

2023-2024 Christmas Holiday and Semester Break Information

December 18, 2023 through January 15, 2024

The University will operate under normal business hours from Monday, December 18th through Friday, December 22nd at 3:00pm. The Christmas/New Year holiday is from 3:00 p.m. on Friday, December 22, 2023 through Tuesday, January 2, 2024. With the exception of Facilities, LUPD, and the Residence Halls, operations will cease at 3:00 p.m. on December 22, 2023. Normal business operations will resume on Wednesday, January 3, 2024. Classes resume on Tuesday, January 16, 2024.

- For events and activities, please view the [Master Calendar](#) and for Athletic events view the [Athletics Calendar](#)
 - Please check your email for the Facilities Updates and TechAlerts for information related to their projects/plans during the Holiday Break
 - Be sure to visit www.lewisu.edu, [University News](#) and the myLewis portal for further information
1. **Admission** – During the holiday break, the Welcome Center will be closed but the Office of Admission (Undergraduate and Graduate) will check voicemail and email. If you encounter anyone who wishes to enroll for the spring semester, please direct them as follows: For undergraduate admissions ask them to email admission@lewisu.edu or leave a voice message at X5250 and for graduate admissions, ask them to email grad@lewisu.edu or call (815) 205-0943 and a staff member will respond.
 2. **Athletics** – All events are on the Athletics Calendar (www.lewisflyers.com). Here are some highlights: Dec 19th Men's Basketball vs Parkside 3 pm; Jan 3rd Men's & Women's Basketball vs. Missouri S&T 5:30pm/7:30 pm; Jan.13th Swimming vs Davenport 1 pm.
 3. **Blackboard Support Services** - Students/Faculty looking for Blackboard support may call the service desk number, (815) 836-5950 and follow the instructions to contact a Blackboard support group. Or the Blackboard support group may be contacted directly by dialing the toll-free number: (844) 889-9722.
 4. **Bookstore** – Check the Lewis Bookstore [website](#) for their hours of operation.
 5. **Brother James Gaffney Student Center** -
SE Office Hours: 12/18/23-12/21/23 9am-5pm
 12/22/23 9am-3pm
 12/23/23-01/02/24 Closed
 Normal Office Hours resume 01/03/24
Building Hours 12/18/23-01/02/24 8am-7pm
 Normal Building Hours resume 01/03/24
 6. **Buildings** - Campus building temperatures will remain normal during the break. Close windows and unplug office appliances (i.e. heaters, coffee pots) prior to the start of the break.
 7. **Career Services** - For a list of on-line resources, visit <https://www.lewisu.edu/resources/careerservices/index.htm>
 8. **Dining Services** – Please check the Sodexo [website](#) for hours of operation during the Holiday break period.
 9. **Food Pantry** – Mission and Ministry will have the Food Pantry available for students December 18th 12-2pm, December 19th 11am-1pm, December 21st 3-5pm. December 25th – January 12th the Food Pantry will be available on Wednesdays and Thursdays 12-2pm.

10. **Housekeeping** - Mariette Boniche contact info: Office - (815) 834-6159, cell – (815-210-5643) or e-mail: mariette.boniche@sodexo.com or housekeeping@lewisu.edu
11. **Inclement Weather** - Should inclement weather necessitate closing of the University, our Emergency Notification System will be activated, and a notification will be posted on www.lewisu.edu.
Special Note: Should it become necessary to close the University, Facilities and LUPD personnel must report to work at their regularly scheduled times and locations.
12. **International Student Services** – New International Graduate Student Orientation will be Tuesday, January 9 and Thursday, January 11, 2024. New International Undergraduate Student Orientation will be Friday, January 12, 2024. From Friday, December 22, 2023 at 3 pm through Tuesday, January 2, 2024, our offices will be closed. We will reopen at 9:00 am on Wednesday, January 3, 2024. Please contact ISGSS@lewisu.edu with any inquiries or general questions. This email will be checked periodically, and we will respond ASAP to matters indicated as Urgent. All other inquiries and non-emergencies will receive a response after we return to the office on Wednesday, January 3rd, 2024. For emergencies, you may contact Dr. Angie Maffeo Rodriguez during the break at (815) 919-6629 or Jay Ann Ortiz at (847) 505-2481.
13. **Library** – Please visit the Lewis University Library [website](http://www.lewisu.edu/library) for hours of Operation and contact info.
14. **Mailroom** - The mailroom will be closed and there will be no mail delivery service during the break. All outgoing mail must be deposited in the mailbox outside of the north end of the LRC from 12-22-23 at 3 pm through 1-2-24. All Large mailings (over 100 pcs.) must be in the mailroom by 11:00 AM on 12-21-23 to be processed for that day. All other mailings must be in the mailroom by 11:00 AM on 12-22-23 to be processed for that day. All outgoing packages must be in the mailroom by 12-21-23 by 11 AM to be processed if you are sending more than 5 packages from your department, please call the mailroom for information. Any packages after this time will not be processed until 1-3-24 when we return. Any outgoing letters that are not # 10 business-size envelopes need to be sealed before being sent to the mailroom for postage.
15. **Main Entrance Security & University Police** – From 6:00 p.m. on 12-22-23 through 6:00 a.m. on 1-3-24, the main access gate will be closed. LUPD personnel will staff the communications center at the front gate 24/7 throughout the closing. Access to campus will be granted to community members with a valid Lewis ID. LUPD can be reached anytime during the closing by calling the communications center at 815-836-5222 (non-emergency) or 815-836-5911 (emergency). Normal patrol staffing and officer presence will be maintained 24/7 during closing.
16. **Military Education Resource Center**- During the holiday break, the Military Education Resource Center will be closed but the Office of Veterans Affairs & Recruitment will check email. Students are encouraged to send email to Veterans@lewisu.edu. Veteran/Military students in need of immediate assistance relating to education benefits are encouraged to contact the Department of Veterans Affairs directly at the following numbers:
 - General Education Questions: **1-888-442-4551**
 - Direct Deposit: **1-877-838-2778**
 - VA Benefits: **1-800-827-1000**
 - VA Debts: **1-800-827-0648**
17. **New Flyer Registration Days** for traditional Romeoville undergraduates are Monday, December 18, 2023 and Wednesday, January 10, 2024 from 9:30am until 1:30pm. Questions regarding the program can be directed to admissions@lewisu.edu, academicservices@lewisu.edu or by calling (815) 836-5593.
18. **Office of Technology Service Desk** - During periods of university closure, technical support services will be transitioned to holiday support operations, which is primarily responding to enterprise (system-wide) issues detected or reported. Email sent to servicedesk@lewisu.edu or voicemail messages left at (815) 836-5950 will be checked periodically. All messages that are not indicated as urgent by the requestor will be responded to when Service Desk operations resume during normal business hours.
19. **Outages** – In the event any outages occur, they will be communicated to faculty and staff through email.

20. **Receiving** - Truck deliveries (with the exception of those to Follett's), will not be accepted after 2:00 p.m. 12-22-23 through 01-02-24. Items not received by 4:00 p.m. 12-21-23 will not be delivered until after the holiday break. Signage will be posted at the Receiving facility located: 1312 Enterprise Drive Unit J, Romeoville IL 60446. Please be sure to plan your purchases accordingly as we approach this period. If you have any orders of concern, please reach out to Purchasing or Receiving. Receiving will reopen for normal operation on Wednesday, 1-3-2024.
21. **Student Recreation and Fitness Center** – Please refer to the Recreation Center [website](#) for events and hours of operation.
22. **Residence Life** move-in is Sunday, January 14, 2024. Check-in is from 8:00 a.m.-12:00 p.m. Offices will be closed December 22nd at 3pm through January 2nd and will reopen on January 3rd at 8:30 am. If you are in need of immediate assistance, please contact LUPD at 815-836-5222 and they can reach on duty staff.
23. **Shuttle Service** The university shuttle will be offered to local shopping and attractions on a limited schedule from December 17-January 14. Please refer to the [Christmas Break Shuttle Schedule](#).
24. **Student Wellness Center** – The [Center](#) is open 8:30 am to 5pm 12/18 to 12/21 and 8:30 am to 3pm on 12/22. Standard operating hours will resume on 1/3. Our virtual care provider, [TimelyCare](#), is available 24/7, 365 days for students to access throughout the break. On-demand **TalkNow** for urgent care emotional support, **MedicalNow** health consult by phone or video, as well as scheduled counseling and health services and self-help resources. Students can use their Lewis U email to log in at www.timelycare.com/lewisu or download the TimelyCare app. As always, emergency situations can be handled through LUPD at x5911
25. **University Advancement** – Will be accessible during Christmas Break via phone 815-836-5475 or email cahearn@lewisu.edu