# Table of Contents

**GRADUATE THEOLOGICAL STUDIES** ........................................................................................................................... 6

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Administration</td>
<td>7-8</td>
</tr>
<tr>
<td>Graduate Theological Studies</td>
<td>7-8</td>
</tr>
<tr>
<td>Bellarmine College of Liberal Arts</td>
<td>8</td>
</tr>
<tr>
<td>Loyola Marymount University</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Studies</td>
<td>9</td>
</tr>
<tr>
<td>Accreditation</td>
<td>9</td>
</tr>
<tr>
<td>Location</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Programs</td>
<td>10</td>
</tr>
<tr>
<td>Master of Arts in Theology (M.A.)</td>
<td>10</td>
</tr>
<tr>
<td>Master of Arts in Pastoral Theology (M.A.)</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts in Theology</td>
<td>11</td>
</tr>
<tr>
<td>Core Courses</td>
<td>11</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>11</td>
</tr>
<tr>
<td>Concentration in Comparative Theology</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts in Pastoral Theology</td>
<td>12</td>
</tr>
<tr>
<td>Core Courses</td>
<td>12</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>12</td>
</tr>
<tr>
<td>Concentration in Spiritual Direction</td>
<td>12</td>
</tr>
<tr>
<td>Concentration in Pastoral Leadership</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Faculty</td>
<td>13-18</td>
</tr>
<tr>
<td>Full-time Faculty</td>
<td>13-17</td>
</tr>
<tr>
<td>Other Faculty</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Theological Studies</td>
<td>19</td>
</tr>
<tr>
<td>Mission</td>
<td>19</td>
</tr>
<tr>
<td>Career Opportunities</td>
<td>19</td>
</tr>
<tr>
<td>Our Home</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Resources</td>
<td>20</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>21-22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Essentials</td>
<td>23</td>
</tr>
<tr>
<td>LMU OneCard</td>
<td>23</td>
</tr>
<tr>
<td>LMU Bookstore</td>
<td>23</td>
</tr>
</tbody>
</table>
# Table of Contents

**Electronic Resources**
- Website .................................................................................................................. 24
- GradChat .................................................................................................................. 24
- Information Technology Services (ITS) ................................................................. 24
- MyLMU ................................................................................................................... 25
- Duo Security .......................................................................................................... 25
- Email ...................................................................................................................... 25

**Auxiliary Resources**
- Distribution Center (Postal Service) .................................................................... 26
- Campus Digital Graphics ....................................................................................... 26
- Internet and Computer Labs ................................................................................. 26
- ATMs ...................................................................................................................... 26

**Office of the University Registrar**
- Registration ......................................................................................................... 27
- Graduation ............................................................................................................. 27

**Records & Registration (PROWL)**
- Security ................................................................................................................ 28
- Course Registration ............................................................................................. 29
- Degree Works ...................................................................................................... 30
- Accessing Degree Works .................................................................................... 30

**Vehicle Registration & Parking**
- Parking Policies .................................................................................................. 31

**Student Housing**
- Graduate Housing .............................................................................................. 32

**Learning Assistance**
- Disability Support Services ................................................................................ 34
- The Academic Resource Center ......................................................................... 34
- The Writing Center .............................................................................................. 34

**Health Services**
- Student Health Services ..................................................................................... 35
- LMU CARES Online ........................................................................................... 35
- Student Psychological Services ......................................................................... 35

**Graduate Student Life**
- GSLMU ................................................................................................................. 36
- GTS Student Life Committee ............................................................................. 36
# Table of Contents

**CAMPUS MINISTRY** ....................................................................................................................................................... 37  
  *Spiritual Direction, Formation, and Retreats* .................................................................................................................. 37  
  *Sacramental Life and Worship* ......................................................................................................................................... 37  

**CAMPUS RECREATION** ................................................................................................................................................... 38  
  *Fitness Center* ............................................................................................................................................................... 38  
  *Intramural Sports* ............................................................................................................................................................ 38  
  *Special Events and Venues* ........................................................................................................................................... 38  

**CAMPUS DINING** ..................................................................................................................................................... 39-40  

**LIBRARIES AND RESEARCH** .............................................................................................................................................. 41  
  *William H. Hannon Law Library* ........................................................................................................................................... 41  
  *William M. Rains Law Library* .............................................................................................................................................. 41  
  *Theology & Philosophy Graduate Library* ............................................................................................................................ 41  
  *Theological Studies Library Guide* ......................................................................................................................................... 42-43  
  *Office for Research and Sponsored Projects* ........................................................................................................................... 43  
  *The Center for Religion & Spirituality* .................................................................................................................................... 44  
  *The Leavey Center for the Study of Los Angeles* ..................................................................................................................... 44  
  *The Marymount Institute for Faith, Culture and the Arts* ........................................................................................................ 45  
  *CSJ Center for Reconciliation and Justice* .......................................................................................................................... 45  

**WILLIAM H. HANNON LIBRARY** ...................................................................................................................................... 46  
  *Book and Media Retrieval System* ......................................................................................................................................... 46  
  *Find a Book* ............................................................................................................................................................................. 46  
  *Library Map* .......................................................................................................................................................................... 47  
  *Access and Borrowing Privileges* ........................................................................................................................................... 48-49  
  *Connect to Library Resources from Off–Campus* ...................................................................................................................... 50  
  *Research Databases Search Engine* ........................................................................................................................................ 50  
  *Journal List Search Engine* .................................................................................................................................................... 50  
  *Library Assistance* ................................................................................................................................................................. 50  

**RESEARCH PAPERS** ..................................................................................................................................................... 51  
  *Style Guidelines* ................................................................................................................................................................. 52  
  *Documentation for Term Papers* .......................................................................................................................................... 52  
  *Notes* ..................................................................................................................................................................................... 53-54  
  *Bibliography* ........................................................................................................................................................................ 54-55  
  *Specific Formatting* ............................................................................................................................................................ 56
# Table of Contents

## FINANCIAL ASSISTANCE & EMPLOYMENT .......................................................... 57

### FINANCIAL ASSISTANCE ................................................................................. 58
   - Communicating with the Office ........................................................................ 58
   - Weekly Email Reminders .................................................................................. 58
   - Apply for Aid ...................................................................................................... 58
   - Disclosure .......................................................................................................... 58
   - Grants .................................................................................................................. 59
   - Scholarships ...................................................................................................... 59
   - Student Accounts ............................................................................................... 60
   - Loans ................................................................................................................... 61
   - Graduate Assistantships .................................................................................... 62
   - Eligibility Requirements .................................................................................... 62
   - The Application Process ................................................................................... 63
   - Contact Financial Aid ....................................................................................... 63
   - Tax Payer Relief Act of 1997 .......................................................................... 64

### EMPLOYMENT .................................................................................................. 65
   - Career and Professional Development ............................................................. 65
   - Student Employment Services ......................................................................... 65
   - Career Events .................................................................................................... 66
   - Career Counseling ............................................................................................. 66
   - Theology & Ministry Related Job Postings ....................................................... 66

## CAMPUS MAP .................................................................................................. 67
Our Administration

Graduate Theological Studies
The Graduate Program in the Department of Theological Studies makes an essential contribution to the mission of Loyola Marymount University through its teaching of theology and its investigation of the broader area of religious experience.

Brett Hoover, Ph.D., Director of Graduate Theological Studies
Brett.Hoover@lmu.edu
310.338.2755 Tel

Jennifer Scott, M.A., Administrator of Graduate Theological Studies
Jennifer.Scott@lmu.edu
310.338.7772 Tel

Isabelle Davis, M.A., Senior Administrative Coordinator, Graduate Theological Studies
Isabelle.Davis@lmu.edu
310.338.2853 Tel

Areena Sadeghi, Academic Support Coordinator, Graduate Theological Studies
Areena.Sadeghi@lmu.edu

Kayla Ray, Graduate Assistant, Graduate Theological Studies
Kray5.lion@lmu.edu

Amy Hoppes, Graduate Assistant, Graduate Theological Studies
Ahoppes.lion@lmu.edu

Theological Studies Department
The mission of the Department of Theological Studies includes the education of undergraduate and graduate students, participation in the scholarly community of academic theology through presentations and publications, and service to the church community.
Our Administration

Amir Hussain, Ph.D., Chair of Theological Studies  
*Amir.Hussain@lmu.edu*  
310.338.5987 Tel

Faith Sovilla, Senior Administrative Coordinator  
*Faith.Sovilla@lmu.edu*  
310.258.2689 Tel

Bellarmine College of Liberal Arts  
Largest college in the University, instructing all LMU graduate and undergraduates in the University core curriculum, the College administers 14 departments and five graduate programs.  
Robbin D. Crabtree, Ph.D., Dean  
Jennifer Pate, Ph.D., Associate Dean for Undergraduate Education  
Brad Elliot Stone, Ph.D., Associate Dean for Faculty Affairs and Graduate Education  
Eliza Gibson y Rodriguez, Ph.D., Associate Dean for Faculty Development and Diversity, Equity, and Inclusion

Loyola Marymount University  
Timothy Law Snyder, Ph.D., President  
Rev. Michael Engh, S.J., Chancellor  
Thomas Poon, Ph.D., Executive Vice President for Academic Affairs and Provost  
David Sapp, Ph.D., Dean of Graduate Education and Vice Provost for Academic Affairs  
Ammar Dalal, Assistant Vice Provost for Graduate Enrollment
The names "Loyola" and "Marymount" have long been associated with Catholic higher education around the globe. Saint Ignatius Loyola, founder of the Society of Jesus, sanctioned the foundation of his order's first school in 1548. The Religious of the Sacred Heart of Mary have conducted educational institutions since their establishment in France in 1849 by Father Jean Gailhac. These two traditions have come together in Los Angeles as Loyola Marymount University.

At Loyola Marymount University, we balance a challenging liberal arts and science 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.

Graduate instruction began in 1920 with the foundation of a separate law school. The formation of a Graduate Division occurred in June of 1950.

**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

**Accreditation**
LMU is accredited by Western Association of Schools and Colleges (WASC), and its graduate programs hold accreditation in several highly respected organizations including the American Assembly of Collegiate Schools of Business (AACSB), the American Art Therapy Association, the National Council for Accreditation of Teacher Education, and the American Bar Association to name a few. Our Graduate Theological Studies program is privileged to be accredited by the Association of Theological Schools (ATS).

Graduate students are taught by talented faculty who are dedicated to excellence in teaching and research alike. In addition to top-level research and publication, the faculty are committed to personalized teaching and mentoring at the graduate level.

**Location**
Our 162-acre Westchester campus is located in a peaceful residential neighborhood of Los Angeles. LMU sits high on a bluff overlooking the Pacific Ocean with easy access to major freeways. Our 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.
The Department offers several degree programs: a Bachelor of Arts degree (major) in Theology, an undergraduate minor in Theology, and two Master of Arts degrees in Theology and Pastoral Theology. Each of these programs offers students the opportunity to study in several areas including Biblical, Historical, Systematic, and Moral Theology, Comparative Theology, and Pastoral Ministry with special emphasis on the Roman Catholic theological tradition. The Pastoral Theology program includes an additional ministry and counseling emphasis in addition to foundational courses in theology.

**Master of Arts in Theology (M.A.)**

The Master of Arts in Theology provides students with a critical understanding of the Christian theological tradition, especially from a Roman Catholic perspective. The program engages students in serious reflection on the broad range of theological studies and methods (Biblical, Comparative, Historical, Liturgical, and Systematic Theology, as well as Ethics, Spirituality, Faith and Culture, Ecumenical and Interreligious Dialogue). The goal of the program is to provide a general and integrated exploration of these areas for students seeking to teach secondary level, for students preparing for further graduate education, and for students with a strong interest in theology beyond the undergraduate level.

**Master of Arts in Pastoral Theology (M.A.)**

The Master of Arts in Pastoral Theology engages the student in critical theological reflection on ministerial practice as preparation for active ministry in a pluralistic society. The program provides theological foundations in pastoral theology, especially in the Roman Catholic tradition, and integrates the formation of persons preparing for pastoral ministry with their study of the Christian theological tradition (Spirituality, Liturgy, Faith, and Culture, Ethics, as well as Biblical, Historical, and Systematic Theology, and Ecumenical and Interreligious Dialogue). Throughout the program there is a stress on the holistic relationships between Pastoral Theology, faith seeking critical understanding, and faith that does justice.
Master of Arts in Theology

All students must complete 42 semester hours, maintaining a minimum grade point average of "B" (3.0). All courses are 3 semester hours, unless otherwise noted.

Core Courses (21)
The following seven courses (21 semester hours) are required.

- THST 6010 Foundations of New Testament Theology or THST 6000 Foundations of Old Testament Theology
- THST 6020 Foundations of Historical Theology or any one course form the 6020s
- THST 6030 Introduction to Systematic Theology
- THST 6060 Foundations of Theological Ethics
- THST 6090 Graduate Pro-Seminar (taken in the first semester)
- THST 6092 Comprehensive Exam (taken after completion of 30 semester hours)
- THST 6093 Directed Research and Writing Seminar (taken during final year in Spring semester after completion of 36 semester hours)

Elective Courses (21)
Theology students are to complete an additional 21 semester hours totaling 42 semester hours. After 30 hours are completed, students may enroll in the Comprehensive Exam Seminar (Fall), followed by the Directed Research and Writing Seminar (Spring).

Concentration in Comparative Theology
Theology students may choose to take elective courses that develop a concentration in Comparative Theology. The concentration in Comparative Theology serves students who wish to focus their program more specifically around questions of religious diversity, interreligious dialogue, world religions, and comparative theology. The concentration is comprised of four courses (12 semester hours). Students who choose to do this concentration are required to take:

- THST 6080: Comparative Theology

In addition, students are required to take three (3) of the following, or other courses approved by the academic advisor in concert with the graduate director:

- THST 6033: Feminist Theology
- THST 6081: Comparative Religious Ethics
- THST 6082: Comparative Mysticism
- THST 6083: Hinduism, Vedanta, and Yoga
- THST 6084: Buddhism Classics of Chinese Philosophy
- THST 6085: Classics of Chinese Philosophy
- THST 6086: Readings in Religious Literature
- THST 6087: Jainism
Master of Arts in Pastoral Theology

All students must complete 42 semester hours, maintaining a minimum grade point average of "B" (3.0). All courses are 3 semester hours unless otherwise noted.

Core Courses (24)
The following eight courses (24 semester hours) are required.
- THST 6010 Foundations of New Testament Theology or THST 6000 Foundations of Old Testament Theology
- THST 6030 Introduction to Systematic Theology
- THST 6060 Foundations of Theological Ethics or One Course from the Historical Area 6020s
- THST 6070 Foundations of Pastoral Theology
- THST 6074 Spiritual Formation for Pastoral Ministers
- THST 6078 Supervised Pastoral Field Education
- THST 6090 Graduate Pro-Seminar (taken in the first semester)
- THST 6091 Pastoral Synthesis Project (taken after completion of 36 hours)

Elective Courses (18)
Pastoral Theology students are required to take one course in either Liturgy, Religious Education, or Spirituality and select other elective courses offered by the Department of Theological Studies after consultation with their advisor. Students can pursue general interests or focus on a particular concentration. Concentrations are offered in two areas: (1) Pastoral Leadership and (2) Spiritual Direction. Under special circumstances, students may take up to two courses (6 semester hours) outside the department.

Concentration in Spiritual Direction
This concentration is designed for anyone enrolled in the Master of Arts in Pastoral Theology who would like to acquire the art of Spiritual Direction, a ministry of accompanying others in their spiritual journey. The purpose of the concentration is to provide a course of studies that integrates Theology, Scripture, Psychology, Spirituality, skills acquisition, and supervision in the art of Spiritual Direction. Students who wish to concentrate their electives in Spiritual Direction would take the following four courses in sequence:
- THST 6051 Theory and Practice of Spiritual Direction
- THST 6052 Ignatian Spirituality
- THST 6053 Psychological Foundations of Pastoral Ministry
- THST 6054 Practicum and Supervision in Spiritual Direction

Concentration in Pastoral Leadership
The concentration is designed to educate those who will serve (or who currently serve) as leaders in pastoral settings. Examples of leaders in specialized ministry: Directors of Religious Education, Directors of Youth Ministry or Campus Ministry, Directors of Catechumenate/RCIA. The concentration is deliberately open to the students to design under the guidance of the academic advisor. Students who find themselves actively engaged in, or aspiring to, leadership ministries within schools or parishes will choose courses for the concentration that fit their current or aspired ministry commitments. Students who choose to do this concentration are required to take:
- THST 6070 Foundations of Pastoral Leadership
- THST 6073 Theory and Practice of Pastoral Theology

In addition, students are required to take two (2) of the following, or other courses approved by the academic advisor:
- THST 6040 Liturgical Theology: History and Interpretation
- THST 6041 The Rites
- THST 6071 Pastoral Approaches to Religious Education
- THST 6043 Faith and Culture: Catechesis in Southern California
- THST 6075 Pastoral Liturgy
- THST 6076 The Theology of the Parish
- THST 6077 Special Topics in Pastoral Theology
- THST 6053 Psychological Foundations of Pastoral Ministry
Our Faculty

The Department of Theological Studies makes an essential contribution to the mission of Loyola Marymount University through its teaching of theology and its investigation of the broader area of religious experience. Graduate students receive personal attention from a full-time faculty of nationally recognized scholars. The faculty members are a source of knowledge in their areas of expertise, mentors to our students, leaders in their respective fields, as well as the face and expression of the Department’s and the University’s Mission.

Christopher Key Chapple, Ph.D., Doshi Professor of Indic and Comparative Theology and Director of Yoga Studies
Christopher.Chapple@lmu.edu
B.A., State University of New York at Stony Brook, 1976; M.A., Fordham University, 1978; Ph.D., Fordham University, 1980. A specialist in the religions of India, he has published twelve books, including Karma and Creativity; a co-translation of Patanjali’s Yoga Sutra; Nonviolence to Animals, Earth, and Self in Asian Traditions; Reconciling Yogas: Haribhadra’s Array of Views on Yoga; and several edited volumes on Religion and Ecology, including Hinduism and Ecology and Jainism and Ecology in the Harvard series on Religion and Ecology. He serves as director of the Yoga Studies Program.

Douglas Christie, Ph.D., Professor of Theological Studies
DEChristie@lmu.edu
B.A., University of California, Santa Cruz, 1977; M.A., Oxford University (Trinity College); 1980; Ph.D., Graduate Theological Union, 1988. Dr. Christie is the author of the award-winning book The Word in the Desert, and founding editor of the journal Spiritus, and teaches in the area of Christian Spirituality.

Roberto Dell’Oro, S.T.D., Professor of Theological Studies and Director of the Bioethics Institute
Roberto.Dell’Oro@lmu.edu
S.T.B., Facolta’ Teologica di Milano, 1983; S.T.L., Gregorian University, Rome 1985; Visiting Researcher in Philosophy, Hochschule für Philosophie, Munich, 1986-1987; S.T.D., Gregorian University, 1992; Postdoctoral Fellowship in Bioethics, Georgetown University, 1993-95. Dr. Dell’Oro teaches in the areas of bioethics, theological ethics, and ethical theories with a special interest in anthropological themes at the crossroad of theology and philosophy. He has published works in several languages, is the author/editor of three books, and has translated two books and several essays from German.

Sarah Emanuel, Ph.D., Assistant Professor of Theological Studies
Sarah.Emanuel@lmu.edu
Sarah Emanuel holds a B.A. in English and Liberal Studies from the University of Delaware (2009), an M.A. in Religion from Wake Forest University (2011), a graduate certificate in Ancient Jewish-Christian Encounters from Tel Aviv University International (2013), and a Ph.D. with Distinction in Biblical Studies, and a graduate certificate in Women’s and Gender Studies, from Drew University’s Graduate Division of Religion (2017). Emanuel’s research attends to the Jewishness of Christian origins, the relationship among text, culture, and identity, and the interplay between traditional historical-critical methodologies and contemporary critical theory (e.g., queer theory, trauma theory, and humor theory).
Our Faculty

Roy Fisher, Ph.D., Instructor of Theological Studies

Roy.Fisher@lmu.edu
Ph.D., University of California, Berkeley, Near Eastern Religions; M.A., Graduate Theological Union, Biblical Languages. Dr. Fisher’s trans-disciplinary work takes place at the intersection of cultural anthropology and classical biblical studies. This work includes a critical analysis of the ways in which sacred texts and traditions are taken up within modern and contemporary forms of discourse. Dr. Fisher teaches courses in Jewish Studies, Theological Studies, Archaeology & Classics, and the Bioethics Institute at LMU.

Cecilia González-Andrieu, Ph.D., Professor of Theological Studies

Cecilia.Gonzalez-Andrieu@lmu.edu
B.A., Loyola Marymount University, 1980; M.A., Loyola Marymount University, 2001; Ph.D., Graduate Theological Union, 2007. Her field of expertise is Theological Aesthetics and she is currently teaching in the areas of Faith and Culture and Christian Theology. Book contributions include: Presente! U.S. Latino Catholics from Colonial Origins to the Present (Orbis), Camino a Emaús (Liturgical Press), The Treasure of Guadalupe (Rowman and Littlefield), and The Sky is Crying: Race, Class and Natural Disaster (Ausburg). She is also the author of Bridge to Wonder: Art as a Gospel of Beauty (Baylor University Press).

L. Arik Greenberg, Ph.D., Clinical Assistant Professor in Interreligious Dialogue

Lee.Greenberg@lmu.edu
Ph.D., Claremont Graduate University, Theology; M.A.T.S., Claremont School of Theology; B.A., Wesleyan University, Theology. Dr. Greenberg’s first book was entitled, "My Share of God’s Reward": Exploring the Roles and Formulations of the Afterlife in Early Christian Martyrdom (Peter Lang, 2009). He employs his primary training as a scholar of New Testament and Christian Origins as a jumping off point for his academic and social activist work in interfaith dialogue. He is founder of the Institute for Religious Tolerance, Peace and Justice. Dr. Greenberg has served the Theological Studies faculty of LMU since 2003.

Kim Harris, Ph.D., Assistant Professor of Theological Studies

Kim.Harris@lmu.edu
Kim R. Harris holds a Ph.D. in Worship and the Arts from Union Theological Seminary in the City of New York. Professor Harris is a member of the Black Catholic Theological Symposium, North American Academy of Liturgy, and a clinician for GIA Publications Inc. While pursuing her Ph.D., she composed Welcome Table: A Mass of Spirituals. Welcome Table is a featured Mass setting in the second edition of the Black Catholic hymnal, Lead Me Guide Me (GIA Publications Inc.). Professor Harris’ current research concerns the trans-national history of Black Catholic liturgy.

Anna Harrison, Ph.D., Associate Professor of Theological Studies

Anna.Harrison@lmu.edu
B.A., Barnard College, 1986; M.A., Fordham University, 1994; Ph.D., Columbia University, 2006. Dr. Harrison teaches late-antique and medieval theology as well as the religious attitudes and practices of Christians in the early church and Middle Ages. She has done research on the spiritual significance of community to a group of thirteenth-century nuns. Her current work centers on Bernard of Clairvaux and his treatise On Loving God.
Our Faculty

Brett Hoover, Ph.D., Associate Professor of Theological Studies and Director of Graduate Education
Brett.Hoover@lmu.edu
B.A., University of Santa Barbara, 1989; M.A., Washington Theological Union; Ph.D., Graduate
Theological Union, 2010. Dr. Hoover is Associate Professor of Theological Studies at LMU,
specializing in practical (pastoral) theology. He focuses on how Christian life, practice, and
ministry shape and are shaped by interpretations of the Christian (especially Roman Catholic)
tradition. He teaches graduate students in ministry in the pastoral theology degree program as
well as undergraduates in courses at the intersection of culture and religious (or spiritual)
Catholicism.

Michael P. Horan, Ph.D., Professor Emeritus of Theological Studies
Michael.Horan@lmu.edu
B.A., Iona College, 1977; M.R.E., Catholic University of America, 1982; Ph.D., Catholic University
of America, 1989. Dr. Horan's research and publications treat the history and theory of
catechetics in the United States and the preparation of lay pastoral leaders for the future. He teaches in the area of pastoral theology and religious education. He is the author of the book Catechesis as an Evangelizing Moment.

Amir Hussain, Ph.D., Chair and Professor of Theological Studies
Amir.Hussain@lmu.edu
B.Sc., University of Toronto, 1987; M.A., University of Toronto, 1990; Ph.D., University of
Toronto, 2001. Dr. Hussain teaches and publishes about Islam and Muslim lives. His research
focuses on Muslim communities in North America. He also teaches about comparative religion
and interfaith dialogue. Dr. Hussain is the author of the book Oil and Water: Two Faiths, One
God.

Saqib Hussain, Ph.D., Assistant Professor of Theological Studies
Saqib.Hussain@lmu.edu
D.Phil., Islamic Studies, University of Oxford. Dr. Hussain’s research interests include the Qur’an and Christian
and Jewish biblical traditions, the Qur’an and late antiquity, early qur’anic exegesis, and the Qur’an’s literary
features. His DPhil research is on the reception of biblical wisdom literature in late antiquity, and the Qur’an’s
engagement with this wisdom tradition. He has a long-standing interest in and involvement with inter-faith
projects. He studied Qur’an in Damascus and Cairo as well.

Layla Karst, Ph.D., Assistant Professor of Theological Studies
Layla.Karst@lmu.edu
B.A., Whitworth University, 2006; M.Div., University of Notre Dame, 2010; Ph.D., Emory
University, 2018. Dr. Karst specializes in Liturgy and Practical Theology. Her research centers
around the development and practice of Christian pilgrimage, examining the historical
development of this practice in the Church, the ritual and liturgical experiences of contemporary
pilgrims, and the role of pilgrimage in Christian conversion and formation.
Our Faculty

Nirinjan Khalsa, Ph.D., Senior Instructor of Theological Studies
Nirinjan.Khalsa@lmu.edu
Ph.D., University of Michigan, Asian Languages and Cultures; B.A., University of Arizona, Sociology. Dr. Khalsa's work examines both historic and modern Sikh devotional music with particular attention paid to the mystical and embodied realms of performative practice as well as the ideological debates and identity politics surrounding its pedagogy and history. Dr. Khalsa has conducted ethnographic research throughout Northern India for over a decade, during which time she also became the first female exponent of the Amritsari tradition of Sikh drumming (jori-pakhawaj).

Gil P. Klein, Ph.D., Associate Professor of Theological Studies
Gil.Klein@lmu.edu
B.A. Arch., Bezalel Academy, 1998; M.A. Phil., Cambridge University, 2003; Ph.D., Cambridge University, 2007. Dr. Klein specializes in the study of late antique rabbinic Judaism in correspondence with the discipline of architectural history and theory.

Nancy Pineda-Madrid, Ph.D., Associate Professor and T. Marie Chilton Chair of Catholic Theology
Nancy.Pineda-Madrid@lmu.edu
B.B.A., Loyola Marymount University; M.Div., Seattle University; Ph.D., Systematic & Philosophical Theology, Graduate Theological Union (Berkeley, California). She is the first theologian to publish a book on the evil of feminicide arguing that this tragedy demands a fresh consideration of what salvation means (Suffering and Salvation in Ciudad Juárez, Fortress Press, 2011). She is the former President of the Academy of Catholic Hispanic Theologians of the United States (ACHTUS), and the former Vice President of the International Network of Societies of Catholic Theology (INSeCT).

Matthew R. Petrusek, Ph.D., Associate Professor of Theological Studies and Associate Chair of Undergraduate Education
Matthew.Petrusek@lmu.edu
B.A., Washington and Lee University 2002; M.A., Yale University 2005; Ph.D., University of Chicago Divinity School 2013. Dr. Petrusek's interests and specializations include metaethics, the intersection of philosophical and theological ethics, Christian ethics, ethics and political theory, natural law, virtue theory, human rights, distributive justice, domestic and international poverty, and globalization. His dissertation, Catholic Social Ethics and the (In)vulnerability of Human Dignity seeks to construct a definition of universally equal and practical human dignity and then employ that definition to rationally reconstruct the Catholic Social Thought Tradition’s conception of human worth.

Charlotte Radler, Ph.D., Associate Professor of Theological Studies
Charlotte.Radler@lmu.edu
B.A., University of Lund (Sweden), 1997; M.A., University of Lund (Sweden), 1997; Ph.D., University of Chicago, 2003. Dr. Radler researches theological and mystical developments from late antiquity to the late Middle Ages. In particular, she focuses on the issues of mysticism, heresy, and women. She is currently completing a book on Meister Eckhart.
Our Faculty

Thomas P. Rausch, S.J., Ph.D., Professor Emeritus and Interim Director of the Huffington Ecumenical Institute
  Thomas.Rausch@lmu.edu

Jonathan Rothchild, Ph.D., Professor of Theological Studies
  Jonathan.Rothchild@lmu.edu
  B.A., Georgetown University, 1996; M.A., University of Chicago, 1999; Ph.D., University of Chicago, 2004. Dr. Rothchild analyzes contemporary moral issues and social and legal structures through the lenses of Christian theology and ethics.

Daniel L. Smith-Christopher, Ph.D., Professor of Theological Studies
  Daniel.Smith-Christopher@lmu.edu

Eric Haruki Swanson, Ph.D., Assistant Professor of Theological Studies
  Eric.Swanson@lmu.edu
  Eric Haruki Swanson earned his B.A. in Religious Studies from Indiana University Bloomington and his M.A. in Esoteric Buddhist Studies from Koyasan University in Japan. He received his Ph.D. in East Asian Languages and Civilizations at Harvard University. His dissertation, "The Restoration of Peace Through the Pacification of Vengeful Spirits: Jien (1155–1225) and the Construction of a Buddhist Orthodoxy," focused on the Buddhist priest Jien. More broadly, his research examines how religious traditions of East Asia formulated notions of social order and conceptualized the relationship between the self and the world.

Tracy Sayuki Tiemeier, Ph.D., Associate Professor of Theological Studies
  Tracy.Tiemeier@lmu.edu
  B.A., University of Notre Dame, 1997; M.A., University of Notre Dame, 1999; Ph.D., Boston College, 2006. Dr. Tiemeier’s teaching and research interests include Hinduism, comparative theology, contemporary theological anthropologies and identity politics, Asian and Asian American theologies, feminist theologies, and post-colonial theory.
Visiting and Part-time Faculty

- **Visiting Professors**
  - Karen Enriquez
  - Grace Kao
  - William Shaules

- **Lecturers**
  - Amanda Alexander
  - Leah Buturain
  - Michael Courey
  - Fr. Jim Clarke
  - Christopher Daily
  - Rachel Fox
  - Fr. Charles Jurgensmeier, SJ
  - Fr. Roy Pereira, SJ
  - Janelle Peters
  - Juliette Marsh

- **Post-Docs**
  - Fr. Mark Aloysius
  - Rosanna Lu
Department of Theological Studies

The Department of Theological Studies makes an essential contribution to the mission of Loyola Marymount University through its teaching of theology and its investigation of religious experience.

Mission

The Department of Theological Studies teaches theology and investigates the broader area of theological thought and experience. Our faculty are committed to the encouragement of learning, the education of the whole person, the service of faith, and the promotion of justice as rooted in educational tradition of Loyola Marymount University.

The mission of the department includes the education of undergraduate and graduate students at Loyola Marymount, participation in the scholarly community of academic theology through presentations and publications, and service to the church community. The strengths and uniqueness of our program lie in our concern for global and cross-cultural theological studies, with a special emphasis on the Roman Catholic tradition. Our faculty are actively pursuing research in Europe, Africa, Australia, Japan, and South Asia. We are also concerned with ethnic issues relating to theology in the United States, as reflected in our offerings in Latinx theology and the African American religious experience.

Career Opportunities

Graduates from our program are well prepared to go on to doctoral studies, and they are in great demand as high school teachers, campus ministers, parish workers, and pastoral ministers. Other graduates go on for advanced degrees in medicine, law, or business. Some of our alumni have successful careers in religious journalism, filmmaking, pastoral administration, and medicine.

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 and only minutes from Los Angeles International Airport. It is located in the largest Catholic archdiocese in the United States.

The Department of Theological Studies is located on the third floor of University Hall, Suite 3700. 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, meeting rooms, an auditorium, and several dining options including a full cafeteria and coffee shop. There are also many great places to conduct research and study, including comfortable seating areas, the Theology Village, and the Archaeology Research Library. Outdoor dining areas and large glass windows provide scenic views of Playa Vista, Marina Del Rey, the Pacific coastline, and the San Gabriel Mountains.
University Resources
Academic Calendar

This Academic Calendar represents the University's best judgment and projection of the course of conduct of the University. It is subject to change due to forces beyond the University's control or as deemed necessary by the University in order to fulfill its educational objectives.
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Fall 2022

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 29 (M)</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sep 2 (F)</td>
<td>Last day to file an application for December degree</td>
</tr>
<tr>
<td></td>
<td>Last day to add or drop a class without a grade of W</td>
</tr>
<tr>
<td>Sep 5 (M)</td>
<td>No classes - Labor Day</td>
</tr>
<tr>
<td>Sep 16 (F)</td>
<td>Last day for undergraduates to finish coursework for spring or summer grades of Incomplete</td>
</tr>
<tr>
<td>Sep 27 (T)</td>
<td>Census Day</td>
</tr>
<tr>
<td>Nov 30 (F)</td>
<td>Last day for instructors to submit spring or summer grades for undergraduates with Incompletes</td>
</tr>
<tr>
<td>Oct 13 (R)</td>
<td>Last day to submit mid-term deficiency grades</td>
</tr>
<tr>
<td>Oct 14 (F)</td>
<td>Autumn Day - No Classes</td>
</tr>
<tr>
<td>Nov 4 (F)</td>
<td>Last day to withdraw from classes or apply for credit/no credit grading</td>
</tr>
<tr>
<td>Nov 23-25 (W-F)</td>
<td>No Classes - Thanksgiving Holidays</td>
</tr>
<tr>
<td>Dec 9 (F)</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec 10-11 (S-U)</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Dec 12-16 (M-F)</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Dec 21 (W)</td>
<td>Last day for instructors to submit final grades</td>
</tr>
</tbody>
</table>

*Note: The Academic Calendar is subject to change. Please always refer to the Registrar’s website for the latest updates: registrar.lmu.edu/academicresources/calendars-academic/
# Academic Calendar

## Spring 2023

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 9 (M)</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan 13 (F)</td>
<td>Last day to file an application for May degree</td>
</tr>
<tr>
<td></td>
<td>Last day to add or drop a class without a grade of W</td>
</tr>
<tr>
<td>Jan 16 (M)</td>
<td>No Classes - Martin Luther King, Jr., Day</td>
</tr>
<tr>
<td>Jan 27 (F)</td>
<td>Last day for undergraduates to finish coursework for Fall grades of Incomplete</td>
</tr>
<tr>
<td>Feb 7 (T)</td>
<td>Census Day</td>
</tr>
<tr>
<td>Feb 10 (F)</td>
<td>Last day for instructors to submit Fall grades for undergraduates with Incompletes</td>
</tr>
<tr>
<td>Feb 24 (F)</td>
<td>Last day to submit mid-term deficiency grades</td>
</tr>
<tr>
<td>Feb 27 (M) - Mar 3 (F)</td>
<td>No Classes - Spring Break Holidays</td>
</tr>
<tr>
<td>Mar 17 (F)</td>
<td>Last day to withdraw from classes or apply for Credit/No Credit grading</td>
</tr>
<tr>
<td>Mar 31 (F)</td>
<td>No Classes - Cesar Chavez Holiday</td>
</tr>
<tr>
<td>Apr 5 (W) - 7 (F)</td>
<td>No Classes - Easter Holidays</td>
</tr>
<tr>
<td>Apr 28 (F)</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>Apr 29 (S) - 30 (U)</td>
<td>Reading Days</td>
</tr>
<tr>
<td>May 1 (M) - 5 (F)</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 6 (S)</td>
<td>Undergraduate Commencement</td>
</tr>
<tr>
<td>May 7 (U)</td>
<td>Graduate Commencement</td>
</tr>
<tr>
<td>May 10 (W)</td>
<td>Last day for instructors to submit final grades</td>
</tr>
</tbody>
</table>

*Note: The Academic Calendar is subject to change. Please always refer to the Registrar’s website for the latest updates: registrar.lmu.edu/academicresources/calendars-academic/
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 check-out, 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 dollars only, residence hall card key (for students living on campus), and access to LMU’s athletic events, computer labs, and the Burns Recreation Center. Many off-campus merchants have agreed to accept payment using Flexi Dollars on your OneCard.

Flexi Dollars: The Flexi Dollars program is available to all students. With Flexi Dollars you can make transactions in the Bookstore, Library, and Mail Center. You can make copies, grab a soda or snack from a vending machine, or make purchases off-campus at designated merchants. All Flexi applicable purchases whether on or off campus are taxable. Not all Flexi purchases are taxed. Laundry machines and vending machines do not add tax. Flexi Dollars carry over from year to year as long as you are actively enrolled as an LMU student.

One Card Office
onecard@lmu.edu
310.338.2735 Tel
Location: University Hall, Suite 1100 (across from Einstein Bagels)

LMU Bookstore
In the Von der Ahe Building you will find LMU’s bookstore, operated by Barnes & Noble. Not only can you buy your textbooks, but you will also discover a fine selection of LMU apparel, music, school and office supplies, computer products, and even snacks.

Visit their website to learn more: lmu.edu/bookstore. You can purchase textbooks, as well as university merchandise online and have your order shipped directly to you. It includes a search tool which allows students to find textbooks based on the course identification number and section.

LMU Bookstore
sm8305@bncollege.com
310.338.2889 Tel
Locations: Von der Ahe (Lower Level) and University Hall (First Floor)
Electronic Resources

Website
The Graduate Theological Studies 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 web browser for easy access:
bellarmine.lmu.edu/gradtheology

On the Graduate Theology website, under the ACADEMICS tab at the top, click on Current Student Resources and you will find information regarding the following:

- Registration (with direct links to PROWL, Real-Time schedule of classes, course descriptions, etc.)
- Forms (for example the Application for degree, Course Checklists, Independent Study Form, etc.)
- Financial Aid (Scholarship application, links to the Financial Aid department, Award Guide, etc.)
- Capstone Experience (The information you need to prepare for your program’s culminating project: Pastoral Synthesis Project, Comprehensive Examination or Thesis)
- Our Events (Picture galleries of our community gatherings and announcements of upcoming events)

For more information on our faculty members, select the FACULTY tab from the Graduate Theology Homepage. This takes you to the Faculty page where you will find a complete listing of all of our professors and their contact information. Each program, M.A. in Theology and M.A. in Pastoral Theology, has a section with information about course and degree requirements. There are also sections for prospective students to learn more about our programs and register for our webinar open houses. Admission information and application materials are available as well.

GradChat
GradChat is an email list for all Graduate Theological Studies students. It is used to share information regarding jobs, classes, and other items that may be of interest to the entire Graduate Theological Studies community. To send an email to all students and faculty in Graduate Theological Studies, forward the announcement to Jennifer Scott, Administrator of Graduate Theological Studies, at Jennifer.Scott@lmu.edu.

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 ITS Service Desk regarding any technology needs. You can get help anytime through the ITS Service Desk Online Portal: lmu.service-now.com/servicedesk

ITS Service Desk
servicedesk@lmu.edu
310.338.7777 Tel
Electronic Resources

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

- Your LMU email account (yourusername@lion.lmu.edu)
- Brightspace
- The library’s databases
- Access to PROWL to register for classes, follow up on your financial aid status, and make electronic payments of your tuition.

These are just to name a few. It is very important that you take the time to explore all the possibilities that MyLMU offers you. MyLMU will keep you in touch with LMU’s activities as well as your own. In order to access MyLMU, visit my.lmu.edu. If you forget your password, click on “Password Reset Tool” and follow the instructions. 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.

Duo Security
LMU’s online systems are now protected by Duo Security, which provides multi-factor authentication for specific applications including MyLMU, PROWL, Degree Works, Box, and Workday. All students must enroll with Duo in order to use these systems. Duo’s multi-factor authentication works by using an external device, such as your smartphone or a tablet, to grant access to a system after you have signed in with your username and password. To learn more about Duo, visit the LMU Duo webpage: its.lmu.edu/duo

Email
All students have an email account linked to MyLMU (yourusername@lion.lmu.edu). Please make sure that you are able to access this account and check it frequently, otherwise you will not receive important emails from the faculty or other LMU departments.

You may forward your Lion Mail to your personal email address. This will let you receive LMU emails directly on your personal email account:

1. Open your personal email using the account you want to forward messages from.
2. In the top right, click Settings.
3. Click Settings.
4. Click the **Forwarding** and POP/IMAP tab.
5. In the "forwarding" section, click **Add a forwarding address**.
6. Enter the email address you want to forward messages to.
Auxiliary

Distribution Center (Postal Service)
The Distribution Center 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. Shipping and Receiving handles incoming department packages from the US Postal Service, UPS, FedEx, DHL, and other couriers. They also handle outgoing UPS, FedEx, and DHL packages.

Distribution Center
dchd@lmu.edu
310.338.2763 Tel
Locations: Mail Service Center: University Hall, Suite 1100; Shipping and Receiving: University Hall P2 (Service Corridor)

*Note: Please check the Distribution Center’s website for the latest updates regarding their operations: admin.lmu.edu/dc/reopening/

Campus Digital Graphics
Whether they’re helping you create a single document or an entire admissions campaign, Campus Digital Graphics have the resources available to handle every aspect of your project. From concept to printing, they manage the project flow according to your time schedule, budget, and objectives. Their technicians are concerned with printing jobs exactly to their clients’ specifications. They deliver excellent quality on each project and work diligently to keep everything on schedule.

Campus Digital Graphics
cdgraphics@lmu.edu
310.338.2730 Tel
Location: University Hall P2 (Service Corridor)

Visit the Digital Graphics website for details and to submit a project request: bus.lmu.edu/digitalgraphics/

Printer and Computer Use
There are computers and printers available in the Theological Studies Village (University Hall 3700) for Theological Studies students to use. A number of computers are also available for student use on the first floor of the Hannon Library, open 24 hours with OneCard access. Additionally, laptops are available for student checkout for use within the library. All LMU students are given a $20.00 credit each academic year to print from the library’s printers, but will have to pay for any additional printing. There are also several PrintMe printer stations located throughout campus for students to use. More details regarding library and PrintMe printing options on campus can be found here: library.lmu.edu/printinginthelibrary/

ATMs
There are three ATMs located on our campus. Bank of America and University Credit Union ATMs are located outside of the Lair Marketplace in the Malone Student Center, and a Wells Fargo ATM can be found on the first floor of University Hall.
As a central administrative office for the University, the Office of the University Registrar is responsible for student Records and Registration. Additionally, 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 an online real-time process available through a secure web-based program called PROWL (Personal Records Online Web Link). 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 their assigned registration date and time.

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.
Records & Registration

**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, verify the status of financial aid, review student account balances, change personal information, and check schedules and records.

PROWL accounts are never deactivated, allowing students to 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.

In addition, students are required to be registered with Duo Security in order to access PROWL. 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. Details regarding PROWL and the registration process can be found on the Registrar’s website: registrar.lmu.edu/registration/

This webpage provides useful information and tutorials related to PROWL access, registering for classes, and holds which may prevent registration.

You will find a direct link to PROWL through MyLMU. 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.

**Security**

*Do not give anyone your password.* Always close your web browser when disconnecting 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 timeout. 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 ensure security of the confidential information.
Course Registration

1. Go to PROWL and login following the instructions. The login page requires either your Social Security Number or your Student Identification Number, and your 6-digit Personal Identification Number (PIN). For new students your PIN will be your birth date. You can also access PROWL through MyLMU.

2. Select Student Services and then Registration.

3. From the Registration menu, select Register for Classes.

4. Select the appropriate term and click on the Continue button.

5. Under Find Classes, scroll down and click on Advanced Search. Then for Subject, type in Theological Studies. Scroll down to Level and select Graduate. Finally, click on the Search Button.

6. The screen will now show which classes are still open for registration. Click on the desired course to see more details.

7. Once you have selected a course, click the Add button on the far-right column of that course. Make sure to verify that you have selected the right course section, instructor, and schedule.

8. Alternatively, you can also register for courses using CRN numbers. Take note of the course's CRN number and then click the Enter CRNs tab.

9. Enter the CRN number of the class for which you want to register. You can enter multiple classes at a time by clicking + Add Another CRN. Click Add to Summary and then Submit to register.

10. The Summary in the bottom right corner of the screen will display the courses you have registered for. Under Status it should read Registered with a green background.

11. If you would like to drop a course and register for a different one, go to the Action column of the Summary and select Web Drop from the drop-down menu of the class you would like to drop. Click the Submit button.

12. You can view your schedule by using the Schedule and Schedule Details tabs on the bottom left of the screen. If you are unable to register, go to the Prepare for Registration page from the Registration menu to find out why.

A video tutorial of the general registration process can be found here: youtube.com/watch?v=X-BtqtImMrw
Degree Works

Degree Works is the University’s online degree auditing system. Degree Works is designed to show you where the courses you take fit into your academic program. Degree Works is not meant to replace your advisor or the University Bulletin, but is a great reference tool to make your path to graduation easier to follow by tracking your progress towards degree completion.

Students are held to the degree requirements published in the University Bulletin of their entry term. Any variance from the published requirements must have signed documentation, approved by the University, and processed by the Office of the Registrar. Degree Works is your degree audit. Make sure that it accurately reflects the status of your degree program.

Multiple viewing options are available through Degree Works. The three options appear as choices on the left side of the screen: 1) Worksheets – displays your current academic information and degree audit categorized by various requirements. 2) What-if Analysis – allows you to prepare a worksheet with a different major, minor, etc., if you are considering a change in program. 3) Look Ahead – allows you to generate a worksheet reflecting classes you plan to take in future semesters.

Accessing Degree Works

1. Log in to MyLMU.
2. Select “Academics” from the top menu bar
3. Select “Degree Works” from the drop-down menu
4. This will generate your current degree audit.

Further details on using Degree Works can be found through the Registrar’s website: registrar.lmu.edu/degreeworks/
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. Alternatively, you can:

1. Log into your MyLMU account.
2. Click on the Accounts & Tech tab at the top of the page.
3. Select LMU Park Account from the drop-down menu.
4. Once at the LMU Park website, select the "Permits" tab.
5. From the drop-down menu select: "Get Permits," click "next," and follow the onscreen instructions.

The Parking office is located in the central elevator lobby of University Hall.

310.338.1681 Tel
parking@lmu.edu
For more information please visit: admin.lmu.edu/parking/

Parking Policies

- 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.
- All visitors must register and pay for parking Monday through Friday, from 8 a.m. until 8 p.m. The cost to park is $2.50 per 20 minutes up to a daily maximum of $12.50. Parking is free on weekends and University holidays.
- An LMU OneCard is required to gain access to the campus. Visitors may not use a card that is not theirs to gain access. Entry without swiping a OneCard will constitute "Illegal Entry" and a citation and fine will be assessed. All visitors, and anyone else without OneCard 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.
- Students enrolled in 7 or more units will automatically be charged for parking permits unless they opt out. If you enroll in 7 or more units and would like to opt out, please visit: admin.lmu.edu/parking/

The Public Safety Office
Dial "222" from any campus phone for an Emergency
310.338.2893 Tel for non-emergency events.
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.
Graduate Housing
Loyola Marymount University offers a select number of housing spaces for graduate students. Unfortunately, we do not offer family housing. These spaces are only available to graduate students enrolled at the Westchester campus. Newly admitted graduate students must first be accepted into a graduate program and commit to attend the University before being provided access to the online housing application. The online housing application opens in early April.

OFF-CAMPUS HOUSING: LMU AT PLAYA DEL ORO
We are excited to offer a new graduate housing community at Playa Del Oro. LMU at Playa Del Oro provides graduate students a housing experience just minutes from LMU. You will enjoy all the amenities Playa Del Oro has to offer, including your own bedroom and bathroom. Each apartment has two bedrooms and bathrooms, washer and dryer in unit, and is fully furnished.

What's Included?
• 2 Bedroom Apartments–Single and Double occupancy spaces (1 person/room & 2 people/room)
• All Utilities Included (cable, internet, and phone not included)
• Washer & Dryer in Unit
• Fully Furnished
• Pool & Spa
• Fitness Center
• Controlled Access Parking

Cable, internet, and phone are not included.

Cost: Single occupancy $12,437.36 for fall and $12,368.64 for spring, Double occupancy $8,807.33 for fall and $8,758.67 for spring

*Only 12-month leases are available

Note: Your student account will be charged per semester (you will not be billed monthly).
OFF-CAMPUS HOUSING: THE GRADUATE HOUSE
We are excited to offer a new graduate housing community in The Graduate House. The Graduate House provides graduate students a housing experience within feet of the main Westchester campus, just outside the back gate at Loyola Blvd and West 80th Street. You will enjoy all the benefits living in campus housing has to offer, and the opportunity to develop a community with fellow graduate students.

What's Included?
- Single and Double occupancy spaces (1 person/room & 2 people/room)
- XL Twin Bed
- Desk
- Desk Chair
- Dresser/Set of Drawers
- Closet/Wardrobe
- All Utilities Included (cable and phone not included)
- Washer & Dryer
- Fully Furnished

Cable, internet, and phone are not included.

Cost: Single occupancy $11,650.61 for fall and $11,586.24 for spring, Double occupancy $9,708.84 for fall and $9,655.20 for spring

*Only 12-month leases are available

Note: Your student account will be charged per semester (you will not be billed monthly).

APPLICATION FOR GRADUATE HOUSING

Fall (Move-In beginning August 1st)

The application for the upcoming academic year in graduate housing opens April 7th at 9am (PDT). Priority deadline to apply is April 28th at 5pm (PDT), though the application remains open throughout the summer. Housing Assignments will be made and sent out on a monthly basis after the Priority Deadline.

Spring (Move-In beginning early January)

The application for Spring graduate housing opens October 28th. Priority deadline to apply is November 18th, though the application remains open throughout the Spring semester.

If you have any questions about LMU at Playa Del Oro, please contact Off-Campus Community Director Brandon Holmes at Brandon.Holmes@lmu.edu or call 310.338.2963
Learning

Disability Support Services
Applying with the Disability Support Services (DSS) Office is on a voluntary, self-identifying basis. To be eligible for accommodations a student must provide written documentation that establishes a disability under the Americans with Disabilities Act (ADA) and California law. Medical doctors, psychiatrists, psychologists, and school psychologists are among the professionals who routinely evaluate, diagnose, and treat disabilities.

Steps to Apply
1. Contact a DSS Specialist to begin the application process. Include your LMU ID and self-identified disability.

2. Apply online through the DSS Online Services website and submit all supporting documentation.

3. Check your LMU lion email address for DSS updates.

For more information please visit: academics.lmu.edu/dss/informationforstudents/applywithdss/

The Academic Resource Center (ARC)
The Academic Resource Center (ARC) offers a wide variety of free services that give graduate students the opportunity to network with peers, faculty, and staff in relaxed and friendly environments throughout campus. Please be sure to bring your student ID as well as any texts, notes, or other materials pertinent to your appointment. Please visit the ARC website at: academics.lmu.edu/arc/

Mia Watson, M.A., Director
Mia.Watson@lmu.edu
310.338.5861 Tel
Location: Daum Hall, Room 227 (Second Floor)

The Writing Center
The Writing Center is housed within the ARC, and provides free peer-to-peer writing support for graduate students of all writing abilities.

Morgan Gross, Ph.D., Associate Director of the Writing Center
Morgan.Gross@lmu.edu
310.338.7698 Tel
Location: Daum Hall, Room 219 (Second Floor)

The Writing Center provides free virtual tutoring for students looking to improve their writing. Sign up for an appointment here: academics.lmu.edu/arc/writingcenter/makingappointmentswconline/

Please visit their website for additional details and the latest updates on their services: academics.lmu.edu/arc/writingcenter/
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 HealthCare. 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.

Student Health Services (SHS) offers all students a secure and expanded telehealth platform. Using this platform, SHS healthcare providers can offer a wide variety of consultative medical services remotely including an assessment of symptoms, diagnosis, and treatment options. You may schedule a telehealth appointment or message an SHS healthcare provider by accessing their portal: MyHealth.lmu.edu

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

LMU CARES Online
LMU CARES Online is a virtual and confidential support tool to address your personal well-being and mental health needs. It provides a variety of resources on topics such as managing stress, physical and mental fitness, and cultivating better study habits.

LMU CARES Online can be accessed here: lmucaresonline.lmu.edu/home

Student Psychological Services
Student Psychological Services (SPS) 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. Student Psychological Services is accredited by the International Association of Counseling Services, Inc.

*Note: SPS is able to provide remote/virtual services for LMU students currently residing in California. To make an appointment, please call them at 310.338.2868, or visit their website for details:
studentaffairs.lmu.edu/wellness/studentpsychologicalservices/

Student Psychological Services
310.338.2868 Tel
Location: Burns Recreation Center, Second Floor North
Student Life

Graduate and professional students are heavily involved in scholarship-based associations, various organizations, clubs, and fraternal and academic societies throughout LMU. Graduate and professional student life programs and organizations operate under the umbrella of graduate school/program committees and/or councils of students. Though there are affiliations between committees/councils in the School of Education, Law School, MBA Program, Film School, and the Arts and Sciences Masters programs, each graduate student life committee collaborates with the students of its own graduate school or degree program.

GSLMU (Graduate Students of LMU)
Organization for current graduate students across LMU and hosted by the Graduate Student Association. Our mission is to advocate and engage graduate students across LMU, foster a rich academic, professional, and social network, and promote a Jesuit and Marymount heritage of being women and men for others. If you wish to share any comments, suggestions, or concerns, you may contact Gipson Bachman, current president of GSLMU, at gslmu.president@lmu.edu.

Visit the GSLMU page on LEO for more details: leo.lmu.edu/organization/graduate-students-of-loyola-marymount-university

GTS Student Life Committee
The Graduate Theological Studies (GTS) Student Life Committee is made up of individuals appointed by the Graduate Director and Graduate Program Administrator, who assist and advise the graduate program in matters pertaining to graduate student life in the M.A. Program in Theological Studies. With available resources, the Committee collaborates with students to create, facilitate, and support graduate student organizations and events. The mission of the GTS Student Life Committee is:

- to foster a sense of a compassionate community among Graduate Theological Studies students that extends beyond the classroom by organizing regular social, educational, and community service events;
- to hone students’ theological and ministerial skills by participating in an association, organization, and/or graduate student club to which one will contribute, and by which one will be enriched;
- to integrate classroom learning and experiential learning in a holistic way;
- to make connections within and across theological disciplines;
- and, to share student experiences in ministry and scholarship for the benefit of the whole Graduate Theological Studies community.

Additionally, several offices in the Student Affairs division and the Campus Ministry department provide excellent programs, opportunities, and resources for a vibrant graduate student life on and off campus.
The Peg Dolan, R.S.H.M Campus Ministry Center promotes spiritual growth and faith formation on and off campus. Rooted in the University’s Roman Catholic identity and the heritage of our sponsoring religious communities, Campus Ministry’s outreach embraces people of all faith traditions.

**Spiritual Direction, Formation, and Retreats**

Through the ministries of Spiritual Formation, we seek to be true to our Christian message as expressed in our mission statement. Spiritual Formation, in the tradition of Ignatian Spirituality, works toward the integration of learning, the education of the whole person, and the service of faith.

**Spiritual Direction** focuses on the person’s deepening relationship with the Sacred; a unique service, which is a vital part of one’s spiritual formation. The focus is not on projects, activities, and numbers of students. The emphasis is on one-to-one contact. **Free spiritual direction** is available to all current LMU Graduate Theology students. Please contact Sr. Maria Lai for details.

Please visit the Graduate Student Ministry website for all of the latest updates and further details regarding events and services: [mission.lmu.edu/ministry/graduatestudentministry/](http://mission.lmu.edu/ministry/graduatestudentministry/)

**Sacramental Life and Worship**

As a Catholic university, Loyola Marymount shares a rich intellectual and cultural heritage that is marked by many characteristics, one of which is its view of the world as sacramental; that God’s interaction with the world and humanity is constant. Thus, we seek to find God in all things. In the Catholic tradition, there are seven specific Sacraments which mark meaningful moments in an individual’s life. There is thus a certain resemblance between the stages of natural life and the stages of the spiritual life (Catechism of the Catholic Church, 1210). Campus Ministry offers opportunities for students, faculty, staff, and alumni to participate in some of these significant sacraments.

Individual **Penance**, or Confession, is offered to the university community regularly. There are also two Communal Penance Services offered during the academic year. Services bring the university community together in prayer and offer an opportunity for healing and individual reconciliation.

For those interested in Adult Baptism through the **R.C.I.A.** and **Confirmation**, the Office for Sacramental Preparation provides the proper preparation programs necessary to engage this sacrament. Undergraduate, graduate and law students, faculty, and staff are eligible to be married at Loyola Marymount. **Marriage** Preparation sessions are required for engaged couples to assess their readiness for marriage and to assist them in understanding that marriage is a covenant and a sacrament.

The Office of Worship promotes a vibrant worshiping community at Loyola Marymount. Students are encouraged to participate in every aspect of **liturgical ministry**. All university liturgies, from the daily masses to the Commencement Mass, are student coordinated under the direction of Campus Ministry. Learn more at [mission.lmu.edu/ministry/](http://mission.lmu.edu/ministry/).

**Sister Maria Lai, CSJ**, Campus Minister for Graduate Student Ministry

Maria.Lai@lmu.edu

310.338.6475 Tel

**Location:** Malone (First Floor)
Campus Recreation

Campus Recreation at LMU supervises the facilities, services, and programs dedicated to student recreation. The service facilities consist of the Burns Recreation Center, Lion’s Den Coffee Shop, The Loft Sports Lounge, and Lion Express Van service. The Student Center facilities include the Bird Nest, St. Robert’s Auditorium, and Malone Student Center. Campus Recreation also offers services and programs such as Club Sports, Fitness & Wellness programs, Intramural Sports, and other events for the LMU student community.

In addition, Campus Rec offers a variety of virtual recreational and wellness resources for members of the LMU community to help you continue to practice health and wellness regimens at home. Check their website for the latest updates: studentaffairs.lmu.edu/wellness/campusrecreationandstudentfacilities/

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 the BRC Membership Office at 310.338.1720 or burnsrec@lmu.edu.

Intramural Sports

Intramurals and Club sports are housed in Campus Recreation, and offers a wide variety of sports programs to choose from. You can sign up for three different types of leagues: Open League, Resident Hall League, or Greek League. Campus Recreation is responsible for the overall operation of the Intramural Sports program, including the scheduling of sports, the supervision of officials and supervisors, and the coordination of all contests and activities. For more information, contact Raamen Bass, Intramural Sports Director, at 310.338.4432 or Raamen.Bass@lmu.edu.

Special Events and Venues

Weekly events are held at LMU throughout the year. Students can enjoy bands, comedians, hypnotists, spoken word, and other forms of entertainment for all of the LMU community. Additionally, student organizations looking to produce their own event are permitted access to Campus Recreation facilities and some limited resources. Campus Recreation manages venues on campus which are used by the campus community for various events throughout the year. Student Managers are responsible for daily operation in the venues. These facilities include the Bird Nest, Malone Student Center, and St. Robert’s Auditorium.

Andrew Black, Director of Campus Recreation and Student Facilities
Andrew.Black@lmu.edu
310.338.2769 Tel
Location: Burns Recreation Center 239-3
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.

• **Retail Dining**
  - The Lair Marketplace featuring Modern Recipe, at Malone Student Center
  - Yo-Kai Express, at Malone Student Center – Lower Level
  - Qdoba Mexican Eats, at Malone – Next to the Lair
  - Latitude 33 at Crimson Lion, at University Hall
  - Roski Dining, at University Hall
  - Iggy’s Café, at McKay Hall
  - Kikka Sushi, at Founder’s Pavilion
  - LA Blvd., at Founder’s Pavilion
  - FRZN Ice Cream Sandwiches, at Founder’s Pavilion

• **Coffee Houses**
  - Starbucks, at William H. Hannon Library
  - Einstein Bros Bagels, at University Hall
  - Roski Dining, at University Hall

• **Convenience Stores**
  - The Grid @ Malone, at Malone Building
  - The Grid @ Leavey, at Leavey 6
  - The Grid @ Del Rey, at Founder’s Pavilion

• **Affiliation’s Operations**
  - Lion’s Den, at Malone Building - Downstairs
  - The Loft Craft Beer and Wine Bar, at Hannon Apt. – Upstairs
  - Athletics Concessions, at Burn’s Gym and Page Stadium

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, they have just what you’re looking for.

**A detailed guide to all of LMU’s dining options can be found here:**
[lmudining.sodexomyway.com/](http://lmudining.sodexomyway.com/)
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. As a result, you save 9.5% on each LIONS Dollar Purchase. Lion Dollars are conveniently accessed through your LMU OneCard (Student ID). 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.

LMU Food Pantry: The mission of the LMU Food Pantry is to provide free food to any LMU student who may experience hunger or food insecurity due to financial hardships. Location: Adjacent to St. Robert's Annex Hours: Please visit the Center for Service and Action’s website for details: studentaffairs.lmu.edu/activities-centerfor-service-and-action/lmufoodpantry/

Enjoy these dining options:

- Roski Dining (University Hall)
- Latitude 33 at Crimson Lion (University Hall)
- Einstein Bagels (University Hall)
- Starbucks (Hannon Library)
Libraries & Research

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 (listed are those specifically related to Theological Studies and similar disciplines). Leveraging these to facilitate teaching, research, and public engagement is at the core of the university mission.

Kristine Brancolini, Dean of the Library
Kristine.Brancolini@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 has seating for 865 people, with a variety of spaces for students, faculty, and staff. The upper-level stacks hold 250,000 volumes and the basement can store an additional 1 million volumes. Theology stacks are found primarily on the second floor. Visit 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 the Law School’s campus, houses nearly 600,000 volumes and a Computer Resource Center with 85 workstations. It is one of the largest private law libraries in the Western United States.

Theology & Philosophy Graduate Library
This is a specialized, smaller library and lounge for graduate students shared between the Theology and Philosophy departments. You will find books and other resources on Theology, as well as a comfortable, quiet atmosphere to study, work on your research projects, or have access to books on related disciplines. The Theology & Philosophy Graduate Library is located in Suite 3603 in University Hall, right in the Philosophy department, so you will have the opportunity to interact with philosophy graduate students.
Theological Studies Library Guide

Theological Studies has a dedicated reference librarian, Alexis Weiss, who is located in Room 127 of Hannon Library. You may contact the librarian at 310.338.7681, or by email: Alexis.Weiss@lmu.edu

Theology and Pastoral Theology students will find many helpful reference, research, and biblical studies tools on the THST LibGuide website. Library call numbers, expert lists and directories, collections of theological texts by title and author, writing and citation guidelines, and information on various religious organizations are available. Video tutorials and research strategy guides can also be accessed from this page. A portion of the LibGuide has been reproduced below for your convenience.

Most Useful Places to Search

Scholarly Articles:
- **Atla Religion Database with AtlaSerials PLUS**
  
  **Subjects**: Theological Studies, Philosophy, Classics and Archaeology, Catholic Studies, Ethics, Jewish Studies
  
  **Description**: Research database from EBSCOhost containing full text.
  
  **Contents**: Scholarly (Peer Reviewed) Journal Articles; Popular (Non-Scholarly) Articles - Magazines; Trade/Professional Articles; Books; Book Chapters; Book Reviews
  
  More info

- **Religion Database**
  
  **Subjects**: Theological Studies, Philosophy, Catholic Studies, Ethics
  
  **Description**: Research database from ProQuest containing full text. Keyword searches search the entire text of articles and dissertations.
  
  **Contents**: Scholarly (Peer Reviewed) Journal Articles; Popular (Non-Scholarly) Articles - Newspapers; Popular (Non-Scholarly) Articles - Magazines; Dissertations
  
  More info

Books:
- **LINUS, the Library Catalog**

- **Oxford Bibliographies**

Background Information:
- **Gale eBooks**

- **Oxford Handbooks Online**

Open Access Books & Articles:
- **Open Access Digital Theological Library**
Tutorials for New and Returning Students
If you've been out of school for a while or want a refresher on doing academic research, start with these:

- **Lion’s Guide to Research & the Library**
LMU's award-winning introductory tutorials on doing academic research. 4 sections cover developing a research question and finding books, articles, and other types of information.

- **Research Strategies**
LMU librarians' guide to more advanced search strategies. 5 strategies covered are: developing a topic, choosing keywords, analyzing search results, filters, and citation chasing.

- **Library Research for THST 6090**
Topics include: search engines vs. databases vs. catalog, search tips, recommended tools, citation tracing, and more.

- **Library Resources for Studying the Bible**
Topics include: Bible dictionaries/encyclopedias, Bible commentaries, and examples of citations written in Chicago style.

The full version of the THST LibGuide can be accessed here: [libguides.lmu.edu/gradtheology](http://libguides.lmu.edu/gradtheology)

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, and curriculum development. Sponsored projects include direct service programs within the University, outreach programs, and partnerships with local organizations. 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](mailto:orsp@lmu.edu)
310.338.4599 Tel
**Location:** University Hall, Suite 3000
The Center for Religion & Spirituality
The Center for Religion and Spirituality (CRS) makes a vital contribution to the mission of Loyola Marymount University by expanding its religious and educational outreach to a wider range of constituencies in Southern California and beyond. The Center embodies Loyola Marymount's commitment to serve the Roman Catholic Archdiocese of Los Angeles, other local churches, religious groups, and the general public through the development of diverse programs related to religion and spirituality, faith and justice. In collaboration with the Department of Theological Studies and other departments and divisions of the University, the Center sponsors a variety of continuing education courses, certificate programs, lecture series, summer institutes, special events, and grant-funded research.

Robert Hurteau, Ph.D.,
Director
Robert.Hurteau@lmu.edu
310.258.8796 Tel

Elsy Arévalo, Assistant Director
Elsy.Arevalo@lmu.edu
310.338.7758 Tel

Michael J. McNaught, Assistant Director
Michael.Mcnaught@lmu.edu
310.338.5788 Tel

Location: Seaver Hall, Suite 301

Please visit their website for the latest updates and upcoming events: crs.lmu.edu

The Leavey Center for the Study of Los Angeles
Founded in 1994 with a grant from the Thomas and Dorothy Leavey Foundation, the Leavey Center is an established leader in conducting regional urban studies, providing educational experiences to students and the community, and convening policy dialogues about the state of Los Angeles and the region. The Leavey Center's research, educational programs, and Research Collection are grounded in the understanding that research and teaching are of limited utility unless they lead to the action of leaders, institutions, students, and the public.

Fernando J. Guerra, Ph.D., Director
Fernando.Guerra@lmu.edu
310.338.4565 Tel

Location: University Hall, Suite 4119

Please visit their website for the latest updates and upcoming events: academics.lmu.edu/studyla/
The Marymount Institute for Faith, Culture, and the Arts

The Marymount Institute preserves the transformative educational tradition of the Religious of the Sacred Heart of Mary (R.S.H.M.) and promotes a dialogue between faith and culture as expressed in the fine, performing, literary, and communication arts. The Institute fosters an awareness of the cultural richness expressed in the art of ethnic and religious groups, and encourages interdisciplinary dialogue. The Institute strengthens the contributions of the Marymount tradition and legacy to the Loyola Marymount University community and the larger society. It does this by encouraging interdisciplinary and inter-cultural scholarly and artistic activity in the form of research, publication, exhibits, performances, conferences, seminars, and lectures.

Location: University Hall, Suite 3000

Theresa de Vroom, Ph.D., Director
Theresa.Devroom@lmu.edu
310.338.2974 Tel

CSJ Center for Reconciliation and Justice

The CSJ Center serves faculty, staff, alumni, and students, offering a forum for dialogue, a place of education, and a resource for reflective action. Through a diverse array of offerings, the CSJ Center aims to be a presence for the needs of the LMU community in terms of the pursuit of LMU's mission to encourage "the service of faith and the promotion of justice" at LMU and beyond. The CSJ Center furthers the presence and charism of the Sisters of St. Joseph of Orange at Loyola Marymount University. Our spirituality, which calls us to live in God and for others, is based on the charism of our founder, Jean Pierre Medaille, SJ (1650, Le Puy, France). In the spirit of our foundress, Mother Bernard Gosselin, CSJ (1912, Eureka, California) we continually seek to move forward with a pioneer spirit of bold faith, foresight, and flexibility as gifts for our mission.

Location: University Hall, Suite 2000

Judith Royer, CSJ, Ph.D., Director
Judith.Royer@lmu.edu
MaryAnne Huepper, CSJ, Associate Director
Maryann.Huepper@lmu.edu
Hannon Library

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 workspace. Level 1 features a Starbucks and media lounge, with three flat-panel screens; digital signage to guide your use of the library; the circulation desk; two electronic classrooms for library instruction; and the Information Commons, a one-stop destination for collaborative computer workstations, 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.

Book and Media Retrieval System

The Book and Media Retrieval System allows students to pick up books from the library’s Circulation Desk or have them mailed to their homes. Please visit the following webpage for more details: library.lmu.edu/book,mediaretrieval/

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 online at linus.lmu.edu.

LINK+ is a catalog of over 40 academic and public libraries throughout California and Nevada. All LMU students, faculty, and staff 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.
Visit the library’s website for a detailed list of all the services provided by the Hannon Library: library.lmu.edu/studentservices/
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 library.lmu.edu. This login will require your library account number, which is on the back your OneCard. Your OneCard is required for library access and checking out books and other items.

Books

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<thead>
<tr>
<th>Type of borrower*</th>
<th>Loan period**</th>
<th>Checkout Limit</th>
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<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>150</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: The checkout period for media is 1 week (with 1-week renewal).

Renewals: Instead of having to bring your books and media into the library to renew them, you can renew most 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>1 semester</td>
</tr>
<tr>
<td>Graduate student</td>
<td>2 per item</td>
<td>1 semester</td>
</tr>
<tr>
<td>Doctoral student</td>
<td>2 per item</td>
<td>1 academic year</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 bookstacks: 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, or credit card. 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

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<table>
<thead>
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<tbody>
<tr>
<td><strong>Books</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Popular Reading Collection</strong></td>
<td>$0.25 per day</td>
</tr>
<tr>
<td><strong>Recalled Items</strong></td>
<td>$1.00 per day</td>
</tr>
<tr>
<td><strong>LINK+ Books</strong></td>
<td>$1.00 per day</td>
</tr>
<tr>
<td><strong>Media</strong></td>
<td>$1.00 per day</td>
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</tbody>
</table>

### Lost Items (Replacement Fees)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Books</strong></td>
<td>$65.00 per book + $15.00 processing fee</td>
</tr>
<tr>
<td><strong>LINK+ Books</strong></td>
<td>$115.00 per book</td>
</tr>
<tr>
<td><strong>Media &amp; Reserve items</strong></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 make pick-ups daily:

1. Car and pedestrian accessible return bins are 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 difficulties 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 library.lmu.edu. 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 search 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 library.lmu.edu.

Library Assistance

Aside from walking in or calling the Reference Desk at 310.338.2790, you have a few virtual options for receiving library assistance.

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.

Alexander Justice, Theological Studies Reference Librarian
Alexander.Justice@lmu.edu
310.338.5947 Tel
Location: William H. Hannon Library, Room 126
Research Papers
The Graduate Theological Studies Department requires use of the Chicago Manual of Style when writing your research papers. The following guidelines are a helpful summary, but you are invited to consult the Manual for more information and details.

Style Guidelines
The following settings can be made in Microsoft Word to assist you:

- Under Tools > Options > Spelling & Grammar, you can set Word to check for both spelling and grammar mistakes. Under Settings, you can also specify the particular grammatical errors for Word to check. Word will then underline each spelling error and grammar error with a red and green line, respectively. The program is not perfect, and depending on your style, you may choose to ignore a particular “notification” made by Word.

- In Word, references can be cited/added by going to Insert > Reference > Footnote. To switch footnotes to endnotes, select Endnotes in the dialogue box that appears.

Although these instructions and guidelines make reference to Microsoft Word, you are not required to use Word. Other word processing programs, e.g., Pages, contain similar functions.

Documentation for Term Papers
These set of guidelines reflect the Chicago Humanities Style as articulated in the 16th edition of the Chicago Manual of Style. This particular set of guidelines describes how to document citations with the maximum amount of information. The basic criterion for providing the information is to provide a sufficient amount of information so that the reader can locate the work(s) whether they are published or unpublished. In this light, this document offers examples of notes (either footnotes or endnotes) and bibliographic entries. The conventions for documentation may differ depending on the following: Scholarly discipline or field, the preferences of the particular publishers and authors, as well as the needs of a particular work, which may include sensitivity to audience and context of the work itself.

Within the categories of “notes” and “bibliographies,” these guidelines include examples of book, journal, Internet, and book chapter entries. There are other variations and other media that one may have to cite. We suggest you explore your question(s) with one or more of the suggested resources below.

Notes
Notes should appear in the footnote or endnote section.

Journal Article:

Because we list both volume and issue, there are spaces between the volume (26) and issue (2) as well as after the colon. If we did not list the issue, there would be no space between volume number, colon, and page number(s).
Research

Book with Editor:

Book Chapter, Multiple Authors for Book, Chapter Author Specified:

Book, Multiple Authors, first, second, and third entries, with reference made to reference #1 in between:
[Alternatively, one could use the “et al.” here after Buchanan’s name, but all of the authors’ names would have to appear in the bibliography.]
5 Porter, 5.
6 Buchanan, et al., 44-46.
7 Ibid., 47.

Internet Reference:

Many Web sites or pages will not necessarily list either (a) published dates or volume/issue numbers. This example is unique because this is the Internet version of GEN’s print edition article. Notice that the URL had a line break after a back-slash. This is one of the conventions, and is helpful to know, because many URL’s are long and complicated. However, be careful with paragraph formatting and indentation. Also, with your word processing program, remove any hyperlink that may automatically appear as this will obstruct line-breaking as well as present the URL as blue with an underline, which are not necessary.


The basic format for Internet sites includes author(s), title (in quotes), page title, URL, and access date. Other information is not necessary as Web sites/pages are not yet consistent with (a) what information they contain and (b) where on the page it is located. Also, since the two documents above are HTML documents, no page numbers are required. However, if the file is a PDF file, and contains page numbers, one should also cite the page numbers.

Book with Individual Author:

In the above notes, we listed the state for each publication city. This is not required. Moreover, the page numbers listed either reflect the whole article (e.g., Porter) or specific pages. The page numbers you include should reflect the content of your paper and why you are making the reference.
Research

Ibid. Authors use the “ibid.” to signify that the author is citing the sequentially previous reference again. The page numbers may or may not be the same. If one is referring to different page numbers, s/he should include those pages after a comma. If s/he is referring to the same pages, no page numbers are required.

Idem. Authors use the “idem” to signify that they are referencing the same author(s) but a different work. One uses “idem” instead of the author’s name. This is only true if the exact same author or authors produced the sequentially previous work.

Cf. An abbreviation for cross-referencing. Authors use this to suggest to readers alternative works or resources relevant to the particular discussion.

The number of the note should be sequential (even if referring to the same page of the same reference). The note should appear superscript, in a slightly smaller font size, where you insert it (see the Insert > Reference function in Word). The placement of the note should be after punctuation or after punctuation and quotation marks, if appropriate.

Bibliography

These tend to include more works than those specifically cited (i.e., in footnotes or endnotes). This does not mean you will have more bibliographic entries than notes because you may have cited each reference multiple times (e.g., with an ibid.). However, in the process of research, your bibliography should include works that you consult, not merely works you see on the shelf, as well as the works you cite specifically.

Internet Resources:


Book with Multiple Authors:

Journal Article:

Book with Editor:
Book Chapter, Multiple Authors for Book, Chapter Author Specified:

Some of the major differences between note citations and bibliographic citations are: last name-first name ordering, punctuation and capitalization (periods, capitals in bibliographies), the exclusion of specific pages (mainly for books), and the exclusion of parentheses.

2 Em dashes. For entries by the same author (note: not entries by the same author and another author—those constitute a separate entry ‘authorship’), use 3 em dashes instead of the author’s name repeatedly. One can insert the 3 em dashes into the text through Word’s Insert > Symbol... function. Look on the tab, “Special Characters,” for the em dash.


Order. Generally, bibliographic entries should be alphabetical by the authors’ last names. However, if there are multiple entries from one author, and a 3-em dash is used, those entries should be listed in reverse chronological order beginning with the most recent.
Specific Formatting

1. Times New Roman font, 12-point size
2. Double-spaced, first-line indented, justified paragraphs
3. For quotations of four or more lines, set off in a separate paragraph with the following format:
   - One line space between text and new quote-paragraph; one line space between new quote-paragraph and the continuation of the text; the continuation of the text should not be indented unless it is the beginning of a new paragraph
   - The whole paragraph should be indented .5 in., but the first line of the quote-paragraph should not be indented any further (it should be a ‘block’)
   - Single-spaced
   - Same font and size
   - No double-quotes to begin/end quote; double quotes used should reflect a quote within the quote
   - The note number should appear at the end of the quotation

Margins:
- Top: 1 in.
- Bottom: 1 in.
- Right: 1.25 in.
- Left: 1.25 in.

Headers / footers:
- Specify “different first page” under the File > Page Setup properties (e.g., in Word)
- First page header, at the right margin, include the following on separate lines:
  - Student’s full name
  - Course number / title
  - Due date of paper
- First page header, at the center, include the title of the paper
- The following page headers should include: at the left, the title of the paper (or shortened title); at the center, the page number; and at the right, the last name of the student
- The following page footers should be open for footnotes
- Bibliographic entries: hanging indentation; each entry should be single-spaced; there should be an extra space (double-space) between entries (e.g., see above)

Front matter (e.g., title pages and introduction) and the bibliography should not count towards the total number of pages. Authors should not number title pages, but they should number notes and bibliographies. Endnotes (as well as footnotes) do count towards the total number of pages; bibliographies do not.
Financial Assistance & Employment
Financial

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, and accept or 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 their office.

Once you are enrolled at LMU, you will receive an 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 the Financial Aid website at financialaid.lmu.edu/graduate/ 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 timecards for both hours-worked and signatures obtained.
Financial

Grants
The Financial Aid Office at LMU administers federal, state, and private financial aid programs.

**Theological Studies Department Grant.** Each graduate program awards a certain number of grants and scholarships every year. Amounts vary by program and are often renewed for up to two years. To be considered for a department grant or scholarship complete your Department’s Scholarship Application available online at: [bellarmine.lmu.edu/theologicalstudies/graduateprograms/apply/scholarshipsandfinancialaid](bellarmine.lmu.edu/theologicalstudies/graduateprograms/apply/scholarshipsandfinancialaid)

**Catholic Teacher/Ministry Fund.** Students who work full-time as Catholic school teachers, administrators, or parish administrators are eligible to apply. Students must submit their department’s Graduate Scholarship Application with proof of employment attached (e.g., last pay stub or letter from your supervisor on official letterhead) in order to be considered. Additional instructions can be found online at: [bellarmine.lmu.edu/theologicalstudies/graduateprograms/apply/scholarshipsandfinancialaid](bellarmine.lmu.edu/theologicalstudies/graduateprograms/apply/scholarshipsandfinancialaid)

**Federal TEACH Grant.** The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. TEACH Grant recipients must teach for at least four academic years within eight calendar years of completing the program of study for which a TEACH Grant was received.

**Religious Grant.** Catholic clergy or members of Catholic religious communities are eligible to receive a scholarship equal to 25% of their total tuition costs. Please contact the Graduate Studies Office at 310.338.2721 for more information on how to apply for a Religious Scholarship.

Scholarships

**Developing Countries Scholarships.** Catholic clergy or members of Catholic religious communities from developing countries may apply for full-tuition assistance in order to obtain one (1) master’s or doctoral degree in any field of study at LMU. Interested applicants should submit a copy of their R-1 visa to the Graduate Studies Office, along with a one (1) page statement of intent. Please contact the Graduate Division at 310.338.2721 for more information on how to apply for this scholarship.

Other scholarships are tracked at the Graduate Financial Aid website: [financialaid.lmu.edu/graduate](financialaid.lmu.edu/graduate)

And the Office of National and International Fellowships and Scholarships website: [academics.lmu.edu/onif/fellowshipcategories/bellarminecollegeofliberalarts/](academics.lmu.edu/onif/fellowshipcategories/bellarminecollegeofliberalarts/)

Scholarships are listed as notifications are received.
Financial

Student Accounts
The Student Accounts Department is responsible for the financial administration of all student billing related to tuition, room, board, and fees. Their office provides students with the ability to sign up for payment plans. They also counsel students on their student account and help to resolve questions regarding their balance due. Students can check their balance at any time by using the online Student Account Center (accessible through MyLMU).

Please visit the Student Accounts website for the most up-to-date information regarding policies and student payments: bus.lmu.edu/controller/osfs/studentaccounts/

Student Accounts
studacct@lmu.edu
310.338.2711 Tel
Location: Von der Ahe, 2nd Floor, Suite 250

How to Check Your Current Student Account Balance
1. Log in to MyLMU
2. Select “Accounts & Tech” from the top menu
3. Select “Student Account Center” from the drop-down menu
Loans
LMU is committed to providing students access to quality student loans and participates in the Federal Direct Student Loan Program provided by the U.S. Department of Education.

Federal Direct Unsubsidized Loan
Federal student loans are available to most students regardless of income and provide a range of repayment options including income-based repayment plans and loan forgiveness benefits, which other education loans are not required to provide. To apply for a Federal Direct Loan, you must first complete and submit the Free Application for Federal Student Aid (FAFSA) form. To be eligible, you must be a U.S. citizen or permanent resident, be enrolled at least half-time, be enrolled in an eligible program, and maintain satisfactory academic progress. For Annual Federal Loan Limits, Interest Rates, Loan Fees, Receipt of Loan Funds, and Repayments, please visit: financialaid.lmu.edu/graduate/typesofavailableaid/

Federal Direct Graduate Plus Loan
The U.S. Department of Education administers a loan program for students called the Federal Direct Graduate PLUS Loan. Graduate, professional, and law students in an eligible master’s degree or doctoral program can borrow a Direct PLUS Loan to help pay education expenses if enrolled at least half-time. The student must be credit worthy. Eligibility Requirements: You must be enrolled at least half-time in a graduate or professional program (for example, a program that leads to a master’s degree or to a law or medical degree) at a school that participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, and must meet all of the other general eligibility requirements for the Federal Student Aid programs. In addition, you must not have an adverse credit history. For more information, please visit: financialaid.lmu.edu/graduate/typesofavailableaid/

Private Alternative Loan: Students should exhaust their eligibility for federal student loans before resorting to private student loans. Private Alternative Loans can help bridge the gap between the actual cost of education and the limited amount the government allows students to borrow in its programs. Private loans are offered by private lenders and there are no federal forms to complete. When deciding which loan to borrow, it is important to remember that Federal Education Loans are less expensive than Private Alternative Loans and offer better terms. Important: All loan borrowers at LMU are required to complete the Free Application for Federal Student Aid (FAFSA). Although you may be approved by your lender to borrow an alternative (private) loan before submitting a FAFSA, LMU will not certify or disburse any loan funds until a FAFSA is completed. LMU does not prefer, recommend, promote, endorse, or suggest any lenders. LMU will process loans from any eligible lender that a student selects. Please visit: financialaid.lmu.edu/graduate/typesofavailableaid/

Federal Work Study
LMU employs students each year to work on campus in a variety of jobs. To receive Federal Work-Study as a Graduate student, you must complete the FAFSA, meet financial need and eligibility requirements, and submit a Financial Aid Revision Request form to the Financial Aid Office requesting Work Study Funds. For more information contact the financial aid office: financial.aid@lmu.edu
Financial

Graduate Assistantships
Assistentships are available through individual programs on a competitive basis. Consult Jennifer Scott, Administrator for Graduate Theological Studies, for information about available assistentships. There are also a number of other jobs on campus for which graduate students may apply. Please visit Workday to view all current open positions: myworkday.com/wday/authgwy/lmu/login.html

Graduate Assistantships. Students in any graduate program can apply for a variety of two-year on-campus positions. The average pay is $18 per hour for an average of 20 hours per week.

Teaching and Research Assistantships. Students interested in an assistantship position should contact their school or department as limited positions are available each year.

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 6000 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.

Refunds
Refund credits are applied to the student’s account. Refunding of credit balances will be made in accordance with federal guidelines. Refunding of credit balances are subject to a holding period until verification that funds received have cleared the university's bank. Refund payments are issued in the name of the student unless written authorization is received to the contrary. For more information regarding refunds please email: refund@lmu.edu
The Application Process


- LMU's Federal School Code: 001234

Complete the 2022-2023 Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa. Any student interested in receiving Federal loans, State grants, or federal work must submit a FAFSA. Remember that in order to complete the process you must sign your FAFSA by electronic pin or print, date, and mail the signature pages generated by FAFSA on the Web to the processor. The FAFSA may be submitted before you have been admitted; we encourage you to apply early.

**Step 2: Verification. Only if selected (if not selected, skip this step):**

1. You will be notified if you are selected.
2. **If selected,** you must submit signed copies of your 2020 Federal Income Tax Returns and Schedules to the Financial Aid Office.
3. **If selected,** and you did not file a 2020 tax form, please download, complete and return the student 2021-2022 Student Non-Filer Form to the Financial Aid Office.

**Step 3: Graduate Financial Aid Application.** ALL students applying for Financial Aid must complete the 2022-2023 Graduate Financial Aid Application. Return to the Financial Aid Office as instructed on the application.

**Step 4: Grants and Scholarships.** You may download an application from either the Graduate Financial Aid website or the Graduate Theological Studies website at: bellarmine.lmu.edu/theologicalstudies/graduateprograms/apply/scholarshipsandfinancialaid

You may find the Theological Studies Department Graduate Scholarship Application under the Academics tab, Current Students page, on the Forms section. This form must be returned to Jennifer Scott, Administrator of Graduate Theological Studies. Be sure to check deadlines to remain eligible.

Contact Financial Aid

Financial aid counselors are available Monday-Friday, 8:00 a.m.–5:00 p.m., 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 e-mail, to finaid@lmu.edu and will be responded to within two business days.

For all the latest updates on Financial Aid resources, policies, and procedures, visit the Financial Aid Office website for further details: financialaid.lmu.edu/graduate/

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

Tax Payer Relief Act of 1997
Signed on August 5, 1997, the Taxpayer Relief Act (TRA97) may provide you with three (3) different educational tax benefits. This information is designed to provide the reader with a brief overview of the new tax law and is not to be used for tax planning purposes. Please consult your tax advisor for such assistance.

The Hope Scholarship Tax Credit. This tax credit, effective January 1, 1998, can be worth up to a maximum of $1,500 based on out-of-pocket tuition and fee expenses paid by the student or student's parents for each of the first two years of higher education. The tax credit may be claimed for those fees paid on or after January 1, 1998, as reported with your tax filing in 1999. The amount of the credit is 100% of the first $1,000 of qualified tuition and related expenses paid by the taxpayer, and 50% of the second $1,000 of qualified tuition and related expenses. Qualified tuition and related expenses include tuition and fees, but excludes books, expenses involving sports, games, or hobbies unless they are part of the student's degree program, nonacademic fees (student activity fees, athletic fees, insurance expenses, other expenses unrelated to the student's academic course of instruction), room and board. Only out-of-pocket expenses count towards the credit. Gifts, bequests, and inheritances do count as though paid by the taxpayer. Tuition paid with the proceeds of a loan is eligible for the credit, but not any payments on the loan. Scholarships and other financial aid do not count as qualified tuition.

The Lifetime Learning Tax Credit. This tax credit, effective July 1, 1998 may be claimed for qualified expenses paid on or after that date. The credit is equal to a maximum of $1,000 of tuition and fee expenses paid by the student or student's parents for college course work at either the undergraduate level beyond the first two years of higher education, or at the graduate level. The maximum credit will increase to $2,000 in tax year 2003. Qualified tuition and related expenses include those expended toward any course of instruction at an eligible educational institution to acquire or improve job skills. This means that the credit may be used for part time study, not just students enrolled half-time. Only out-of-pocket expenses count towards the credit. Gifts, bequests, and inheritances do count as though paid by the taxpayer. Tuition paid with the proceeds of a loan is eligible for the credit, but not any payments on the loan. Scholarships and other financial aid do not count as qualified tuition.

Student Loan Interest Deduction. Effective January 1, 1998, interest paid on student loans is deductible up to $1,000 of qualified educational loan interest paid during the first 60 months loans are in repayment. For more information, please follow this link to the Office of Student Loans.

Eligibility. The taxpayer, taxpayer's spouse, and the taxpayer's dependents are eligible. If the student is claimed as a dependent on another taxpayer's tax return, then the student may not claim the tax credit on the student's tax return. However, any payments made by the dependent student will be treated as though made by the taxpayer that lists the student as a dependent. The student must be enrolled at least half time for at least one academic period that begins during the taxable year. If the family has multiple students that meet the requirements, multiple HOPE Scholarship Credits may be claimed. However, the Lifetime Learning Credit is calculated on a per family, rather than a per student basis. Married taxpayers must file jointly to be eligible for the credit. In cases of divorce, if one parent claims the child as a dependent on their tax return and the other parent pays the child’s educational expenses, neither parent will be eligible for the tax credit.

Restrictions. The amount of either the HOPE and Lifetime Learning credits is proportionally reduced for taxpayers with modified adjusted gross income (AGIs) in excess of $40,000 for single filers and $80,000 for joint returns, up to $50,000 and $100,000, respectively. Neither credit may be taken if the taxpayer elects to exclude from gross income any distribution from an education individual retirement account (EIRA). Note that the law does not restrict use of the tax credits if the taxpayer elects to exclude from gross income any distribution from a state prepaid tuition plan. Although the Hope Lifetime Learning tax credits may not be used in the same years as the taxpayer elects a tax-free distribution from an EIRA, it appears that the tax credits may be used in the same year as educational distributions from other retirement plans, such as a 401(k) or IRA, or from state prepaid tuition plans. So one can combine the tax credits with the use of a state prepaid tuition plan but not an EIRA in the same year. The credit will be denied for a student convicted of a felony drug offense.

For more information regarding the Taxpayer Relief Act of 1997, the following link will take you to the U.S. Department of Education website: https://www.congress.gov/bill/105th-congress/house-bill/2014
Employment

Career and Professional Development

Career and Professional Development (CPD) 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. CPD provides a multitude of resources for finding work as a student and after graduation.

Career and Professional Development

careers@lmu.edu
310.338.2871 Tel
Location: Von der Ahe, Suite 135

Student Employment Services

Student Employment Services
ses@lmu.edu
310.338.7606 Tel
Location: Malone, Suite 401

Student Employment Services

Student Employment Services (SES) office is providing both virtual and in-person assistance. If you have a question regarding finding an on-campus (remote) job, Workday, hiring process, or I-9 Form, please visit their office or schedule a Zoom meeting. Please check their website for the Zoom link and latest updates: studentaffairs.lmu.edu/activities/ees/

Federal and LMU Work Study. Federal Work Study and LMU Work 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 non-profit organizations.

Off Campus Work Study. Under the LMU Partners and Lions for Learning Programs, LMU contracts with over 50 community based non-profit 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 non-profit sector.

T-Work. Various University departments fund on campus part-time positions through T-Work funding and do not require financial need as a qualification for eligibility.

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

Additionally, CPD offers a variety of virtual services for all LMU Graduate students. Please visit their website for details and the most up-to-date information:
careers.lmu.edu/informationfor/students/graduate/

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.

Theology & Ministry Related Job Postings
The Theological Studies Department often gets announcements of available jobs in the areas of Theology, Ministry, and Religious Education. These jobs are forwarded using GradChat.

Jobs in any of the Southern California Dioceses can also be found directly through their websites:

- Los Angeles: lacatholics.org/human-resources/employment/
- Orange County: rcbo.org/careers/
- San Bernardino: sbdiocese.org/employment.cfm
- Fresno: dioceseoffresno.org/employment/
- Stockton: stocktondiocese.org/employment-opportunities