

# PARENTS' BULLETIN

LOYOLA UNIVERSITY NEW ORLEANS

AUGUST 2011

## Emergency Contact Information

**University Police**  
(24 HOURS)  
504-865-3434

**Emergency  
Information**  
888-9LOYOLA  
504-865-2186

**Student Health**  
504-865-3326  
8:00am -5:00pm  
Monday-Friday

**University  
Counseling Center**  
504-865-3434

**Tulane Emergency  
Medical Services  
(TEMS)**  
504-865-3434  
(For on-campus medical  
emergencies)

**NOLA Ready**  
NOLA Ready is a  
community alert system  
that lets city officials  
contact you during an  
emergency by sending  
messages to your e-mail  
or cell phone. To learn  
more, go to  
<https://www.nolaready.info/index.php?CCheck=1>

## Emergency Preparedness Info

### Emergency Information Line

For the latest information on the closure of the university because of inclement weather or other emergencies, please call **504-865-2186**. For additional contact information during an emergency evacuation, please refer to the [Quick Contact References for Parents/Students and Faculty/Staff Emergency pages](#).

### Emergency Communications

#### **WEBSITE**

During an emergency, announcements will appear on the Loyola home page in two formats. The first format will be an announcement in red that will be placed above the home page content. In the second format the entire home page will be replaced with a full page emergency announcement.

#### **EMERGENCY MESSAGING SYSTEM**

In order to quickly communicate emergency information to the campus community, Loyola has implemented an Emergency Messaging System that allows anyone in the Loyola community to receive alerts or other emergency information via a text and voicemail message on their mobile phones. Students are now required to participate in this system. Participation in the Emergency Messaging System is not mandatory for faculty and staff, but is encouraged. Faculty and staff can sign up by logging into the [employee web services](#) and providing their mobile phone number.

#### **E-MAIL**

Loyola has an emergency e-mail system to facilitate communication during a crisis. In the event of an emergency, a campus-wide e-mail will be sent out alerting the Loyola community of the situation. During times of long-term power outages, a backup e-mail system will be activated. It will be available to faculty and staff at the following URL: <http://loynodr.com/webmail>

For additional information, go to <http://www.loyno.edu/emergency/>

## On-Campus Resources Promote Student Success

### The **Academic Resource Center**

(<http://www.loyno.edu/arc/> )

provides a wide array of services to students including:

- Academic Counseling and Assessment
- Tutorial Services
- Study Skills Program
- Programs for Entering Freshmen and Transfers
- Programs for Evening Division Students

Since 1987, **Writing Across the Curriculum (WAC)** has supported student writing at Loyola. WAC helps the students develop the skills they need to make the most of their learning experiences. For more information, go to

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

### The **Loyola Mathematics Center**

, commonly referred to as the "Math Lab", is a multimedia resource center for all Loyola math students. Well qualified students provide one-on-one tutoring for students from Math 092 (developmental math) through calculus, differential equations, linear algebra and discrete math. Interactive computer software as well as video tapes are available to those who prefer these methods of assistance. For more information, go to

<http://chn.loyno.edu/mathlab/>

## 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.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or parents/legal guardians of dependent students. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Loyola University to comply with the requirements of FERPA,

See the full text at <http://www.loyno.edu/records/ferpa/index.html>

## How Aid is Applied to the Bill

- Entering undergraduate students who have been awarded merit scholarships must sign a **scholarship certification form** to acknowledge that they understand the academic requirements associated with their award. Continuing students do not need to sign a new form each year. Institutional merit scholarships will be directly credited to the students' bill for the semester.
- **Students must apply for federal financial aid each year by completing the *Free Application for Federal Student Aid* or "FAFSA".** Once we receive the results from the federal processor, we calculate the student's eligibility for need-based federal grant aid and student loans. Entering students will receive a traditional paper financial aid award letter and information packet. We will send continuing students a letter once we have posted their aid award online on Loyola's Online Records Access System ("LORA"). *Students must complete and return a **Financial Aid Response form*** indicating which portions of their aid package that they are accepting BEFORE any further action can occur on their accounts. Federal Grants can be credited as soon as the semester begins. Students who are participating in the Federal Stafford Loan, Federal College Work-Study and Federal Perkins Loan Program may also need to complete the following steps:
- Students who are borrowing for the **FIRST** Time under the **Federal Direct Student Loan Program** must complete a *Master Promissory Note ("MPN")* and submit it directly to their lender **BEFORE** funds will be disbursed to Loyola. Students who are participating in our electronic streamlined application process should have received their *MPN* at their permanent home address in August. First time borrowers must also complete an *Entrance Counseling Session* where they review their rights and responsibilities as borrowers. Students can complete this requirement online at [www.StudentLoans.gov](http://www.StudentLoans.gov)
- Students participating in the **Federal College Work Study Program** must report to the Student Employment Office at the start of the semester. Students are paid based on the number of hours that they worked during the prior pay period. For more information on this program, see <http://www.loyno.edu/human.resources/work.study/>. Students can complete an authorization form so that their work-study paychecks are automatically applied to the outstanding balance on their account with the Student Finance Office. Students must bring some spending money with them as they will not receive their first paycheck until the end of September
- Students who are borrowing under the **Federal Perkins Loan Program** must also complete a Perkins Loan *Master Promissory Note*. For more information on completing the Perkins *MPN*, go to <http://www.loyno.edu/studentfinance/perkinsloans.html> .

## HEOA Mandated Consumer Disclosures

The Higher Education Opportunity Act of 2008 ("HEOA") was signed into law on August 14, 2008.

This Law mandates that we provide you with a significant amount of additional information in a variety of formats.

We have posted this information on our web site starting at

<http://www.loyno.edu/financialaid/consumer-information>

## Have a Question?

Each student is assigned to a specific financial aid counselor according to their last name. For more information, go to <http://www.loyno.edu/financialaid/financial-aid-staff>

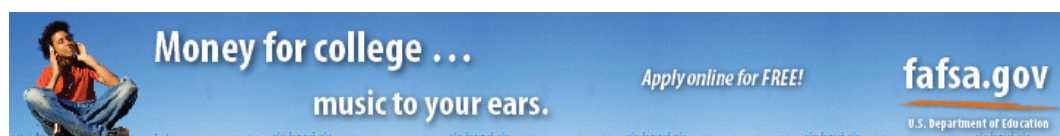


## Congress Continues to Debate Aid Funding

President Obama and members of Congress have yet to reach an agreement on spending priorities for the 2012 federal budget year which begins on October 1.

Federal financial aid programs are not protected from potentially being cut. It is very important that members of the Loyola community follow the debate and convey their feelings to their elected representatives. We will continue to post information on this important debate at

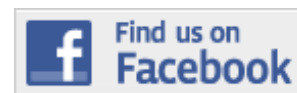
<http://www.loyno.edu/financialaid/student-aid-funding-and-federal-budget-process> .



## FAFSA Required for PLUS Loans for 2011-2012

Congress did decide to require all families to complete the Free Application for Federal Student Aid ("FAFSA") as part of the PLUS Loan application process for the 2011-2012 year. Learn more at <http://www.loyno.edu/financialaid/direct-plus-loan>

## KEEP IN TOUCH



You can also



Louisiana families should also check out



Office of Scholarships and Financial Aid  
6363 St. Charles Avenue  
Campus Box 206  
New Orleans, LA 70118

(504) 865-3231  
(504) 865-3233 fax

e-mail: [finaid@loyno.edu](mailto:finaid@loyno.edu)  
[www.loyno.edu/financialaid/](http://www.loyno.edu/financialaid/)

## Important Web Sites

### Office/Program

### Web Address

Student Finance Office

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

Bursar's Office

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

Career Development

<http://studentaffairs.loyno.edu/careers>

Dining Services

<http://sdxcampusservices.com/loyno/>

Residence Life

<http://studentaffairs.loyno.edu/residential-life>

TOPS Scholarships

<http://www.osfa.state.la.us/>

Federal Student Aid

<http://studentaid.ed.gov/>

National Student Loan  
Data System

[http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/)