Graduate Theological Studies Resource Guide 2018 - 2019
# Graduate Resource Guide

**GRADUATE THEOLOGICAL STUDIES**

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## Graduate Studies

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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.

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

Linda Claros, M.A., Senior Administrative Coordinator, Graduate Programs
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310.338.5383 Tel

Graduate Assistants
John T. Mayfield IV, Josh Shrader-Perry, and David Urtecho

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.

Douglas Christie, Ph.D., Chair of Theological Studies Department
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Faith Sovilla, Senior Administrative Coordinator
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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
Molly Youngkin, Ph.D. Associate Dean
Richard Fox, Ph.D., Associate Dean
Johnathan Rothchild, Ph.D., Associate Dean

Loyola Marymount University
Timothy Law Snyder, Ph.D., President
Robert Walsh, S.J., Chancellor
Thomas Poon, Executive Vice President for Academic Affairs and Provost
Chake H. Kouyoumjian, Associate Dean of Graduate Studies

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The names "Loyola" and "Marymount" have long been associated with Catholic higher education in countries 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 of education 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, 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**

Our 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 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**

Situated in an ideal location for living and learning, the 162 acre Westchester campus is located in a peaceful residential neighborhood of Los Angeles. LMU sits high on a bluff overlooking the Pacific Ocean and Marina del Rey, with easy access to major freeways. Its beautiful campus provides an exceptional setting for academic and campus life. The L.A. metropolitan area, with one of the most diverse populations in the country, also provides students with many stimulating cultural opportunities.
Degree Programs

The Department offers several degree programs: a Bachelor of Arts degree (major) in Theology, undergraduate minors in Theology and Lay Ministry, 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 lay ministry and pastoral theology programs include 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.
All students must complete **42 semester hours**, maintaining a minimum grade point average of "B" (3.0). All courses are 3 semester hours, unless 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 36 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 36 hours are completed, students may enroll in the Capstone Seminar and Directed Research Seminar.

### 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 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 (3 semester hours) in either Liturgy, Religious Education, or Spirituality and select other elective courses offered by the Department of Theological Studies after consultation with their advisor. The program is designed to allow students to pursue general interests or 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 (six 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 elective in a 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, either as leaders in specialized ministries or as leaders in general ministry positions. 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. In this way, 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, and
- 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 not only a source of knowledge in their areas of expertise, they are 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
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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 on numerous advisory boards and in 2002 established the Yoga Studies program at LMU’s Extension Center for Religion and Spirituality.

Douglas Christie, Ph.D., Chair and 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. Burton-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 Bioethics
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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 published in several languages, is the author/editor of three books, and has translated two books and several essays from German.

Karen Enriquez, Ph.D., Assistant Professor of Theological Studies
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B.S., Ateneo de Manila University, Manila, Philippines, 1996; M.A., Westson Jesuit School of Theology, Cambridge, 2000; Ph.D., Boston College, 2011. Dr. Enriquez’s interests include the comparison of spiritual practices in Buddhism and Christianity.
Our Faculty

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

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).

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

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. Her current work focuses on the spiritual significance of community to a group of thirteenth-century nuns.

Michael P. Horan, Ph.D., Professor of Theological Studies

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.

Brett Hoover, Ph.D, Associate Professor of Theological Studies and Associate Chair of Graduate Theological Studies

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) practice. He is the author of the book The Shared Parish: Latinos, Anglos, and the future of U.S. Catholicism.

Amir Hussain, Ph.D., Professor of Theological Studies

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.
Our Faculty

**Layla Karst, Ph.D., Assistant Professor of Theological Studies**

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.

**Gil P. Klein, Ph.D., Associate Professor of Theological Studies**

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B.Arch., Bezalel Academy, 1998; M. 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.

**Matthew R. Petrusek, Ph.D., Assistant Professor of Theological Studies**

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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 recent 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 and Associate Chair of Undergraduate Theological Studies**

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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., Emeritus T. Marie Chilton Professor of Catholic Theology

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Jonathan Rothchild, Ph.D., Associate Dean and Professor of Theological Studies

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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.

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B.A., CSULA 1988; M.A., Claremont School of Theology, 1997; M.Phil., Union Theological Seminary, New York, 2004; Ph.D., Union Theological Seminary, New York, 2006. Dr. Sánchez specializes in New Testament Studies with an emphasis on the Apocalypse of John as a discourse of counter imperial resistance. His research interests also include Guadalupan studies and contemporary Guadalupan iconography. He is author of *From Patmos to the Barrio: Subverting Imperial Myths*.

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

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Tracy Sayuki Tiemeier, Ph.D., Associate Professor of Theological Studies

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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.
Our Faculty

Other Faculty

Instructor in Theology • Nirinjan Khalsa
• Kim Harris

Visiting Faculty • Philip Reed-Butler
• Matthew Pereira
• Lauren Guerra
• Nancy Pineda-Madrid
  Visiting T. Marie Chilton Chair

Postdoctoral Fellows • Elissa Cutter
• Jina Kang
• Dermott Walsh

Part-Time Faculty • John Bakas
• Juliette Williams
• Nicholas Brown
• Fr. Jim Clarke
• Marc Reeves
• Fr. Allan Deck
• Cyril Hovorun
• Arik Greenberg
• William Shaules
• Sheilah Jones
• Sanjay Kumar
• Bryan Pham
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 the broader area 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 Latino 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, and 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 in 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, auditoriums, two cafeterias and is home to the Graduate Division.
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

Summer 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tr>
<td>May 14</td>
<td>M</td>
<td>Summer I classes begin</td>
</tr>
<tr>
<td>May 18</td>
<td>F</td>
<td>Last day to add Summer I classes or drop Summer I classes without a grade of W</td>
</tr>
<tr>
<td>May 28</td>
<td>M</td>
<td>University Holiday - Memorial Day</td>
</tr>
<tr>
<td>Jun 8</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for a grade of credit/no credit</td>
</tr>
<tr>
<td>Jun 22</td>
<td>F</td>
<td>Summer I classes end</td>
</tr>
<tr>
<td>Jun 27</td>
<td>W</td>
<td>Last day for instructors to submit Summer I final grades</td>
</tr>
<tr>
<td>Jun 25</td>
<td>M</td>
<td>Summer II classes begin</td>
</tr>
<tr>
<td>Jun 29</td>
<td>F</td>
<td>Last day to add Summer II classes or drop Summer II classes without a grade of W</td>
</tr>
<tr>
<td>Jul 4</td>
<td>W</td>
<td>University Holiday - Independence Day</td>
</tr>
<tr>
<td>Jul 20</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for a grade of credit/no credit</td>
</tr>
<tr>
<td>Aug 3</td>
<td>F</td>
<td>Summer II classes end</td>
</tr>
<tr>
<td>Aug 8</td>
<td>W</td>
<td>Last day for instructors to submit Summer II final grades</td>
</tr>
</tbody>
</table>

Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 27</td>
<td>M</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Aug 31</td>
<td>F</td>
<td>Last day to file an application for a December degree. Last day to add or drop a class without a grade of W.</td>
</tr>
<tr>
<td>Sep 3</td>
<td>M</td>
<td>University Holiday - Labor Day</td>
</tr>
<tr>
<td>Sep 14</td>
<td>F</td>
<td>Last day for undergraduates to finish coursework for Spring/Summer grades of Incomplete</td>
</tr>
<tr>
<td>Sept 25</td>
<td>T</td>
<td>Census Day</td>
</tr>
<tr>
<td>Sep 28</td>
<td>F</td>
<td>Last day for instructors to submit Spring/Summer grades for undergraduates with Incompletes.</td>
</tr>
<tr>
<td>Oct 11</td>
<td>R</td>
<td>Last day to submit mid-term deficiency grades</td>
</tr>
<tr>
<td>Oct 12</td>
<td>F</td>
<td>No Classes - Autumn Day</td>
</tr>
<tr>
<td>Nov 2</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for credit/no credit grading</td>
</tr>
<tr>
<td>Nov 21-23</td>
<td>W-F</td>
<td>No Classes - Thanksgiving Holidays</td>
</tr>
<tr>
<td>Dec 7</td>
<td>F</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>Dec 8-9</td>
<td>S-U</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Dec 10-14</td>
<td>M-F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Dec 19</td>
<td>W</td>
<td>Last day for instructors to submit final grades</td>
</tr>
</tbody>
</table>

*Students will be notified via their PROWL accounts of upcoming registration dates.*
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

**Spring 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 14</td>
<td>M</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan 18</td>
<td>F</td>
<td>Last day to file an application for May degree. Last day to add or drop a class without a grade of W</td>
</tr>
<tr>
<td>Jan 21</td>
<td>M</td>
<td>No Classes - Martin Luther King, Jr., Day</td>
</tr>
<tr>
<td>Feb 1</td>
<td>F</td>
<td>Last day for undergraduates to finish coursework for Fall grades of Incomplete</td>
</tr>
<tr>
<td>Feb 12</td>
<td>T</td>
<td>Census Day</td>
</tr>
<tr>
<td>Feb 15</td>
<td>F</td>
<td>Last day for instructors to submit Fall grades for undergraduates with Incompletes</td>
</tr>
<tr>
<td>Mar 1</td>
<td>F</td>
<td>Last day to submit mid-term deficiency grades</td>
</tr>
<tr>
<td>Mar 11-15</td>
<td>M-F</td>
<td>No Classes-Spring Break</td>
</tr>
<tr>
<td>Mar 22</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for credit/no credit grading</td>
</tr>
<tr>
<td>Apr 1</td>
<td>M</td>
<td>No Classes - Cesar Chavez Day</td>
</tr>
<tr>
<td>Apr 17-19</td>
<td>W-F</td>
<td>No Classes - Easter Holidays</td>
</tr>
<tr>
<td>May 3</td>
<td>F</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>May 4-5</td>
<td>S-U</td>
<td>Reading Days</td>
</tr>
<tr>
<td>May 6-10</td>
<td>M-F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 11-12</td>
<td>S-U</td>
<td>Commencement Weekend</td>
</tr>
<tr>
<td>May 15</td>
<td>W</td>
<td>Last day for instructors to submit final grades</td>
</tr>
</tbody>
</table>

**Summer 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20</td>
<td>M</td>
<td><strong>Summer I classes begin</strong></td>
</tr>
<tr>
<td>May 24</td>
<td>F</td>
<td>Last day to add Summer I classes or drop Summer I classes without a grade of W</td>
</tr>
<tr>
<td>May 27</td>
<td>M</td>
<td>University Holiday - Memorial Day</td>
</tr>
<tr>
<td>Jun 14</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for a grade of credit/no credit</td>
</tr>
<tr>
<td>Jun 28</td>
<td>F</td>
<td>Summer I classes end</td>
</tr>
<tr>
<td>Jul 3</td>
<td>W</td>
<td>Last day for instructors to submit Summer I final grades</td>
</tr>
<tr>
<td>Jul 1</td>
<td>M</td>
<td><strong>Summer II classes begin</strong></td>
</tr>
<tr>
<td>Jul 4</td>
<td>R</td>
<td>University Holiday - Independence Day</td>
</tr>
<tr>
<td>Jul 8</td>
<td>M</td>
<td>Last day to add Summer II classes or drop Summer II classes without a grade of W</td>
</tr>
<tr>
<td>Jul 26</td>
<td>F</td>
<td>Last day to withdraw from classes or apply for a grade of credit/no credit Summer</td>
</tr>
<tr>
<td>Aug 9</td>
<td>F</td>
<td>II classes end</td>
</tr>
<tr>
<td>Aug 14</td>
<td>W</td>
<td>Last day for instructors to submit Summer II final grades</td>
</tr>
</tbody>
</table>

*Students will be notified via their PROWL accounts of upcoming registration dates.*
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, do your laundry in the residence halls, 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 in LMU.

One Card Office
onecard@lmu.edu
310.338.2735 Tel
Location: Von der Ahe Building, Suite 030, Lower Level (Opposite Bookstore)

LMU Bookstore

In Malone Student Center you will find a very complete bookstore. You will not only be able to buy your textbooks, but you will discover a fine selection of LMU apparel, music, school and office supplies, computer products and even snacks. Visit the website at www.lmu.edu/bookstore. You can buy your textbooks as well as many other articles online. It has a great search tool, and you can even find your textbook with your course identification number and section.

Follet Bookstore
lmu@bkstr.com
310.338.2889 Tel
Locations: Von der Ahe (Lower Level) and University Hall (First Floor)

<table>
<thead>
<tr>
<th></th>
<th>UHALL STORE HOURS</th>
<th>VON DER AHE STORE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>7:45am - 7:00pm</td>
<td>Mon 7:45am - 7:00pm</td>
</tr>
<tr>
<td>Tue</td>
<td>7:45am - 7:00pm</td>
<td>Tue 7:45am - 7:00pm</td>
</tr>
<tr>
<td>Wed</td>
<td>7:45am - 7:00pm</td>
<td>Wed 7:45am - 7:00pm</td>
</tr>
<tr>
<td>Thu</td>
<td>7:45am - 7:00pm</td>
<td>Thu 7:45am - 7:00pm</td>
</tr>
<tr>
<td>Fri</td>
<td>7:45am - 5:00pm</td>
<td>Fri 7:45am - 5:00pm</td>
</tr>
<tr>
<td>Sat</td>
<td>CLOSED</td>
<td>Sat 10:30am - 3:00pm</td>
</tr>
<tr>
<td>Sun</td>
<td>CLOSED</td>
<td>Sun CLOSED</td>
</tr>
</tbody>
</table>
Electronic Resources

Web Site
The Graduate Theological Studies Web site is your main source of information about events, announcements, deadlines, course descriptions, registration, and other relevant topics. We recommend you save our website in the favorites folder of your Internet browser for easy access:

http://bellarmine.lmu.edu/gradtheology

In the section for Current students, you will find information about:
- Registration (with direct links to PROWL, the Real-Time schedule of classes, course descriptions, etc.)
- Forms (for example the Application for degree, Course Checklists, Independent Study Form, among others)
- 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)

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

GradChat
GradChat is an e-mail list for all graduate students. It is mostly used to share information regarding jobs, classes, and other items that may be of interest to the entire theology graduate community. To send an email to all students and faculty in the Graduate Theological Studies program, 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 Student Help Desk regarding any technology needs. They are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

ITS Student Help Desk
helpdesk@lmu.edu
310.338.7777 Tel
Location:
Daum Hall, 1st Floor
MyLMU
MyLMU is your main portal to LMU from your home, your office or anywhere you are where an internet connection is available. Through this portal you will be able to access services such as:

- Your LMU email account (yourusername@lion.lmu.edu)
- Your classes on Blackboard (online teaching and collaboration)
- The libraries databases
- Access to PROWL (Personal Records Online Web Link) to register classes, follow up 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 ManeGate offers you. ManeGate will keep you in touch with LMU's activities and your very own. In order to access MyLMU, visit http://my.lmu.edu. If you do not have a login and password, click on "help" and follow the process. You will need your social security number or your Student ID number. If you have any problems obtaining your MyLMU login and password, please contact the Registrar's Office at 310.338.2740.

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

If you’d prefer, you can forward you LMU email address to your gmail account. You will now receive Lion e-mails at your personal gmail account.

1. On your computer, open gmail 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 Resources

Distribution Center (Postal Service)
The Mail Service Counter handles all student packages, campus box information, and all personal transactions. We 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. Also handles outgoing UPS, FedEx, and DHL packages. Open M-F, 7:30 AM—4:30 PM.

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

Campus Digital Graphics
Whether we’re helping you create a single document or an entire admissions campaign, we have the resources available to handle every aspect of your project. From concept to printing, we manage the project flow according to your time schedule, budget, and objectives. Our technicians are concerned with printing jobs exactly to our clients’ specifications. They deliver excellent quality on each project and work diligently to keep everything on schedule. Open M-F, 8:30 AM—5:00 PM. Closed daily 12:00 PM—1:00PM

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

Internet and Computer Labs
There are computer and printer labs in the Theological Studies Village (University Hall 3700) for Theological Studies students only. LMU maintains two student computer labs, in addition to the other computer labs available on campus designed to meet specific departmental academic functions: Saint Robert’s Hall basement and the Hannon Memorial Library. Open 24 hours with OneCard access. Additionally, Macbooks are available for student checkout for use within the Saint Robert’s lab lounge. Printing and copying in the library costs a small fee.

The Internet can be on campus wirelessly through the use of your personal laptop with a self-installed Ethernet card and network cable. Wireless access is also available. Please contact the ITS Student Help Desk at 310.338.7777 for password and configuration information.

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.
Office of the University Registrar

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 Personal Records Online Web Link, or PROWL. Classes open and close as they are added and dropped by PROWL users. Students are assigned an appointed registration time each semester and can register on or after that time, but not before. Students should refer to PROWL for the assigned registration time which is determined by the number of semester hours completed (not counting work-in-progress). The more hours completed, the earlier the student is allowed to register.

Graduation

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

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

Office of the University Registrar
Kathy Reed, Registrar
registrar@lmu.edu
310.338.2740
Location: Von der Ahe, 150

Graduate Commencement
Sunday, May 12, 2019; 10:00 a.m. Sunken Garden
Commencement Liturgy
Friday, May 10 2019; 7:30 p.m. Albert Gersten Pavilion
Personal Records Online Web Link (PROWL) is the secure online link used by the LMU community to access student records and enrollment information. Among other things, students can add/drop classes before each semester, make tuition payments, apply and verify the status of financial aid, review student account balances, change personal information, and check schedules and records.

PROWL accounts are never deactivated and students can request transcripts, view records, and maintain correct contact information after leaving LMU. PROWL accounts are protected with a user ID and PIN (Personal Identification Number):

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

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

PROWL assistance and training is offered by the Office of the Registrar to all members of the LMU community. Computers on the first floor of St. Robert's Hall are available during office hours for PROWL access. The Mane Event: A Guide to Registration is a publication provided by the Office of the Registrar to familiarize the student with the registration process at LMU. Within its pages, the PROWL registration process is explained, as are other related academic policies, procedures, and requirements which may influence registration.

PROWL users are recommended to use one of the following web browsers: Internet Explorer 6.x or 7.x, Safari 3.1.x or 3.2.x, Mozilla Firefox 2.x or 3.x, and/or Google Chrome. You will find a direct link to PROWL through MyLMU (http://my.lmu.edu). Since the information you will be handling through PROWL is very important, you will need to Login with your student ID and a password. If you do not have this password, if you forgot it or need to reset it, visit the Office of the Registrar. Please remember to take a valid ID with you in order to obtain your password.

Security

Do not give anyone your password. Use the Exit button (in the upper, right-hand corner of each page) to disconnect from PROWL so that no one will be able to access your records without re-entering your Student ID and PIN. There is a 5-minute session inactivity 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 insure 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.

2. Select Student Services & Financial Aid and then Registration.

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

4. Select the appropriate term and click on the Submit Term button.

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

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

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

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

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

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

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

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

If you are unable to register, go to the Check Your Registration Status page from the Registration menu to find out why.
CAPP Report

CAPP is the University’s online degree auditing system. CAPP, or Curriculum, Advising, and Program Planning, is designed to show you where the courses you take fit into your academic program. CAPP is not meant to replace your advisor or the University Bulletin, but is a great reference tool to make your path to graduation day easier to follow, by tracking your progress towards degree completion. In CAPP, the process of checking your progress against the requirements to meet a program goal is called “compliance.”

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

Accessing your CAPP Report

1. Log in to PROWL.
2. Once you are in PROWL, click on the left tab Student Services and Financial Aid.
3. Once you are in this section, click on Student Records.
4. The second choice from the bottom is CAPP report; click on the link.
5. Select the term you would like the CAPP report for. Click Submit.
6. Click Generate New Evaluation.
7. Click the circle next to the program you wish to view. Make sure the term is correct.
8. Click Generate Request.
9. Select one of the following three CAPP display options: General Requirements: used to gain an overview of your Progress. Detail Requirements: used to look at the specific requirements and rules governing your program. Additional Information: used to show any courses the CAPP compliance did not use for degree requirements.
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 my.lmu.edu account.
2. Click on the System Logins Tab at the top left of the page.
3. Select LMU Park from the available options.
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.

Hours of Operation: Monday through Friday 8am to 5pm excluding University holidays. Open until 7pm, Monday through Thursday during the first two weeks of each semester.

310.338. 1681 Tel
parking@lmu.edu
For more information please visit: https://admin.lmu.edu/parking/lmupark/

Parking Policies

- Parking permits on the Loyola Marymount University Campus. More information will be posted at a later date and can be viewed at http://www.lmu.edu/publicsafety
- 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 8am until 8pm. 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.
- OneCard access cards are required to gain access to the campus. Visitors may not use a card that is not theirs to gain access. Entry without swiping a One Card will constitute "Illegal Entry" and a citation and fine will be assessed. All visitors, and anyone else without One Card access, must enter through the Lincoln entrance to gain access.
- During the day, the gate arms are raised to prevent a backup of employees and students entering campus. All visitors must stop at the Public Safety Booth regardless of whether or not the gate arms are up or down. Signs stating "Permit Required" and "Restricted Access" inform Students, Staff, and Visitors of the permit requirement to park on campus.
- Vehicles with a state-issued handicap permit may park in any designated handicap space on campus.
- The speed limit is 15 MPH on the road and 5 MPH in the parking lots. The speed limit is strictly enforced at all times on campus. A citation will be issued for speeding.
- 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: http://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.
Student Housing

Graduate Housing
Loyola Marymount University offers a select number of housing spaces for graduate students. Unfortunately, we do not offer families housing therefore, 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 will open 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. Unfortunately, we do not offer families housing therefore, these spaces are only available to Loyola Marymount University graduate students.

What's Included?
2 Bedroom Apartments- single and double occupancy spaces (1 person/room & 2 people/room)
All Utilities Included (cable, internet, phone not included)
Washer & Dryer in Unit
Fully Furnished
Pool & Spa
Fitness Center
Controlled Access Parking
Learn more about the amenities offered at Playa Del Oro.

Cable, internet and phone are not included

Cost: Single occupancy $1,750 per month, Double occupancy $1100 per month

*Only 12 month leases available

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

APPLICATION FOR GRADUATE HOUSING
The application for graduate housing opens April 3, 2018 at 8am. If you are interested, the application can be accessed via the Student Housing Online Services portal.

If you have any questions about LMU at Playa Del Oro, please contact Katie Peters at katie.peters@lmu.edu or call (310) 338-2963.
Learning Assistance

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. Once documentation has been submitted, reviewed and approved, the student will be registered with the DSS Office and may obtain approved accommodations. All information and documentation is confidential. Do not send original documents to DSS. Keep your original documents along with copies of everything you send to DSS.

Steps to Apply
1. Contact a DSS Specialist to begin the application process. Please 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: https://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. To schedule an appointment or speak with a Learning Assistance Specialist, call: 310.338.2847. 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: https://academics.lmu.edu/arc/

Mia Watson MA., Director
Mia.Watson@lmu.edu
310.338.5861 Tel
Location: Daum Hall, Room 224 (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. The Writing Center offers graduate students writing resources that are beneficial to their success in the program.

Morgan Gross PhD., Associate Director of the Writing Center
Morgan.Gross@lmu.edu
310.338.7698 Tel
Location: Daum Hall, Room 224 (Second Floor)

For hours of operation please visit: https://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. The Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m.; with extended hours on Wednesdays until 7:00 p.m. during the academic year.

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

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

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

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

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 (the undergraduate “student council” is referred to as the Associated Students of LMU, or ASLMU). 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 student across LMU, foster a rich academic, professional and social network, and promote a Jesuit and Marymount heritage of being men and women for others. Contact Sandie Valenzuela, president of GSLMU at gslmu.president@lmu.edu. Visit Web: https://gslmu.com/home/

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 continue to provide excellent programs, opportunities and resources for a vibrant graduate student life on and off campus.

Graduate Theology Retreat
During the academic year, retreat offers a time of guided meditation, solitude, personal reflection, creative expression, and community interaction among graduate theology students. A minimal fee covers dinner and a portion of the retreat costs. The remainder is gifted by the Graduate Program. Please watch GradChat and postings throughout the department for information regarding this retreat.
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 care and 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. However, for those interested in small group spiritual discovery, you are encouraged to participate in the Christian Life Communities. Each “CLC” group consists of 5-10 members who meet once a week for prayer, reflection, and sharing.

The Office for Retreat Programs offers many different retreats each year, providing undergraduate and graduate students with the opportunity to explore and deepen their faith in a variety of ways. In addition, students who attend retreats are also encouraged to further deepen and enhance their faith through their participation as retreat leaders, with active roles in planning and leading retreats.

**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. These seven sacraments touch all the stages and important moments of Christian 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. Additionally, there are two Communal Penance Services offered during the academic year. Services bring members of the university community together in prayer and meditation, and offer an opportunity for reflection, 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. For alumni, weddings must occur in Sacred Heart Chapel no later than six years following graduation. **Marriage** Preparation sessions are required for engaged couples to assess their readiness for marriage and to assist them in understanding that marriage is a vocation, 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 ministry.lmu.edu.

**Sister Maria Lai, CSJ**, Campus Minister
mlai3@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, Lions Den Coffee Shop, Corner Pocket Game Room, The Loft Sports Lounge, and Lion Express Van service. The Student Center facilities include the Bird Nest, Huesman Lounge, 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 Events for the LMU student community.

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 Gradate Student membership, please contact Meghan Fuentes, Coordinator of Member Services at 310.338.4430.

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 Director, at 310.338.4432.

Special Events and Venues
Weekly events are produced at LMU; events like "Campus Rec Entertainment Presents...!" where students will enjoy bands, comedians, hypnotists, spoken word, and other forms of entertainment for all LMU students. 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, Huesman Lounge, Malone Student Center and St. Robert's Auditorium.

Donald Jenkins, Associate Director
donald.jenkins@lmu.edu
310.338.1721 Tel
Location: Burns Recreation Center
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 compliment and enhance the dining experience. LMU’s Dining Services prides itself on offering a wide selection of menu items made with only the freshest of ingredients prepared just the way you want.

**Cc** Denotes Credit Cards are taken at these locations

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

**Commuter students and apartment residents** may purchase any of the LION Dollars plans or open an S Dollar account. These non-refundable meal plan accounts are part of a California sales tax exempt program. Therefore you save 8.25% on each LIONS Dollar Purchase. Lion Dollars are conveniently accessed by your LMU OneCard (Student ID). They can be used for all food purchases on campus and for Room Service Delivery. Lion Dollars may also be used for your friends and guests when they visit. Whether you are in search of additional information or would like to share your comments, please call the **LMU Campus Dining Office** at 310.338.2977. You may also stop by our office in the Malone Center between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.

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## Dining

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

**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, the former location of the University Credit Union. 
**Hours:** Monday, Tuesday, Thursday, Friday: 10:00am - 5:00pm; Wednesday: 10:00am - 7:00pm 
Please visit: [https://studentaffairs.lmu.edu/activities/centerforserviceandaaction/lmufoodpantry/](https://studentaffairs.lmu.edu/activities/centerforserviceandaaction/lmufoodpantry/)

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### Dining Hours

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<th>Location</th>
<th>Monday</th>
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<th>Thursday</th>
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<th>Saturday</th>
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<tr>
<td>Lair Marketplace</td>
<td>7:00am - 9:00pm</td>
<td>7:30am - 6:30pm</td>
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<td>Pizza Hut</td>
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<td>Roski Dining</td>
<td>9:00am - 3:00pm</td>
<td>9:00am - 5:00pm (FoD)</td>
<td>11:00am - 12:00am</td>
<td>7:00am - 8:30pm</td>
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<td>Starbucks</td>
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<td>C-Lion Malone</td>
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<td>Einstein &amp; Caribou</td>
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<td>Staff/Faculty Dining at the Hill</td>
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<td>C-Lion Leavey 6</td>
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<td>7:30am - 4:30pm</td>
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<tr>
<td>C-Lion Del Rey</td>
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<td>Coffee Bean</td>
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<td>(Seaver Courtyard)</td>
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<td>Crimson Lion</td>
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</tbody>
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Holiday and Summer schedules will vary. Please visit [dining.lmu.edu](https://dining.lmu.edu) for updates.
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 R. Brancolini, Dean of University Libraries
brancol@lmu.edu
310.338.4593 Tel

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

William M. Rains Law Library
The Law School’s library, located in the northwest corner of campus, houses nearly 600,000 volumes and a Computer Resource Center with 85 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 not only find books and other resources on Theology, but also 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 while you continue to work on your projects.
Office for Research and Sponsored Projects

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

Office for Research and Sponsored Projects
orsp@lmu.edu
310.338.4599 Tel
Location: University Hall, Suite 3000

The Center for Leadership in Equity, Advocacy & Diversity

The LEAD Center was established in partnership with the National Educational Catholic Association to strengthen the resources and support offered to each and every Catholic secondary school in responding to the changing needs of students in the context of the Gospel and of their identity as Catholic schools. The Center, housed at Loyola Marymount University, supports Catholic secondary schools in diversity and inclusion issues. This collaborative endeavor has opened the possibility for gathering Catholic school educators to explore topics in light of Catholic social teaching and in the context of the Catholic secondary school. Services and resources through the Center will include, over time, a range of staff development opportunities, assessment resources, publications and research.

310.338.7303 Tel
Location: University Hall, Suite 1760 (School of Education)
The Center for Religion & Spirituality

The Center for Religion and Spirituality 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.

**Bob Hurteau Ph. D.,** Director
rhurteau@lmu.edu
310.258.8796 Tel

**Elsy Arévalo,** Assistant Director
elsy.arevalo@lmu.edu
310.338.7758 Tel

**Michael J. McNaught,** Assistant Director
micahael.mcnaught@lmu.edu
310.338.5788 Tel

**Location:** University Hall, Suite 1840 (LMU Extension)

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
fguerra@lmu.edu
310-338-4565 Tel

**Location:** University Hall, Suite 4119
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 intercultural scholarly and artistic activity in the form of research, publication, exhibits, performances, conferences, seminars and lectures.

Location: University Hall, Suite 3000

Theresia de Vroom, Ph.D., Director
tdevroom@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

MaryAnne Huepper, CSJ, Associate Director
Maryanne.huepper@lmu.edu

Judith Royer, CSJ, PhD
jroyer@earthlink.net
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 work space. Level 1 features a Starbucks and media lounge, with three flat-panel screens; digital signage to guide your use of the library; our circulation desk; two electronic classrooms for library instruction; and the Information Commons, a one-stop destination for collaborative computer 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.

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

Find a Book
LINUS is the Library’s catalog. Use it to find books, videos and other materials that LMU owns or has on reserve. Search anywhere online at linus.lmu.edu.
LINK+ is a catalog of over 40 academic and public libraries throughout California and Nevada. All LMU students, staff, and faculty, can request books from LINK+ libraries online. The books are delivered to LMU at no charge to the borrower.
CRL is the Center for Research Libraries, of which LMU is a member. Membership allows LMU graduate students, faculty and staff, access to any item in CRL's vast holdings within a few days. Search the CRL catalog or learn more about CRL's collections. Request items through LMU's Document Delivery office.
WorldCat contains more than 60 million records from libraries worldwide. Graduate students, faculty and staff may request items through LMU's Document Delivery office.
Hannon Library

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

SERVICE POINTS
9 Archives & Special Collections Desk (L3)
10 Circulation Desk (L1)
11 Information Desk (L1)
12 Tech on 2 Desk (L2)

STUDY / WORK SPACES
13 Faculty Commons / Innovation Center (L1)
14 Information Commons (L1)
15 Media Carrels (L2)
16 Media Lounge / Café (L1)

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

OTHER
20 Day-use Lockers (L1)
21 Exhibit Space (L3)
22 Library Administration (L3)
23 Photocopy / Printers (L2, L3)
24 Printers (L1)
25 Von der Ahe Family Suite (L3)
26 VTS Machine, Color Printer, Photocopier (L1)

LEGEND
Restrooms - Elevator - Group Study Rooms
Stairs - Starbucks - Media Viewing / Listening Rooms
Hannon Library

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 one the back your one card. Your OneCard is required for library access and checking out books and other items.

Books

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

* If you are not one of the types above, check at the Circulation Desk or call 310.338.2788.
** All items are subject to recall after 21 days.

Popular Reading Collection: The checkout period for books in the Popular Reading Collection is 3 weeks. One 2-week renewal is possible; please ask at the Circulation Desk or call (310) 338-2788.

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

Media: Students may use the media collection in the library only. However, for class presentations, we have a faculty signed permission slip that will allow a student to take a specific item to class for a 3 hour duration. For a copy of the form, please visit the Media & Reserves Counter on the 2nd floor of the library, or phone (310) 338-3094 for assistance.

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

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

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

**Holds and Recalls:** You may place a "hold" on any item that is checked out. The item will be held for you upon its return. The library does not accept holds for books that are readily available in the 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, Visa or Master 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**

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

**Lost Items (Replacement Fees)**

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

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

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

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

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

Cell Text: You can also reach us through text message from your cell phone. Just text lmurefhelp, followed by your question, to 265-010. A librarian will text you back as soon as possible.

Desirae Zingarelli-Sweet, Reference Librarian, Liaison to Theological Studies
Desirae.zingarelli-sweet@lmu.edu
310.338.7681 Tel
Location: William H. Hannon Library, Room 127
Research Papers
Research Papers

The Graduate Theological Studies Department requires using 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., WordPerfect, 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 Papers

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 Papers

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:
Research Papers

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.

3 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—for obvious reasons) do count towards the total number of pages; bibliographies do not.
Financial Assistance & Employment
The Financial Aid Office at LMU provides graduate students access to financial resources to assist them in achieving their educational goals. Whether you are a recent college graduate looking to further your education, a working professional looking for a career change, career advancement or simply seeking personal growth, the graduate programs at LMU can help you transform your aspirations into reality.

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

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

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

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

Please visit us on the Web at https://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 time Cards for both hours worked and signatures obtained.
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 https://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 https://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 Studies Office at 310-338-2721, for more information on how to apply for this scholarship.

Other scholarships are tracked at the Graduate Financial Aid website: https://financialaid.lmu.edu/graduate/ Scholarships are listed as notifications are received.
Financial Assistance

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. There are a variety of loans available to qualified graduate, professional, and law students.

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. Please visit: https://financialaid.lmu.edu/graduate/typesofavailableaid/ for Annual Federal Loan Limits, Interest Rates, Loan Fees, Receipt of Loan Funds, and Repayments.

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 (a credit check will be done). Please visit https://financialaid.lmu.edu/graduate/typesofavailableaid/ for more information.

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: https://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, you must complete the FAFSA and meet financial need and eligibility requirements. For more information contact the financial aid office: finaid@lmu.edu
Financial Assistance

Graduate Assistantships
Assistantships are available through individual programs on a competitive basis. Consult Jennifer Scott, administrator for graduate theological studies, for information about available assistantships. There are also jobs on campus for which graduate students may apply. Visit us on the Web at https://graduate.lmu.edu/resources/graduateassistantships/ for application information, or contact the Graduate Studies Office at 310-338-2721 directly for more information.

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

**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 500 or higher are considered graduate level. Your Financial Aid budget is determined by your unit load each term.

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

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

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

**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.
Financial Assistance

The Application Process


1. 2016 Federal Tax Form information.
2. LMU's Title IV school code 001234 in Section H.

Complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. 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 2017 Federal Income Tax Returns and Schedules to the Financial Aid Office.
3. If selected, and you did not file a 2016 tax form, please download, complete and return the student 2016-2017 Student Non-Filer Form to the Financial Aid Office.

Step 3: Graduate Financial Aid Application. ALL students applying for Financial Aid must complete the 2018-2019 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 https://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, 8:00am–5:00pm, on a walk-in basis, in the Financial Aid Office to answer questions regarding federal and state aid programs. Appointments are not necessary, but may be scheduled by calling 310-338-2753. Questions can also be submitted by e-mail, to finaid@lmu.edu, and will be responded to within two business days.

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

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

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

Career Development Services

Student Employment Services

Student Employment Services

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

Federal and LMU Work Study. Federal Work Study and LMU Work 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.

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

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

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

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

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

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

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

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

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 arenas of Theology, Ministry, and Religious Education. These jobs are generally forwarded using the **Gradchat** and posted on the **job board** in the Theological Studies Village next to the Graduate Assistants’ Office.

Jobs in the Los Angeles Archdiocese can also be found at [http://www.archdiocese.la/jobs](http://www.archdiocese.la/jobs).
*See LMU Parking Map for specific assignments and detailed information regarding parking.