

**A First-Year Student's Guide to Academic Advising, Selecting a Major, Choosing and Registering for Courses, and More**



THE  
**ROADMAP**

**A Handbook for Academic Advising  
2011-2012**



# Table of Contents

## Welcome to Lewis University!

You began to travel a new road in your educational career when you were accepted for admission to Lewis University. During your first year, you will make important early decisions about your academic program, the courses you will take, and the career you choose. By the time you are ready to graduate, you will have taken more than 40 courses and earned a minimum of 128 semester hours of credit.

You may enjoy the flexibility of charting your own course—setting up your own schedule and choosing some of the classes you will take. The major area of study you select will influence a good number of those classes as will the general education portion of your degree program. To help you along the way, the Lewis University advising system will provide the directions and assistance you need to get where you want to go.

Our faculty advisors, First Year Mentors, and the staff in the Leckrone Academic Resource Center (LARC) will help you set up your degree plan and assist you with your choices. This handbook will be an important resource for you too, so keep it nearby and consult it often.

You should make full use of the academic advising system to help you successfully achieve your goal of earning a Lewis degree. We wish you success in your academic career at Lewis.

*The Faculty and Professional  
Staff of the Leckrone  
Academic Resource Center  
(LARC)*

## The Basics

|  |   |
|--|---|
| How to Use This Handbook.....                        | 3 |
| Academic Advising at Lewis .....                     | 3 |
| How the Advising System Helps You .....              | 3 |
| The Advising and Registration Process (Diagram)..... | 4 |
| The Advising and Registration Process .....          | 5 |
| Identifying Your Advisor.....                        | 6 |
| Meeting with Your Advisor .....                      | 6 |
| Advising Resources.....                              | 7 |
| General Education Requirements.....                  | 8 |
| Choosing a Major.....                                | 9 |

## Roadside Assistance

|   |    |
|---|----|
| Leckrone Academic Resource Center .....         | 10 |
| Office of Multicultural Student Services .....  | 10 |
| Office of International Student Services .....  | 10 |
| Center for Health and Counseling Services ..... | 10 |
| Deans' Offices .....                            | 10 |
| Your First Year Mentor.....                     | 10 |

## Helpful Directions

|                                   |       |
|-----------------------------------|-------|
| General Education Paradigms ..... | 11-13 |
| List of Majors and Minors .....   | 14-15 |

## FAQs, Other Information and Worksheets

|   |            |
|---|------------|
| Frequently Asked Questions (FAQs) .....       | 16         |
| Glossary .....                                | 17-18      |
| What's Your Plan for General Education?.....  | 19         |
| What's Your Plan for Your Major/Minor? .....  | 20         |
| Sample Registration Worksheet.....            | 21         |
| Directory of Advisors and Support Staff ..... | 22-23      |
| Forms and Where to Get Them.....              | 23         |
| Important Dates.....                          | Back Cover |

## How to Use This Handbook

This handbook is titled the *Roadmap* because it charts the way for making progress toward your degree at Lewis. It provides information, procedures, and directions. It's a tool that will help you understand Lewis and draw on the University advising system to get the most out of your academic program and college life. This booklet will get you started by describing how the University works and the systems that are important to you.

The *Roadmap*, along with the First Year Mentor in your Introduction to the College Experience (ICE) class, and your academic advisor, will be a valuable resource to you as you prepare your schedule for next semester and throughout your time as a Lewis University student.

## Academic Advising

Academic Advising is a system established by the University to help students plan and carry out their educational programs at Lewis. Academic advising is an ongoing process that is based on a close student-faculty advisor relationship. It is designed to assist students in making academic choices for majors, minors or course selection.

## How the Advising System Helps You

The advising system is designed to help you accomplish a number of tasks...here are a few:

### Get the Correct 128 Hours

To earn your bachelor's degree you must complete a minimum of 128 semester hours of courses. Students often exceed this number. But, these aren't just any courses. Some are required by either your major or minor or as General Education courses. But you will also have many choices. With the help of your advisor and the many departments and offices that work with students, you will make the best choices and progress toward your goals.

### Keep Track of Progress

Your advisor keeps a record of your academic progress. If you change advisors, perhaps as a result of changing majors, your file is sent to your next advisor. You work with your advisor by keeping your own up-to-date record of all of the courses you have completed, the grades you have earned, and information you have received from the Registrar or your academic department. You should also have a tentative plan for the courses that you know you still have to take. Your advisor can provide you with an unofficial copy of your transcript or you can access it online by visiting [www.lewisu.edu](http://www.lewisu.edu) and by navigating to *Current Students*,

*Online Registrar*, *View Student Records Online*. Your student ID # is your login. You can find your student ID # on your identification card. When you log on for the first time your PIN number will be your birth date (e.g. 08281985). After that you can change your PIN to some other number. Tip: It's a good idea to keep on hand a complete file of originals or copies of any document that you receive from any office in the University.

## Explore Career Choices, Options and Ideas

You may already be sure of your career direction. Or you might have some ideas about your career, but want to explore some options. Or you may be unsure about which career to pursue.

Your advisor and the chair of an academic department in which you have an interest know the kinds of careers or jobs available in this field. They can help you decide if a major matches your interests. They also know about graduate schools and internships. The Career Services staff in LARC can help you discover not only the career that matches your interests and talents, but also identify the major that suits your ambitions and abilities.

## Get the Most Out of College Life

Semester hours and scheduled classes are the mechanics that organize your college program and open learning opportunities to you. These help you gain a well-rounded college experience. Out-of-class events and activities also make important differences in your enjoyment of college life and in your learning. Lewis' busy extracurricular calendar offers lectures, plays, musical performances, presentations and discussions through the Arts & Ideas series. LARC provides workshops on time management and study skills. And, of course, there are student organizations, athletics and other activities in which you might participate.

## Get Ready for Life After College

Any major or career you choose has its own standards for professionalism, expectations and networks. While you are at Lewis, one of your goals should be to become an informed and productive professional. Your advisor and other concerned faculty and staff members can guide your initiation into your chosen profession. The Career Services staff in LARC also can help you with career exploration, choosing a major, developing your resume, establishing contacts with potential employers, and preparing for a job interview.

# The Advising and Registration Process

## Step 1

- Your First Year Mentor introduces you to the University's advising process in ICE class
- Read the *Roadmap* booklet
- Identify your advisor

## Step 2

- Review the *University Course Schedule*
- Develop your own sample schedule
- Make an appointment with your advisor

## Step 3

- Review sample schedule with your advisor and discuss; make appropriate modifications
- Get Registration Access Code (or PIN) and advisor's signature

## Step 4

- Register on the designated day and time either online or in person

# The Advising and Registration Process

The diagram on the left depicts the four primary steps in the advising and registration process. Each of the four steps is described below and in greater detail throughout this handbook.

## STEP 1: Learn and Discuss the Process

**GOALS:** Learn more about the advising and registration process through your ICE class and by reading this *Roadmap* booklet. Identify your academic advisor.

Your First Year Mentor will introduce you and your peers to the advising and registration process during your Introduction to the College Experience (ICE) class. This process will be different from the one you experienced in SOAR over the summer. More responsibility for the advising and registration process rests upon YOU. This *Roadmap* booklet will serve as your guide and will be reviewed with you in class. Once you have selected a major, go to the department chair's office and ask for the name of your advisor. Check on your advisor's office hours and drop in to introduce yourself. If you have not selected a major yet, see a member of the Career Services staff in LARC for an advisor.

## STEP 2: Prepare to Meet with Your Advisor

**GOALS:** Become familiar with the *University Course Schedule* booklet, develop a sample schedule to share with your advisor, and make an appointment with your advisor.

Prepare to meet with your advisor by reviewing a copy of the *University Course Schedule* booklet for the upcoming spring semester. (The booklet is published each semester in the eleventh week of the term.) It is available online and in print in various locations on campus.

Look through the course schedule and make a tentative list of the courses you need (and want) to take that best fit your schedule. In the meantime, schedule an appointment with your advisor and check your account in the Business Office either in person or online. If you have questions or concerns about your account, the staff in the Business Office will be happy to help you.

## STEP 3: Meet with Your Advisor

**GOALS:** Meet with your advisor and discuss the sample schedule you developed in ICE class. Make appropriate modifications based on the advice you receive from your advisor. Obtain the Registration Access Code (or PIN) from your advisor, as well as his or her signature on the green or yellow registration card.

Keep your appointment with your advisor. Arrive on time and be prepared to spend about 30 minutes in the session. Don't be surprised if you find that you are doing some long-range planning for the semesters ahead, too. Your course audit will be very useful to help you chart your progress in meeting General Education requirements and courses for your major and minor.

At the end of your meeting with your advisor, you should have a completed registration form listing the courses you will take next semester. You and your advisor must sign this form. If you are registering online, your advisor will give you a Registration Access Code (sometimes called a PIN) that will act as the advisor's electronic signature (these access codes change each semester). You are now ready to register.

You may take up to 18 semester hours each semester. If you and your advisor decide that it would be a good idea for you to take 19 or more hours and your academic record indicates that you can successfully handle an overload, you must seek signed permission from the Dean of your college.

## STEP 4: Register for Classes

**GOALS:** Log on to *College Register* or visit the Registrar's Office in person to officially register for classes.

You have the option of registering in person at the Registrar's office or online at [www.lewisu.edu](http://www.lewisu.edu) by navigating to *Lewis Students, Register/Online Records, Undergraduate/Graduate Students*. In either case, you will need the registration card that has been signed by your advisor. For online registration, you will also need the Registration Access Code (or PIN) that your advisor gave you. Registration usually begins in the fourteenth week of the semester. You can find this information under "Online Registration Instructions" published in the *University Course Schedule*.

If it becomes necessary for you to make a change in your schedule, there is a small window of time once the semester begins to make these changes. You may add and drop courses within the first week of the term. Never make a schedule change without first consulting with your advisor and obtaining the proper signatures.

When the *University Course Schedule* for summer and fall 2012 is published in April 2012, go back to step number 2 and prepare a sample schedule, make an appointment with your advisor, and register for classes again.

## Identifying Your Advisor

Your advisor is a faculty member in your major department (or a Career Services staff member if you are undecided about your major) who is committed to helping you plan your degree program. The person who helped you with your schedule at summer orientation is seldom your academic advisor.

To identify your advisor, go to the department office of your major and ask. If you have not selected a major, visit the Career Services Office in LARC. Once you have identified your advisor, drop by her/his office to see when she/he will be available. Faculty members usually post office hours on their office doors. Make note of your advisor's schedule. It changes every semester. Take a few minutes to drop by when you know your advisor will be there and introduce yourself.

Your advisor has practical knowledge of your major and career. Advisors are aware of the special requirements of their fields and the specific regulations or guidelines for obtaining any mandated credentials. They are aware of clinical and professional internship options and opportunities. Advisors are important not only because of their knowledge and connections in their disciplines or fields of study, but also because they have experience and wisdom to share. Take advantage of this career mentoring whenever the opportunity arises.

One of your advisor's responsibilities is to oversee your progress toward degree completion. She/he maintains a degree audit form that lists the courses you have taken and those still to be taken. (It's a good idea to ask your advisor for a copy of this form because it will help you prepare for your next advising meeting and plan for semesters ahead.) Your advisor keeps other records also. These include a copy of your transcript, notes taken at prior advising sessions, drop/add information, and the results of your placement exams and other related documents.

You may want to or need to see your advisor at other times. There will be times when you will want to drop in (or make an appointment) to ask for a signature for registration, for adding or dropping a course early in the semester or withdrawing from one later, or for adding or changing a major or minor. For example, if a course is filled ("closed") that you would like to take, check to see when it will be offered again and plan to take it in a later semester. Substitute another course that you may also need or want. Talk with your advisor about your options. If the course you want is essential but closed, ask the course instructor if she/he will allow you to register. If this is not possible, talk with your advisor about your options.

If you must have the course as a prerequisite AND you cannot be registered as an additional student, talk with your advisor about the possibility of taking the course away from Lewis. Your department chairperson must agree that the outside course is comparable and will give you the base of preparation that is important before taking required Lewis

courses. To exercise this option, however, you must not have exceeded the University's limit of two courses away from Lewis and you must observe the 32-hour rule, which requires that the last 32 semester hours of credit applied toward graduation must be taken at Lewis University. See the *University Undergraduate Catalog* for further information.

You may want to talk to your advisor about personal situations that might affect your academic performance. Advisors often can refer you to others who might assist you.

## Meeting With Your Advisor

You must meet with your advisor at least once per semester to plan your schedule for the next term and to review your academic progress. This usually takes place after the *University Course Schedule* is published. Your advisor will help you coordinate your schedule for the next term and answer questions you may have about requirements for your major, minor or General Education. Your advisor can also help you select electives that might be helpful in your academic or personal areas of interest.

Study the course listings and course descriptions of your major and General Education requirements in the *University Undergraduate Catalog* found online. Remember that your degree program will be guided by the edition of the catalog that was in effect at the time you started at Lewis University. If there are changes in the curriculum and/or requirements, course prerequisites, graduation requirements, housing and health issues, or student affairs issues that affect you, be prepared to discuss these changes with your advisor when you meet to plan your schedule.

Your meeting with your advisor should be a productive exchange. Feel free to present your own ideas and suggestions in your advising session. However, if you want clarification of a response you receive, ask for a time to talk to the department chair.

Nearly every academic action you will take—whether it is registering for classes, declaring a major, or seeking special permission—requires the signature of your advisor, or a faculty member, and, in some cases, the Dean of the college. *Always be sure to get the proper signatures.* Without the right signatures, no permission is official, and it cannot be honored.

## Advising Resources

Two major resources used in the advising process are the *University Course Schedule* and the *Undergraduate Catalog*.

### ***The University Course Schedule***

This booklet contains the detailed list of the anticipated courses to be offered for the upcoming term(s) and the specific times/days classes will be offered. The *University Course Schedule* is published twice yearly: in November for the spring semester and in April for the summer and fall semesters. It is available in print and on the Lewis website.

The *University Course Schedule* has the most current dates and deadlines, so keep it handy. Other important details include:

- Tuition rates, the tuition refund policy, student financial obligations, information on billing and payment, and tuition reimbursement
- Deadlines for course registration and withdrawal (and penalty fees), applying for the pass/fail option, and applying for graduation
- Financial Aid application information and deadlines
- Residence halls and fees
- Final exam schedule
- Study Abroad programs
- How to buy books
- A list of department advising locations
- Academic calendar for the upcoming semesters

### ***The Undergraduate Catalog***

The *University Undergraduate Catalog* is the official document that delineates the academic policies and procedures, college and degree requirements, and course descriptions at Lewis. Students follow the program and graduation requirements included in the Catalog that is in use at the time they entered Lewis University. Your degree program will be governed by the regulations in the 2011-2012 online Catalog. The Catalog is a useful tool that will answer many of your questions about University policies and how to get some things done.

The Catalog is divided into several major parts, including:

#### **General Information**

This section describes the academic guidelines and policies at Lewis. It provides information about admission requirements, financial information and financial aid, the grading system, and student life. General Education requirements are clearly outlined in this section, along with the course options.

#### **Undergraduate Degree Requirements**

This section describes the degree programs offered in each of the Colleges at Lewis. The individual course and credit hour requirements are defined for all majors and minors.

#### **Course Descriptions**

A brief description summarizes the content of each course listed.

## Accessing the Catalog

The *University Undergraduate Catalog* is readily available on the University website ([www.lewisu.edu](http://www.lewisu.edu)). Navigate to *Lewis Students* and then click on *Catalogs* among the menu options on the left side of the screen. Select the *2011-2012 Undergraduate Catalog*.

## How to Read the Catalog

Begin with the General Education Requirements. Check the course descriptions and match them to the General Education (Gen. Eds.) course options. This will help you to select the courses that interest you and to get a good idea of what you will learn in the required courses. Use the “What’s Your Plan?” chart at the back of this booklet to begin to plot the courses you will take. It is a good idea to print copies of the sections of the catalog containing general education requirements and requirements for your intended major. Keep them available for future reference.

## Course Numbering

Notice that a two-digit number designates each academic area. For example, psychology is 26; business administration is 61; nursing is 30. This number serves as a prefix for all course numbers in that department. For example, the course number for the General Education requirement Introduction to Philosophy is 15-110.

Most Gen. Eds. are lower-division courses. That is, they carry a course number between 100 and 299. These may be taken at any time, but students generally complete most of their Gen. Eds. in the first and second years.

Look at your major and minor in the Degree Requirements section. If you are unsure of your major, this will be a good way to shop around – to get some idea of which areas appeal to you the most. Look carefully at the requirements for each major or minor. Note where there are prerequisites. In your early program planning, think about how you might sequence your courses. Compare the courses to the course descriptions.

Courses in the majors and minors are both lower- and upper-division. Upper division courses are the more advanced courses and carry a number of 300 to 499. For example, the number for Physical Chemistry II is 03-305.

## Policies and Guidelines

Once you have reviewed your degree curriculum and Gen. Ed. requirements, go to the General Information section of the catalog and carefully review University policies. Information regarding Academic Guidelines and Academic Policies is very valuable because it explains specific University and college directives. This section also includes “Student Responsibilities and Appeals,” which explains the regulations, as well as recourse you may take, should you find yourself in an academically unfavorable position.

## General Education Requirements

Sometimes called “Gen. Eds.,” General Education requirements are a group of courses in six areas that are required of all students. Every college and university requires a Gen. Ed. or core curriculum. Gen. Eds., when combined with courses in your major and minor, and with electives, complete your bachelor’s degree requirements.

### Why Gen. Eds.?

This series of required courses fulfills several purposes in your education:

- Gen. Ed. courses work in harmony with the courses in your major and minor areas, providing grounding in specific disciplines and fields of study. The knowledge and skills gained in these courses will complement your more advanced studies.
- Gen. Ed. courses provide a broad educational base that will serve you well throughout your career and your life. The curriculum as a whole prepares you with the knowledge, skills, and values to be an effective citizen, worker, parent, investor and patron of culture.
- The Lewis University General Education mission-related course series has a unique purpose. This curriculum helps set your education apart from that offered in any other institution. These Gen. Eds. are designed to foster the University Mission.

The Mission-related courses within the Gen. Eds. place a high emphasis on the University’s Catholic identity, Lasallian tradition and respect for persons of diverse cultures.

- *Theology* courses encourage spiritual exploration and provide a sense of the place of religion in human experience.
- *Action and Values* courses enable students to develop personal values and to engage in ethical decision-making.
- *Cultural Diversity* provides a detailed examination of the diverse nature of American society and encourages the development of community through discovery of shared experiences.
- *Introduction to the College Experience (ICE)* assists you in your transition from high school to college and builds upon what you learned during your SOAR experience.

The Gen. Ed. curriculum is designed to offer you experiences in areas that you might not otherwise have. For example, the Culture and Civilization series will not only offer you a foundation of knowledge in Western and non-Western cultures, but will also give you the chance to experience, to learn, and to be entertained by live performances, lectures, and exhibits in the *Arts & Ideas* program.

### What’s Required?

For students entering Lewis University, either as first-year students or as transfer students who have earned fewer than

29 semester hours of credit, 52 semester hours of Gen. Eds. are required. Students transferring in 30 or more semester hours to Lewis must take 45 semester hours of Gen. Eds.

The areas of study include communication, fine arts/humanities, social science, mathematics/science, Mission-related courses, and advanced writing. Within these areas are both required courses and groups of courses from which you may choose. Your major may specify the advanced writing and math/science requirements so check the *University Undergraduate Catalog* and consult with your advisor about which courses you should take.

A chart specifying the Gen. Ed. requirements and the courses that fulfill them is in the *University Undergraduate Catalog* in the Academic Guidelines section and may be found in this Roadmap under “Helpful Directions.”

### What’s the Plan? Mapping Your “Gen. Eds.”

From the beginning, start with a plan for meeting your General Education requirements. Spend time reviewing the *University Undergraduate Catalog* section on General Education requirements, and study the “Course Descriptions” section. Go over each course and decide which ones most appeal to you. Make a list of these. Compare them to the Gen. Ed. list.

You will find a chart in this booklet labeled “What’s Your Plan for General Education?” that will help you make a plan for your Gen. Ed. courses. You can use this page as a checklist to mark those courses you have completed and those you still need to take.

## Academic Policies

The University’s academic policies and guidelines are designed to ensure that your academic program will be sound and maintain the integrity of the Lewis University name. Policies and guidelines generally govern four areas:

- Standards and process for admission to the University;
- Requirements and procedures for maintaining matriculation (continued registration and status as a degree-seeking student);
- Requirements for special learning opportunities including Independent Study, Study Abroad, coursework away from Lewis, to name a few;
- Standards for academic achievement and progress as well as criteria for graduation.

Many of these policies and guidelines are addressed directly in this booklet. The matter of course load, the 32-hour rule, and coursework away from Lewis are covered here. However, policies that have to do with grading, qualification for the Deans’ List, academic appeals and other matters are described in detail in the *University Undergraduate Catalog*.

It is your responsibility to become familiar with the policies and guidelines. This will help you plan and manage your degree program. Your advisor can help you understand and apply the policies to your situation.

## Choosing a Major

### The Major

The major is a tradition and an expectation in college. It is designed to educate and ground you in a specific discipline or field of study and prepare you for a career. The major you choose will shape and define the rest of your degree program and many of your extracurricular activities. It will focus your options for internships, clinical experiences, or practicums. It will influence the campus organizations you join and, perhaps, the kind of part-time or summer job you choose.

When you apply for your first job, your prospective employer will want to know your major field of study. But the employer will understand that you also acquired and developed other skills through your major study. These are important because they are transferable to the workplace and will make you more adaptable to many positions, thus offering you more job options.

Check pages 14 and 15 in this booklet for the list of majors and minors.

### Selecting a Major

The major you select should be something you have a clear interest in and that will lead to a career or field that you find attractive. If your major allows, you may want to take a variety of courses outside your major to expose or develop new interests, or you may decide that two majors interest you and that together they can lead you to a specific career. If so, you may do a “double major.” You may, in fact, do a “triple major.” However the triple major requires a special review by the departments involved and permission of the college Dean. Depending on your choices, it may be that your additional major(s) will increase the number of semester hours you must have to graduate. Your advisor can help you make these choices. In any case, at least one major is required for graduation from Lewis University. You may also select a minor, but this is not required for graduation.

### Undecided?

If you are unsure about which major to choose, you will have some time to think about it. If you are entering the University for the first time, you will have about three terms to weigh your options (unless your major is very large and includes many required courses). You must declare your major before completing 58 semester hours of coursework. Your Gen. Ed. courses can help you because they will expose you to a variety of subject areas. You might find unexpectedly that you really enjoy one of these and select it as a major.

### Planning Your Major

Each major has its own set of required courses and specific number of credit hours. The number of required semester hours varies by major. Some majors will consume a greater percentage than others of the total hours you need for graduation. For example, a Business Major may require more than 60 semester hours – that’s nearly one-half of the

hours needed to graduate. A Broadcast Journalism Major needs 51 hours, while the English Literature and Language Major requires 36 hours. Most majors have a *core* of required courses. The remaining credit hours may allow for more choices and options.

Frequently, a major class requirement may also satisfy a Gen. Ed. requirement. For example, Macroeconomics is required for all tracks in the College of Business as well as for General Education.

Follow the right program for your concentration. Specialties in a major are called concentrations. Each has its own requirements. For example, the Art Major has five concentration areas and the Communication Major has eight. The concentration you choose may specify the type of degree you will be awarded: Bachelor of Science or Bachelor of Arts.

The *University Undergraduate Catalog* in effect when you enter will be used to evaluate your coursework for graduation. Even if the University makes curricular changes, your degree program will not be affected. Consult the catalog from time to time to be sure you are following the specifications of your major, minor, and general education requirements. Read the catalog carefully and see your major advisor for interpretations.

### Declaring a Major

To enter a major, you must formally declare one. If you specified a major on your application form, that is your declared major. If not, you will need to submit a Declaration of Major form to the Dean of the appropriate college with the approval of the major department chair. Forms are available from the Dean’s Office. See the Academic Policies section of the *University Undergraduate Catalog* for more information.

### Choosing a Minor

The minor is designed to offer you a smaller, concentrated area of study in addition to the major. Usually, the minor selected complements the major and expands skills. Careful selection of a minor can enhance an applicant’s attractiveness to an employment recruiter.

Lewis University does not require a minor for graduation. If you choose not to pursue a minor, then your degree program will consist of Gen. Eds., the major, and electives. Most major areas also offer minors. This booklet includes a list of both majors and minors. The complete description of minors and requirements is in the *University Undergraduate Catalog*.

## Roadside Assistance

### Leckrone Academic Resource Center (LARC)

LARC is a multi-faceted academic resource center located in Benilde Hall. Through Academic and Career Services, the Center helps students (both traditional and adult) improve academic performance through advising, tutoring, and innovative academic programs. These programs focus on strategies proven to help students succeed in the University and beyond graduation by creating learning communities, achieving competency in important academic and professional skills, and providing an enriched educational experience. Also, students with questions about degree requirements, University regulations and services, or students in need of help with career and employment concerns, study skills, reading, writing, test-taking, or advising will find help at LARC.

LARC programs can help you improve and flourish in your academic work through individual assistance, advisors and peer tutors, groups, seminars and workshops. Services address areas such as learning strategies, study skills, course content assistance, learning disabilities, reading, writing, math, program advisement, multimedia projects, and enriching student success.

As soon as you start thinking about a major, the staff in the Career Services Office can help you explore opportunities. If you are undecided, career counseling along with career inventory services, computer-assisted assessments, and the career resource library can help you. If you have a good sense of your career direction, Career Services staff can help you prepare your credentials and résumé, or find an internship or contact an employer. If you are interested in part-time job opportunities, you may contact Career Services for job listings.

### Deans' Offices

The Dean's Office in each College is an important resource for you. Each college has its own Dean. The Dean is the chief academic officer of the college. It is the Dean's role to ensure the academic integrity of your educational program and to carry out college policies. The Deans work with department chairs and advisors to facilitate your progress through your degree program.

The Dean's Office is often the last stop for obtaining approval for many of the regular and special requests you will have during your time at Lewis University. While your faculty and advisors always will be your best help, the Deans are also available to assist you or advise you when circumstances go beyond the routine.

### Office of Multicultural Student Services

The Office of Multicultural Student Services located in the Brother Raymond McManaman Cultural Center (within the Student Union) and its mission is to increase access, academic success, and retention and graduation rates for all students of color at Lewis University. It does so through advising, program development, mentoring and by promoting an appreciation of diversity throughout the campus community. This office also provides the entire campus a safe place to discuss issues around diversity in our daily lives and in developing good citizens of the world.

### Office of International Student Services

International Student Services, located in the Brother Raymond McManaman Cultural Center (within the Student Union) serves as a liaison for international students and the USCIS: United States Citizenship and Immigration Service. It fosters communication between the University community and international students.

### Center for Health & Counseling Services

Lewis University's Center for Health & Counseling Services, located in the lower level of Mother Teresa Hall, can provide you with assistance in managing your personal concerns. The office provides personal counseling and assistance with issues or problems that may interfere with your academic success or quality of life. The staff can provide referrals to community resources and to substance abuse resources. In addition, the nursing and physician staff can treat minor illness and injuries and assist you with other medical needs.

### Your First Year Mentor

Faculty and staff who teach Introduction to the College Experience (ICE) courses are known as First Year Mentors. Faculty members who teach ICE come from a variety of disciplines such as math, science, English, theology or nursing. Staff members who teach ICE are often recent graduates of Lewis University who work here in a variety of capacities, while some are long-serving professional staff who simply want to help first-year students succeed during their first year of college. Regardless of their background, First Year Mentors are here to assist you.

Your First Year Mentor will guide you through the registration and advising process during the early part of the fall semester as part of your ICE class. He or she will be available to answer many of the questions that you might have about preparing your schedule, registering for classes, and using the online registration system at Lewis University. Never hesitate to ask your First Year Mentor about any part of the registration and advising process.

## Helpful Directions

*Which checklist is for you? If you are a first year student or a transfer student transferring in less than 30 hours of credit, select one of the following two lists based on the degree you are seeking. If you are transferring 30 or more hours from another college, use the third list.*

### General Education Checklist for First-Year Students Earning a B.A., B.S., or B.E.S. Degree (0-29 transfer credit hours)

#### Communication

- College Writing I (06-111) Prerequisite for all 200-level English courses
- College Writing II (06-112) Prerequisite for all 300-level English courses
- Introduction to Human Communication (10-112)

#### Fine Arts

- Fine Arts: Choose one of the following.
  - Art: Art Appreciation (01-241), Art History I (01-391), Art History II (01-392), Topics in Art (01-393)
  - Music: : Music for the Listener (14-110), A History of American Popular Music (Non-Majors) (14-115), History of African American Music (14-116), History of Jazz (14-117), Music History I (14-311), Music History II (14-312), History of American Music (14-313)
  - Theatre: Introduction to the Theatre Experience (22-135), Modern Drama (22-330), History of Theatre I (22-431)

#### Humanities

- Culture and Civilization I (09-101)
- Culture and Civilization II (09-102)
- Introduction to Philosophy (15-110)
- Literature: Choose one.
  - English courses numbered 06-220 through 06-238 and English courses numbered 06-331 through 06-360

#### Social Science

- Social Science: Choose one of the following.
  - Political Science: American National Government (18-200), State and Local Government (18-210)
  - Psychology: General Psychology (26-100)
  - Sociology: Principles of Sociology (20-100)
- Economics: Choose one of the following.
  - The American Economy (04-195), Basic Macroeconomics (04-200)

#### Mathematics/Science

- Mathematics: Choose one of the following.
  - Math: College Mathematics (13-115), Intermediate Algebra (13-119), Mathematical Analysis (13-120), Calculus I (13-200), Discrete Mathematics (13-210), Calculus for the Life Sciences (13-211), Applied Calculus (13-240)
  - Management Science: Finite Mathematics (24-230), Business Calculus (24-240)
  - Psychology: Statistics for the Social Sciences (26-303)
- Science: Choose two of the following.
  - Biology: Introduction to Biology (02-100), Introduction to Environmental Science (02-106), Human Heredity (02-107), Introduction to Human Biology (02-108), General Biology I (02-110), Integrated Science II (02-122), Environmental Science for Educators (02-250)
  - Chemistry: Introductory Organic and Biochemistry (03-105), Topics in Chemistry (03-106), Chemistry of Hazardous Materials (03-107), Chemistry and the Environment (03-108), Chemistry and Society (03-109), General Chemistry I (03-110), Introduction to Forensic Chemistry (03-122)
  - Physics: Elementary Laboratory Physics (17-100), Topics in Physical Science (17-106), Weather and Climate (17-110), Integrated Science I (17-120), College Physics I (17-200), General Physics I (17-210)
  - Aviation: Aviation Physics I (46-201), Aviation Physics II (46-202), Meteorology I (47-250), Meteorology II (47-252) (Aviation Majors: See University Undergraduate Catalog for special instructions regarding these courses)

#### Mission-Related Courses

- Cultural Diversity (20-290)
- Theology: Choose one 100-level theology course and one 200-level course. (Note: Either 19-100 or 19-106 is a prerequisite for any 200-level course).
- Action and Values: Choose one of the following.
  - Philosophy: Ethics (15-330)
  - Theology: Christian Action and Values (19-310)
- Introduction to College Experience (76-100) (for students entering with 0-11 transfer credits transferred from another college)
- Advanced Writing: See particular requirements of the Major as listed in the *University Undergraduate Catalog*.

## General Education Checklist for First-Year Students Earning a BSN Degree (0-29 transfer credit hours)

This list includes General Education courses and non-Nursing support courses required for the Major.

### Communication

- College Writing I (06-111) Prerequisite for all 200-level English courses
- College Writing II (06-112) Prerequisite for all 300-level English courses
- Introduction to Human Communication (10-112)

### Fine Arts

- Fine Arts: Choose one of the following.

Art: Art Appreciation (01-241), Art History I (01-391), Art History II (01-392), Topics in Art (01-393)

Music: : Music for the Listener (14-110), A History of American Popular Music (Non-Majors) (14-115), History of African American Music (14-116), History of Jazz (14-117), Music History I (14-311), Music History II (14-312), History of American Music (14-313)

Theatre: Theatre Appreciation (22-135), Modern Drama (22-330), History of Theatre I (22-431)

### Humanities

- Humanities: Choose three of the following.

Culture and Civilization I (09-101)

Culture and Civilization II (09-102)

Introduction to Philosophy (15-110)

Literature: English courses numbered 06-220 through 06-238 and English courses numbered 06-331 through 06-360

### Social Science

- Psychology  
General Psychology (26-100), Theories of Personality Development (26-220)\*
- Economics: Choose one of the following.  
The American Economy (04-195), Basic Macroeconomics (04-200)

### Mathematics/Science

- Mathematics  
Psychology: Statistics for the Social Sciences (26-303)
- Science: Choose two of the following.  
Biology: Anatomy and Physiology I (02-101) and Lab (02-102)\*, Anatomy and Physiology II (02-103) and Lab II (02-104)\*, Microbiology (02-225)\* and Lab (02-227)\*  
Chemistry: Introductory Organic and Biochemistry (03-105)
- Mathematics or Science

### Mission-Related Courses

- Cultural Diversity (20-290)
- Theology - Choose one 100-level theology course and one 200-level course (Note: Either 19-100 or 19-106 is a prerequisite for any 200-level course).
- Action and Values  
Philosophy: Ethics (15-330)
- Introduction to College Experience (76-100) (for students entering with 0-11 transfer credits)

### Advanced Writing

- Nursing Research (30-301)

\*Required support courses for the BSN program

## General Education Checklist for Transfer Students earning a B.A., B.S., B.E.S., or BSN Degree (entering with 30 or more transfer credit hours)

### Communication

- College Writing I (06-111) Prerequisite for all 200-level English courses
- College Writing II (06-112) Prerequisite for all 300-level English courses
- Introduction to Human Communication (10-112)

### Fine Arts/Humanities: Choose three of five below.

- Fine Arts:
  - Art: Art Appreciation (01-241), Art History I (01-391), Art History II (01-392), Topics in Art (01-393)
  - Music: Music for the Listener (14-110), A History of American Popular Music (Non-Majors) (14-115), History of African American Music (14-116), History of Jazz (14-117), Music History I (14-311), Music History II (14-312), History of American Music (14-313)
  - Theatre: Theatre Appreciation (22-135), Modern Drama (22-330), History of Theatre I (22-431)
- Culture and Civilization I (09-101)
- Culture and Civilization II (09-102)
- Introduction to Philosophy (15-110)
- Literature
  - English courses numbered 06-220 through 06-238 and English courses numbered 06-331 through 06-360

### Social Science: Choose three from the two areas below.

- Social Science
  - Political Science: Federal Government (18-200), State and Local Government (18-210)
  - Psychology: General Psychology (26-100)<sup>2</sup>
  - Sociology: Principles of Sociology (20-100)
- Economics
  - The American Economy (04-195), Basic Macroeconomics (04-200)

### Mathematics/Science

- Mathematics: Choose one of the following.
  - Math: College Mathematics (13-115), Intermediate Algebra (13-119), Mathematical Analysis (13-120), Calculus I (13-200), Discrete Mathematics (13-210), Calculus for Life Sciences (13-211), Applied Calculus (13-240)
  - Management Science: Finite Mathematics (24-230), Business Calculus (24-240)
  - Psychology: Statistics for the Social Sciences (26-303)<sup>2</sup>
- Science: Choose two of the following.<sup>1 3</sup>
  - Biology: Introduction to Biology (02-100), Introduction to Environmental Science (02-106), Human Heredity (02-107), Introduction to Human Biology (02-108), General Biology I (02-110), Integrated Science II (02-122), Environmental Science for Educators (02-250)
  - Chemistry: Introductory Organic and Biochemistry (03-105), Topics in Chemistry (03-106), Chemistry of Hazardous Materials (03-107), Chemistry and the Environment (03-108), Chemistry and Society (03-109), General Chemistry I (03-110), Introduction to Forensic Chemistry (03-122)
  - Physics: Elementary Laboratory Physics (17-100), Topics in Physical Science (17-106), Weather and Climate (17-110), Integrated Science I (17-120), College Physics I (17-200), General Physics I (17-210)

### Mission-Related Courses: Choose three from the three areas below, including one Theology course. Two Mission-Related Courses must be taken at Lewis.

- Cultural Diversity (20-290)
- Theology: Choose one 100-level theology course and one 200-level course. (Note: Either 19-100 or 19-106 is a pre-requisite for any 200-level course).
- Action and Values: Choose one of the following.
  - Philosophy: Ethics (15-330)<sup>2</sup>
  - Theology: Christian Action and Values (19-310)<sup>4</sup>
- Advanced Writing: See particular requirements of the Major as listed in the University Undergraduate Catalog.

<sup>1</sup> Aviation Majors: Science required courses are the same as those listed on page 12 of this book.

<sup>2</sup> Nursing Majors: Required.

<sup>3</sup> Nursing Majors: Science required courses are the same as those listed on page 13 of this book.

<sup>4</sup> Nursing Majors: Not required.

## More Helpful Directions

*Here is a list of Majors and Minors offered by Lewis University. You must declare your Major before completing 58 semester hours of credit. A Major is required for graduation; a Minor is not.*

### **Majors and Minors in the College of Arts and Sciences**

#### **Department of Art and Design**

B.A. in Computer Graphic Design  
B.A. in Drawing  
B.A. in General Studio Art  
B.A. in Illustration  
B.A. in Painting  
Minor in Art

#### **Department of Aviation and Transportation Studies**

B.S./A.S. in Aviation Flight Management

##### *Minors:*

Aviation Flight Management  
Aircraft Dispatch  
B.S. in Aviation Maintenance Management

##### *Minor:*

Aviation Maintenance Technology  
A.S. in Aviation Maintenance Technology

Certificate in Aviation Maintenance Technology

B.S. in Avionics

B.S./A.S./Minor in Air Traffic Control

B.S./Minor in Aviation Administration

B.S. in Aviation Security

B.S. in Transportation Administration

M.S. in Aviation and Transportation

#### **Department of Biology**

B.A./Minor in Biology

B.S. in Biology

##### *Pre-Professional Programs:*

Pre-Chiropractic  
Pre-Dentistry  
Pre-Medicine  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physician Assistant  
Pre-Physical Therapy  
Pre-Veterinary Medicine

B.S./B.A./Minor in Environmental Science

##### *Tracks:*

Ecology  
Sustainability  
B.S. in Nuclear Medicine Technology  
B.S. in Radiation Therapy  
B.S. in Diagnostic Medical Sonography  
B.S. in Vascular Ultrasound Technology  
B.S. in Dental Hygiene  
Secondary Education Certificate in Biology (grades 6-12)

#### **Department of Chemistry**

B.S./B.A./Minor in Chemistry  
B.S. in Chemistry: Forensic Concentration  
B.S./B.A./Minor in Biochemistry  
B.S. in Chemical Physics  
– Chemistry Track  
Chemistry Major for High School Teaching Certification (grades 6-12)

#### **Department of Communication**

B.A. in Communication Studies

##### *Minors:*

Communication Studies  
Communication Studies for JLPSS  
B.A. in Mass Communication  
Convergence Journalism Concentration  
*Track 1:* Newswriting/Reporting  
*Track 2:* Online Journalism  
*Track 3:* Broadcast Journalism  
Public Relations/Advertising Concentration  
Corporate Communications Concentration

Radio/TV New Media Concentration  
*Track 1:* Electronic Media Production  
*Track 2:* Radio/Television/Film

##### *Minors:*

Print Journalism, Print Journalism for History, Broadcast Journalism, Online Journalism, Radio/TV Broadcasting, Electronic Media Production, Corporate Communication, Social Media, Public Relations/Advertising

#### **Department of English**

B.A. in English Program One: Language Arts -Teacher Education minor

B.A./Minor in English Program Two: Literature and Language

B.A. in English Program Three: Writing

##### *Minors:*

Creative Writing  
Film Studies  
Professional Writing  
Minors in Foreign Language:  
Arabic Language and Culture  
Chinese Language and Culture  
Spanish Language and Culture  
English Major for High School Teaching Certification (grades 6-12)

#### **Department of History**

B.A./Minor in History

##### *Track:*

Public History

B.A./Minor in Contemporary Global Studies/History

Minor for COB Majors  
History Major for High School Teaching Certification (grades 6-12)

#### **Department of Justice, Law and Public Safety Studies**

B.A./Minor in Criminal/Social Justice Prevention Management

B.A. in Fire Service Administration

B.A. in Forensic Criminal Investigation

B.A./Minor in Paralegal Studies

B.A. in Paralegal Studies – Accelerated Degree Completion

M.S. in Criminal/Social Justice

M.S. in Public Safety Administration

#### **Department of Mathematics and Computer Science**

B.A. in Computer Science

B.S. in Computer Science with emphasis on Video Game Programming

##### *Minors:*

Computer Science  
Cyber Security Science  
B.S./B.A./Minor in Mathematics  
B.S. /M.A. in Computer Science to Information Security  
M.S. in Information Security  
Mathematics Major for High School Teaching Certification (grades 6-12)

#### **Department of Music**

B.A./Minor in Music

B.A. in Music Merchandising

Minor in Music Technology

#### **Department of Organizational Leadership**

B.A. in Organizational Leadership – Accelerated Degree Completion  
B.A. to M.A. in Organizational Leadership  
M.A. in Organizational Leadership

#### **Department of Philosophy**

B.A./Minor in Philosophy

B.A./Minor in Philosophy of Law

#### **Department of Physics**

B.S./B.A./Minor in Physics

B.S.: Physics

–with Associate’s degree in electronics

–with Associate’s degree in non-destructive evaluation

B.S. in Chemical Physics

–Physics Track

Minor in Natural Sciences

*Pre-Professional Program:*

Pre-Engineering

Physics Major for High School Teaching  
Certification (grades 6-12)

### **Department of Political Science/Public Administration**

B.A./Minor in Political Science

B.S./Minor in Public Administration

B.A. in Applied Sociology and Political  
Science-Accelerated Degree Completion

B.A./Minor in Contemporary Global  
Studies/Political Science

Minor for COB Majors

*Pre-Professional Program:*

Pre-Law

### **Department of Psychology**

B.A./Minor in Psychology

B.A./Minor/Certificate in Human Resource  
Management

B.A. in Human Resource Management –  
Accelerated Degree Completion

M.A. in School Counseling

M.A. in Counseling Psychology

Psychology Major for High School  
Teaching Certification (grades 6-12)

### **Department of Social Work**

B.A./Minor in Social Work

### **Department of Sociology**

B.A./Minor in Sociology

B.A. in Applied Sociology and Political  
Science-Accelerated Degree Completion

Minor in Ethnic and Cultural Studies

Minor in Women's Studies

Minor in African American Studies

Minor in Latin American and Latina/o  
Studies

### **Department of Sport and Exercise Science**

B.A. in Athletic Training

Minor in Athletic Coaching

B.A./Minor in Sport Management

Minor in Fitness Management

### **Department of Theatre**

B.A./Minor in Theatre

### **Department of Theology**

B.A. in Theology

–Preparation for Teaching  
or Graduate School

–Concentration in Roman  
Catholic Studies

–Concentration in Pastoral Ministry

Minor in Theology

### **College Degrees**

B.A. in Liberal Arts

Bachelor of Elected Studies

### **For Credit but Not Leading to a Degree**

Aerospace Studies-AFOTC

Culture and Civilization Program

ESL-English as a Second Language

Military Science Army-ROTC

### **Majors and Minors in the College of Business**

B.S./Minor in Accountancy

B.S./Minor in Business Administration

B.A./Minor in Business Studies

B.S./Minor in Computer Information  
Systems

B.A./Minor in International Business with  
concentrations in International Business  
and International Accounting

B.S. /Minor in Economics

B.S./Minor in Finance

B.S. in Information Security and Risk  
Management

B.S./Minor in Marketing

Traditional track

Social Media Marketing track

B.A./Management

Accelerated Degree Completion

Minor in Information Technology  
Management

Minor in Marketing

Minor in Project Management

B.S./Minor in Information Technology  
Management

Accelerated Degree Completion

Minor in Asian Business Studies

#### *Certificates:*

Executive Leadership

Personal Financial Planning

Leadership

Project Management

B.S./M.B.A. Degree Option Program

B.S./M.S. Finance

B.S./M.S. Information Security

M.B.A. – Master of Business

Administration

*Concentrations:*

Accountancy

Finance

Health Care Management

Health Care Informatics

Human Resources Management

Information Security, IT

International Business

IT Management

Marketing

Project Management

Operations Management

Social Media Marketing

M.S. in Finance

M.S. in Information Security

M.S. in Management

Graduate Certificates in Accountancy,  
Finance, Health Care Management,

Human Resources Management,

Information Security,

IT Management, International  
Business, Management, Marketing,  
Project Management, and Operations  
Management, Social Media  
Marketing, Health Care Informatics

### **Majors in the College of Education**

B.A. Elementary Education

B.A. Special Education

B.A. Combined Special Education and  
Elementary Education

Major Secondary Education in the  
following areas: English/Language  
Arts; Mathematics; Science with  
designations in Biology, Chemistry or  
Physics; Social Science with  
designations in History or Psychology

M.A. /M.Ed. Educational Leadership

M.A. Elementary Education

M.A. Reading and Literacy

M.A. Secondary Education

M.A. Special Education

M.Ed. Curriculum and Instruction,  
English as a Second Language

M.Ed. Curriculum and Instruction,  
Instructional Technology

M.Ed. Curriculum and Instruction,  
Literacy and ESL

M.Ed. Curriculum and Instruction,  
Reading Teacher Endorsement

M.Ed. Curriculum and Instruction,  
Teacher Leadership

Certificate of Advanced Studies General  
Administrative Endorsement

Ed.D. Educational Leadership for  
Teaching and Learning

ESL Endorsement without a degree

LBSI Endorsement without a degree

Middle School Endorsement

without a degree

Reading Teacher Endorsement

without a degree

### **Majors in the College of Nursing and Health Professions**

B.A. in Health Care Leadership

B.S. in Nursing with tracks in  
Pre-licensure (Traditional and  
Accelerated) and RN/BSN

M.S. in Nursing with tracks in Nursing  
Education, Healthcare Systems  
Leadership, Adult Nurse Practitioner,  
Family Nurse Practitioner, Clinical  
Nurse Specialist

M.S.N. /M.B.A. Joint Degree

Post Masters Certificates in Nursing  
Education, ANP, FNP, CNS

Healthcare Systems Leadership

DNP (Doctor in Nursing Practice)

## Frequently Asked Questions

### **How do I find out who my advisor is?**

As soon as possible in your first semester at Lewis University, visit the department of your major and ask for the name of your advisor. Your First Year Mentor can assist you with this. If you have not yet decided on a major, visit the Career Services Office in the Leckrone Academic Resource Center (LARC) and request a staff advisor.

### **How do I get into a major or change my major?**

It is always a good idea to discuss your major and career aspirations with your advisor or the chair of the department in which you wish to major. When you are ready to declare a major, complete a Declaration of Major form that you can get from the Dean's Office or LARC. Ask the department chair for a signature of approval. Return the form to the Dean's Office. If you enter Lewis as a first-year student, you must declare your major within the first 58 semester hours. If you specified a major on your application, then that is your declared major. If you enter as a transfer student with more than 58 hours, you must declare your major when you enter Lewis. Changing your major requires that you obtain the approval of the chair of the department sponsoring the major to which you wish to change. The Change of Major form is available in the Dean's Office. For more information about majors and minors, see the Academic Policies section of the *Lewis University Undergraduate Catalog*.

### **What if I don't know what I want to major in yet?**

Talk to an advisor in Career Services about your interests and ways of exploring majors and careers that you may find satisfying. Talk to your instructors who teach in areas in which you have an interest about careers and options in their fields.

### **How do I find out what courses are going to be offered?**

The University publishes a *University Course Schedule* twice a year, and it is also available online. The spring semester schedule is available in November. The schedule for the summer and fall terms is available in April.

### **Can I get advice during the summer?**

Some professors may not be available during the summer. If you have a specific need or concern, go to your Dean's Office or to LARC.

### **What do I do if I'm having a problem with a class?**

It's best to begin by asking your professor for a meeting to discuss your problem with course material or other concerns. However, you may also consult with your advisor, the Chair of the Department, LARC, or the Dean's Office.

### **How many courses should I take?**

The standard undergraduate course load is 15 semester hours. You may take an overload of more than 18 semester hours only if you have the minimum GPA required by your College and permission of your Chair and Dean. Your department chair's signature and the Dean's signature are required on your course registration form if you choose to enroll for more than 18 hours. See also the Academic Policies section of the *University Undergraduate Catalog*.

### **I want to take a class at another university or college. What should I do?**

Discuss this matter with your advisor. If you and she/he agree that the non-Lewis class would benefit you for academic reasons, then complete the Request for Coursework Away from Lewis University form. You must ask the department chair in your major to approve the request. Bring the request to the Dean's Office for approval prior to taking the course away. Please note that the University limits the number of courses that may be taken away from Lewis to six credit hours and requires that your last 32 hours of credit be taken at Lewis University. See the *University Undergraduate Catalog* for policies and details about earning degree credit through CLEP exams and/or prior learning.

### **How do I decide which courses I should take every semester?**

Your advisor is the best person to help you decide. Before visiting your advisor, put together a slate of classes you might take using the *University Course Schedule*. To develop your slate, begin by reviewing the list of General Education courses that you are required to take along with the courses required for your major and minor. Compare these to the courses you may have already taken that may fulfill some requirements. Use the General Education Checklist on pages 12-14 to help you. See also the Academic Guidelines section and the General Education requirements and course options published in the *University Undergraduate Catalog*.

### **What is the procedure for dropping or adding a course?**

You have only one week to add and two weeks to drop a class once the semester has begun. You must drop a course during the first week of class in order to receive a 100% reimbursement. To make a change, use the Add/Drop form and file it with the Registrar's office. You may also drop or add online. When you drop a class, it disappears from your course schedule. Keep in mind that in some cases dropping a course may affect your scholarship/financial aid award.

### **What is the procedure for withdrawing from a class?**

The concept "Withdrawal" refers to removing a course from your schedule after the second week of class. Check the calendar in the *University Course Schedule* for withdrawal deadline. If you need to withdraw from a class after the second week, you must obtain a withdrawal form from the Registrar's office, fill in the proper information, sign it and give it to the Registrar. The Registrar will issue you a new course schedule for the semester. When you withdraw from a class, a "W" appears on the transcript.

### **What is the best way to send messages to and receive information from advisors and other University Offices when I cannot communicate with them personally?**

All faculty and University offices have email addresses. It is also expected that students will access their Lewis University email accounts and be responsible for messages sent to their Lewis email addresses.

## Glossary of Terms

**Academic Advising.** This is a system established by the University to help students plan and carry out their educational programs at Lewis. Academic advising is an on-going process that is based on a close student-faculty advisor relationship. It is designed to assist students in making academic choices for majors, minors or course selection. **Related term: Advisor.** If you have declared a major, your advisor will be a faculty member in your major department. Your major advisor is an expert who is a professional involved in the discipline or field of study, so she/he can assist you in using the full range of University and outside resources to support your educational, personal and career objectives. If you have not yet selected a major, Career Services will assign an advisor to you. Your advisor will help you explore your areas of interest so that you can choose a major.

**Add/Drop.** This procedure is used to change your class schedule after registration and through the first week of the semester. The Add/Drop procedure allows you to swap courses that carry the same number of credit hours up to the allowable 18 semester hours per term. You may not add credit hours over 18 without a qualifying GPA and permission from the Dean.

**Catalog.** The *University Undergraduate Catalog* is the official document providing academic policies and procedures, college and degree requirements, program and course descriptions. Students follow the program and graduation requirements published in the catalog that is in use at the time they enter Lewis University.

**CLEP Tests.** CLEP is the College Level Examination Program that offers students an opportunity to demonstrate their college-level knowledge in specific subject areas through testing. A student who successfully completes a CLEP exam earns course credit toward the completion of the degree. See the *University Undergraduate Catalog* under "Earning Degree Credit Outside of Formal Coursework."

**Course Schedule.** The *University Course Schedule* contains a detailed list of the anticipated courses to be offered for the upcoming term(s) and the specific times and days classes will be offered. The course schedule is published twice yearly: in November for the spring semester and in April for the summer and fall semesters. The *University Course Schedule* is also available online.

**College/School.** A college or school is an internal university organization comprised of related academic departments. There are four colleges and one school at Lewis University. They are the College of Arts and Sciences, the College of Business, the College of Education, the College of Nursing and Health Professions, and the School of Professional and Continuing Education.

**Contact hours.** These are the number of actual hours students meet in class. Expect to spend at least two hours of study time outside class for every hour you spend in class.

**Course Overload.** An overload is a student credit-hour schedule that is greater than the maximum number of semester hours allowed without special permission of the Dean. Lewis University allows students to enroll in up to 18 semester hours per semester or six semester hours per summer term. A student qualifies to take additional hours if he/she has earned the required grade point average, endorsement of his/her advisor and written permission from the Dean.

**Credit Hour or Semester Hour.** Hours are units used to determine the time and effort involved in and required for specific courses. Every course is designated a specific number of hours. Lewis University uses the semester hour system that bases credit value on the 16-week term. (There are two major semesters each year.) In general, most classroom courses are three semester hours. Science courses with labs usually carry an additional hour. Mathematics and some science courses are four semester hours. Other courses may carry as few as one or two hours of credit. **Related term: Quarter hour.** The quarter hour is used by institutions scheduling four shorter terms per year. Quarter-hour courses usually carry a higher number of credit hours but these must be converted to semester hours. A five quarter-hour course is equivalent to 3.33 semester hours.

**Curriculum.** This is a group of related courses, often in a special field of study, established by the faculty of an academic institution.

**Dean's List.** The Dean's List is an academic honor given in the fall and spring semesters. Eligible students have earned a GPA of 3.25 or greater with no grade lower than "C" in 12 or more semester hours.

**Degree Audit** is a snapshot of your academic progress to date. It compares your list of requirements and electives to the courses that you have already taken or have in progress.

**Discipline.** An area of study representing a single branch of knowledge, such as mathematics, history or biology. **Related term: Field of study.** The field of study is an area of study that brings together several areas of knowledge or disciplines that, when integrated, establish the field. Fields of study include nursing and business.

**Distance Education.** This is a delivery method allowing for courses to be delivered using technology as the medium between instructor and students or between groups of students. Distance education courses generally are delivered online over the Internet in which students participate virtually via a computer using Blackboard, email, computer conferencing, and the World Wide Web.

**Electives.** These are courses that you select that are not required by your major or minor, but may be applied toward the baccalaureate degree. Your advisor can help you use your elective credit to your best advantage.

**Full-Time Course Load.** Lewis University students generally take 15 to 18 semester hours per semester, though only 12 semester hours are required for full-time status. In the summer, six semester hours per term is considered a full load.

**General Education Requirements.** Sometimes called “Gen. Eds.,” General Education requirements are a group of courses in six areas that are required of all students. The areas of study are Communication, Fine Arts/Humanities, Social Science, Mathematics/Science, Mission-Related Courses, and Advanced Writing. Within these areas are both required courses and groups of courses from which you may choose. Gen. Eds., when combined with courses in your major and minor and with electives, complete your bachelor’s degree requirements.

**Graduation.** The final confirmation (and ceremony) that a student has met all requirements and is awarded the degree. Lewis graduates students three times per year: May, August and December, though no ceremony is conducted in August. It is never too soon in your career at Lewis to be concerned with graduation. To graduate, you must have met all of the course requirements in General Education and in your major or minor. In the semester before you plan to graduate, you must submit an Application for Graduation. Prior to graduation, your transcript will be reviewed by the Registrar’s office and you will be notified if you have not met all requirements. If you are deficient, your graduation date could be postponed until the requirement is met. However, it is best for you to review your transcript with your advisor before registering for your last semester. If you are missing any required courses, you must take them in your last term. See the catalog for more information.

**GPA or Grade Point Average.** GPA is a summary calculation of the grades you’ve earned based on credit hours assigned to the courses. There are two GPAs calculated. One is for each term. The other is a cumulative GPA that averages grades across all the terms in which you have been enrolled at Lewis.

**Incomplete Grade.** The grade of “I” or Incomplete is assigned by an instructor when a student is unable to complete a course by the end of the term due to extenuating circumstances. The incomplete work must be completed by the end of the first six weeks of the next semester. If not completed, the grade on the transcript becomes “IF” and is counted as an F in calculating overall GPA.

**LARC or the Leckrone Academic Resource Center.** LARC is the primary office for academic assistance at Lewis University. Students who have not decided on a major area of study will find an academic advisor at LARC. LARC also provides tutoring and other academic services along with career development services.

**Lower-Division Courses and Upper-Division Courses.** Courses are assigned numbers that indicate their general level of difficulty. Lower-division courses carry numbers 100 to 299 and generally are taken by first and second year students. Upper-division courses are numbered 300-499 and usually are taken by juniors and seniors. Upper-division courses often have prerequisites. Courses numbered at 500 and above are graduate level and open to undergraduate students only under special conditions.

**Major.** This is a group of related courses that constitute a focused program of study in a discipline (subject) or field of study. Students sometimes take more than one major. You may select two majors with the assistance of your advisor. If you wish to take more than one major, your request must be reviewed and endorsed by the academic departments involved and approved by the Dean.

**Matriculation.** Matriculation is a process that brings the University and student who enrolls for credit into an agreement for the purpose of developing and realizing the student’s educational objectives through the University’s established programs, policies and requirements. A degree-seeking student is known as a matriculant.

**Minor.** This is a group of related courses which constitute limited study in a discipline (subject) or field of study, usually fewer hours than required by the major.

**Prerequisite.** A prerequisite is a requirement that must be met before you may enroll in the course you want to take.

**Probation.** Academic probation status is a helpful opportunity for students whose cumulative GPA has not met levels specified by the University. When placed on academic probation, a student takes a smaller course load along with a study skills course and might be advised to restrict extracurricular activities. This often helps the student to make better progress and regain a stronger academic footing. **Related term: Dismissal.** If satisfactory progress is not made during the academic probation semester, a student could be subject to dismissal from the University. See the *University Undergraduate Catalog* for more information under Student Responsibilities and Appeals.

**Semester.** The academic year is divided into major terms called semesters. Each semester lasts approximately 16 weeks. Lewis University’s semesters are fall (August to December) and spring (January to May). Several short terms are offered over the summer from May through August.

**32-hour Rule.** The 32-hour rule is a Lewis University policy that requires all students to complete the last 32 semester hours of their bachelor’s degree program at Lewis University. None of the last 32 hours may be transferred from other institutions.

**Transcript.** Your transcript is the summary of your academic record that lists the courses you have taken with grades by term. **Related term: Grade Report.** Your grade report is a report of the grades you have earned and is available at the end of the term.

**Upper-Division Courses.** See Lower-Division Courses.

**Withdrawal from a Course.** Once registration is complete, a student who does not or cannot complete a course may withdraw. The grade of “W” is assigned for the course. See the Academic Policies section of the *University Undergraduate Catalog*, and the *University Course Schedule* for details and deadlines governing course withdrawal. The withdrawal form must be completed in the Registrar’s Office, which will provide a receipt verifying withdrawal.

## What's Your Plan for General Education?

General Education requirements give you an opportunity to explore new subjects and to learn something in an area in which you always wanted to know more. If you are a Nursing Major or are transferring, you can customize the list below to match your program. Take a close look. Full descriptions of each course are in the *University Undergraduate Catalog*. Which courses do you plan to take? Hold on to this list and go over it with your advisor. When you have completed the course, write in the semester/date.

| General Education Requirements                 | Course                              | Semester | Completed |
|--|-------------------------------------|----------|-----------|
| Communication<br><i>required</i>               | Introduction to Human Communication |          |           |
| <i>required</i>                                | College Writing I                   |          |           |
| <i>required</i>                                | College Writing II                  |          |           |
| Fine Arts/Humanities<br><i>your choice</i>     |                                     |          |           |
| <i>required</i>                                | Culture and Civilization I          |          |           |
| <i>required</i>                                | Culture and Civilization II         |          |           |
| <i>required</i>                                | Introduction to Philosophy          |          |           |
| Literature<br><i>your choice</i>               |                                     |          |           |
| Social Science<br><i>your choice</i>           |                                     |          |           |
| Economics<br><i>your choice</i>                |                                     |          |           |
| Mathematics<br><i>your choice</i>              |                                     |          |           |
| Science 1<br><i>your choice</i>                |                                     |          |           |
| Science 2<br><i>your choice</i>                |                                     |          |           |
| Mission-Related Courses<br><i>required</i>     | Cultural Diversity                  |          |           |
| Theology—100 level                             |                                     |          |           |
| Theology—200 level                             |                                     |          |           |
| Action and Values<br><i>your choice</i>        |                                     |          |           |
| <i>required</i>                                | Introduction to College Experience  |          |           |
| Advanced Writing<br><i>prescribed by major</i> |                                     |          |           |

\*Choices must be from listed courses (see page 12 and 13).



# Sample Registration Worksheet

Practice creating your course schedule with this registration worksheet.

**Part 1:** Answer these questions

- a. Who is your academic advisor? \_\_\_\_\_ b. Where is his or her office located? \_\_\_\_\_
- c. How many “major credit hours” are required for your major? \_\_\_\_\_
- d. If you don’t have a major, who do you see for advising and developing a schedule? \_\_\_\_\_
- e. With your major, how many credits of electives do you have? \_\_\_\_\_
- f. Is that enough for a minor or second major? \_\_\_\_\_

**Part 2:** After studying the requirements for your major and consulting the *University Course Schedule* booklet, list the courses you plan to take next semester. The table below is identical to the yellow or green form that you will complete when you meet with your academic advisor.

| Course Section Number | Title | Credit Hours | Times and Days |   |   |   |   |   |    | Approval required for closed or “by consent” courses |
|-----------------------|-------|--------------|----------------|---|---|---|---|---|----|--|
|                       |       |              | Su             | M | T | W | R | F | Sa |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |
|                       |       |              |                |   |   |   |   |   |    |  |

It is likely that at least one of these courses will be closed. Before registering, you should have several other classes in mind in the event that one of these is not available. List several “back up” courses below.

| Course Section Number | Title | Credit Hours | Times and Days |   |   |   |   |   |    | Approval required for closed or “by consent” courses” |
|-----------------------|-------|--------------|----------------|---|---|---|---|---|----|---|
|                       |       |              | Su             | M | T | W | R | F | Sa |   |
|                       |       |              |                |   |   |   |   |   |    |   |
|                       |       |              |                |   |   |   |   |   |    |   |
|                       |       |              |                |   |   |   |   |   |    |   |
|                       |       |              |                |   |   |   |   |   |    |   |

# Directory of Advisors & Support Staff

## College of Arts and Sciences (Academic Building)

Dean..... Dr. Bonnie Bondavalli Ext. 5242  
Associate Dean..... Dr. Clare S. Lawlor Ext. 5556  
Assistant Dean..... Br. Lawrence Oelschlegel, FSC Ext. 5506  
Interim Assistant Dean..... Dr. Ann W. Jordan Ext. 5362  
Assistant to the Dean..... Gayle Fierce Ext. 5411  
Secretary to the Dean..... Lucy Alvarez Ext. 5242  
Secretary..... Pat Chinderle Ext. 5266

### Department Chairpersons

Art & Design..... Mark Swain Ext. 5043  
Aviation/Flight..... William Brogan Ext. 5438  
Biology..... Dr. Valerie VanderVliet Ext. 5215  
Chemistry..... Br. Pierre St. Raymond, FSC Ext. 5696  
Communication..... Dr. David Anderson Ext. 5351  
English..... Dr. Jamil Mustafa Ext. 5691  
History/American Studies..... Br. John Vietoris, FSC Ext. 5679  
Justice, Law & Public Safety..... Dr. Calvin Edwards Ext. 5218  
Mathematics/Computer Science..... Dr. Ray Klump Ext. 5528  
Music..... Dr. Lawrence Sisk Ext. 5405  
Organizational Leadership..... Dr. Richard Walsh Ext. 5832  
Philosophy..... Dr. George Miller Ext. 5861  
Physics..... Dr. Joseph Kozminski Ext. 5393  
Political Science/Public Administration..... Dr. Laurette Liesen Ext. 5681  
Psychology..... Dr. Ed Kearney Ext. 5366  
Social Work..... Dr. Arthur Horton Ext. 5314  
Sociology..... Dr. Gail Gehrig Ext. 5320  
Sport & Exercise Science..... Karen Lockyer Ext. 5454  
Theatre..... Keith White Ext. 5408  
Theology..... Dr. Dominic Colonna Ext. 5322

### Program Directors

Academic Computer Lab..... Joseph Ninh Ext. 5424  
Applied Sociology and Political Science..... Dr. Tennille Allen Ext. 5799  
Art Gallery..... Paul Mitchell Ext. 5419  
Athletic Training..... Cathy Bohlin Ext. 5921  
Communication Studies..... Dr. Cathy Ayers Ext. 5449  
Culture & Civilization..... Dr. John Vietoris, FSC Ext. 5679  
Electronic Media..... John Carey Ext. 5400  
Ethnic and Cultural Studies..... Dr. Gail Gehrig Ext. 5320  
Fly (Broadcast News Program)..... Dr. Robert Nulph Ext. 5093  
Foreign Language Studies..... Dr. Serafima Gettys Ext. 5544  
Graduate Aviation & Transportation..... Dr. Randal DeMik Ext. 5559  
Graduate Counseling Psychology..... Dr. Katherine Helm Ext. 5604  
Graduate School Counseling..... Dr. Judy Zito Ext. 5971  
Human Resource Management..... Dr. John Greenwood Ext. 5367  
Journalism..... Dr. David Anderson Ext. 5351  
Latino Studies..... Dr. Alba Hesselroth Ext. 5709  
Liberal Arts/Elected Studies..... Br. Lawrence Oelschlegel, FSC Ext. 5506  
Micro Computer Lab..... Dr. Steve Berger Ext. 5392  
Online *Flyer* Moderator..... Benjamin Eveloff Ext. 5022  
Paralegal Studies..... Huma Zia Ext. 5620  
Pre-Law/Mock Trial..... Dr. James Houlihan Ext. 5313  
Print *Flyer* Moderator..... Lisa O'Toole Ext. 5493  
Radio/TV..... Dr. Sam Enyia Ext. 5238  
Scholars Academy..... Dr. Marne Bailey Ext. 5395  
Sport Management..... Dr. Ralph Miller Ext. 5934  
Women's Studies..... Dr. Tracey Nicholls Ext. 5903

## College of Education (De La Salle Hall)

Dean..... Dr. Jeanette M. Mines Ext. 5316  
Associate Dean..... Dr. Pamela Jessee Ext. 5842  
Director of Advising/Certification Officer..... Joan Williams Ext. 5268  
Clinical Coordinator..... Bill Linko Ext. 5773  
Data Manager..... Bright Borkorm Ext. 5693  
Director of School Partnerships..... Larry Wiers Ext. 5790  
Secretary to the Dean..... Carla S. Lebre Ext. 5961  
Secretary, College of Education..... Jean Lucas Ext. 5847  
Secretary for Educational Leadership..... Carole Ross Ext. 5121  
Secretary for Elementary Education and M.Ed. Curriculum &  
Instruction/Instructional Technology..... Sandy Zigrossi Ext. 5398  
Secondary for Reading & Literacy, Ed.D., Cohorts  
..... Pat Levenda Ext. 5769  
Secretary for Secondary Education/Technology, Special Education  
..... Fran Welsh Ext. 5880

### Department Chairs

Elementary Education..... Dr. Nancy Kennedy Ext. 5616  
Educational Leadership..... Dr. Jane Petrek Ext. 5039  
Reading & Literacy..... Dr. Deb Augsburger Ext. 5883  
Secondary Education and Technology... Dr. Dorene Huvaere Ext. 5885  
Special Education..... Dr. Christy D. Roberts Ext. 5317

### Directors

ESL Program..... Dr. Barbara Mackey Ext. 5962  
Undergraduate Reading Program..... Maureen Resler Ext. 5326  
Undergraduate Special Education and Combined SPED/ELED  
..... Dr. Laura Sloan Ext. 5428  
M.A. Elementary Education..... Dr. Sue O'Brien Ext. 5632  
M.Ed. Curriculum and Instruction/Instructional Technology  
..... Dr. Seung Kim Ext. 5042  
M.Ed. Curriculum and Instruction/Teacher Leadership  
..... Dr. Jane Petrek Ext. 5039  
Ed.D. Program..... Dr. Lauren Hoffman Ext. 5501  
Academic Coordinator for Adult Programs  
..... Dr. John Hackett Ext. 5843

(Continued on next page...)

## Directory of Advisors and Support Staff (continued)

### College of Business (Benilde Hall)

Dean ..... Dr. Rami Khasawneh Ext. 5360  
 Secretary to the Dean ..... Caroline Wood Ext. 5360  
 Assistant Dean ..... Michael Progress Ext. 5489  
 Secretary to the Assistant Dean..... Jessica Kush Ext. 5381

### Department Chairs

Accountancy ..... James M. Perrone Ext. 5636  
 Business Administration ..... Dr. Eveann Lovero Ext. 5382  
 Business Studies ..... Dr. Maureen Culleeney Ext. 5631  
 International Business/Contemporary Global Studies .....  
 ..... Dr. Ian Gladding Ext. 5221  
 Economics ..... Dr. Lawrence Hill Ext. 5377  
 Finance..... Dr. Robert Atra Ext. 5504  
 Information Security and Risk Management .....  
 ..... Dr. Faisal Abdullah Ext.5109  
 Computer Information Systems ..... Dr. Faisal Abdullah Ext.5109  
 Marketing..... Dr. Laura Leli Carmine Ext. 5458

### College of Nursing and Health Professions (South Hall)

Dean ..... Dr. Peggy Rice Ext. 5340  
 Secretary to the Dean ..... Ruth Whims Ext 5350  
 Associate Dean/Director of Graduate Studies  
 ..... Dr. Connie Zak Ext. 5878  
 Adult and Graduate Programs Assistant..... Kathy Lisak Ext. 5355  
 Secretary to the Graduate Director ..... Laura Marks Ext. 5997  
 Director of Undergraduate Studies ..... Dr. Rita Amerio Ext. 5340  
 Assistant to the Director of Undergraduate Studies  
 ..... Loretta Paver Ext. 5041  
 Secretary to the Undergraduate Director..... Michele Scott Ext 5359  
 Coordinator of Data/Clinical Placements..... Sarah Coleman Ext 5703  
 Coordinator of BAC-BSN Program..... Jane Trainor Ext 5887  
 Transcript Evaluator BAC/HCL Programs..... Sue Rocket Ext. 5035  
 Director of RN/BSN and Health Professions Programs  
 ..... Linda Elsik Ext 5897  
 Coordinator of Healthcare Leadership Program  
 ..... Carol Schneider Ext. 5914  
 Advisor: RN/BSN & BAC/BSN Programs .... Rachel Hudson Ext. 5147  
 Transcript Evaluator..... Lindsay Lauricella Ext. 5347  
 Secretary to the RN/BSN and Health Professions Program Director  
 ..... Marie Lozano Ext. 5363  
 Secretary, College of Nursing and Health Professions  
 ..... Julie Foote Ext 5040

### Leckrone Academic Resource Center (Benilde Hall) Academic Services

Director of First Year Experience ..... Kurt Schackmuth Ext. 5810  
 Director of Academic Support Services ..... Denise Rich Ext. 5284  
 Academic Advisor - Athletics Specialist..... Courtney Davis Ext. 5992  
 Coordinator of the SUCCESS Program ..... Patricia Jones Ext. 5286  
 Academic Services Secretary ..... Barbara Seppi Ext. 5593  
 Director of International Study Abroad..... Chris Swanson Ext. 5993  
 Learning Styles Assessment Center (LSAC) Coordinator  
 ..... Dr. Ann Barich Ext. 5362  
 Coordinator of Service Learning..... Dr. Christie Billups Ext.5829

### Career Services

Director of Career Services ..... Smret Smith Ext. 5332  
 Assistant Director of Career Services ..... Chris Breier Ext. 5675  
 Career/Academic Counselor ..... Stephanie Enervold Ext. 5286  
 Career Services Secretary ..... Eileen Tondini Ext. 5282

## Forms & Where to Get Them

Each of Lewis University's forms, like most forms, are designed to initiate a specific type of action that will result in the specific result that you want or need in your academic career. For example, the Declaration of Major/Minor form must be completed with appropriate approval signatures and filed by the time you have completed 58 semester hours. To qualify for graduation you must have declared a program major.

Below is a list of University and college forms that are important for all Lewis students.

Every form requires the signature of your advisor or your department chair and sometimes the Dean. Check to see what is required and be sure to obtain the correct signatures before submitting your form.

Watch for deadlines. Many deadlines are listed in the *University Course Schedule*, such as the final date for add/drop or pass/fail grades. Others may be specified in the catalog.

| Type of Form                                     | Where to Obtain                   |
|--|-----------------------------------|
| <i>University Forms</i>                          |                                   |
| Add/Drop Form                                    | Registrar's Office                |
| Application for Pass/Fail Grade                  | Registrar or Dean's Office        |
| Evaluation of Transfer Credit                    | Admission Office                  |
| Declaration of Major/Minor                       | Dean's Office                     |
| <i>College of Arts and Sciences</i>              |                                   |
| Independent Study Form                           | Dean's Office or Department Chair |
| <i>College of Business</i>                       |                                   |
| Course Planning Worksheet                        | Dean's Office                     |
| Course Audit Request                             | Dean's Office                     |
| <i>College of Nursing and Health Professions</i> |                                   |
| Checklists: Graduating Senior or Sophomore Level | Nursing Undergraduate Office      |
| Curriculum/Student Advisement Record             | Advisor                           |



**Leckrone Academic  
Resource Center**



# THE ROADMAP

**A Handbook for Academic Advising  
2011-2012**

Lewis University  
Leckrone Academic Resource Center (LARC)  
North Wing of Benilde Hall  
(815) 836-5593

[www.lewisu.edu/larc](http://www.lewisu.edu/larc)

| <b>IMPORTANT DATES: 2011-2012</b>        |  |                                   |   |
|--|--|-----------------------------------|---|
| <b>Fall Semester 2011</b>                |  | <b>Spring Semester 2012</b>       |   |
| Monday, August 29, 2011                  | First full day of classes                    | Monday, January 16, 2012          | Martin Luther King, Jr. holiday: no classes |
| Monday, September 5                      | Labor day: no classes                        | Tuesday, January 17               | First full day of classes                   |
| Thursday and Friday, October 6 and 7     | Fall Break: no classes                       | Monday to Saturday, March 5 - 10  | Spring Break: no classes                    |
| Friday, November 18                      | Registration Day for Freshmen                | Monday, March 12                  | Classes resume                              |
| Wednesday, November 23                   | Thanksgiving holiday recess begins at 2 p.m. | Thursday to Monday April 5 - 9    | Easter Holiday recess: no classes           |
| Monday, November 28                      | Classes resume                               | Sunday, April 29 – Friday, May 11 | Super Study                                 |
| Sunday, December 4 – Friday, December 16 | Super Study                                  | Saturday, May 5                   | Final day of classes                        |
| Saturday, December 10                    | Final day of classes                         | Monday to Saturday, May 7-12      | Final exams                                 |
| Monday to Saturday, December 12-17       | Final exams                                  | Saturday and Sunday, May 19-20    | Commencement Weekend                        |
| Saturday and Sunday, December 17-18      | Commencement Weekend                         |                                   |   |