

## UNIVERSITY POLICIES & ASSISTANCE FOR STUDENTS

### Academic Honesty and Plagiarism

These regulations make up the Academic Honor Code for 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:

- Undergraduate and Graduate (non-law) <http://2018bulletin.loyno.edu/academic-regulations/academic-honesty-and-plagiarism>
- Law <http://2017bulletin.loyno.edu/law/academic-regulations-overview#honor-code>

### Office for Accessible Education

Loyola is committed to offering classes that are inclusive. If you encounter disability related barriers in a course, please let the Office for Accessible Education (OAE) know immediately.

To find out more about the accommodations process or if you need to discuss the accommodations you may be eligible for, please see our contact information below.

*Undergraduate and graduate students with last names starting with A-M may contact:*

**Samantha Pollard**

Phone: 504-865-2070

Email: [smpollar@loyno.edu](mailto:smpollar@loyno.edu)

*Undergraduate and graduate students with last names starting with N-Z may contact:*

**Dario Bayardo**

Phone: 504-865-2108

Email: [dbayardo@loyno.edu](mailto:dbayardo@loyno.edu)

*Law students may contact:*

**Carol Magendie**

Law School Room 345

Phone: 504-861-5494

Email: [magendie@loyno.edu](mailto:magendie@loyno.edu)

Monroe Library, 2<sup>nd</sup> Floor

504-865-2990 (front office)

Email: [oea@loyno.edu](mailto:oea@loyno.edu)

Website: <http://www.loyno.edu/success/disability-services>

## 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, review the following instructions: <http://academicaffairs.loyno.edu/students-emergency-responsibilities>

## University Counseling Center

The University Counseling Center, located on the 2<sup>nd</sup> 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](tel: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](tel: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.

## Title IX

Title IX is a federal law that prohibits sex discrimination in education programs and activities that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual violence, stalking, dating violence, domestic abuse, and discrimination within housing, athletics, and employment. If you believe you have been a victim of discrimination on the basis of sex or are aware of discrimination occurring, Loyola encourages you to report the incident.

If you believe you have been a victim of discrimination on the basis of sex or are aware of sex discrimination occurring, Loyola encourages you to report the incident to one of the contacts below:

- **Tommy Screen, Director of Government & Legal Affairs/Title IX Coordinator**  
For general assistance and official notification to the University: (504) 864-7082, [tscreen@loyno.edu](mailto:tscreen@loyno.edu)
- **Student Affairs:** Diana M. Ward, Ph.D, Deputy Title IX Coordinator for Students  
To file a report, change living accommodations, if a Loyola student is involved and official notification to the University:  
(504) 864-7151
- **Human Resources:** Heather Blanchard, Human Resources Representative  
If a Loyola staff member is involved and for official notification to the University,  
(504) 865-7896, [hdblanc@loyno.edu](mailto:hdblanc@loyno.edu)
- **Office of the Provost:** Alice Clark, PhD.  
If a Loyola faculty member is involved and for official notification to the University,  
(504) 865-3065, [avclark@loyno.edu](mailto:avclark@loyno.edu)
- **University Police:** for immediate emergency response and official notification to the University,  
(504) 865-3434

## ADDITIONAL INFORMATION:

### **Blackboard and Online Learning Support for Students**

Go to: <http://library.loyno.edu/services/online/student.php>

### **Family Educational Rights and Privacy Act (FERPA)**

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

<http://academicaffairs.loyno.edu/records/annual-notice-students-ferpa>

### **J. Edgar & Louise S. Monroe Library**

Librarians and library staff **are** eager to help online students with finding, accessing, evaluating, and using books, journals, and many other information sources you might need for your coursework. The Monroe Library has a faculty librarian assigned to each program of study. Get to know your liaison and all of the things he or she can do for you. Make an appointment for help with your research paper or project. You can make an appointment to talk to a librarian in person, over the phone or through virtual conferencing to get help with any aspect of a research project.

Library Liaison Directory

Main library phone: 504-864-7111

<https://library.loyno.edu>

Monroe Library Chat

Email us or use this contact form.

### **Law Library**

<http://law.loyno.edu/library>

### **Information Technology**

Information Technology provides on-campus computer systems assistance and technical support to students, faculty, and staff, through the support units of client services, computer services, distributed systems, telecommunications, and information management. Visit us online:

<http://academicaffairs.loyno.edu/infotech/student-computing>

Phone: (504) 865-2255

**Student Success Center** – Located on the second floor of the Monroe Library, the SSC is the one stop shop for assistance with academic success, writing, tutoring, career development and more. Go to

<http://www.loyno.edu/success>.

**The Office of Writing and Learning Services (OWLS)**

Located in the Student Success Center on the 2<sup>nd</sup> floor of the Monroe Library, OWLS offers a centralized space for all tutoring on campus. Free peer tutoring is provided in a wide variety of subjects, including mathematics, writing, science, and business. OWLS is a space where all students come to gain confidence and strengthen their academic skills. Visit us on the second floor of the Monroe Library, call us at 865-2990, or make an appointment at <https://loyno.mywconline.com/>.