

Lewis University Residence Life

Fall 2011 Freshmen Resident Information

We are getting prepared for your arrival to the Residence Halls at Lewis. The information provided to you in this packet will assist in your planning and preparation in your arrival to Lewis and to your residence hall assignment. We look forward to meeting you and having you as one of our new community members in the Lewis University Residence Halls.

1

Emergency and Missing Person's Contact Forms and Resident Directory Form

Lewis University Housing website has a direct link to complete your Emergency and Missing Person Contact forms. **You are required to submit this information prior to your move in to Lewis University residence halls this fall.** See enclosed directions on how to access and submit the online Emergency and Missing Person Contact forms. You will need your student ID number to log in, you received your ID number on your letter of Admission and/or at SOAR.

If you desire to be omitted from the Resident Student Directory, please submit the enclosed Directory Omit hard copy form prior to or at move in.

2

Payment Arrangments

All residents must set up a tuition payment plan OR pay their tuition balance in full prior to their check-in to the residence halls.

Students may set up monthly payment plans and pay their balances online by using SallieMae TuitionPay. **Simply go to <http://tuitionpay.salliemae.com> . Students must set up a tuition payment plan or pay their balance in full prior to moving on campus.** Students can use the SallieMae TuitionPay service effective immediately. A personal visit to the Business Office is not needed. The Business Office is open prior and throughout check-in time to assist with individual student questions or concerns. The Business office is open Thursday August 25th 9am-5pm.

New student IDs can be made within the Security Office located in the lower level of the Student Union.

3

Check In

Freshmen check in is Thursday, August 25th from 9am to 3pm. Room keys will be issued in the lobby of each residence hall (Founders, Sheil, South Hall). Your Summer SOAR session continues through this **WELCOME WEEKEND**. The participation in these activities is mandatory and offers a great opportunity for you to meet additional freshmen students. More information about this weekend's activities will be provided to all residents prior to the move in date.

Residents unable to check in on Thursday, August 25th should check in at the Student Union:

- Friday, August 26th or Sunday, August 28th between 10am and 4pm
- Monday, August, 29th between 9am and 5pm. This is the first day of classes.

Residents arriving on campus after the designated dates/times above must make arrangements with the Residence Life staff prior to August 5th. If arriving after designated check in times Residence Life can be contacted through Campus Security to pick up their keys. There will be a fee associated with check-in outside of established check-in times. **Any resident failing to check into his/her room by 5pm Tuesday, August 30th will forfeit the room reservation and be subject to cancellation fees unless arrangements have been made with the Office of Residence Life.**

If you have questions or concerns regarding your Residence Hall assignment or check-in please contact the Office of Residence Life at (815) 836-5275 or reslife@lewisu.edu .