

LORAS COLLEGE GRADUATE PROGRAMS 2023-2024 GUIDEBOOK

Congratulations on your admission to the Graduate and Professional Education Programs at Loras College!

We are excited to work with you in this next phase of your educational journey. This Guidebook is designed to share important information for resources available to you on campus.

We look forward to helping you achieve your goals. Best wishes for your continued success!



ACADEMIC CALENDAR/DATES TO REMEMBER

October 16-17, 2023	Fall Free Days – no classes
November 8, 2023	Registration for Spring semester begins
November 22-24, 2023	Thanksgiving Break – no classes
December 1, 2023	Last day of Fall semester classes
January 8, 2024	Spring semester begins
March 4, 2024	Registration for Summer semester begins
March 11-15, 2024	Spring break - no classes
March 28-April 1, 2024	Easter break - no classes
April 10, 2024	Registration for Fall semester begins
April 17, 2024	Legacy Day - no classes
April 26, 2024	Last day of Spring semester classes
April 29-May 2, 2024	Final exams for Spring semester
May 28, 2024	Summer Session I and full-term Summer classes begin
June 21, 2024	Summer Session I ends
June 24, 2024	Summer Session II begins
July 4-5, 2024	Independence Day celebrated - no classes
July 19, 2024	Summer Session II ends
July 22, 2024	Summer Session III begins
August 9, 2024	Full-term Summer classes end
August 16, 2024	Summer Session III ends
August 19, 2024	Fall semester begins
September 2, 2024	Labor Day - no classes

Questions?

Contact the Loras College Registrar at: 563-588-7779

ACADEMIC POLICIES

Please see the online Graduate Bulletin located on the Registrar's webpage: <u>https://www.loras.edu/academics/registrar/</u>

Questions? Contact the Registrar's Office at 563-588-7810 or speak with your Program Director

ACADEMIC RESOURCE CENTER (LIBRARY)

The Academic Resource Center (ARC) is open and available to all Loras students. The library is admired for its architectural design, providing a wide variety of individual study areas and group meeting spaces. Traditional table and chair seating, along with comfortable lounge and gathering places are perfect for independent study and work, or with project teams. There are 25 study rooms around the library available on a first-come, first-served basis. Librarians can be reached by phone, email, drop-in, or appointment.

ARC Hours:

Click the following link to view hours of the Miller Academic Resource Center.

Questions? Contact the ARC at: 563-588-7189

ATHLETIC WELLNESS CENTER & SPORTING EVENTS

The on-campus Athletic Wellness Center (AWC) is free for graduate students to use with a student ID card.

Loras graduate students are admitted free to regular season contests with a student ID. Tickets to athletic events are sold at the gate of each event. Schedules are available at: <u>www.duhawks.com</u>.

AWC Hours:

Academic Year:

- Monday-Thursday: 6am-10pm, Friday: 6am-9pm
- Saturday: 9am-9pm
- Sunday: 12pm-9pm

Summer:

- Monday-Friday: 6am-10am, 5pm-8pm
- Saturday and Sunday: Closed

Questions? Contact the AWC at: 563-588-7641

BOOKS & SPIRIT SHOP

Students may purchase textbooks through our online bookstore platform Akademos. Textbooks can be delivered to your home or to campus. Digital course materials will be sent to your Loras email address. The on-campus Spirit Shop, located in the Academic Resource Center (library), carries Loras branded merchandise and supplies.

The textbook ordering process for new graduate students is as follows:

- <u>Click Here</u> to log in with your Loras College network account (ie: ab123456@loras.edu) and find your courses/associated textbooks.
- Your list of required textbooks for each class should appear <u>here</u> a few weeks prior to the start of your term.
- If the required texts are listed on a syllabus that your professor emails to you (or posts to eLearn) sooner than that, you're welcome to go ahead and order the texts from a different vendor. As a general rule, we encourage you to order textbooks as soon as you're able to.

Spirit Shop Hours:

Academic Year and Summer:

• Typically Monday-Thursday: 9am-5pm, Friday: 9am-4pm (please call first to check).

Questions? Contact the Spirit Shop at: 563-588-7130

BUSINESS OFFICE (BILLING) & TUITION

Statement Information

- We do not mail paper statements.
- Statements are published online on or around the first date of each month, regardless of whether there is a balance due on the account.
- Each month the student will receive an email to their Loras account indicating that a statement has been published. The student should then log in to their eBill/Cashnet/student account to check their balance due. Students can access their account by logging into <u>Self Service</u> and clicking "Student Finance,"
- Loras is not responsible for missed payments due to incorrect email addresses, full inboxes, or delivery service issues.

Billing Schedule and Payment Plan Information

- Billing for Fall semester begins July 1
- Billing for Spring semester begins December 1
- Billing for Summer semester begins May 1
- If you are paying the account in full for the semester, payments are due by August 15 for the Fall term, December 15 for the Spring term, and June 15 for the Summer term.
- ALL students who have an outstanding student account balance on July 1 and/or December 1 will be automatically enrolled in a free monthly installment payment plan for the upcoming Fall and/or Spring term(s).
- (There is no payment plan for the Summer term).
- Monthly payment plan due dates are as follows:
 Fall Payment Plan: August 15, September 15, October 15, and November 15
 - New students admitted to Loras for the Fall term after August 10 (or who first register after August 10) will receive their first bill on or around September 1, and will be put into the payment plan for September, October and November with final Fall payment due on November 15.
 - Spring Payment Plan: December 15, January 15, February 15, and March 15
 - New students admitted to Loras for the Spring term after January 10 (or who first register after January 10) will receive their first bill on or around February 1, and will be put into the payment plan for February and March with final Spring payment due on March 15.
 - The final payments for the Fall and Spring payment plans should pay the account in full for the term.
 - There is no charge for the installment payment plan; however, a missed or incomplete payment will result in a \$50 monthly service charge and possible registration hold.
 - Summer Tuition: Payment is due in full by June 15. There is no payment plan for the summer term.

Refund Information

• For more info, please visit: <u>https://www.loras.edu/financial-aid/refundpolicy</u>

Methods of Payment

- Students can access their eBill/Cashnet/student account by logging into <u>Self Service</u> and clicking "Student Finance." Payments can be made in the following ways:
- Online (preferred):
 - eCheck (ACH) There is no additional convenience fee for paying via your checking or savings account online, so it is recommended that students use this method if possible.
 - Credit or debit card payments can be made online only by using a Visa, MasterCard, American Express, or Discover card for a 2.75% convenience fee.
 - Auto-Payment: Payments are deducted on the 15th of each month and pay the installment amount due for the current month accordingly to the online payment plan.
- Business Office window in Keane Hall (Monday-Friday 8am-4pm)
 - Cash, check, or money order.
- Mail
- Checks should be made payable to Loras College and mailed to:
 - Loras College
 - Attn: Student Accounts
 - 1450 Alta Vista Street
 - Dubuque, IA 52001
- College Savings 529 Plans/BrightStart/College Savings Iowa/College Illinois
 - Student/Parent must initiate withdrawal request from plan.
 - Can submit withdrawal request for the entire term or a monthly cycle. Monthly withdrawal requests should be done no later than the 5th of each month to ensure the check arrives before the monthly due date.
 - Include student's name and ID number on the check. Mail the check to the Loras College Business Office.

Please note that we do not take payments over the phone.

Employer Reimbursement

Students who wish to utilize tuition reimbursement from their employer must complete the <u>Employer Tuition Reimbursement Form</u> before the first day of their first class. Students will still be issued regular billing statements from Loras, but will be exempt from any service charges and from having to make full payment until after the end of each class (or until after program completion for CFP Certification or Cybersecurity Bootcamp students).

Students and employers are able to make payments directly to Loras along the way if they would like, but it is not required. If the employer reimbursement criteria are not met and/or reimbursement is denied, the student must bring their account current immediately before any future registration will be permitted. A student's balance must be paid in full within 30 days of the last day of each term (or within 30 days of program completion for CFP Certification Education and Cybersecurity Bootcamp students), and prior to Loras issuing the student a degree and/or final transcript.

Tuition Insurance

 Helping you get the most out of your Loras College Experience is always our top priority. That's why we've partnered with GradGuard™ to offer Tuition Insurance. The Tuition Protection plan is like an extension of our refund policy. It can reimburse up to 100% of your nonrefundable school costs after a mid-semester withdrawal for a covered illness, injury, psychological condition, and more - protecting your investment in higher education. Tuition insurance in completely optional. The agreement you enter into is with GradGuard, not with Loras College. To get a quote or learn more about the Tuition Protection Plan, call 1.866.724.4384 or go to: www.GradGuard.com/tuition/loras.

Tuition and Fees

• Please visit Graduate tuition rates for the most up-to-date Graduate and Professional Education tuition rates.

Questions? Contact Student Accounts at: 563-588-7232

CAMPUS MAP

A map of the Loras College campus can be found at: <u>https://www.loras.edu/about/maps-and-directions/</u>

CAREER SERVICES

All services are free and open to graduate students. These include: one-on-one career counseling, resume and cover letter critique, practice interviews, interest assessments, workshops, and on-campus career fairs.

Questions? Contact the Career Services Office at: 563-588-7025

CHILDCARE

Childcare is not available on campus.

DINING OPTIONS

Loras College partners with Aramark to provide nutritious options to accommodate many different student schedules. While most graduate students just purchase food as needed with cash or credit, there are alternative meal plan options available designed to meet the needs of the working professional attending graduate school. Click the following link for more information about available meal plans.

Dining Hours:

During Academic Year:

• Monday-Thursday: the Cafe, Duhawk Market, Pub, and Einstein Bagels are open until at least 7pm or later Monday-Thursday during the school year, so graduate students are welcome to come get a quick bite to eat before class or during their break

Summer Hours:

• Dining options are not open after 3pm in the Summer

EVENTS ON CAMPUS

Loras graduate students are admitted free to Campus Activities Board events held on campus with a student ID. Students can check out upcoming events on the Campus Calendar (<u>loras.campuslabs.com/engage</u>).

Questions? Contact Student Life at: 563-588-7206

FINANCIAL AID

Degree-seeking graduate students (enrolled in a master's program) are eligible to receive \$20,500 in Federal Direct Unsubsidized Loan funds for each academic year. Students may choose to accept all or just part of the \$20,500 amount. To obtain a loan, students must complete the FAFSA (Free Application for Federal Student Aid) each year at https://studentaid.gov/ and take at least 3 credits per term. The Loras school code is **001873**.

The loan will disburse directly to Loras to cover the cost of the term(s). For financial aid purposes, the Loras academic year runs from summer-spring (ie: summer 2023 through spring 2024). Please be sure to complete the correct FAFSA for the term(s) you wish to receive loans. For example, students beginning a graduate program in summer 2023 would complete the 2023-2024 FAFSA. Loras College does not offer institutional scholarships or federal grants for graduate and professional education students at this time.

Information about private loans can be found at: https://choice.fastproducts.org/FastChoice/home/187300/1

Students who have outstanding loans from their undergraduate education may be able to defer payment on those loans while enrolled in a degree-seeking master's program. Deferment options are generally available to students who are enrolled at least half-time in a graduate program (3 credits or more per semester). If deferment is a requirement for you to be able to afford to enroll in a graduate program, we advise you to connect with our Financial Planning Office or your loan service providers to make sure you know exactly how deferment applies to your previous loans.

Questions? Contact the Financial Planning Office at 563-588-7136

HEALTH CENTER & COUNSELING SERVICES

The Loras College Health Center, staffed by registered nurses, provides a range of health care services to the campus community and is free and confidential to all graduate students. The nurses will assess and offer treatment, provide over-the-counter medications, and/or a referral to another health care provider if necessary. They also provide health education and wellness promotion, self-care opportunities, and loan equipment.

Counseling Services are also free and confidential to all students, including graduate students. They help with all kinds of issues (anxiety, depression, relationship issues, eating disorders, substance abuse, etc.) that in any way may impede a student's ability to be successful at school. They also refer to outside resources as needed if they are not able to meet the needs of the student in the best way possible.

Students planning to take more than 7 credits per semester must complete our <u>Required Health Information Form</u> A registration hold will be placed on your account for the next semester until the information is received. A copy of the student's official vaccination record must be attached. The form can be submitted back to the Health Center via email, mail, fax, or in person. (Students enrolled in a fully online graduate or professional education program are not required to submit this Form or vaccination record.)

Questions? Contact the Health Center at: 563-588-7142 or the Counseling Center at: 563-588-7085

PARKING

Parking permits are available to all degree-seeking graduate students free of charge. Permits are valid in all designated lots.

Summer entry term students:

• Students will receive a temporary Summer parking pass at Orientation in May. In early August, students will receive an email to their Loras account notifying them that the online vehicle registration system is open for the year. After completing the online vehicle registration, students should pick up their permanent parking pass to use for the remainder of the year at the Information Desk in the ACC.

Fall and Spring entry term students:

- Students should complete the online vehicle registration on their own prior to their Fall or Spring Orientation. They can then pick up their permanent parking permits at the Information Desk during Orientation or anytime thereafter. To complete the online vehicle registration:
- Go to <u>https://www.permitsales.net/LorasCollege</u> (if you encounter any issues, please try using another browser to complete the process).
- After the page opens, click the "Start" link to create your username/password. When it asks for your ID number, you will need make sure your student ID number begins with a zero to successfully complete the process. Once your account is created, the system will bring you back to the main page and show that you are signed in on the upper right corner of the screen.
- Next, click "Register/Purchase Permit". This link will collect your personal information (phone/address) before asking type of permit and collecting vehicle information. There is a section with billing information please do not worry the system will show a \$0 charge for graduate students on the final screen.

Questions? Contact the Info Desk at: 563-588-7100

SECURITY

The Info Desk is open 24/7 and is located inside the Alumni Campus Center. Security is available in the evenings to walk graduate students to and from their car if they request it.

Questions? Contact Campus Safety at: 563-588-7114

STUDENT ID

New graduate students may get their ID picture taken and receive their physical ID from the Info Desk inside the Alumni Campus Center (ACC) during Orientation, or else stop by the Info Desk at any time obtain the ID.

Questions? Contact the Info Desk at: 563-588-7100

TECHNOLOGY INFORMATION

Network User Name, Password, and Email Address:

- Your Network user name and password will be created and emailed to you within one to two business days after you have paid your confirmation deposit.
- Your Network user name consists of the first letter of your first and last name and last six digits of your Student ID (example, Dewey Duhawk would be dd12346). Your Student ID may be found on your Loras College Account Statement underneath your name.
- Your temporary Network password is typically the last six digits of your social security number, but if you did not provide your SSN on your application when you applied to Loras, we will issue you a temporary Network password that begins with "A".
- Your Loras College email address will be in the format of firstname.lastname@loras.edu (ex: dewey.duhawk@loras.edu). If there is more than one person with the same first and last name, a '2' is added to the end of the last name of the second person.

Setting up your 'mail.loras.edu' Email

- 1. Go to: <u>mail.loras.edu</u>
- 2. Enter your Network user name followed by @loras.edu (ex: dd123456@loras.edu) for the user name.
- 3. Enter your Network password as the password and click Sign In.
- 4. Choose your desired Language and then select Time Zone and click OK.

Setting up Loras Email on a Cell Phone

For directions on how to set up your Loras email on your Android or iPhone please go to: https://lorasedu.sharepoint.com/TechnologyServices/SitePages/Email.aspx

eLearn Resources

eLearn is a web-based course management system that your instructors will set up for you to see course information such as syllabus, course documents, course announcements, etc. To access eLearn:

- 1. Go to: http://elearn.loras.edu or follow the eLearn link in the Loras Links at: https://lorasedu.sharepoint.com
- 2. Enter your Network user name (example: dd123456) for the user name.
- 3. Enter your Network password as the password.
- 4. Log out of eLearn (located in the upper right hand corner).

InfoQuest (IQ)

IQ is a web interface to your student records. It is designed to offer you secure access to your academic information. To access InfoQuest:

- 1. Go to: <u>http://lorasedu.sharepoint.com</u>
- 2. Click on IQ Main Page. Click the link titled Click to Enter IQ at the top center of the page. Click on IQ
- for Students. Click on Log In.
 - 3. Enter your Network user name (example: dd123456) for the user name.
 - 4. The first time that you login, your password is the last 6 digits of your social security number (or, if you did not provide your SSN on your application when you applied to Loras, the password will be the temporary Network password you were issued that begins with "A").
 - 5. As soon as you login, you will be forced to change your password. Your password for IQ must be between 6 and 9 characters and have a combination of letters and numbers. (To confirm: your IQ password will be different than the Network password that you use for email, eLearn, and the Campus Portal).

Campus Portal (Inside Loras)

The campus portal provides quick access to many useful campus links and important information. To access the portal:

- 1. Go to: <u>https://lorasedu.sharepoint.com</u>
- 2. Enter your Network user name followed by @loras.edu (ex: dd123456@loras.edu) for the user name.
- 3. Enter your Network password as the password.

Library Resources

To access library databases from off campus:

- 1. Contact the library in person or via phone (563-588-7189) to verify that you have a valid record and barcode number on file.
- 2. Go to: <u>http://www.loras.edu/library</u>
- 3. Select the resource you want to use.
- 4. Enter the number from Step 1 whenever you are prompted for a "Barcode ID" (located on the back of the library card or the number above the barcode on your student ID). Please call 563-588-7189 and ask for a librarian if you need further assistance.

Multi-Factor Authentication

Loras College has implemented a security initiative using Multi-Factor Authentication (MFA) software. MFA is an added security measure used to verify the identity of a person attempting to access an application from outside the Loras network. MFA will trigger <u>every 30 days</u> per application per device.

When you attempt to access a Loras application (OneDrive, WebMail, Inside Loras, web-based Microsoft Office software) from <u>off-campus</u>:

- A window will open and ask to verify your credentials.
- Enter you network password and click Sign In. The credential screen should retain your [userID]@loras.edu E-Mail address.
- Next, it will ask to "Verify your identity". Verify that the last two digits of the phone number are correct and select Text or Call
 option per your preference.

\Box	Text +X X000000041	
Ľ	Call +X X0000XXXX41	
Ľ	Call +X XXXXXXXXXXX	
		Cancel

- You should receive a text message or call on your phone: "Use verification code XXXXXX for Microsoft authentication."
- Enter the authentication code in the next screen and click Verify to complete the verification.

En	ter	code	9			
	We to the c	exted y ode to	our pho sign in.	ne +X XX	000000	1. Please ente
Cod	e					
_	_					
Havi	ing tro	abie? Se	in anot	thet way		Verify

You will not be required to confirm your identity through MFA while you are on campus connected to Loras wifi.

Public Computers and Printers on Campus

Public desktop computers and public network printers are located in the following places on campus and are available for graduate students' use:

- ACC-Public-HPE50040dn-LOR2318-Color
- HelpDesk-PublicCTK19-HPE87740dn-LOR2310-Color
- MARC-PublicPrinter-HPE60165x-LOR2317

You must use the Loras public desktop computer to print to the public printers, you will not be able to print from your personal devices. You have \$25 worth of free network printing available to you at the start of each Fall and Spring semester and \$12.50 worth of free network printing at the start of each Summer semester. Please note that the color pages remove 15 cents from your balance for every page that you print, whereas the monochrome pages remove 5 cents from your balance for every page that you print.

Checking Your Print Balance and Adding More Print Pages

All students are able to check their print balances and add print pages online. To do this:

- 1. Go to: https://lorasedu.sharepoint.com/TechnologyServices/SitePages/Loras-College-Technology-Center.aspx
- 2. Scroll down to the Printing Services section on the righthand side and click either "Purchase Print Pages" or "Check Balance".

Wireless Access (when on campus with your personal laptop)

The SSID is: WGuest (case sensitive) The password is: goduhawks

IT Help Desk Hours:

Academic Year and Summer:

- Monday-Friday: 7:30am-4pm
- Saturday and Sunday: Closed

Questions? Contact the Help Desk at: 563-588-4949 or email help.desk@loras.edu

SELF-REGISTRATION INSTRUCTIONS

Important Reminders:

- All graduate students are responsible for registering themselves and maintaining their schedules through IQ.
- Each Fall and Spring, registration opens for graduate students one day after registration ends for continuing undergraduate students. Summer registration is open to all undergraduate and graduate students on the same day. (New graduate students are notified of their registration date in their acceptance email).
- Students are eligible to register/make schedule changes anytime on or after the date that registration opens.
- All graduate students will be able to add or drop courses through the first day of the following semester.

Things that the Student Must Do Before Registering:

- New students: obtain a list of classes you should register for from your academic advisor/Program Director (this is typically done after the admission interview or right after acceptance).
- Current students: meet with your advisor to verify that the courses you want to register for are appropriate. At the conclusion of the advising appointment, your advisor will electronically release your registration record so you can self-register on or after your assigned registration time.
- Check 10 to verify that you do not have a Health Center hold or a Business Office hold. If you have a hold, it must be removed before you will be allowed to register.
- Pay attention to the special course messages listed in the online schedule located on the IQ Main Page.
- Make sure that you have completed all prerequisites for the classes that you want to register. The most current prerequisites are listed in the course descriptions in the <u>Graduate Bulletin</u> which is located on the <u>Registrar's Office webpage</u>.
- If you are registering for a course that requires "instructor consent" make sure that you contact the instructor to obtain permission to register for the course prior to your registration time. Courses requiring instructor permission are identified in the online schedule on the IQ Main Page.

Registration in a Nutshell:

The registration process involves working with 3 screens:

- Screen One: Enter the synonym numbers for the courses that you wish to register. Click Submit at the bottom of the screen.
- Screen Two: At the top of this screen is a list of the course sections matching the synonym number entered on Screen One. You will select an action (Register, Waitlist, or Remove from List) for each course listed on the top half of the screen. At the bottom of this screen, click Submit. If you do not click Submit at the bottom of this screen, you are not registered!
- Screen Three: This is the results screen which shows you the courses you are registered, the courses you are waitlisted, and error messages, if any.

How to Register Using Express Registration:

Before logging in to IQ to register, go to <u>https://www.loras.edu/academics/registrar</u>, then click on Course Listings and Schedules), and write down the synonym number for each course that you wish to register for. The synonym number is the 4 digit number listed on the schedule immediately following the subject code. When you have your list of synonym numbers, log in to IQ as follows:

- Go to: <u>https://lorasedu.sharepoint.com</u>
- Under Quick Links, click the IQ Main Page button. Click the link titled Click to Enter IQ at the top center of the page.
- In the login screen, enter your network username (ex: ab123456) and password.
- The first time that you login, your password will be last 6 digits of your social security number (or, if you did not provide your social security number on the application when you applied to Loras, the password will be the temporary Network password you were issued that begins with "A".)
- As soon as you login, you will be forced to change your password. Your password for IQ must be between 6 and 9 characters and have acombination of letters and numbers. (To confirm: your IQ password will be different than the Network password that you use for email, eLearn, and the Campus Portal).
- If you have logged into IQ before, use the password that you created. Click Submit.

(If you have trouble logging into IQ or can't remember your password, contact the Help Desk for assistance).

• Click on IQ for Students on the right-hand side of the screen.

• To register, click on Express Registration under the Registration section. The following screen appears:



- Click on the box under Synonym in the first column.
- Enter the 4 digit synonym number in the first box.
 - You do not need to enter the Subject, Course Number, Section Number or Term.
 - Do not press the Enter key after typing the 4 digit synonym number.
- Click on the Synonym box on line 2 and enter the next 4 digit synonym number.
- Continue in this manner until you have entered all the synonym numbers.
- After all synonym numbers are entered, click Submit.
- A two-part work screen appears similar to the screen shot below:

			Regis	ster and	Drop Se	ctions			
tes (e)	~								
erteraci, her t	bellere ja		+ []		6				
	1								
Artist		tere:	Sactor News and Tile	Location	Unveloring Informations	Faculty	Analabla Capachyi Vlattia	Gradita	cent
		Are and		Comp.	Tradition (Crospin) (Crosp	Those, or	0.0.4	() es	
C	*	1010	Hand Hand	Criefter Criefter	Children Control Children Control Andrew Control Children Chil	3mit (21.918	() er	
		Saria Saria		Longa Longa		Tanja 1	()133 A	1.4	
	×	Spring Spring State		Class .	ITTERDED ITTERDED Antonio Parago Tacrigada Tacrigada Statum Stat	Darkmar		() de	

At this point in the process, you are not registered for any classes.

- The top part of the screen shows the course titles for the synonym numbers that were entered on the first Express Register screen. Verify that the course selections are correct.
- To register for these classes, click on the dropdown menu in front of each class and select an action (Register, Remove from List, Waitlist). After you have selected an action for each course, go to the bottom of the screen and click the Submit button. If you do not click Submit at the bottom of this screen, you are not registered!
- The next screen to appear is the Registration Results screen. (If a course could not be registered because it is full, or because it conflicts with another class or because you have not completed the prerequisites for a class, a message will be displayed at the top of this screen.)
- The top section of this screen verifies the courses that were registered; the middle section shows all the non-graded courses that you are currently enrolled in and successfully registered; and the bottom section lists the courses that are currently waitlisted (if any). See sample below:

The Soloring	woodfar fare	last protes	and i						
Tarret	Status.	Pass/ Sall/ Audit	Section and Tit	Name	Location	Meeting Information	Faculty	Credite	CE(h
Server Server 2000	Reparent Ar this sector		Long. C		Lines Griege	Englis 2008, Jill The 2008, LARSING Microlay, Scienting State, Proling Still State, No. 51, 52, 52, 52, 52, 52, 52, 52, 52, 52, 52	Logit, L	100	
farra Intente Inte	Augustered for the sector		100.00	di Jean T	Lanee Cyllege	SAESCENT, 25-15,000 Lachrie Tonnina, Thursday (22,1074) - 62,5096, Academic Resource Dr. Room 152	Eulay. R	3,48	
Saring Decemposition 2016	Reprinted for the sector		List.c GGUS (X	2.21 ANNAL	Cristia Cristia	Photocollist-25-10-0010 Lactoria Interiore: Turellac, Turelost, Promo Saletturi - BESSAN Interioration Vial Roset 202	Arma V	AB	1
	Statistics and in case	_	LING	1.11	Low	Distance Thomas Million	Oferte.	1.05	1
toring Santasire Dist Natural at at Terms	Pagaseral for the sector Pagaser Fally Auda	internation in Secularity No.	thereity	ingetanal Locatio	n Heatin	g behavioration	Faculty	Credits	ces
terra terratori term ferm	Pagasent for this autors for another for Passo Faity Audia	Seatlers &		in and a second	n Steado	g behavitation	Fatulty Brite C	Credits	ceu
Spring Sample Sample Sample Farms Sample Sam	Paparet le Tri autori Pane Fally Auda	Section No. 1 Section No. 1 Cont. 217.0 Section 2.000	in termina antic and iteration	Lacada Geogra	n Meestin Statute teatree	g Solarmation (S Solarmation (S Solarmation) (S Solarmation) (S Solarmation)	Falulty Bill C	Credits	ce o
Torra Sentener 2017 Term Term Serrap Serrap Sentener 2018	Paparent for the assessed for Papar Faily Aurdia	Scott page Seattleen Na Tote Cont 1174 Scott 1174 Scott 1174 Scott 1174	Anna and Anna and Anna and Anna and Anna and Anna and Anna and Anna and Anna and	septement Location Collegia Collegia	Standard	11 (1) (1) 12 (1) (1) (1) 13 (1) (1) (1) (1) 14 (1) (1) (1) (1) (1) 15 (1) <td< td=""><td>Fatulty Bolt: C Doing A</td><td>Credits 131</td><td>ceo</td></td<>	Fatulty Bolt: C Doing A	Credits 131	ceo
Terra Terra	Paparet le fisiaanen Pane Pane Aarda	Section No Section No Cost and a Cost a Cost and a Cost a C		A A CAREA	Brutter Brutter Brutter Brutter Brutter Brutter Brutter Brutter	11 (2014) exercising regi Report (11) sg Softwarmation EX.2014(2012) contrast Non-Net regis Pathoneses (11) Distances (12) Distances (12)	Faculty Dom C Dom R Repart	Credits 1.0 4.0	ce o
Terra Terra	Property for the assessment for Passiv Failty Andra	Interferent No Table Const. Hill, Hill School 2010 School 2010 Sch		H Hegelanut Lacator Cologa Cologa Cologa Cologa Cologa Cologa	Brancis Bardin Data Data Data Data Data Data Data Dat	1 1 2014), revenues nu face (re g belanmation 10 2014 (2014), anne tonde 10 2014 (2	Faluity Book C Tolto: 8 Reparts Dracia J	Credits 130 430 130	ce o
Torng Seriesce 2000 Term Term Seriesce 2000 Term Se	Paparet for the assumed for Passi Faily Audia	Line of the second seco		H H Lacada Lacada Caleps Laces Caleps Laces Caleps Laces Caleps Laces Caleps Laces Caleps Laces Caleps	A Baselin Starsen Starsen Starsen Starsen Starsen Starsen Starsen Starsen Starsen Starsen Starsen	11 (2014), revealing real Report (P) ag Software (Software) CRI 2014 (2014), Lenture (Sorder, res, Armang 20 (2014), Lenture (Sorder, res, Armang 20 (2014), Lenture (Software) (Software), Rest (Software), Lenture (Software), Software (Software), Lenture (Software), Software (Software), Lenture (Software), Software), Rest (Software), Rest Software), Rest (Software), Rest (Software), Rest (Software), Rest Software), Rest (Software), Res	Faculty Bren C Dolte: R Repair (Repair (Credits 2.00 4.00 4.00 4.00	au

- To close the screen, click OK. You are now registered for courses!
- To view your schedule, click on the My Class Schedule link on the IQ for Students Menu.
- If you wish to register for additional courses or drop a course at a later time, log in to IQ and repeat the steps above. The unregistered courses remain on the top of the work (Preference) screen.
- If you need to remove one or more of these courses from the work screen, click on the dropdown menu next to the course and select Remove from List.

How to Register Using Search/Register For Sections:

- Click on the Search/Register for Sections link on the IQ for Students Menu.
- Select the term that you wish to register or enter the starting and ending dates you do not need to enter both.
- Fill in the remaining parts of the screen based on your selection criteria. Selection criteria can be as simple as selecting a subject (Accounting or Sociology) from the dropdown menu or as complex as entering subject, course number, meeting times, and meeting days. Please note that you can enter more than one subject at a time.
- Click the Submit button.

• A list of courses meeting the selection criteria appears on the screen. Below is a sample Search/Register screen listing all Spring 2009 Philosophy courses meeting on MWF:

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEU
^	1214g 7316 7316	Com	ilii.ona	Lores Zolege	by Original Annual Control Lecture Mandae, Tradimental, Friday, DC (David, Strong, Stando, Broym, vas, Resen, 172	Tagen, 4	METMOR	3.00	
r	Suring Term 2009	Down	u Arnalizada GAZEL Detratuciona Radioante	Carlege	Crizbizes-Incidization Lecture Romay, Cadrescey, Frany Incidinescey, Frany Incidinescey, Frank Incidinescey, Frank Incidinesce	Tages, J	3873678	[3.00	
	1999 1999 2009	Contr	Liniziai Mili kormu Uranez	Lores Drivge	Di Decesio di Colonia Lattore lla constan di Coloni di Coloni, Academic Reservato Col Reservato	Capera.	211-22/5	1.00	

- To begin the registration process for one or more of these classes, click on the box in front of the course(s) you wish to register and click the Submit button.
- A two-part work screen appears similar to the screen shot below:

			Regis	ter and	Drop See	ctions			
Same The T									
line for all their to		atomic form	•	- 1	R.				
Perintal Sattana									
Action		Term	Saction Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waldist	Credits	CEU
	N.	Aprop. December 2018	CACLOR ALTERNA DESARCA CALIFORNIA CALIFICA CALIFICA CALIFICA CALIFICIO CALI	Contemp.	Britssoon 101-0000 Letter Densey Trater Densey Poper Densey Attract Reserves Reserves Reserves	Read, e	2812614	(3.00	
	8	Saring Sariastar 2018	LASS - CL. DE LANSE BERNE Enlander	Longe College	Trical 2005. 0514/2005 LACTURE Brothay. Biotheraday. Preasy 05 00481 rophtnammad. Basim 212	Jran C	28/25/8	[3.60	
	3	Barring Barrantin 2018	-250000 21-1502 cda.w Elizeache	21 E	Fridation Collection Letters Works Detreste Freezo G Elector - 12 State Sey Press Say Press	Japan F	MCN/4	0.00	
<u> </u>	н	forma ternester 2010	L PEL (11) 11 (2012) Shatta 2012 Shatta	Crixga	01/08/000- 05/14/2000 Latture transau Transport transau Transport transau Fransport transport transport transport transport transport Fransport transport tr	Dencher.	MrHeit	3.00	

At this point in the process, you are not registered for any classes.

- The top part of the screen shows the course titles for the synonym numbers that were entered on the first Express Register screen. Verify that the course selections are correct.
- To register for these classes, click on the dropdown menu in front of each class and select an action (Register, Audit, Remove from List, Waitlist). After you have selected an action for each course, go to the bottom of the screen and click the Submit button. If you do not click Submit at the bottom of this screen, you are not registered!
- The next screen to appear is the Registration Results screen. (If a course could not be registered because it is full, or because it conflicts with another class or because you have not completed the prerequisites for a class, a message will be displayed at the top of this screen.)

• The top section of this screen verifies the courses that were registered; the middle section shows all the non-graded courses that you are currently enrolled in and successfully registered; and the bottom section lists the courses that are currently waitlisted (if any). See sample below:

faim .	Status	Passi Kalit Aniti	Sector and Lt	Name Ia	Loration	Maning information	Faculty	Defits	CEU
Salaring Salaring search Salaring search	Augustaness for this are the				1100 Distance	Distances, Version Langer Street, Versions, Version Street, Versions, Version Street, Version, Street, State Street, JT	beau, f	14	1
forma formation plant	Reprinent for the entities		118.10 128.10 128.10	121	14	Tradected-dh/100001.actore Tradecte, Transee 02.0001- 31.0094, Accessed Resource (D. Rosh 102	1	3.00	
faring hereases jame	dagarent tr Tik senter		Losia Intia Intia Intia	ana a	County -	210200000.0110.0000 unions manage Tuesday, Thormas, Prima- 00.0117 - 00.0110, Instrument, Wal- Russi, DTF	Press 1	-434 - C-	
Survij Sectorite	Espatenti for		101.1	1.43	Lotas Domps	Transaction Advisorial California	One in	122	
tern Term	Party Farty Early Lante	anat para Section N Tabe		Location] = Herie] 1000	g bilanciation	Faculty	Codla	ceu
Term		Analysis a Section N Tale		Locality Locality	ar Beetle	g belanned in 19. House of the second second 19. House of the second second 19. House of the second second 19. House of the second	Faculty both T	Condito	cevi
Term	Prev Fait Laite	American II Section II Tale Constant Sector 2010		Locali Locali Differ	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	g before a the second s	Faculty Sector 7	Coadla 110	ces
Term Term Term During D	Pany Fait Laite	Anna Ini Anna Ini Anna Ini Anna Ini Anna Ini Anna Ini Anna Ini Anna Ini		Localit Localit Localit Localit Localit Localit Localit Localit Localit Localit Localit Localit Localit	A Barrie	g bifurcation g bifu	Faculty Intel T	Codia 18	cess
Term Term Term Term Term Term Term Term	Pary Land	Internet of a			a Beetin Jacobi United Tables	CODE - Contract (Contract (Cont	Faculty Institute Institute Institute	Codfie 110 110	ceu
Term Term Term Term Term Term Term Term	Pare Alexandre	Anna in a		Locali Locali State Stat	Arctic Arctic States Control C	g bilancestion g bilancestion gibble applied automotive problem (2) problem (2)	Faculty Inter 1 Inter 2 Inter 2	Condite 118 118 118 118 118	ctua

- To close the screen, click OK. You are now registered for courses!
- To view your schedule, click on the My Class Schedule link on the IQ for Students Menu.
- If you wish to register for additional courses or drop a course at a later time, log in to IQ and repeat the steps above using either the Express Registration function or the Search and Register function. The unregistered courses remain on the top of the work (Preference) screen.
- If you need to remove one or more of these courses from the work screen, click on the dropdown menu next to the course and select Remove from List.

How to Drop a Class:

Once you are registered, you may need to adjust your schedule. To drop a class, do the following:

- From the IQ for Students Menu, click on the Register and Drop Section link. This screen lists all the classes that you are currently registered for.
- Next to the class that you wish to drop, click on the box in the Drop column.
- Click Submit.
- Click OK.

Adding your name to a Waitlist:

- To add your name to a waitlist, enter the synonym number for the course on the Express Registration screen, click Submit, and then select Waitlist from the dropdown menu next to the course on the work screen. Click Submit at the bottom of the screen to complete the process. If the course is already on the work screen, simply select Waitlist from the dropdown menu and click Submit.
- After you have registered, go to the IQ For Students Menu, click on the My Class Schedule link to verify your registration.
- You will be emailed a schedule by 8:00 a.m. the morning following your registration but you are encouraged to verify your registration through the My Class Schedule link on the IQ login page.

Adding another course:

- Go the IQ For Students Menu and select either Express Registration or Search and Register. If you are in one of these functions, you can use the Back button (upper left) to return to the registration screen. If you use this option, delete the synonym numbers from the original entry (double click the synonym then press the delete or backspace key) then add the synonym number for the additional course that you want to add. Click the Submit button, verify that the course is correct, and click Submit at the bottom of the page.
- When you are done, log out of IQ.

Program Evaluation:

Loras has an IQ software application to assist you with your program of study planning and completion. This application will show the courses as required, in progress, or completed, for your program. This tool is for planning purposes only and does not serve as degree verification. Please reference the Graduate Bulletin to ensure you are meeting the degree requirements.

When you enter your IQ account, look under the Academic Profile menu and click on the "Program Evaluation" link as shown below:



After clicking on the link, you will see the academic program of study that our computer system shows, you are pursuing. ***PLEASE NOTE: If there is a discrepancy between what you are currently pursuing and what the system shows, you must complete the Declaration or Removal of Major Form found under the Academic Forms section of the IQ Main Page to get the computer system updated accordingly.

Click in the circle button to select the program and then click "submit". The evaluation will display your academic requirements.

	Design Frederick
	Program Evaluation
You may se	lect either an active program or a ""What if" program.
Desuited	
Required	
Choose C	ne Active Programs
0	BA BUS09 BA BUSINESS ADMINISTRATION
•	BA.BUS09 BA.BUSINESS ADMINISTRATION

* For any questions or concerns, please contact either the Registrar's Office (563-588-7779) in Keane Hall 121 or your academic advisor.