

Opening Week Schedule

Fall 2013

Date: August 13, 2013

To:

Robert Arnold	Michelle Fregoso	Dr. Ramona LaMontagne	Lisa Salazar
Len Bertolini	Fred Gandy	Pam Maciulewicz	Dr. Kurt Schackmuth
Dr. Bonnie Bondavalli	Rita Herrick	Michele Manassah	Kristin Schumacher
LeRoy Butler	Wendy Hess	Sue Meyers	Jennifer Skvarla
Miguel Cambray	Dr. Pamela Jessee	Jim Montanari	Jill Siegfried
Melissa Carlson	Kristi Kelly	Juanita Pasternak	Ashley Skidmore
Donald Castello	Robert Kempiak	Dr. John Planek	Kathy Slattery
Mujahid Mushtaq Choudhary	Ray Kennelly	Juan Perez	Brian Summers
Ryan Cockerill	Dr. Rami Khasawneh	Mark Rentz	Norm Turek
Janeen Decharinte	James Koenig	Dr. Peggy Rice	Dr. Nan Yancey
Graciela Dufour	Dr. Julie Krahl	Denise Rich	Dr. Michele Young
Joseph Falese	Tammy Kuse	Michelle Ronchetti	Steve Zlatik
Michael Fekete			

From: Mary DeGraw
Senior Associate Vice President,
Enrollment Management

Aaron Scheiwe
Assistant Vice President for Business

Re: **Opening Week Schedule ~ Fall 2013**

Attached is a copy of the upcoming Opening Week Schedule for your convenience. It will be available to all faculty and staff via University News at www.lewisu.edu/unews/univnews.htm.

Also, to access the “**Classroom Building Code**” Campus Map in Blackboard please follow these instructions:

- Go to the Lewis university webpage at www.lewisu.edu
- Under Quick links click on Blackboard
- Log into Blackboard using your Lewis login (the same way you login to your computer).
- Once you’re logged in click on the Faculty/Staff tab and that should bring you to the next window
- Under Technology and Media click on Marketing and Communications link and follow that to
- Documents page, scroll down to the Campus Maps and Driving Directions link and follow that to
- The Romeoville campus map (with Building Codes) link, click on it and that should open up the map

You can also access the map by clicking on this link:
<http://www.lewisu.edu/campuses/pdf/BuildingsLocation.pdf>

attach.

cc. Br. James Gaffney, FSC, President
Dr. Stephany Schlachter, Provost
Rob DeRose, Senior Vice President/CFO

cc: Margaret Kientop
Kathy Anderson
Jennifer Skvarla
Jill Canaday
Lucy Alvarez
Kathy Hettinger
Carla Lebre
Cindy Nicholson
Andrea Peterson
Denise Salvino
Sandy Schuh
Susan Sheldon
Dorothy Vodicka
Ruth Whims
Caroline Wood

FOR YOUR CONVENIENCE

Office Hours for August 19 – 30, 2013 are as follows:

Departments	8/19– 8/21 Mon-Wed	8/22 Thurs	8/23 Friday	8/24 Saturday	8/25 Sunday	8/26-8/29 Mon- Thurs	8/30 Friday
		WELCOME DAYS				First week of Classes	
Admission- Undergraduate x5250	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am - 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
Admission – Graduate & Adult x5610	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am - 5:00 pm			8:30 am – 6:00 pm	8:30 am – 5:00 pm
Bookstore x5401	8:30 am – 6:30 pm	8:30 am – 6:30 pm	8:30 am – 6:30 pm	10:00 am – 6:00 pm	10:00 am – 6:00 pm	8:30 am – 7:00 pm	8:30 am – 5:00 pm
Business Office x5210	9:00 am – 6:00 pm	9:00 am – 6:00 pm	9:00 am – 5:00 pm		10:00 am – 4:00 pm	9:00 am – 6:00 pm	9:00 am – 5:00 pm
Financial Aid x5263	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
Health & Counseling x5455	8:30 am – 4:30 pm	8:30 am – 5:00 pm	8:30 am – 4:30 pm			8:30 am – 4:30 pm	8:30 am – 4:30 pm
ITSO Help Desk x5950	7:30 am – 9:00 pm	7:30 am – 9:00 pm	7:30 am – 7:00 pm	9:00am- 7:00pm	9:00 am - Midnight	7:30am- Midnight	7:30am – 10 pm
LARC x5593	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
Library x5300 x5306	8:30 am – 9:00 pm	8:30 am – 9:00 pm	8:30 am – 7:00 pm	9:00am- 7:00pm	9:00 am – Midnight	7:45am – Midnight	7:45 am – <u>7:00 pm</u> Closed Sun 9/2 reopens M-9/3 at 5pm
LU Police Dept x5222 Information Center	8:30 am – <u>6:30 pm</u> Open 24hrs	8:30 am – <u>6:00 pm</u> Open 24hrs	8:30 am – <u>5:00 pm</u> Open 24hrs	Open 24hrs	10:00 am – <u>4:00 pm</u> Open 24hrs	8:30 am – <u>6:00 pm</u> Open 24hrs	8:30 am – <u>5:00 pm</u> Open 24hrs
Mailroom x5274	8:30 am – 4:30 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
Registrar x5133	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
Residence Life (Housing) x5275 after hrs dial DUTY to get GA	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
SPCE x5570	8:30 am – 6:30 pm	8:30 am – 6:30 pm	8:30 am – 5:00 pm	7:45 am – 1:00 pm		8:30 am – 6:30 pm	8:30 am – 5:00 pm
Student x5051 Recreation & Fitness Center	8:00 am - 8:00 pm	8:00 am - Midnight	8:00 am - Midnight	12:00 pm - Midnight	1:00 pm – 11:00 pm	6:30 am - 11:00 pm	6:30 am - 9:00 pm
Student Services x5275	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		10:00 am – 4:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm
Switchboard x0	8:30 am – 6:00 pm	8:30 am – 6:00 pm	8:30 am – 5:00 pm		9:00 am – 4:00 pm	8:30 am – 6:30 pm	8:30 am – 5:00 pm

August 2013 Opening Week Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>11</u>	<u>12</u> 9am-3 & 4-8pm CONHP CPR (MT023)	<u>13</u> Noon-3 pm COE Chairs Mtg (DL237)	<u>14</u> 9am-1pm CONHP CPR (MT023)	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u> 10-3pm Athletes move-in day (M/W Soccer M/W Cross country W Volleyball)	<u>19</u> 8:30am-1:00pm New Employee Mission Orientation/ Commissioning Luncheon (Chapel/UDR/FDR) 5:30 – 9 pm SPCE Faculty Meeting (UDR)	<u>20</u> 9 am Mass of the Holy Spirit (Chapel) 9:30 am – 2:30pm Fall University Convocation- (Field House) 4 - 8 PM COE Graduate Orientation (DL250)	<u>21</u> 8:30am – 3 pm SOAR-FY/TR/Intl (Benilde Hall) 8:30am – 2 pm CAS Day –(UDR) 1 - 2:30pm Breakout sessions (AS150-A, AS155-A, AS156-A, AS159-A) 9am – noon CONHP Faculty Mtg (SH245) 9 am – 3 pm COE Faculty/Staff Mtg (DL250) 12:30 -2pm CONHP New Faculty Orientation(SH245)	<u>22</u> All Day Event Welcome Days Refer to brochure www.lewisu.edu/welcomedays 8:30 am – 4 pm Health & Counseling Meningitis Immunization Clinic 8:30 am – 5 pm ISS-Orientation (BRR) 9:00 am – 1 pm CAS New Faculty Mentoring Mtg (AS134-S) (FDR) 9 am - 4 pm First Year Students Check in Residence Halls - (Founders, Sheil, South & Fitzpatrick Halls) Transfer Students Pick up Resident Hall keys (Student Union) 9 am – Midnight Common Grounds C-Store 1 – 4pm Financial Aid Completion Workshop (LRC 1 ST Flr Library Computer Lab) 5 - 6 pm COE Doctoral Orientation (DL232)	<u>23</u> All Day Event Welcome Days Refer to brochure www.lewisu.edu/welcomedays 7 am-4:30 pm CONHP Student Success Day (SH245, SH245-B, Atrium, SH Lower Level Hallway) 9 am-3 pm Health and Counseling TB Skin Test Administration 9:00 am – 5 pm ISS-Mentor Day(Student Union) Noon - Midnight Common Grounds C-Store	<u>24</u> All Day Event Welcome Days Refer to brochure www.lewisu.edu/welcomedays 9 am-1 pm MAOLS Faculty In-Service Mtg (UCR) 8 am – 3 pm CONHP Math Workshop (SH245) Noon – Begins 24 hour operation CommonGrounds C-Store 9am – 12pm COE Mentoring & Clinic Supervision 12:30 -3pm Getting to Know your Student Teacher (DL250) SPCE Last day of Summer Session H
<u>25</u> All Day Event Welcome Days Refer to brochure www.lewisu.edu/welcomedays 24 Hours Common Grounds C-Store 10 am – 4 pm Residence Hall Check in for Returning Students Noon– 2pm Financial Aid Completion Workshop (LRC 1 ST Flr Library Computer Lab) 5:30 pm Mass on the Grass University Green	<u>26</u> First Day of Classes 9 am-noon Health and Counseling TB Skin Test Administration	<u>27</u> 9 am-3 pm Health and Counseling TB Skin Test Administration	<u>28</u> 9 am-3 pm Health and Counseling TB Skin Test Administration	<u>29</u> 9 am-3 pm Health and Counseling TB Skin Test Reads	<u>30</u> 9 am-3 pm Health and Counseling TB Skin Test Reads 3 pm – 8 pm COB Faculty Dinner (UDR/FDR)	<u>31</u> 8 am – 3 pm CONHP Math Workshop (SH245)

