

UNIVERSITY POLICIES
OFFICE OF DISABILITY SERVICES

Loyola is committed to offering classes that are inclusive in their design. If you encounter disability related barriers in a course, please let the Office of Disability Services (ODS) know immediately. ODS welcomes your feedback that will assist us in improving the usability and experience for all students.

ODS contact information is as follows:

Marquette Hall, Room 112
504-865-2990 (front office)
ods@loyno.edu

STAFF CONTACTS

Law School
Richelle Voelker
Director
rvoelker@loyno.edu
504-865-3265

Undergraduate & Graduate Students
Samantha Pollard
Special Needs Counselor
[for students with A-M last names]
mpollard@loyno.edu
504-865-2070

Dario Bayardo
Special Needs Counselor
[for students with N-Z last names]
dbayardo@loyno.edu
504-865-2108

EMERGENCY PROCEDURES

At times, ordinary university operations are interrupted as a result of tropical storms, hurricanes, or other emergencies that require evacuation or suspension of on-campus activities. To prepare for such emergencies, all students will do the following during the first week of classes:

1. Practice signing on for each course through Blackboard.
 2. Provide regular and alternative e-mail address and phone contact information to each instructor.
 - In the event of an interruption to our course due to the result of an emergency requiring an evacuation or suspension of campus activities, students will:
 3. Pack textbooks, assignments, syllabi and any other needed materials for each course and bring during an evacuation/suspension
 4. Keep up with course work during the evacuation/suspension as specified on course syllabi and on-line Blackboard courses.
 5. Complete any reading and/or writing assignments given by professors before emergency began.
- Assuming a power source is available....

6. Logon to university website within 48 hours of an evacuation/suspension.
7. Monitor the main university site (www.loyno.edu) for general information.
8. Logon to each course through Blackboard or e-mail within 48 hours of an evacuation/suspension to receive further information regarding contacting course instructors for assignments, etc.
9. Complete Blackboard and/or other online assignments posted by professors (students are required to turn in assignments on time during the evacuation/suspension period and once the university campus has reopened.)
10. Contact professors during an evacuation/suspension (or as soon as classes resume on campus) to explain any emergency circumstances that may have prevented them from completing expected work.

Further information about student responsibilities in emergencies is available on the Academic Affairs web site: <http://academicaffairs.loyno.edu/students-emergency-responsibilities>

ACADEMIC HONESTY POLICY

These regulations make up the Academic Honor Code for undergraduate students at Loyola. This includes definitions of academic dishonesty such as plagiarism, and the processes determining findings of academic dishonesty and governing appeals. For more information go to <http://bulletin.loyno.edu>

UNIVERSITY COUNSELING CENTER

The University Counseling Center, located on the 2nd floor of the Danna Center, provides mental healthcare for all currently enrolled Loyola students. Office hours are Monday-Friday, 8:30 a.m. to 4:45 p.m. and services are free.

Counseling is available 24/7 by contacting the UCC counselor-on-call. During business hours, call **504.865.3835** to schedule an appointment and/or to request to speak with the counselor on-call. After hours and on weekends, call 504.865.3835 and press 1 at the voicemail prompt to be immediately connected to a trained and licensed mental health professional. Please visit our website at <http://studentaffairs.loyno.edu/counseling> for more information.