc@lmu.edu
310.338.2847 Tel
Location: Daum Hall, Second Floor
Health Services

Student Health Services
The Student Health Center is a quality, full-service medical clinic available to all LMU students enrolled in six or more units. It is accredited by the Accreditation Association for Ambulatory Health Care. The health center offers a wide range of services to meet most student needs, including treatment for illnesses and injuries, women's health services, dermatological care, medications, immunizations, lab work, x-rays, and allergy injections. The Center is open Monday through Friday, 8:00am to 5:00pm with extended hours on Wednesdays until 7:00pm during the academic year.

Students are seen by appointment only. To make an appointment, you can call us at 310.338.2881 or drop by our office. To make a same-day appointment, students are strongly advised to call before 9:00am. Please be aware that we have a no-show policy. This means that if you do not show for your appointment, your account will be charged $25.00. If you are more than 10 minutes late, you may miss your appointment and may need to reschedule your appointment for another day. If you need to cancel your appointment, please call our office a minimum of 2 hours prior to your scheduled appointment time. If you have an early morning appointment and would like to cancel, you can call and leave a voice mail message. We will cancel your appointment when our office opens in the morning.

Student Health Services
310.338.2881 Tel
Location: Burns Recreation Center, First Floor North

Student Psychological Services
Student Psychological Services provides free, confidential services for LMU students, including individual and group counseling; walk-in consultations; Emergency psychological services; and psycho-educational outreach programming. Our therapists have advanced degrees, training and experience in one of the helping professions. Please arrive fifteen minutes early for your initial appointment, and on time for any follow-up appointments. The Center is open Monday through Friday, 8:00am to 5:00pm with extended hours on Wednesdays until 7:00pm during the academic year. A therapist will see you without an appointment if you have a mental health emergency. Student Psychological Services is accredited by the International Association of Counseling Services, Inc.

If you cannot keep an appointment, please cancel by calling our receptionist at 310.338.2868 at least 24 hours before the appointment. If you do not show for an appointment without cancelling in advance, or cancel with less than a 24 hour notice, your student account will be charged $25.00.

Student Psychological Services
310.338.2868 Tel
Location: Burns Recreation Center, Second Floor North
In addition to LMU's athletics program, Campus Recreation promotes the education of the whole person by providing the LMU community with programs and services that develop an understanding of physical activity and exercise. We encourage a healthy lifestyle and lifelong interest in recreational activities.

**Fitness Center**

The Fritz B. Burns Recreation Center is the hub of student recreation at Loyola Marymount University. The building includes a 7200-square foot weight room, three basketball/volleyball courts, two activity studios, a pro shop, locker rooms and a 50-meter outdoor swimming pool. Group fitness classes, personal training, and other fitness and wellness opportunities are included with all memberships. If you would like to purchase a Graduate Student membership, please contact Stephanie Payne, Coordinator of Member Services at 310.338.1720.

**Fitness & Wellness**

Fitness and Wellness Programs help you stretch, strengthen, tone, breathe and sweat. That’s the regimen you’ll go through as you increase your fitness level and improve your mental, physical and spiritual well-being.

Located on the first floor of the Burns Recreation Center, the FitWell Center is committed to providing health and wellness programming and education for the entire campus. Offerings include a variety of group exercise classes, personal training packages, nutrition consultations, massage therapy, fitness assessments and specialized wellness presentations. All programs are available to recreation members only.

**Join Us for "Relax in the Stacks" (Academic School Year Only)**

Need a little stress relief after a strenuous workout or a long day? Sign up for a 30-minute table massage appointment with our certified massage therapist, Michelle Nakamura (Skye). Massage sign-ups are on a first come, first serve basis. Feel free to stop by the FitWell Center or call 310.338.3049 to make an appointment. Massages will occur every Wednesday from 5-8pm in the William H. Hannon Library room 324 (level 3 classroom). Availability is subject to change due to university holidays and breaks.

**Appointment Fees:**

- Students $20 (30 minutes)
- Faculty/Staff/Alumni $25 (30 minutes)

**For All Appointments**

- Please arrive 5 minutes prior to your scheduled appointment in order to check in and fill out necessary paperwork and payment information.
- To make an appointment, please call 310.338.3049 or stop by the FitWell Center.
- Appointments must be made in advance (you can make a same-day appt. if availability exists)
- Methods of payment include: cash, check, Visa, or Mastercard.
- Massages available during the academic school year only.
Dining

LMU Dining Services by Sodexo, the dining service for the LMU community, is deeply committed to providing a program that meets the nutritional needs of its student population. There are several dining areas on-campus that offer flexible hours, in settings that complement and enhance the dining experience. LMU’s Dining Services prides itself on offering a wide selection of menu items made with only the freshest of ingredients prepared just the way you want.

**“CC”** Denotes Credit Cards are taken at these locations

<table>
<thead>
<tr>
<th>East Campus</th>
<th>Retail Outlet Operations</th>
<th>West Campus</th>
<th>Affiliation’s Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Lair Marketplace</td>
<td>Pizza del Rey</td>
<td>Roski Dining</td>
<td>Lion’s Den</td>
</tr>
</tbody>
</table>
Malone Building | Founder's Pavilion | University Hall | Malone Building downstairs |
Seattle's Best Coffee | **“CC”** | Seattle’s Best Coffee | Serving Grounds for Change |
**“CC”** | **“CC”** | **“CC”** |
| Jamba Juice | Iggy’s Diner | The Lion’s Corner Cafe | FinishLine |
SE Corner, Malone Building | McKay Hall | University Hall | Burn’s Gym |
**“CC”** | **“CC”** | We Proudly Brew Starbucks' | |
| Sodexo Catering | C-Lion Convenience Market | Crimson Lion | Lion’s Cafe |
Malone Building **“CC”** | Leavy 6 | University Hall First Flr. Rm 1767 | Alumni Mall near Foley Pond |
If you are in need of a Kosher menu please contact the Catering Office for details | **“CC”** | **“CC”** | **“CC”** |
| Simply To Go Express | Jazzman’s Cafe | The Loft | |
To Go Items | William H Hannon Library | Hannon Apt. Upstairs | |
Malone Building | **“CC”** | **“CC”** | |
| Athletics Concessions | | | |
Burn’s Gym & Page Stadium | | | |
**“CC”** | | | |

LMU Dining Services designs meal plans to meet a variety of different dining needs. Whether you’re on the go and in the need of a quick snack, or in the mood to sit down, relax and enjoy a full meal, we have just what you’re looking for.

**Commuter students and apartment residents** may purchase any of the LION Dollars plans or open an S Dollar account. These non-refundable meal plan accounts are part of a California sales tax exempt program. Therefore you save 8.25% on each LIONS Dollar Purchase. Lion Dollars are conveniently accessed by your LMU OneCard (Student ID). They can be used for all food purchases on campus and for Room Service Delivery. Lion Dollars may also be used for your friends and guests when they visit. Whether you are in search of additional information or would like to share your comments, please call the LMU Campus Dining Office at 310.338.2977. You may also stop by our office in the Malone Center between the hours of 8:30am and 5:00pm, Monday through Friday.
Holiday and Summer schedules will vary. Please visit dining.lmu.edu for updates.
Loyola Marymount University is a source of excellence in scholarship, research and creative activity. Through research, our faculty, staff and students create the new knowledge that deepens our understanding of the world around us and helps us address issues of global and local significance. By collaborating with faculty, students develop hands-on skills and firsthand experience in the challenge and excitement of discovery and creation. Loyola Marymount provides comprehensive library services, plus centers and institutes dedicated to specialized study. Leveraging these to facilitate teaching, research, and public engagement is at the core of the university mission.

Kristine R. Brancolini, Dean of University Libraries
kbrancol@lmu.edu
310.338.4593 Tel

William H. Hannon Library
Named for long-time LMU benefactor and Distinguished Alumnus William H. Hannon, the library is comprised of 120,928 square feet, with three levels above ground and a two-story basement below ground for high density collections storage. The building seats 865 people, with a variety of seating for students, faculty, and staff. The upper-level stacks hold 250,000 volumes and the basement can store an additional 1 million volumes. Visit www.lmu.edu/library for more information or call 310.338.5709

William M. Rains Law Library
The Law School's library, located in the northwest corner of campus, houses nearly 600,000 volumes and a Computer Resource Center with 85 work stations. It is one of the largest private law libraries in the Western United States.

Office for Research and Sponsored Projects
The Office for Research and Sponsored Projects (ORSP) assists faculty and staff in the pursuit of external funding opportunities such as grants and contracts. Research includes a wide range of scholarly activities, including formal empirical investigations, qualitative and quantitative studies, humanistic inquiries, curriculum development, and creative work. Sponsored projects include direct service programs within the University, outreach programs, and partnerships with local organizations, such as schools and nonprofits. Faculty research often opens opportunities for Research Assistant positions, which are made available to graduate students.

Office for Research and Sponsored Projects
orsp@lmu.edu
310.338.4599 Tel
Location: University Hall, Third Floor North
The William H. Hannon Library supports the teaching, learning, and research needs of the students, faculty, and staff of Loyola Marymount University. The library is an important center of intellectual, culture, and social life on campus.

Hannon Library is located on the bluff, between the Leavey Residence Halls and the Jesuit Community.

The building provides wireless and wired network connections and abundant power. All three floors provide a variety of seating and work space. Level 1 features a café and media lounge, with three flat-panel screens; digital signage to guide your use of the library; our circulation desk; two electronic classrooms for library instruction; and the Information Commons, a one-stop destination for collaborative computer work stations, assistance with information technology and reference questions, and three presentation rooms, where you can practice and video record your performance. Level 2 is the main stacks floor, where most of the circulating books are shelved. It also features The Rose Hills Reading Room, and the new Popular Reading Collection nearby; current periodicals; and the media center, with individual video viewing workstations and small group viewing and listening rooms. The circulating book collection continues on Level 3, which also features the department of Archives & Special Collections, where you may use our extensive collections of rare books and archives and enjoy special exhibits from our collections.

Library Hours

The Library’s hours vary depending on what your needs are. Building hours, reference desk hours and advanced research hours can all be found online. Visit www.lmu.edu/library for library hours.

Find a Book

LINUS is the Library’s catalog. Use it to find books, videos and other materials that LMU owns or has on reserve. Search anywhere online at linus.lmu.edu.

LINK+ is a catalog of over 40 academic and public libraries throughout California and Nevada. All LMU students, staff, and faculty, can request books from LINK+ libraries online. The books are delivered to LMU at no charge to the borrower.

CRL is the Center for Research Libraries, of which LMU is a member. Membership allows LMU graduate students, faculty and staff, access to any item in CRL's vast holdings within a few days. Search the CRL catalog or learn more about CRL's collections. Request items through LMU's Document Delivery office.

WorldCat contains more than 60 million records from libraries worldwide. Graduate students, faculty and staff may request items through LMU's Document Delivery office.
WILLIAM H. HANNON LIBRARY BUILDING DIRECTORY

COLLECTIONS

1. Archives & Special Collections (L3)
2. Books-Main Stacks Call #A-PM (L2)
3. Books-Main Stacks Call #PN-Z (L3)
4. Books-Oversize (L3)
5. Book-Reference (L1)
6. Curriculum Collection (L2)
7. Periodicals (L2)
8. Popular Reading Collection (L2)

SERVICE POINTS

9. Archives & Special Collections Desk (L3)
10. Circulation Desk (L1)
11. Information Desk (L1)
12. Media & Reserves Desk

STUDY / WORK SPACES

13. Faculty Commons / Innovation Center (L3)
14. Information Commons (L1)
15. Media Carrels (L2)
16. Media Lounge (L1)

CLASSROOMS

17. Archives & Special Collections
   Seminar Room 342 (L3)
18. Lecture Classroom 324 (L3)
19. Library Instruction Rooms – 117 & 118 (L1)

OTHER

20. Day Use Lockers (L1)
21. Exhibit Space (L3)
22. Library Administration (L3)
23. Photocopiers (L2, L3)
24. Printers (L1)
25. Von der Ahe Family Suite (L3)
26. VTS Machine (L1)
Access and Borrowing Privileges

To view your library record and see what you have checked out, and for online renewals and creating holds and recalls, use My Library Record, an online record of your library use, similar to PROWL or MyLMU. Login at www.library.lmu.edu. This login will require your library account number, which is on the back of your OneCard. Your OneCard is required for library access and checking out books and other items.

Books

<table>
<thead>
<tr>
<th>Type of borrower*</th>
<th>Loan period**</th>
<th>Checkout Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>3 weeks</td>
<td>20</td>
</tr>
<tr>
<td>Graduate student</td>
<td>1 semester</td>
<td>50</td>
</tr>
<tr>
<td>Doctoral student</td>
<td>1 academic year</td>
<td>75</td>
</tr>
</tbody>
</table>

* If you are not one of the types above, check at the Circulation Desk or call 310.338.2788.
** All items are subject to recall after 21 days. A $1.00 per day fine may be assessed if returned late.

Popular Reading Collection: The checkout period for books in the Popular Reading Collection is 3 weeks. One 2-week renewal is possible; please ask at the Circulation Desk or call 310.338.2788.

LINK+: The checkout period for LINK+ books for all patrons is 3 weeks. For LINK+ books, renewing online (2 week renewal) is really a request to renew. This request will be processed by the LINK+ system and will not be immediate or automatic. Please be sure to check back a little later to see if the renewal you requested was approved.

Media: Students may use the media collection in the library only. However, for class presentations, we have a faculty signed permission slip that will allow a student to take a specific item to class for a 3 hour duration. For a copy of the form, please visit the Media & Reserves Counter on the 2nd floor of the library, or phone 310.338.3094 for assistance.

Renewals: Instead of having to bring your books and media into the library to renew them, you can renew these items online at My Library Record using your name and the library number on the back of your OneCard.

<table>
<thead>
<tr>
<th>Type of borrower</th>
<th># of Renewals**</th>
<th>Renewal length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2 per item</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Graduate student</td>
<td>2 per item</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Doctoral student</td>
<td>1 per item</td>
<td>1 Semester</td>
</tr>
</tbody>
</table>

** All items are subject to recall after 21 days.
Hannon Library

**Holds and Recalls:** You may place a "hold" on any item that is checked out. The item will be held for you upon its return. The library does not accept holds for books that are readily available in the book stacks: there is a first-come-first-serve policy on those books. You may also "recall" any item that has been checked out for more than three weeks. The person who has the recalled book must return it within seven days. Once your held or recalled item becomes available, the library will notify you, and you will then have seven days to pick it up at the Circulation Desk. Please contact the Circulation Desk at 310.338.2788 to change your contact information or preferred contact method. You can also check the status of a hold or recall at My Library Record.

**Fines:** You may pay library fines by OneCard Flexi Dollars, check, Visa or MasterCard. Pay fines for books at the Circulation Desk; for media items (DVDs, video tapes and CDs), please pay at the Media & Reserves Counter.

### Overdue Fines

<table>
<thead>
<tr>
<th>Item</th>
<th>Fine Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$0.25 per day</td>
</tr>
<tr>
<td>Popular Reading Collection</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Recalled Items</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>LINK+ Books</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Media &amp; Reserve, 1-hour items</td>
<td>$1.00 per hour</td>
</tr>
<tr>
<td>Media &amp; Reserve, 3-hour items</td>
<td>$1.00 per hour</td>
</tr>
<tr>
<td>Media &amp; Reserve, daily items</td>
<td>$5.00 per day</td>
</tr>
</tbody>
</table>

### Lost Items (Replacement Fees)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$65.00 per book + $15.00 processing fee</td>
</tr>
<tr>
<td>LINK+ Books</td>
<td>$115.00 per book</td>
</tr>
<tr>
<td>Media &amp; Reserve items</td>
<td>variable</td>
</tr>
</tbody>
</table>

**Book Return Locations:** Inside the library, you may return books at the Circulation Desk. Please return media items (DVDs, video tapes) upstairs, at the Media and Reserves Desk. For your convenience, we also have return bins at convenient locations, from which library staff will make pick-ups daily:

1. Car and pedestrian accessible return bins located behind the Burns complex on Ignatian Circle Drive
2. University Hall on Parking Level One, near the elevators, accessible by foot or car.
Connect to Library Resources from Off Campus
When you are off the LMU campus and you click on a link from our subscription Databases page, from the Journal List, from LINUS, or from ERes, you should get a screen asking for your name and the barcode number on your OneCard (the Library Number on the back of your OneCard that begins with a “2”). If you have difficulty connecting, please continue below or contact the Information Desk at 310.338.2790.

Research Databases Search Engine
Find articles, data, images and more online at www.library.lmu.edu/databases. A comprehensive list of scholarly, multi-disciplinary full-text databases, with thousands of full-text periodicals and journals. In addition to full text, these databases offer indexing and abstracts of publications including monographs, reports, conference proceedings, etc. Browse databases or by general subject: Arts & Humanities, Business, Publisher's Journal Collections (JSTOR, Project Muse, ScienceDirect, etc.), Religion, Science & Engineering, and Social Sciences.

Journal List Search Engine
In addition to finding outside journals, you can look for journals, magazines, and newspapers at Hannon Library. Search for print and online journals and magazines by title, ISSN or subject. Begin your search at www.library.lmu.edu.

Library Assistance
Aside from walking in or calling up the Reference Desk at 310.338.2790, you have a few “new media” and cell phone options.

Virtual Reference: Clicking on the Virtual Reference link on our Get Help! page on library.lmu.edu launches a chat session with one of the service's librarians. This service is available 24 hours a day, 365 days a year, with a few exceptions. LMU librarians staff the Virtual Reference service about ten hours per week. At other times the session may be with a librarian at another Jesuit institution.

Instant Messenger: When an LMU librarian is online, a chat box will appear below. You can also add lmurefhelp to your IM buddy list in MSN, Yahoo, AIM, and Google Talk.

Cell Text: You can also reach us through text message from your cell phone. Just text lmurefhelp, followed by your question, to 265010. A librarian will text you back as soon as possible.

Desirae Zingarelli-Sweet, Reference Librarian, Liaison to The Bioethics Institute
dzingare@lmu.edu
310.338.7681 Tel
William H. Hannon Library, Room 127
Financial Assistance & Employment
Financial Assistance

The Financial Aid Office at LMU provides graduate students access to financial resources to assist them in achieving their educational goals. Whether you are a recent college graduate looking to further your education, a working professional looking for a career change, career advancement or simply seeking personal growth, the graduate programs at LMU can help you transform your aspirations into reality.

Communicating with the Office
MyLMU is your online gateway to PROWL, LMU's student record system. Using PROWL you can: view your Financial Aid Award, verify which financial aid documents LMU has received and which documents are still needed, receive messages from the Financial Aid Office regarding your application, accept and decline your financial aid award offer(s).

Weekly Email Reminders
In addition to posting financial aid application documents we need from you on PROWL, the Financial Aid Office will email you weekly reminders (to the email address you provided on your admission Application and/or FAFSA) until your financial aid application is complete. Be sure to check your email account regularly for important updates from our office.

Once you are enrolled at LMU, you will receive a LMU email account. All future communication from the Financial Aid Office will be sent through your LMU email account, PROWL, and MyLMU messaging.

Apply for Aid
Any student, both new and continuing, interested in receiving Federal, State or Loyola Marymount University grants, scholarships, loans or student employment is encouraged to apply for financial aid. International students are eligible for LMU grants, scholarships and assistantships. However, only U.S. Citizens and eligible non-citizens can apply for Federal and State assistance, in addition to LMU grants and scholarships.

Please visit us on the Web at www.lmu.edu/gradfinancialaid to explore the various scholarship, employment, and loan opportunities available for graduate students at LMU through the Graduate Division.

Disclosure
Any fraudulent use of Financial Aid funds is cause for immediate suspension or dismissal, as well as discontinuance of future Financial Aid. This includes, but is not limited to, fraudulent statements on Financial Aid forms, inaccurate tax returns, and Student time Cards for both hours worked and signatures obtained.

Refund Calculations
When students receiving Financial Aid are eligible for a refund or a cancellation of LMU charges, their Financial Aid funding will also be adjusted. A refund is calculated when a student withdraws from the university, drops out, takes an unapproved leave of absence that will exceed 60 days, is expelled or otherwise does not complete the period of enrollment for which he or she was charged. The Financial Aid award will be recalculated based on federal refund requirements and the Controller’s Office will be notified. Any resulting refund, due to a Federal Financial Aid program will be made by LMU for the student. The Controller’s Office will prepare a refund check for the student to pick up or be sent by mail.
Financial Assistance

Graduate Assistantships
Assistantships are available through individual programs on a competitive basis. Consult Elizabeth Quirós, The Bioethics Institute Program Administrator, for information about available assistantships. There are also jobs on campus for which graduate students may apply. Visit us on the Web at www.lmu.edu/gradfinancialaid for application information, or contact the Graduate Studies Office at 310-338-2721 directly for more information.

Graduate Assistantships. Students in any graduate program can apply for a variety of one-year on-campus positions. The average pay is about $18 per hour for an average of 20 hours per week. Contact the Graduate Admissions Office for information on current openings.

Eligibility Requirements
Any graduate student enrolled in six (6) or more semester hours is considered to be a full-time student. Students taking fewer than six (6) units are considered part-time students. A graduate student is eligible for Financial Aid if enrolled in at least three (3) units of graduate level coursework. Courses numbered 500 or higher are considered graduate level. Your Financial Aid budget is determined by your unit load each term.

Provisional and Controlled admitted students must submit the necessary requirements of their particular program as specified by Graduate Admissions to receive federal financial aid.

Financial aid recipients must complete a minimum of 6 units towards their graduate program each academic year (Fall semester, Spring semester and Summer Sessions) and maintain a 3.0 cumulative and semester grade point average. Grades of “F”, “NC”, “AU”, “I”, “IP” and “W” do not count towards maintaining financial aid eligibility.

Students failing to meet the above requirements are placed on Financial Aid Probation and are given two semesters to complete the required units and/or raise their cumulative or semester grade point average. If a student is not eligible to be removed from Financial Aid Probation after two semesters, the student’s dean or program director is required to review the student’s academic record and recommend to the Financial Aid Office, whether to extend or deny the student additional financial aid.

Contact Financial Aid
Financial aid counselors are available Monday-Friday, 8:00am-5:00pm, on a walk-in basis, in the Financial Aid Office to answer questions regarding federal and state aid programs. Appointments are not necessary, but may be scheduled by calling 310-338-2753. Questions can also be submitted by email, to finaid@lmu.edu, and will be responded to within two business days.

There is a financial aid representative available in the Student Accounts Department, University Hall, Suite 2300. Visit us online at www.lmu.edu/gradfinancialaid for hours of operation.

Office for Financial Aid
finaid@lmu.edu
310.338.2753   Tel
Location: Von der Ahe, 2nd Floor, Suite 270
Employment

Career Development Services
Career Development Services (CDS) enhances the student academic experience by providing tools for personal discovery, fostering and developing relationships with the LMU, regional, national and global communities, and facilitating lifelong career exploration and fulfillment. CDS provides a multitude of resources for finding work as a student and after graduation.

Career Development Services  
careers@lmu.edu  
310.338.2871 Tel  
Location: Malone, Suite 201

Student Employment
If you are looking for on or off campus jobs, part-time student employment opportunities in a variety of fields can be found on LionJobs. Additionally, Student Employment Services hosts an annual job fair at the beginning of the Fall semester. Over 70 on campus departments and off campus work study sites participate in this fair.

Federal and LMU Work Study. Federal Work Study and LMU Work Study is the largest source of part-time employment for students. Work Study is awarded to students based upon financial need and is jointly funded by the Federal Government and the University. Students may earn up to the amount allocated on their Financial Aid award letter. Opportunities for employment are either on-campus or off-campus at designated nonprofit organizations.

Student Worker Program. The Student Worker Program is an organization that is unique to Loyola Marymount University. Student Workers are given the opportunity to live and work on campus on a year-round basis while at the same time earning money toward their tuition. The Student Worker Program consists of 12 men and 12 women, working in various University departments.

Off Campus Work Study. Under the LMU Partners and Lions for Learning Programs, LMU contracts with over 50 community based nonprofit organizations and schools to hire students who have been awarded either Federal or LMU Work Study. The Lions for Learning Program connects students with local schools to tutor elementary school children in literacy and math. The LMU Partners Program allows students to gain experience in a variety of fields in the nonprofit sector.

Transfer Work. Various University departments fund on campus part-time positions through Transfer Work funding and do not require financial need as a qualification for eligibility. To find these postings in LionJobs search for part-time on campus jobs.

Part-Time Employment Off Campus. Student Employment Services works with employers off campus to provide employment opportunities for students in a variety of fields.
Employment

Career Events
Each year, Career Development Services coordinates major career, internship and graduate school fairs, career exploration events, alumni panels and workshops. LionJobs is the complete resource for up-to-date event information on events. Students and alumni can learn which employers and graduate programs are attending fairs and consult the calendar feature to learn what workshops and other career related events are scheduled. We recommend that you check back frequently to find out what is happening in CDS as the calendar is updated daily.

Career Connections Job and Internship Fairs. Career Connections fairs are held once in the fall and once in the spring semester. Recruiters, Human Resource professionals and LMU Alumni from for-profit and government organizations attend these events. Career Connections events are designed to offer students and alumni a chance to gather literature, explore career options, and investigate job and internship opportunities.

Etiquette Dinners. Etiquette Dinners are held once in the fall and once in the spring semester. These events are designed to orient students to the fine art of business and formal dining etiquette while enjoying a four-course meal. Students participating in the fall dinner will also learn more about international business and dining practices. Reservations are required with preference going to seniors. 80 spaces are available. A per person fee applies.

Education and Non Profit Fair. The Education and Non Profit Fair is held every spring and is designed to connect K-12 employers and nonprofit organizations with students and alumni interested in all aspects of the field of education and nonprofit careers. This provides a forum for conversations between LMU students, alumni and employers around possible careers, internships and employment in the nonprofit sector and education arena.

Career Counseling
Career Counseling assists graduate students and alumni in the career exploration and development process by providing a wide variety of services and resources. Career Counselors assist all clients with various issues, including career exploration, personality/career interest assessments, major career decision-making, resumes, interviewing, job searching, and networking. For appointments, please call 310.338.2871.