

GRADUATE STUDENT RESOURCES



AT THE UNIVERSITY OF CHICAGO

THE GRADUATE GARGOYLE

The Gargoyle icon was designed to create recognizable “identity” for students in all graduate divisions and professional schools. The idea was conceived by graduate students in search of an image to signal University-wide events, programs, and resources focused on graduate and professional school students and to build graduate community and camaraderie across all disciplines.



To modify or update your information for future editions of *Graduate Student Resources*, please contact Devin O’Rourke in Graduate Student Affairs

dorourke@uchicago.edu

(773)702-6093

Graduate Services Team

The Graduate Services Team (GST) is made up of representatives from University-wide offices that serve graduate and professional students. The group meets regularly to share information, discuss graduate student issues, and collaborate on programming that supports the GST mission:

To enhance the graduate & professional student experience through collaborative efforts that support academic, personal, and professional growth.

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GST Contact:

Devin O’Rourke
Assistant Director, Graduate Student Affairs
dorourke@uchicago.edu, (773)702-6093



University Policies Quick Links

For a complete statement of the policies that govern student life at the University of Chicago visit:

Student Manual: University Policies & Regulations

<http://studentmanual.uchicago.edu/>

Policies contained in this manual of particular importance:

- Civility, Diversity and Equity at the University of Chicago
<http://civility.uchicago.edu/>
- Common Sense: Your Guide to Safe Urban Living
<http://commonsense.uchicago.edu/>
- Disability Accommodations <http://disabilities.uchicago.edu/>
- Disciplinary Procedures
- Graduate Student Parents Policy
- Policy on Sexual Harassment
- Policy on Unlawful Discrimination and Harassment
- Residence Halls: Policies, Procedures and Forms
http://housing.uchicago.edu/undergraduate_housing/policies_procedures_forms.shtml
- Sexual Assault Policy

For policies specific to your academic program, please contact your Area Dean of Students:

http://csl.uchicago.edu/area_dean.shtml



Career Advising and Planning Services

CAREER ADVISING AND PLANNING SERVICES (CAPS)

<https://caps.uchicago.edu>

(773)702-7040

1212 E 59th Street, Ida Noyes Hall

CAPS Graduate Services is dedicated to graduate students from the divisions in determining the career path that best suits their interests. We have backgrounds in a variety of academic fields, and can provide resources to help focus student career pursuits both during and after graduate school. We provide a variety of resources tailored to the needs of graduate students and postdocs whether they are seeking an academic or post-academic career or just exploring career options. We protect student privacy.

Preparation:

CAPS strives to provide students and alumni with the tools that they need to explore their options and fully prepare for these opportunities, through a variety of services, programs and resources.

Opportunities:

CAPS aims to provide University of Chicago students and alumni with job and internship opportunities in a variety of fields. We promote University of Chicago talent to a wide range of employers and institutions in order to expand the set of opportunities available to them.

Connections:

CAPS works with students, alumni, parents and employers to build the University of Chicago's dynamic global network.

Some of our largescale programs and partnerships include: CAPS Grad Externship Program, Graduate Student Higher Education Fellows Program, GradUCon, Academic Job Market Series.

CAPS Graduate Services Staff

Lesley Lundeen, llundeen@uchicago.edu

Assistant Director of Graduate Services, Humanities and Divinity School

Patrick Houlihan, houlihan@uchicago.edu

Assistant Director of Graduate Services, Social Sciences Division

Christine McCary, cmccary@uchicago.edu

Assistant Director for Graduate Services, Biological and Physical Sciences

CENTER FOR TEACHING AND LEARNING (CTL)

<http://teaching.uchicago.edu/>

(773)834-4439

5845 South Ellis Avenue

Gates-Blake 132



The Center for Teaching and Learning collaborates with faculty, graduate students, and administrators to promote a university culture committed to excellent teaching across departments. The Center emphasizes the importance of attending to student learning as the primary road to pedagogical improvement. While supplementing and offering support to pedagogical training programs organized within departments and schools, the Center also works directly with individual faculty and students on any issue related to teaching. Workshops, seminars and conferences are the usual way in which pedagogical topics are considered, but electronic and bibliographic resources, as well as consultation services are also available to the University community.

Staff contacts

Chelsie Sluyk

Program Coordinator

chelsie@uchicago.edu

(773) 834-4439

Elizabeth O'Connor Chandler

Director

echandle@uchicago.edu

(773) 834-4438

DEPARTMENT OF SAFETY AND SECURITY

<http://safety-security.uchicago.edu/about/>

The Department of Safety & Security encompasses the University of Chicago Police Department, Transportation & Parking Services, Emergency Communication & Security Technology and Medical Center Public Safety. The department is a unit of the Office of Civic Engagement and aims to provide stronger safety and transportation services to students and staff.

THE UNIVERSITY OF CHICAGO POLICE DEPARTMENT

<http://safety-security.uchicago.edu/police/>

6054 S. Drexel Ave.

773.702.8181

The University of Chicago Police Department (UCPD) operates 24 hours a day, seven days a week, from 39th to 64th Streets and Cottage Grove Avenue to Lake Shore Drive. There are more than 100 state-certified officers who have full police powers. Their responsibilities include responding to emergency calls, patrolling neighborhoods, listening to residents' concerns, conducting food and toy collections for neighbors in need, and more.

Staff contact

Fountain Walker, University Police

fwalker@uchicago.edu; 773.702.8181 or 312.623.4860 (cell)

TRANSPORTATION AND PARKING SERVICES

<http://facilities.uchicago.edu/transpparking/>

5525 South Ellis Ave., 1st Floor

773.702.8969

Transportation and Parking Services oversees and coordinates transportation issues on campus as well as manages all aspects of parking. A guiding principle is to develop programs and policies which help to mitigate the demand for parking by creating greater utilization of alternate systems and approaches. The office operates Monday through Friday from 8:00 a.m.-3:00 p.m.

Staff contacts

Brandon Dodd, Asst. Director for Parking and Transportation

bcdodd@uchicago.edu; 773.702.8969.

DISSERTATION OFFICE

<http://phd.lib.uchicago.edu>

phd@lib.uchicago.edu

(773)702-7404

Joseph Regenstein Library

1100 E. 57th St., Room 100B



The University of Chicago Dissertation Office serves doctoral students and their graduate program administrators, helping them to understand and meet the university-wide requirements for the Ph.D. dissertation. The Dissertation Specialist and her student assistants provide guidance and support with issues related to formatting the dissertation, submitting the dissertation online, and publishing the dissertation through ProQuest UMI Dissertation Publishing.

Staff contacts

Colleen Mullarkey

Dissertation Specialist/Office Mgr.

cmullark@uchicago.edu

773.702.7404

Ellen Bryan

Dissertation Office Head

ellen@uchicago.edu

773.702.4483

EMERGENCY AND CRISIS RESOURCES:

<http://deanoncall.uchicago.edu/>

<http://help.uchicago.edu/>

<http://brt.uchicago.edu/>

(773) 702-8762

(773) 834-(HELP) 4357 — Dean on Call/Sexual Assault Dean on Call

(773) 702-(BIAS) 2427 – Bias Response Team

(773) 702-8181 (or 123) – University of Chicago Police Department

Student Emergency Response Systems are coordinated by the Assistant Director of Student Emergency Response Systems. The Assistant Director oversees and manages the development and implementation of policies and procedures for critical incidents involving students, through the Dean on Call, Sexual Assault Dean on Call, and Bias Response Team programs. This person is responsible for coordinating the Campus and Student Life response to critical incidents involving students, and plays a crucial front-line role in dealing with students, parents, and staff in representing the Office of Campus and Student Life in interpreting policies, responding to concerns, and handling complex situations. Responsibilities include supervision of the Dean on Call program, which is tasked with handling individual student emergencies, and coordinating responses to special incidents in collaboration with the University of Chicago Police Department.

Staff contact:

Lynda Daher, Assistant Director of Student Emergency Response Systems,

ldaher@uchicago.edu.

(773)702-8762.



<http://grad-affairs.uchicago.edu>

773.702.0871

Administration Building,
5801 S. Ellis Ave., Room 225

Graduate Student Affairs supports the graduate student career through the administration and management of fellowships, grants, and academic exchange programs and enhances the graduate student experience through the development and coordination of workshops, communications, services, and programs. Key projects include:

- Ask The Gargoyle
- CIC Traveling Scholar Program and Exchange Scholar Program
- Dissertation Write-In
- Fellowship advising for Fulbright, National Science Foundation, Javits, etc.
- *Grad Guide Weekly* bulletin and *Graduate and Professional Student News*
- GradSpace Discussions
- Graduate Services Team management
- Graduate Student Orientation
- GradUCon: Graduate and Professional Student Development Conference



GSA manages the Family Resource Center, a welcoming space at the University of Chicago where families from the University community can access resources, information, and supportive programming and services. Key projects include:

- Family activities
- Parent Education Series
- Parenting support groups
- Parents' Night Out Series
- Quarterly family-friendly events
- Weekly classes

Staff contacts

Brooke Noonan, Director, brookec@uchicago.edu, 773.702.0871

Devin O'Rourke, Asst., Director, dorourke@uchicago.edu, 773.702.6093

Lizanne Phalen, Family Resource Center Mgr., lizannep@uchicago.edu, 773.834.5437

Martha Sykes, Grant and Contract Mgr., mjackso@uchicago.edu, 773.702.7813



IT Services is in charge of the network and central technology services on campus, such as internet access, secure wireless connection, telephone services, and file sharing.

Visit the website at <http://itservices.uchicago.edu> for a complete list of services, documentation, training, events, and troubleshooting tips.

Support

support@uchicago.edu; 2-5800

IT Services Support provides technical support for software, wireless issues, configuration problems, and general troubleshooting. A support representative is available for 30 minute, one-on-one consultations at the Regenstein Library during business hours. Training in software and multimedia products to support the University community is also available.

Note: If a student is having trouble with a computer and lives in a residence hall, the student should contact Residential Computing for assistance.

Wireless

itservices.uchicago.edu/wireless

A secure and convenient wireless network, uchicago-secure, is available on campus with a one-time setup by logging in with your CNetID and password. You can use your wireless device to check email or browse the web, in accordance with our policies for network access.

Chalk

itservices.uchicago.edu/chalk

Chalk is the campus learning management system and features drag-and-drop technology, multimedia integration with various websites (YouTube, Flickr, SlideShare), "Ask A Librarian" live chat, and built-in wikis. You can access the site by logging in with your CNetID and password.

Solution Center

Bookstore, 3rd fl., 970 E. 58th St.

Like us on Facebook: <http://www.facebook.com/solutioncenter>

The Solution Center offers academic discounts on computer hardware and software, discounted cell phones and plans, demos, and information about our services. Computer and printer recycling, audio-visual equipment and lending, and computer repair are also available. Products from Apple, Dell, HP, Lenovo, AT&T, and other vendors are available at the Solution Center.

INTERNATIONAL HOUSE



AT THE UNIVERSITY OF CHICAGO

Mission/Vision - The mission of International House is to promote cross-cultural understanding, mutual respect and friendship among students and scholars and on the part of the people of metropolitan Chicago toward individuals of all nations and backgrounds. The role and mission of International House is more compelling now than ever. An increasingly interdependent world has made multicultural awareness and understanding an essential attribute for all our communities.

Brief History - International House of Chicago, founded in 1932 by John D. Rockefeller, Jr. is a dynamic program center and residence for international and American students from over fifty countries who attend colleges and universities throughout Chicago. In addition, Chicago's International House is part of a larger vision that includes Rockefeller founded Houses in four other cities – New York, Berkeley, Paris and Tokyo. The Chicago House has been home to over 40,000 persons from virtually every country.

Global Voices Program - International House also serves the greater Chicago community as a cultural center. Through the Global Voices Program, over 100 public programs are held each year including music and cultural performances, outreach programs with Chicago-area international organizations and foreign consulates, as well as forums and debates led by distinguished guest speakers from around the world.

Residential Fellowship Program - The International House Fellowship Program helps ensure the exceptional geographic, cultural and economic diversity that is central to the mission of the House. Fellows are selected on the basis of academic merit, leadership skills and their unique abilities to contribute to the social and intellectual life of International House. The Fellowship Program provides fellowships to graduate students representing every Division and Professional School at the University of Chicago. Awards range from \$1,000 - \$3,000 and are applied toward housing.

English Language Institute - The English Language Institute offers University international and domestic students, their families and persons from the community opportunities to build English language skills and to increase understanding of life in the United States. Programs include academic year courses and workshops including pronunciation/accent reduction, effective reading for ESL students and American classroom, and communication strategies. Other programs include a pre-matriculation program for incoming international graduate students and special programs with the Graham School of General Studies International Education Program. We also sponsor a Tutoring Program providing one-on-one and small group tutoring.

Contact Names: Denise Jorgens, Director of Programs & External Relations,
Mary Beth DeStefano, Associate Director of Programs & External Relations
Contact Email: i-house-programs@uchicago.edu
Phone Number: (773)753-2274

International House
at the University of Chicago
1414 East 59th Street
Chicago, Illinois 60637-2997 USA
p 773-753-2270 f 773-753-1227
<http://ihouse.uchicago.edu>

OFFICE OF LGBTQ STUDENT LIFE

<http://lgbtq.uchicago.edu/index.shtml>

(773)702-5710

5710 South Woodlawn



The Office of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Student Life is the hub for all LGBTQ student life at The University of Chicago. The Office serves LGBTQ students, questioning students, and allies in the College and graduate and professional schools, while recognizing multiple and intersecting identities, in order to create an inclusive and safe community. The Office provides educational, social, and professional opportunities and resources for all students in the university.

Staff contact

Jeffrey Howard

Director

jhoward2@uchicago.edu

773.834.1005



THE UNIVERSITY OF CHICAGO

OFFICE OF INTERNATIONAL AFFAIRS

OFFICE OF INTERNATIONAL AFFAIRS (OIA)

<https://internationalaffairs.uchicago.edu/>

773-702-7752 (or 2-7752 from on-campus)

1414 East 59th Street, Room 291, Chicago, IL 60637

(We are on the second floor)

The Office of International Affairs is dedicated to enhancing a vibrant international community and to fostering cross-cultural experience. We welcome, support and strengthen diversity through advocacy and holistic service. Enriching connections is our goal.

Our cultural support and immigration work serves all F and J status holders as well as those in employment-based statuses with the University. We welcome questions from international students and scholars and from others who interact with them.

Staff contacts

Tamara Felden

Director

773-702-7752

tfelden@uchicago.edu

For most general questions, please contact our front office at (773) 702-7752 or international-affairs@uchicago.edu to be connected with the appropriate adviser in our office.



5710 South Woodlawn
Avenue
Chicago, Illinois 60637
773 834 4672

omsa.uchicago.edu

What does OMSA do?

The Office of Multicultural Student Affairs (OMSA) supports the academic success of students of color at the University of Chicago and works to build an inclusive campus community. OMSA's programs focus on enriching students' experiences and encouraging cross-cultural dialogue on campus. OMSA serves and advocates for all African American, Asian American, Latino, and Native American students who attend the College, Graduate Divisions, and Professional Schools. All students, faculty, staff, and alumni of the University are welcome to partner with OMSA in advancing its efforts to support students of color.

Major Graduate and Professional Student Opportunities

Graduate and Professional Student of Color Community-Building and Academic and Professional Enhancement Events and Resources

Graduate and Professional Student of Color Advocacy Resources

Lounge/study space, reservable meeting space

Listhost for info, events, and announcements

Research Initiative Grant
Competitive financial support for scholarly research

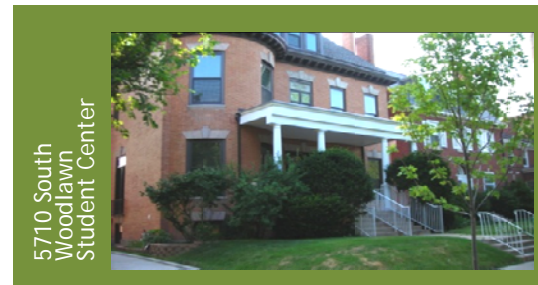
Chicago Multicultural Connection
Mentor an undergraduate who shares your academic and career interests

Contingency and Support Resources
Supplemental resources for emergencies, academic supplies, and academic travel

OMSA Pillars

OMSA serves graduate and professional students of color through five pillars.

- ❖ Advocacy
- ❖ Cultural Awareness/Cross-Cultural Dialogue
- ❖ Academic and Professional Enhancement
- ❖ Community Building
- ❖ Information Clearinghouse



Primary OMSA Contacts for Graduate and Professional Students

Ronnie Rios Senior Associate Director
rrios@uchicago.edu 4-2833

Jean Chen Assistant Director
jmchen@uchicago.edu 2-7774

Other OMSA Contacts

Ana Vázquez Director and Deputy Dean of Students in the Office of Campus and Student Life
avazquez@uchicago.edu 2-2724

Linda Luk Student Center Manager
lluk@uchicago.edu 2-0161

Robin Graham Associate Director
rgraham1@uchicago.edu 4-6826

Kimberly Holliday Program Assistant
kimberly1@uchicago.edu 4-4672

5710 Front Desk
2-5710



(773) 702-8000
970 E. 58th Street, 3rd Floor
Chicago, IL 60637
<http://bursar.uchicago.edu>

The mission of the Bursar's Office is to carry out the University's fiduciary responsibilities with the highest ethical standards. We are committed to giving excellent service by empowering our employees/teams with the knowledge and technology to service the needs of the University community. We strive to give accurate and timely information. We recognize the importance of helping students reach their educational goals by offering alternative payment options and access to financial aid. We proactively lead institution-wide initiatives to improve and align the University's financial aid processes.

The Bursar's Office is responsible for maintaining and supporting the following services for students:

- Bill and collect tuition, room and board charges and fees for all University students.
- Administer Monthly Budget Plans for students and parents.
For additional information go to <http://www.afford.com/uchicago>
- Establish Agency/3rd Party billing arrangements.
For additional information go to <http://bursar.uchicago.edu/docs/Agency-SponsorInfoLtr.pdf>
- Process payroll deductions for monthly payment of student accounts for students who receive a salary from the University.
Contact Barbara Johnson, bjohnso@uchicago.edu , 773.702.2223

ADDITIONAL INFORMATION:

Tuition/Billing Customer Service: bursar@lists.uchicago.edu , 773.702.7086

Bursar's Office Directory: <http://bursar.uchicago.edu/office-directory.html>

Electronic billing and payment FAQs:

Campus students: <http://bursar.uchicago.edu/faq-public.html>

Chicago Booth Evening Weekend students: <http://bursar.uchicago.edu/faq-gsb.html>

Office of the Deputy Provost for Graduate Education






Website: <http://grad-education.uchicago.edu/>

Phone: 773-702-0628

Administration Building 5801 S. Ellis Ave., Room 521

The Deputy Provost for Graduate Education works with deans, faculty, students, and administrators across the University to enhance the educational experience of graduate students. The Deputy Provost is the point-person for implementation of the Graduate Aid Initiative in the Humanities, Social Sciences, and Divinity School. The Deputy Provost's Graduate Student Advisory Committee, composed of one graduate student from each of the schools and divisions, meets quarterly during the academic year.

Over the past few years, the Office of the Deputy Provost worked with faculty, student, and staff committees to evaluate and make recommendations regarding specific aspects of graduate education, including graduate student teaching, the Advanced Residence system, and time-to-degree. Committee reports and responses from the Provost and the Deputy Provost are available on the website of the Office of the Deputy Provost (<http://grad-education.uchicago.edu/reports.shtml>):

- [Provost Response to Graduate Education Committee Reports](#) 
February 25, 2010
- [Report of the Pedagogical Training Subcommittee of the Provost's Committee on Graduate Student Teaching](#) 
June 3, 2009
- [Memo from the Subcommittee on Roles, Responsibilities, and the Monitoring of Teaching of the Committee on Graduate Student Teaching](#) 
June 3, 2009
- [Memo to Students, Faculty, and Staff Announcing Increase in Remuneration for Graduate Student Teachers](#) 
August 25, 2008
- [Interim Report from the Provost's Committee on Graduate Student Teaching](#) 
August 25, 2008

Deborah Nelson, Deputy Provost for Graduate Education and [Associate](#) Professor in English Language & Literature and the College, dnelson@uchicago.edu, 773.834.2962

Mary Ann Esquivel, Administrative Coordinator and Budget Manager, Assistant to Deborah Nelson, mesquive@uchicago.edu, 773.702-0628

Beth Niestat, Director of Programs and Planning, Provost Office, niestat@uchicago.edu, 773.702.9018



**OFFICE OF THE REYNOLDS CLUB AND STUDENT ACTIVITIES
(ORCSA)**

<http://studentactivities.uchicago.edu>



5706 South University Avenue, Chicago, IL 60637 773 702 8787

ORCSA seeks to encourage student involvement at the University and provide learning opportunities in ways as diverse and valuable as possible, while enhancing the unique culture of the University. ORCSA serves the University of Chicago community by providing facilities, event planning, advising, financial support, and the environment and opportunity for our communities to engage in life at the University of Chicago.

ORCSA's programs, events and services are open to all students, including graduate students. Graduate Students continue to participate in and take advantage of the following activities/services. A complete list of student organizations is online.

- Discover Chicago Series: Discounted Ticket Sales for AMC Movie Theaters, Theatre productions, museums, sporting events, Chicago tours and much more.
- Quarterly ORCSA student activities: do-it-yourself workshops, our popular "Flirting for Nerds" workshop, and more...
- Graduate Student Socials that occur twice a quarter.
- Barbershop services
- Student-run coffee shops in Ex Libris, Cobb, Hallowed Grounds and Harper Memorial Library.
- Pub at Ida Noyes Hall.

Staff contacts

Jen Kennedy, Interim Director

jenken@uchicago.edu

(773)834-6407

Kirsten Siron, Asst Director of Student Activities & Greek Life

ksiron@uchicago.edu

(773)702-2202

- **Graduate Council**
- **Graduate Student Organizations**

OFFICE OF THE UNIVERSITY REGISTRAR

<http://registrar.uchicago.edu>

773.702.7891 (p)

773.702.3562 (f)

5801 S. Ellis Ave., Admin. 103

The Office of the University Registrar supports the academic mission of the University. We implement and monitor many academic and administrative policies in coordination with academic units to facilitate faculty teaching and student learning. We are the stewards of academic and student information and support institutional planning efforts. We champion for the constant renewal of the student information systems, adapt our operations to the changing academic needs and evaluate our administrative processes for service improvements.

Specifically, we maintain or support:

- Convocation
- Registration
- Grading
- Course information
- Student records (including transcripts and diplomas)
- Enrollment certification
- Veterans Services
- Academic publications (announcements, time schedules)
- Scheduling the use of the central pool of classrooms
- Provide statistical and other reports

Staff contacts

Project Assistant, 773.702.7878

Contact for: Transcripts, Enrollment Certification

JoAnn Creviston Name, Lead Project Assistant, jcreviston@uchicago.edu, 773.702.7877

Contact for: Veterans Services, Account Adjustment, Student Status Updates

Richard Ford, Assistant University Registrar, rford@uchicago.edu, 773.834.4869

Contact for: Registration, Grades, Enrollments, Account Adjustment, Student Status Updates

Sharon Hudak, Project Assistant, shudak@uchicago.edu, 773.702.7902

Contact for: Enrollment Certification (for loan deferment, insurance, etc.), Grade Entry

John Plampin, Assistant University Registrar, jplampin@uchicago.edu, 773.702.7882

Contact for: Convocation, Diploma

Rita Vazquez, Assistant University Registrar, rvazquez1@uchicago.edu, 773.702.7452

Contact for: Foreign Language Reading Exams, Transcripts, Enrollment Certification

PHYSICAL EDUCATION & ATHLETICS

<http://athletics/index.html>

773 702 7684



The Department of Physical Education and Intercollegiate Athletics provides high quality recreational and competitive athletic opportunities for students, faculty, staff and alumni in the following programs:

- Physical Education Instruction.
- Intercollegiate Athletics.
- Intramural Sports.
- Club Sports.
- Fitness and Wellness Instruction.
- Open Recreation.
- Facilities Management.

The Department employs approximately 50 full time faculty and staff.

Staff contacts

Recreational Facilities

Jennifer Coleman

Colemanj@uchicago.edu

(773)702-3848

FitChicago Wellness Classes & Personal Training

Brian Baldea

bbaldea@uchicago.edu

(773)702-4643

Intramurals and Sport Clubs

Brian Bock

bockb@uchicago.edu

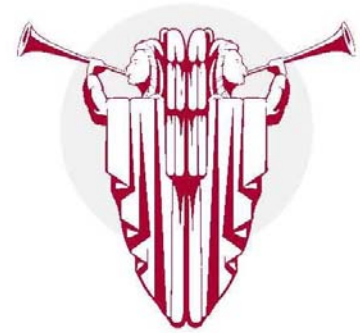
(773)702-4658

Intercollegiate Athletics

David Hilbert

dhilbert@uchicago.edu

(773)702-4638



ROCKEFELLER
MEMORIAL CHAPEL

SPIRITUAL LIFE OFFICE
at Rockefeller Memorial Chapel
<http://spirit.uchicago.edu/>
5850 S Woodlawn Ave.
(773)702-2100

The Spiritual Life Office provides support to members of the campus community of any religious background and also to those who seek spiritual life beyond traditional boundaries. It plays an integrative role in nourishing the spiritual life, broadly construed, of the campus community.

The Spiritual Life Office is directed by [Elizabeth Davenport](#), Dean of Rockefeller Chapel and Director of Spiritual Life and [Jigna Shah](#), Assistant Dean of Rockefeller chapel and Senior Associate Director of Spiritual Life. It provides connection to the work of religious advisors from the world's many traditions who serve the University of Chicago; it supports student religious and spiritual organizations in their purposes; and it offers a rich variety of programming connected to spirituality and religion in today's world.

Staff contacts

Jigna Shah, Assistant Dean, jigna@uchicago.edu, 773.834.1885

STUDENT DISABILITY SERVICES

[http:// http://disabilities.uchicago.edu/](http://disabilities.uchicago.edu/)

5801 South Ellis Avenue, Room 233

(773)702-7776

To ensure the intellectual richness of research and education, the University of Chicago seeks to provide an environment conducive to learning, teaching, working, and conducting research that values the diversity of its community. The University strives to be supportive of the academic, personal and work related needs of each individual and is committed to facilitating the full participation of students with a disability in the life of the University. The University is committed to complying with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA).

Accessibility Improvements on Campus

The Office of the Provost launched campus information and resources that would be useful to members of our community and visitors with disabilities.

Links to view these initiatives are the following:

- The Office of the Provost
<http://provost.uchicago.edu/initiatives/>
- Assistive Listening Devices (ALDs)
http://nsit.uchicago.edu/academic/avs/assistive_listening.shtml
- Emergency Evacuation Plan
http://safety.uchicago.edu/pp/emergency/evac_procedures.shtml

Staff Contacts

Gregory Moorehead

Director for Student Disability Services

773-702-7776



STUDENT HEALTH AND COUNSELING SERVICES (SHCS)

<http://shcs.uchicago.edu>

Student Health and Counseling Services oversees health care and wellness promotion services to students and their dependents who have paid the Student Life Fee. SHCS also oversees the University's Student Health Insurance Plan (U-SHIP), and ensures appropriate accommodations for students with disabilities.

The **Primary Care Service** provides primary health care services and treatment for both acute and chronic issues.

<http://shcs.uchicago.edu/pc>

773.702.4156

860 East 59th Street, Suite R-100

The **Student Counseling Service** provides diagnostic assessments, emergency services, crisis intervention, individual, couples, and/or group psychotherapy, medication management, academic skills counseling, and referral services.

<http://counseling.uchicago.edu/>

773.702.9800

5737 South University Avenue

Health Promotion and Wellness provides educational programs and supportive services such as **Resources for Sexual Violence Prevention**, which provides preventive information and referrals to community and University resources for survivors of sexual violence.

<http://wellness.uchicago.edu>

773.702.8247

On-Campus Student Health Insurance Coordinators from UnitedHealthcareStudentResources, the administrators of U-SHIP, are available to answer questions about benefits and assist with claims.

uchicagoadvocates@uhcsr.com

(773) 834-1554 (option #2)

Administration Building, Room 231

STUDENT LOAN ADMINISTRATION (SLA)

<https://sla.uchicago.edu/>

(773) 702-6061

970 E. 58th St., Room 411, Chicago, IL 60637

The Student Loan Administration Office (SLA) has four specific functions:

- 1) SLA processes student loans and work-study for students in the **graduate and professional schools and divisions (includes the Graham School of General Studies and certificate program students), except Booth and Medical**. Students at the [Booth School of Business](#) and the [Pritzker School of Medicine](#) should contact the financial aid office at their school for more information.
- 2) SLA conducts entrance and exit loan counseling for **all students** receiving federal student loans;
- 3) SLA disburses loan funds to **all students** receiving federal student loans; and
- 4) SLA services and collects for all Federal Perkins and institutional loan programs.

Office Hours: Monday-Friday, 9:00 a.m.-4:00 p.m.;

Summer Hours: Monday-Friday, 9:00 a.m.-3:00 p.m.

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UNIVERSITY COMMUNITY SERVICE CENTER (UCSC)

<http://ucsc.uchicago.edu>

773 753 4483

5525 S. Ellis, Suite 160

Chicago, IL 60637

UCSC fosters the development of civic-minded students by providing substantive community service opportunities through community partnerships based on mutual trust and respect. The Center is a student-driven, community-service oriented office within Campus & Student Life that is accessible to our student interns 24/7. UCSC offers year-round programming that augments in-class learning and derives much of its success from the transparent interactions between students and the community.

Programs supporting Graduate Students:

- [Community Service Fund](#) – provides funding for Recognized Student Organizations doing service activities
- [Days of Service](#)
- [Off-campus Federal Work-Study](#)
- [Summer Links Internship Program](#) – paid, full-time internships with Chicago-area nonprofit organizations
- [Volunteer Referral](#) to agencies throughout the Chicago area
- UCSC Internship program – academic-year and summer internships coordinating UCSC's programs

Staff liaison for graduate students

David Hays, Assistant Director, dhays@uchicago.edu, 773.834.1159

UNIVERSITY OF CHICAGO LIBRARY

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The Library's mission is to provide comprehensive resources and services in support of the research, teaching, and learning needs of the University community.

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Detailed information on discipline-specific books, journals, indexes and databases is available in the Library's Research Guides at guides.lib.uchicago.edu. The Special Collections Research Center (lib.uchicago.edu/spcl), located on the first floor of the Regenstein Library, houses rare books, manuscripts, the University Archives and the Chicago Jazz Archives.

Services

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- Subject Specialists
- Dissertation Office
- Library Instruction
- Curriculum Support
- Consultations

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Contact a librarian who specializes in your discipline at lib.uchicago.edu/e/su/subjects.

**DIRECTORY OF GRADUATE SERVICES TEAM MEMBERS AND
GRADUATE PROGRAM ADMINISTRATORS**



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- Do you have a question about University services and you don't know where to turn?

ASK THE GARGOYLE!

- Does your student have a question about the University that you can't answer?

ASK THE GARGOYLE!

“Ask the Gargoyle” is a service that allows students, faculty, and staff to **ask questions and get answers** about University of Chicago services, policies, procedures, and more. No question is too small, no inquiry is too complex—The Gargoyle will find the answer!

Who: Students, faculty, and staff

What: Ask questions and get answers about UChicago services, policies, procedures, and more!

When: The Gargoyle will usually respond to you within 2 days of receiving your question.

Where: Answers to frequently asked questions will also be posted on Graduate Student Affairs' Facebook page, “UChicago Graduate Student Affairs,” and the Graduate and Professional Student Gateway, <http://grad.uchicago.edu>.

Why: To get information on academic matters, financial matters, campus life, life in Chicago, health and safety, and policies and regulations.

How: e-mail your question to askthegargoyle@uchicago.edu



No question is too small, no inquiry is too complex:

The Gargoyle will find the answer!