Fall 2023 Course Registration Begins Tuesday, April 11, 2023.

Dynamic Course Schedule is available at lewisu.edu/schedules
Student/Consumer Information

ACADEMIC YEAR
Lewis University's academic year for traditional undergraduate programs begins on the first day of classes in August and ends on the last day of classes or examinations, which is in May. Lewis University's academic year for adult programs and graduate programs begins on the first day of classes in August and ends on the last day of classes or examinations, which is in August.

ACCREDITATION AND LICENSURE
University Accreditation
Lewis University is accredited by, and a member of, the Higher Learning Commission. Inquiries concerning regional accreditation should be directed to the Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, Illinois 60604. By phone, (800) 821-7440 or (312) 263-0456.

Program Accreditation
College of Aviation, Science and Technology (CoAST)
• Department of Aviation programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR); Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School.
• The Bachelor of Science in Computer Engineering is accredited by the Engineering Accreditation Commission of ABET, www.abet.org.

College of Business (CoB)
The College of Business programs are accredited by the Accreditation Council for Business Schools and Programs (https://acsb.org/page/accreditation-overview).

The M.S. in Project Management is accredited by the Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC).

The M.A. in Organizational Leadership Professional and Executive Coaching concentration and certificate are accredited by the International Coaching Federation (ICF) as an Accredited Coach Training Program (ACTP)/Level 2 training program.

College of Education and Social Sciences (CoESS)
• The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body recognized by the Council for Higher Education Accreditation (CHEA), has granted accreditation to the following program in the Department of Psychology at Lewis University: Clinical Mental Health Counseling, M.A., retroactive to July 14, 2019.
• The Bachelor of Social Work Program and the Master of Social Work Program are accredited by the Council on Social Work Education (CSWE) Commission on Accreditation (https://www.cswe.org/Accreditation).
• The Paralegal Studies program is approved by the American Bar Association (ABA).
• All Teacher Preparation Programs are approved for entitlement by the Illinois State Board of Education in conjunction with the Illinois State Educator Preparation and Licensure Board.

College of Nursing and Health Sciences (CoNHS)
• The baccalaureate degree program in nursing/master's degree program in nursing/Doctor of Nursing Practice program and post-graduate APRN certificate program at Lewis University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).
• Lewis' basic professional program is approved by the State of Illinois Department of Financial and Professional Regulation.
• The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBOTC). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBOTC Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBOTC certification examination or attain state licensure. Additionally, students must complete 24 weeks of Level II fieldwork within 18 months following completion of the didactic portion of the program.
• The Commission on Accreditation of Allied Health Education Programs (CAAAHP) has awarded initial accreditation to the Exercise Science program.

Professional Licensure
Lewis University offers online and in-person degree programs that lead to licensure/certification in the State of Illinois. Requirements for licensure and certification vary by state.

If you are located in a state other than Illinois or plan to live in another state after you graduate, you may be required to meet additional requirements set by state licensing boards. Currently enrolled and prospective students should contact their state's licensure board to identify licensure/certification requirements.

AMERICANS WITH DISABILITIES ACT (ADA)
Lewis University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws (hereinafter “applicable law” or “law[s]”), which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person’s major life activities and which necessitate modifications to the facilities, programs, or services of the University.

Lewis University does not discriminate with regard to race, creed or religion, national origin, gender, sexual orientation, age, disability, or color. The University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. Lewis University is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Lewis University is committed to making the campus and its facilities accessible as required by applicable laws. (The University indicates that, upon request, it would move programs and activities currently held in inaccessible facilities to accessible locations.) Please allow at least four business days for accommodations. Depending on the nature of the program, service, or activity, accommodations may take longer or be able to be coordinated in less time. The University cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the University’s programs.

For additional information on accommodations or accessibility on campus, contact the Learning Access Coordinator in the Academic Services department within the Center for Academic Success & Enrichment (CASE) at (815) 836-5593 or LearningAccess@lewisu.edu

CATALOG REQUIREMENTS
Both the general University requirements and the departmental requirements for majors, minors, and certificate/licensure programs described in the Lewis catalog are current as of the time of publication. Those requirements may, however, change from time to time during the course of a student’s enrollment at Lewis. It is the student’s responsibility to monitor any changes to requirements published during their enrollment and to discuss with appropriate University or departmental personnel how, if at all, the changes affect the student’s academic program. A student whose curricular plan satisfies both the University requirements for graduation and the requirements for one or more majors that are in effect at the time of matriculation is eligible to apply for either an undergraduate or graduate degree based on their program of study.

COMPLAINTS (STUDENT)
Lewis University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of a dispute directly with the faculty or individual(s) involved when possible. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when one makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. For matters where a resolution is not feasible, a student may make a formal appeal or complaint. There are three categories for formal appeals/complaints: Grade Appeal Process, Academic appeal other than a grade, and Student Complaints.

For purposes of the student complaint process, a student is someone who is currently enrolled full or part-time or who has recently been enrolled in the institution (within the last two years). A complaint is an expression of dissatisfaction concerning a University employee, department, service, or
process, or a University administrative action, that requires clarification, investigation and/or resolution.

- A complaint may be verbal or in writing, preferably in writing using the complaint form found at www.lewisu.edu/welcome/studentcomplaints.htm.
- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved.
- Complaints must be filed within 15 business days from the date of the action or occurrence which is the subject of the complaint.
- The Office of the Provost will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the complaint form.
- The Office of the Provost reviews each complaint to determine if it is one upon which action should be taken. If the complaint is properly the subject of the academic or financial appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.
- The Office of the Provost refers complaints requiring further action to the appropriate academic or administrative official (typically, a Dean or Director, or another appropriate administrator whom they have designated) for investigation and resolution.
- Within 10 business days after receiving a complaint, the Office of the Provost will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.
- An administrator to whom a complaint has been referred has 20 business days from the day of the referral to investigate and address the complaint. During the investigation and resolution process the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution the administrator will notify the student and the Office of the Provost in writing of the results of the investigation and resolution of the complaint.
- The Office of the Provost may extend the investigation period beyond 20 business days by notifying, in writing, the student who filed the complaint, using the contact information provided on the complaint form. A complaint may be dismissed without further action if the student fails to cooperate in the investigation.

Should a student wish to file their complaint with a regulatory agency, the contact information is listed below. Please note that these offices will require that a student first seek resolution directly with the institution by following the defined complaint or grievance policy. The State of Illinois — Illinois Board of Higher Education http://complaints.ibhe.org

The Higher Learning Commission www.hlcommission.org/HLC-Institutions/complaints.html

Lewis University-Albuquerque Students
New Mexico Higher Education Department (MNHED/PPSD)
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100
Phone: (505) 476-8400
Fax: (505) 476-8454
www.hed.state.nm.us/institutions/complaints.aspx

Online or Distance Education
Complaint Resolution
Students enrolled in Online or Distance Education are encouraged to contact their college dean's office to seek advice. Information regarding the complaint processes for each state of residence can be found on the Lewis website at lewisu.edu/welcome/studentcomplaints.htm

COMPUTER ETHICS
In the interest of academic honesty, Lewis University is committed to the following code of computer ethics:

- Work done on University computer systems is considered the property of the individual user, subject to normal inspection and file maintenance by University supervisory personnel.
- Users shall respect the privacy of information belonging to other users. They may not alter, add to, or delete another user’s property without the express consent of that owner.
- Any willful act of copying information with the intent of deceiving ownership, whether the information is a student’s or that of another user, is an act of plagiarism. Such action will be considered a form of academic dishonesty.
- The computer systems at the University shall not be used to identify the access codes of other users or other computer systems. Users may not disclose their own access codes to any other users.

COPYRIGHT LAWS
Students must abide by all copyright laws including the transmission of any information, software, or other material that is protected by copyright (music and videos) or other proprietary rights (including trade secret materials) or derivative works thereof, without obtaining permission of the copyright owner or holder.

EDUCATIONAL RIGHTS
Lewis University complies with the rules governing the implementation of the Federal Educational Rights and Privacy Act (FERPA) as passed by the 93rd Congress with the 1992 amendments and issued by the Department of Health, Education and Human Services. Compliance is accomplished through procedures found in the Student Handbook.

IMMUNIZATION POLICY
The Illinois College Student Immunization Act requires ALL students born after January 1, 1957 enrolled in six (6) or more credit hours on the Romeoville campus to provide written evidence of current immune status with respect to certain communicable diseases. Documentation must be submitted to campus Health Services by September 1 for Fall classes and by February 1 for Spring classes. Students not in compliance by or before the deadline will have a Medical Hold for future class registration and cannot add, drop or make any schedule changes until compliance is met. Students who are not compliant by the grace period, 1st week in October (for Fall classes) or the 1st week of March (for Spring classes), will also have a non-refundable $50 late fee assessed. This is separate from any academic program requirements.

Every College of Nursing and Health Sciences student must have a physical examination and other bloodwork/immunizations related to clinical agency placement.

NON-DISCRIMINATION POLICY
Lewis University does not discriminate against any applicant because of race, color, religion, gender, sexual orientation, national origin, age or disability.

PRIVACY STATEMENT
In accordance with the Financial Services Modernization Act of 1999, known as the Gramm-Leach-Bliley Act, all institutions of higher education are now subject to provisions of the Act related to the administrative, technical, and physical safeguarding of consumer information. Lewis University fully supports these provisions and it implements practices and procedures to protect your private information.

STUDENT RIGHT-TO-KNOW
Public Law 101-542, more commonly referred to as the Student Right-to-Know and Campus Security Act, was signed into law on November 8, 1990. The federal legislation requires institutions of higher education receiving federal financial assistance to provide information regarding graduation rates of its students to prospective and current students, and crime statistics and campus security information to current students and employees. Six-year graduation rates for cohorts of entering freshmen and campus crime statistics, as required by the federal legislation, are updated annually on the Lewis University website.

TUITION AND FEES
Official information concerning tuition and fees is published each semester in the Business Office section(s) of this Course Schedule. All charges and fees are subject to change without notice or obligation, and only those lists of tuition, fees, and other charges published with the authority of the University Business Office are official.
THE MISSION STATEMENT OF LEWIS UNIVERSITY
Faithful to the Lasallian Heritage in Catholic Higher Education

Lewis University, guided by its Catholic and Lasallian heritage, provides a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning and service.

SANCTIFIED ZONE
Inspired by the University's Mission values of Wisdom, Knowledge Justice, Fidelity and Association, the Lewis Community declares that Lewis is a Sanctified Zone where people are committed to working to end racism, bias and prejudice by valuing diversity in a safe and nurturing environment.

LEWIS UNIVERSITY
Transforming Lives Since 1680

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LOCATIONS
Driving directions can be found at
www.lewisu.edu/locations

Romeoville (Main)
One University Parkway
Romeoville, IL 60446
(815) 836-0500

Oak Brook
1111 W. 22nd Street, Suite 700
Oak Brook, IL 60523
(630) 573-1740

TO CALL FROM CAMPUS, DIAL (EXT.)
TO CALL FROM OFF-CAMPUS DIAL (815) 836-(EXT.)

CAMPUSS OFFICE HOURS
Administrative Offices
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.

Admission Office, Ext. 5250
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.
Evenings ...............................By appointment
Sat. ..........................9:00 a.m. to 12:00 p.m.

Athletics
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.

Bookstore - The Lewis University Bookstore is located in De La Salle Hall.
Mon.-Thurs. ..............................9 a.m. to 5 p.m.
Fri. ..............................9 a.m. to 3 p.m.
Extended hours to be posted.

Business Office, Ext. 5210
Mon.-Fri. .................................8:30 a.m. to 4:30 p.m.

Center for Academic Success and Enrichment
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.
Evenings by appointment

Center for Health and Counseling Services
Health Services
Mon.-Fri. .................................8:30 a.m. to 4:30 p.m.
Counseling Services
Mon.-Fri. .................................9:00 a.m. to 5:00 p.m.

Financial Aid Services, Ext. 5263
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.
Graduate Admission
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.
Sat. ..........................9:00 a.m. to 5:00 p.m.

Graduate Admission
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.
Sat. ..........................9:00 a.m. to 5:00 p.m.

Library
Mon.-Thurs. ..............................7:45 a.m. to 12:00 a.m.
Fri. ..............................7:45 a.m. to 7:00 p.m.
Sat. ..........................9:00 a.m. to 7:00 p.m.
Sun. ..........................12:00 p.m. to 12:00 a.m.
Extended hours to be posted.

Registrar’s Office, Ext. 5133
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.

School of Graduate, Professional, and Continuing Education (Accelerated Programs)
Mon.-Fri. .................................8:30 a.m. to 5 p.m.
Mon.-Fri. After 5 p.m. ........................By Appointment
Sat. ..........................9:00 a.m. to 5:00 p.m.

Service Desk
Technology Support is available for assistance by calling the on-campus extension 5950 or (815) 836-5950, email servicedesk@lewisu.edu, or self-service at https://servicedesk.lewisu.edu.

Student Services, Ext. 5275
Mon.-Fri. .................................8:30 a.m. to 5:00 p.m.
ADMISSION POLICY
Lewis University admits students on the basis of individual merit and without regard to race, creed or religion, color, gender, sexual orientation, age, handicap, or national origin.

Undergraduate: The undergraduate summer term is an open session. Currently enrolled, newly admitted, students from other colleges and universities as well as high school graduates and adults who can benefit from the content of the course offerings are allowed to enrolled in a summer term course. Admission for a summer course establishes no priority with respect to admission to the regular academic terms. Prospective students seeking admission for either a summer term or a full degree program at Lewis University should apply directly to the Office of Undergraduate Admission at www.lewisu.edu/apply or contact us at (815) 836-5250.

Freshman students: Lewis University welcomes applications from students attending an accredited high school who can demonstrate they are prepared to excel in the University setting. Each application is reviewed individually by the Office of Admission with primary focus on the student’s cumulative grade point average (weighted and unweighted), core grade point average (English, math, science, and social science courses), rigor of high school courses completed, writing sample, co-curricular activities, class rank, letters of recommendation, and standardized ACT or SAT scores (if submitted).

All applicants must complete an Admission Application and have their official student transcript sent from their current high school. If an applicant has attended more than one high school, an additional transcript may be required to show courses and grades earned at the previous school. ACT and/or SAT scores may be self-reported on the application form, but official test score reports must be sent to the Office of Admission before attending new student orientation.

Transfer students: A transfer applicant is a degree-seeking student who has earned at least 12 semester (18 quarter) hours of transferable credit at a regionally-accredited post-secondary institution. Transfer students must submit the Application for Admission and official transcripts from any/all colleges previously attended. Transfer applicants need to have earned a minimum 2.0 cumulative transfer grade point average (higher for some majors) based upon all transferable courses to be considered for admission. Those with less than 12 hours are subject to freshman entrance requirements as stated in the University Undergraduate Catalog.

Adult Undergraduate students: Adult students wishing to enroll in an accelerated undergraduate degree program should have previously earned a minimum of 30 semester hours of transferable credit at a regionally-accredited post-secondary institution) with a minimum of 2.0 cumulative transfer grade point average (higher for some majors). In addition, adult accelerated students must demonstrate evidence of significant work experience or military training. Credits earned through Prior Learning Assessment cannot be used for satisfying the transfer credit hour requirement for admission into an accelerated degree program.

The admission criteria for accelerated programs also applies to students enrolled in traditional degree programs who wish to take an accelerated course offered through the School of Graduate, Professional, and Continuing Education. Currently enrolled traditional students must first meet with their advisor and complete a registration request for an accelerated course. Registration for an accelerated course is subject to approval by School of Graduate, Professional, and Continuing Education.

Non-degree students: At Large students must apply and proof of prior college credit. An unofficial college transcript is acceptable provided that the student does not plan to obtain a degree from Lewis University. Students-at-large may pursue their studies on a part-time or full-time basis but do not receive institutional financial assistance. Those students who do seek a degree must complete an Application for Admission and submit official transcripts from each college or university previously attended.

Graduate students: Each graduate program has its own admission criteria. Students should apply to the Office of Graduate Admission, (815) 836-5610 or online at lewisu.edu/apply.

For more information, contact the Graduate program directors listed in the next column:

GRADUATE PROGRAM DIRECTORS

COLLEGE OF AVIATION, SCIENCE AND TECHNOLOGY (COAST)
Aviation and Transportation........................................... Dr. Erik Baker, Ext. 5936
Chemical Physics...................................................... Dr. Joseph Kozinski, Ext. 5393
Chemistry........................................................................... Dr. Jason Keleher, Ext. 5978
Computer Science....................................................... Dr. Safwan Omari, Ext. 5791
Cybersecurity.............................................................. Dr. Jason Perry, Ext. 5797
Data Science...................................................................... Dr. Pietr Szczurek, Ext. 7083
Electrical and Computer Engineering......................... Dr. Gina Martinez, Ext. 5557
Physics.............................................................................. Dr. Joseph Kozinski, Ext. 5393

COLLEGE OF BUSINESS (COB)
Business Administration............................................. Dr. Sheila Boysen, Ext. 7099
Business Analytics.......................................................... Dr. Ibrahim Mescioglu, Ext. 5801
Finance............................................................................ John Nyhoff, Ext. 5091
Organizational Leadership............................................. Dr. Sheila Boysen, Ext. 7099
Project Management..................................................... Dr. Robert Harris, Ext. 5430

COLLEGE OF EDUCATION AND SOCIAL SCIENCES (COESS)
Education
Early Childhood Special Education......................... Dr. Rebecca Pruitt, Ext. 5626
Educational Leadership.................................................. Dr. Erica Davila, Ext. 5103
Elementary/Special Education...................................... Dr. Elizabeth Sturm, Ext. 5624
English as a New Language........................................... Dr. Joanna Maravilla, Ext. 6007
Literacy............................................................................ Dr. Jung Kim, Ext. 5099
Secondary/Middle/Foreign Language........................ Dr. Chris Palmi, Ext. 5963

Social Sciences
Clinical Mental Health Counseling.......................... Dr. Katherine Helm-Lewis, Ext. 5604
Public Safety Administration/Criminal Justice............ Shanon Gillette, Ext. 5499
Social Work................................................................. Dr. Ellen Thursby, Ext. 5497

College Counseling.................................................. Dr. Judith Zito, Ext. 5971

COLLEGE OF NURSING AND HEALTH SCIENCES (CNHS)
Nursing
Doctor of Nursing Practice (DNP)................................. Dr. Daisy Sherry, Ext. 5249

Nursing MSN Track Coordinators
Adult Gerontology Acute Care Nurse Practitioner........ Dr. Cynthia Hinojosa, Ext. 5648
Adult Gerontology Primary Care Nurse Practitioner..... Dr. Cynthia Hinojosa, Ext. 5648
Family Nurse Practitioner........................................... Dr. Alex Ann, Ext. 5345
Healthcare Systems Leadership................................. Dr. Michele Kramer, Ext. 5018
Nursing Education.......................................................... Dr. Donna Martin, Ext. 5369
Psychiatric Mental Health Nurse Practitioner.............. Dr. Doris Van Byssum, Ext. 5813
School Nurse Program............................................... Dr. Dena Hinkley, Ext. 5052

Rehabilitation and Health Sciences
Health Information Management.............................. Margaret Ledda, MBA, Ext. 6164
Occupational Therapy.................................................. Dr. Susan Charnley, Ext. 7338
Speech-Language Pathology........................................ Dr. Tina Veale, Ext. 6379

UPDATED EMERGENCY CLOSING INFORMATION/ WEATHER INFORMATION

Students may view University closings by visiting: www.lewisu.edu. Phone trees, if available, will be utilized for class cancellations. Students will receive notification of University closings through the campus notification system. Students should make sure that the University has their current phone number and e-mail address to receive notification. Students are given the opportunity to update their contact information periodically through the Lewis University e-mail system.

In case of severe weather or other emergencies, the following radio and television stations may broadcast information about Lewis: WGN-720 AM; WBBM-780 AM; WJOL-1340 AM; WSSR-96.7 FM; WBBM-96.3 FM (B96); WRXQ-100.7 FM; WCCQ-98.3 FM; WBBM-TV (Channel 2); WMAQ-TV (Channel 5); WLS-TV (Channel 7); WGN-TV (Channel 9); WFLD-TV (Fox); and CTLV. These stations may announce University closings, which include the Romeoville main campus and all regional campuses. The University generally remains open in difficult weather situations. If weather conditions are determined by the University to be unsafe and/or provide an unacceptable learning environment, classes may be cancelled. If the University determines classes can meet but your personal situation (i.e. geographic location, driving route, etc.) poses significant safety concern, you are excused. Your grade will not be lowered for excused absences due to unsafe weather conditions. It is your obligation to make up your work. You must call your instructor before the next class meeting.
COLLEGE OF AVIATION, SCIENCE AND TECHNOLOGY, EXT. 5152

Dean..................................................Dr. Christopher White, Ext. 5584
Associate Dean, Aviation Initiatives........Eric Jones, Ext. 5483
Assistant Dean..................................Sarah Parsieau, Ext. 5020
Administrative Assistant to the Dean........Christine Morrow, Ext. 5152
Administrative Assistant for Aviation and Transportation Studies........ Андреа Madura, Ext. 5220
Department Manager, Aviation and Transportation Studies........Sandra Schuh, Ext. 5434
Administrative Assistant for Engineering, Computing, and Mathematical Sciences........Linda Snell, Ext. 5716
Administrative Assistant for Biology, Chemistry, and Physics........Carli Rodack, Ext. 5365

Department Chairs
Aviation..........................................Dr. Ryan Phillips, Ext. 5089
Biology...........................................Dr. Jerry Kavouras, Ext. 5723
Chemistry .......................................Dr. Jason Kelleher, Ext. 5978
Engineering, Computing and Mathematical Sciences........Dr. Cynthia Howard, Ext. 5134
Physics...........................................Dr. Joseph Kozinski, Ext. 5393

Program Directors
Air Traffic Control................................Michael Julius, Ext. 5761
Allied Health.....................................Dr. Erin Zimmer, Ext. 5659
Aviation Administration........................Craig Neville, Ext. 6016
Aviation Flight....................................Keith McGil, Ext. 5053
Aviation Maintenance............................Christopher Stevens, Ext. 5424
Data Science.....................................Dr. Piotr Szczurek, Ext. 7083
Dental Hygiene...................................Dr. Elizabeth Kozak, Ext. 5726
Engineering........................................Dr. Gina Martinez, Ext. 5557
Environmental Science.........................Dr. Jerry Kavouras, Ext. 5723
Graduate Aviation and Transportation Studies........Dr. Erik Baker, Ext. 5936
Graduate Computer Science....................Dr. Safvan Omar, Ext. 5791
Information Technology and Cyber Security........Dr. Jason Perry, Ext. 5797
Mathematics......................................Dr. Amanda Harry Rayment, Ext. 5688
Pre-Health Professions..........................Dr. Jennifer Roberts, Ext. 5596
Undergraduate Computer Science.............Dr. Raymond Kluemp, 5528
Unmanned Aircraft Systems....................Jacob Reed, Ext. 5508

COLLEGE OF BUSINESS, EXT. 5348

Dean..................................................Ryan D. Butt, Ext. 5267
Coordinator of CoB Operations................Kari Orseseke, Ext. 5621
Associate Dean.................................Dr. Wei Chen, Ext. 5260
Assistant Dean....................................Michael Progress, Ext. 5489
Coordinator of CoB Academic Services.........Kathryn Hettinger, Ext. 5938
Faculty Administrative Assistant...............Tracy O’Brien, Ext. 5991
Lowell Stahl Center for Entrepreneurship & Real Estate Director........ Contact Kari Orseseke, Coordinator of CoB Operations, Ext. 5621
Sales Excellence Program......................Mr. Bob Bergman, Ext. 5294

Graduate School of Management Program Directors
MBA..................................................Dr. Sheila Boylen, Ext. 7099
M.S. Business Analytics.........................Dr. Ibrahim Mecsioglu, Ext. 5801
M.S. Finance......................................John Nyhoff, Ext. 5091
Organizational Leadership.......................Dr. Sheila Boylen, Ext. 7099
M.S. Project Management.......................Dr. Robert Harris, Ext. 5430

Program Directors
International Business..........................Dr. Ian Gladling, Ext. 5221
Digital Marketing................................Dr. Shan Lin, Ext. 5804

Department Chairs
Accountancy, Business Analytics, Economics & Finance...Dr. Ibrahim Mecsioglu, Ext. 5801
Business Administration & Marketing..........Dr. James Krejci, Ext. 5168
Organizational Leadership & Management........Dr. Lesley Page, Ext. 592

TO CALL FROM CAMPUS,
DIAL (EXT.)
TO CALL FROM OFF-CAMPUS
DIAL (815) 836-(EXT.)

COLLEGE OF EDUCATION AND SOCIAL SCIENCES, EXT. 5242

Dean..................................................Dr. Kip Kline, Ext. 5717
Associate Dean.................................Dr. Tom Bristow, Ext. 5522
Assistant Dean...................................Randall Venzke, Ext. 5024
Administrative Assistant to the Dean........Lucy Alvarez, Ext. 5242
Administrative Assistant, Dept of Ed-Dean’s Office........Jean Lucas, Ext. 5266
Licensure Officer................................Renee Zdych, Ext. 5268
Clinical Coordinator............................Kim Mulcahy, Ext. 5773
Administrative Assistant for Early Childhood, Elementary and Special Education..........Melissa Villarreal, Ext. 5398
Administrative Assistant for Justice, Law and Public Safety Studies........Lydia Whelwell, Ext. 5502
Administrative Assistant for Psychology........Nancy Hanley, Ext. 5594
Administrative Assistant for Political Science/Social Work/Sociology.........Shannon Garcia, Ext. 5162
Administrative Assistant for Educational Leadership, ESL, Instructional Technology, Reading & Literacy, Ed.D., Secondary/Middle-Level Foreign Language........Lee Anne McConlogue, Ext. 5121

Department Chairs
Education........................................Dr. Jung Kim, Ext. 5099
and Dr. Elizabeth Sturm, Ext. 5624
Justice, Law and Public Safety Studies........Dr. Vesna Markovic, Ext. 5039
Political Science...............................Dr. Steven Nawara, Ext. 5323
Psychology.......................................Dr. Keith Lavine, Ext. 5744
Social Work......................................Dr. John Halloran, Ext. 5009
Sociology.........................................Dr. Tennille Allen, Ext. 5799

Education Program Directors
Early Childhood Education....................Dr. Rebecca Pruitt, Ext. 5626
EdD..................................................Dr. Erica Davila, Ext. 5503
Educational Leadership.........................Dr. Erica Davila, Ext. 5503
Elementary/Special Education.................Dr. Elizabeth Sturm, Ext. 5624
ESL..................................................Dr. Joanna Maravilla, Ext. 6107
Reading..........................................Dr. Jung Kim, Ext. 5099
Secondary/Middle-Level Foreign Language........Dr. Chris Palmi, Ext. 5963
and Dr. Erica Kwiatkowski-Egizio, Ext. 5984
Technology Learning & Design..............Dr. Seung Kim, Ext. 5042
Undergraduate Reading Program.............Dr. Chris Palmi, Ext. 5963

Social Science Program Directors
Addictions Program.............................Dr. Kimberly Dursis, Ext. 5783
Clinical Training and Assessment.............Dr. Kim Dursis, Ext. 5783
Ethnic and African American Studies.........Dr. Tennille Allen, Ext. 5799
Graduate Criminal Justice....................Dr. Natalia Tapia, Ext. 5085
Graduate Psychology.........................Dr. Katherine Helm-Lewis, Ext. 5604
Graduate School Counseling.....................Dr. Judith Zito, Ext. 5971
Human Resource Management..................Dr. Kimi Tsai, Ext. 5196
Latin America and Latino/a Studies...........Dr. Jennifer Buntin, Ext. 7087
Public Safety Administration..................Sharon Gillette, Ext. 5949
Social Work......................................Dr. John Halloran, Ext. 5009
Undergraduate Criminal Justice..............Tammy Thurman, Ext. 5084
Undergraduate Psychology....................Dr. Valerie Hill, Ext. 5166

COLLEGE OF HUMANITIES, FINE ARTS AND COMMUNICATIONS, EXT. 5874

Dean..................................................Dr. Laura Franklin, Ext. 5779
Associate Dean.................................TBD
Assistant Dean.................................David Nowak, Ext. 5765
Administrative Assistant to the Dean.........Joan LaCombe, Ext. 5874
Administrative Assistant for Art and Design/Music/Theatre........ Christine Jones, Ext. 5619
Administrative Assistant for Communications/English Studies/Foreign Languages........Maria Sanchez, Ext. 5227

Department Chairs
Art and Design..................................Kristin Callahan, Ext. 5419
Communications..............................Dr. Emily Normand, Ext. 5093
English Studies.................................Dr. Chris Weigos Ext. 5873
History...........................................Dr. James Talon, Ext. 5814
Music.............................................Dr. Mike McFerron, Ext. 5857
Philosophy.......................................Dr. Arsalan Memen, Ext. 7091
Theatre...........................................Dr. Kevin Trudeau, Ext. 5695
Theology.........................................Dr. Christine Billups, Ext. 5829
COLLEGE OF HUMANITIES, FINE ARTS AND COMMUNICATIONS (Continued)

Program Directors
Art Gallery .......................................................... Natalie Swain, Ext. 5043
Culture & Civilization ........................................ Br. John Vietors, FSC, Ext. 5679
Electronic Media .................................................. John Carey, Ext. 5400
English as a Second Language .............................. Jasmine Castillo, Ext. 5664
Foreign Languages ............................................. Dr. Serafina Gettys, Ext. 5544
Radio/TV ............................................................. John Kilpatrick, Ext. 5400
Spanish Program .................................................. Dr. Rocio Rodriguez, Ext. 6007
The Flyer (LUTN News) ......................................... Tracy Hemmingway, Ext. 7208
The Flyer (Online) Moderator ................................. Hayley Miller, Ext. 5022
The Flyer (Print) Moderator ..................................... Hayley Miller, Ext. 5022

COLLEGE OF NURSING AND HEALTH SCIENCES, EXT. 5350

Dean ................................................................. Dr. Susan Muller, Ext. 5245
Associate Dean .................................................. Dr. Daisy Sherry, Ext. 5249
Assistant Dean .................................................... Sarah Coleman, Ext. 5703
Administrative Assistant to the Dean ....................... Christine Murray, Ext. 5350

Department of Graduate Nursing
Chair ................................................................. Dr. Pamela Taylor, Ext. 5378
Director of DNP Program ................................. Dr. Daisy Sherry, Ext. 5249
FNP Track Coordinator ........................................ Dr. Alex Ariiz, Ext. 5345
AGACNP/AGPCNP Tracks Coordinator ............... Dr. Cynthia Hinoya, Ext. 5648
PMHNP Track Coordinator ................................ Dr. Doris Van Byssum, Ext. 5813
Healthcare Systems Leadership Track Coordinator .... Dr. Michele Kramer, Ext. 5018
Nursing Education Track Coordinator ................. Dr. Hanna Martin, Ext. 5369
School Nurse Track Coordinator ....................... Dr. Dana Hinkie, Ext. 5052
Assistant to the Graduate Nursing Chair ................ Mary Ortiz, Ext. 5355
Administrative Assistant Graduate Nursing .......... Ashley Stajura, Ext. 5997
Administrative Assistant Graduate Nursing .......... Rosemane Shaffer, Ext. 7177
Community Partnerships Coordinator ................. Caitlin Thompson, Ext. 5235
Administrative Assistants Clinical Placement Office .... Merrit Edison, Ext. 5441
................................................................. and Nichole McGraw, Ext. 5452

Department of Undergraduate Nursing
Chair ................................................................. Dr. Jeannine Haberman, Ext. 5237
BSN Coordinator ................................................. Dr. Nanci Reiland, Ext. 5720
Assistant to the Undergraduate Nursing Chair ......... Julie Sullivan, Ext. 5041
Administrative Assistant Undergraduate Nursing ...... TBD, Ext. 5359
Administrative Assistant Undergraduate Nursing ...... Rachel Sierovski, Ext. 5363
Co-Coordinators of Skills Lab ............................. Cindy Parent, Ext. 5128
................................................................. and Kristen Pngiel, Ext. 5128
................................................................. and Shar Pollock, Ext. 5128

Department of Rehabilitation and Health Sciences
Chair of Rehabilitation and Health Sciences ............ Dr. Susan Klappa, Ext. 6965
Director of Occupational Therapy Program .......... Dr. Susan Charnley, Ext. 7338
Director of Exercise Science Program ................... Dr. Cathy Bohlin, Ext. 5921
Director of Healthcare Management Program .......... Margaret Ledda, Ext. 6164
Director of Health Information Management Program .... Margaret Ledda, Ext. 6164
Director of DPT Program (In Development) .......... Dr. Susan Klappa, Ext. 6965
Coordinator for O/T Academic Fieldwork ................. Eron Bozec, Ext. 5295
Coordinator for SLPA Clinical Education ............... Kristin Smith, Ext. 5494
Administrative Assistant to Rehabilitation and Health Sciences ...... Hannah Gavin, Ext. 5356
Administrative Assistant Speech-Language Pathology .... Michele Latta, Ext. 5081

SCHOOL OF GRADUATE, PROFESSIONAL AND CONTINUING EDUCATION, EXT. 5570

Associate Provost of Graduate Studies, Dean, School of Graduate, Professional and Continuing Education .............................. Dr. Anne Rapp, Ext. 5778
Administrative Assistant for SGPE Dean’s Office ........ Fabiana Tkac, Ext. 5360
Assistant Professor/Director of Prior Learning Assessment ...... Dr. Cynthia Stevens, Ext. 6938
Assistant Dean ..................................................... Sarah Wiegman Ext. 5622

Advising
Business Administration, Business Analytics, Computer Science, Human Resource Management, Psychology, SHRM ............. Carl Reinholtz, Ext. 5650
BAC/BSN, Criminal Justice, Early Childhood Education, Healthcare Leadership, Professional Studies, Special Education ............ Amber Schelerth, Ext. 5636
BA-Organizational Leadership, MA-Organizational Leadership, Organizational Leadership Graduate Certificates, Dental Health, RN/BSN ......... Joanna Baumann, Ext. 5519
Master of Business Administration, MS-Business Analytics, MS – Finance, MS-Project Management ................................. Pety Perez, Ext. 5913
MS- Computer Science, MS-Data Science, MS- Cybersecurity ......................... Jonathan Dackow, Ext. 5629
Administrative Assistant to Advising ....................... Abbie Saltzman, Ext. 5570

College of Aviation, Science and Technology
Program Director, Computer Science .................... Cindy Howard, Ext. 5134

College of Business
Program Director, Bachelor of Arts in Organizational Leadership ............... Dr. Michael Cherry, Ext. 5744
Program Director, Business Administration ............. Dr. James Krejci, Ext. 5616
Program Director, Business Analytics ................. Ibrahim Mescioglu, Ext. 5801

College of Education and Social Sciences
Program Director, Human Resource Management .......... Dr. Kami Tsai, Ext. 5196
Program Director, Criminal Justice ....................... Dr. Tammy Thurman, Ext. 5084
Program Director, Psychology ............................ Dr. Valerie Hill-Steik, Ext. 5166
Program Director, Early Childhood Special Education .... Dr. Rebecca Prutt, Ext. 5626

College of Nursing and Health Sciences
Program Director, Healthcare Management .......... Margaret Ledda, Ext. 6164
Program Director, RN/BSN Degree Completion .......... Jeannine Haberman, Ext. 5237

School of Graduate, Professional and Continuing Education
Program Director, Professional Studies .................. Dr. Anne Rapp, Ext. 5778

GRADUATE ADMISSION, EXT. 5610

Associate Vice President .................................. Rita Herrick, Ext. 5552
Director ............................................................. Dr. Leslie Jacobson, Ext. 5821
Assistant Director, Graduate and Adult Enrollment Communications .......... John Galgano, Ext. 5574
Graduate Admission Counselor/CONHS Liaison ......... Nancy Wiksten, Ext. 5628
Graduate Admission Counselor ............................ Linda Campbell, Ext. 5704
Graduate Admission Counselor ............................ Kathy Lisak, Ext. 5027
Graduate Admission Counselor ............................ Sheri Vilcek, Ext. 5384
Graduate Admission Counselor/Partnership Coordinator ........ Rhonda Richter, Ext. 5811
Administrative Assistant ................................. Carol Skevis-Koch, Ext. 5994

REGIONAL LOCATION DIRECTORY

Oak Brook, Ext. 5680
Director ............................................................ Katherine Keating ........................................ (630) 573-1740
Assistant Director ............................................. Jeralyn Dunlap ........................................ (630) 573-1740
Assistant Director ............................................. Jennifer Manderscheid ................................ (630) 573-1740

lewisu.edu/schedules | Lewis University Course Schedule | Fall 2023 | 7
Transportation to and from Campus

Lewis strives to provide students with easy access to surrounding communities.

**PACE BUS 834 (MINIMAL CHARGE)**

In cooperation with the Regional Transportation Authority (RTA), bus 834 Joliet-Downers Grove provides 24 hr. service from the Lewis main campus to local communities. The route spans from Joliet’s Union Station to Yorktown Center.

For service and complete route information and timetables, visit [http://www.pacebus.com/sub/schedules/route_detail.asp?RouteNo=834](http://www.pacebus.com/sub/schedules/route_detail.asp?RouteNo=834)

**Lewis University Shuttle (Free)**

Lewis offers a free Campus Shuttle service to connect you with local communities, shopping and entertainment. The shuttle runs Friday, Saturday and Sunday from Lewis to Downtown Naperville, Louis Joliet Mall, shopping and restaurants on Weber including: Jewel Osco, Buffalo Wild Wings, Kohl’s, Aldi, Goodwill, Tasty Waffle, Walgreens, and Walmart.

For a complete schedule, go to [Lewisu.edu/shuttle](http://Lewisu.edu/shuttle).
Registration Schedule and Important Information

REGISTRATION TIMETABLE FALL 2023

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Priority</th>
<th>Online</th>
<th>In-Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>April 11</td>
<td>Graduate Students</td>
<td>8:30</td>
<td>10:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 12</td>
<td>Undergraduates 105+, not including this semester</td>
<td>8:30</td>
<td>10:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 12</td>
<td>Undergraduates 90+, not including this semester</td>
<td>12:00</td>
<td>1:30</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 13</td>
<td>Undergraduates 75+, not including this semester</td>
<td>8:30</td>
<td>10:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 13</td>
<td>Undergraduates 59+, not including this semester</td>
<td>12:00</td>
<td>1:30</td>
</tr>
<tr>
<td>Friday</td>
<td>April 14</td>
<td>Undergraduates 40+, not including this semester</td>
<td>8:30</td>
<td>10:00</td>
</tr>
<tr>
<td>Friday</td>
<td>April 14</td>
<td>Undergraduates 0-40, not including this semester</td>
<td>12:00</td>
<td>1:30</td>
</tr>
</tbody>
</table>

**Note:** The schedule to the left indicates registration beginning times. Registration is open online 24/7; telephone support and in-person registration is available only during office hours.

A dynamic listing of ALL courses can be found online at [lewisu.edu/schedules](http://lewisu.edu/schedules). You can browse by term or subject and then register for courses.

**NEW STUDENTS**

Students new to Lewis University will be permitted to register in late April. In order to register, the student must make an appointment with his/her admitting office (Admission, Graduate Admission). The admitting office will assign the counseling and registration date.

**STOP-OUT STUDENTS**

Students who attended Lewis, but were absent for the Spring 2023 semester will be permitted to register in late April, after seeing their faculty advisors. If a stop-out undergraduate student attended another institution during her/his absence, the student will follow the information contained in the “New Students” section.

**GRADUATING SOON...**

A student must apply for graduation for the semester in which the degree requirements will be completed. All candidates for graduation at any of the three graduation periods must submit an application to the Office of the Registrar. Applications received after the deadline will be considered for the next graduation. All students are required to pay a graduation processing fee.

**APPLY FOR GRADUATION ONLINE!**

1. Go to myLEWIS.lewisu.edu
2. Click on “Records & Registration”
3. Click on “Apply to Graduate” in Academic Information Box.

**UNDERGRADUATE COURSEWORK AWAY FROM LEWIS**

Once students have matriculated at Lewis University, they may not take courses at other colleges and universities for transfer to Lewis except for sound reasons and with the prior approval of the dean of the college. In such cases, approval must be secured before the courses are taken, and only the semester credit hours of “C” or higher will transfer. The grade does not transfer. Lewis University requires that undergraduate students fulfill a residency requirement by completing a minimum of 32 credit hours of their degree programs in Lewis courses. In addition, all courses in the graduating semester must be taken at Lewis. Ordinarily, once a student has matriculated, no transfer courses will be accepted for the major requirements. Exceptional requirements will be completed.

**STUDENT TEACHING**

Application for admission to student teaching for the upcoming academic year, fall and spring semesters, must be made by September 30th. Students must successfully complete the appropriate State of Illinois test in their content area before they will be allowed to student teach. They should consult their advisor in the College of Education to make sure all requirements have been met.

**OFFICIAL WITHDRAWING FROM A COURSE**

Once registration is complete, all registered students will receive grades for courses in which they are enrolled. A student who is unable to complete a course may withdraw and receive a grade of “W.” Because students may not have an accurate idea of their current grade, they should consult with both their instructor and their advisor before withdrawing from a course. To withdraw from a course, the student must complete a Withdrawal Form from the Office of the Registrar. A student cannot withdraw from a course simply by ceasing attendance in a course. A student who ceases attendance in a course without completing a Withdrawal Form will earn a grade of “F.” Withdrawal from courses with the grade of “W” is allowed through five-eighths of a course. (Through the tenth week for 16 week courses; through the fifth week for eight week courses.) Withdrawal involves the loss of tuition and credit hours and may change the student’s status from full-time to part-time.

**IMPORTANT TELEPHONE NUMBERS**

- **Technical Questions (log-in, etc.)**
  (815) 836-5950
  M-F 8:30 a.m.-5:00 p.m.
- **Registration Questions**
  (815) 836-5133
  M-F 8:30 a.m.-5:00 p.m.
- **Billing Questions**
  (815) 836-5210
  M-F 8:30 a.m.-4:30 p.m.
- **Financial Aid Questions**
  (815) 836-5263
  M-F 8:30 a.m.-5:00 p.m.

**CHANGE OF REGISTRATION**

A student has one week into the semester to add a course to his/her program. Before the end of the second week, he/she can drop a course without the recording of this course on his/her transcript. After the second week of the semester, and before the specified date, a student may withdraw from a course with the grade of “W” posted on his/her transcript. Students may make all registration changes in person in the Office of the Registrar or online. The schedule of tuition refunds for dropped courses is published in the Business Office section in this University Course Schedule on pages 16 and 18.
**Registration in Self Service Banner**

**REGISTRATION STEPS**

1. Meet with or contact your advisor
2. If you are unsure of your advisor go to myLEWIS.lewisu.edu
3. During the advising session you will be given your registration PIN*
4. The registration PIN is a six digit numeric PIN*
5. Register in Self Service Banner

*PIN not required for Summer Registration

**REGISTRATION IN SELF SERVICE BANNER**

1. Log into myLEWIS.lewisu.edu
2. After logging in, you are at the Main Menu
3. Go to Records & Registration
4. In the Registration Tools click on Add or Drop Classes
5. Select a Term and click Submit
6. Enter the Pin provided to you by your advisor
7. You will now be on the Current Schedule page

**TO REGISTER**

If you have the CRN-Course Reference Number
1. At the bottom of the page click on Class Search
2. Use Advanced Search to filter (e.g., online classes, Oak Brook campus, workshops, specific minors)
3. When the Subject Courses appear, click View Section
4. Select the section you wish and check the Select box
5. If a C appears, course is Closed (filled)
6. Make a different selection or consider being placed on the Waitlist (see Waitlist information)
7. After the Select box is checked, click Register. The CRN will become part of your schedule if no errors were encountered.
8. Add more classes with Class Search
9. Register by clicking Submit Change
10. Classes will appear in your Current Schedule and Credits will be calculated

If you do NOT have the CRN you will start with a Class Search
1. At the bottom of the page click on Class Search
2. Use Advanced Search to filter (e.g., online classes, Oak Brook campus, workshops, specific minors)
3. When the Subject Courses appear, click View Section
4. Select the section you wish and check the Select box
5. If a C appears, course is Closed (filled)

**TO DROP A CLASS**

1. Classes will appear on the Current Schedule page
2. Locate the Action box for the class to be dropped
3. Select Drop
4. Click Submit Changes

**WAITLIST**

What is a Waitlist?
If the class you wish to register for is closed but waitlist seats are available, you can get on the waitlist. When a seat becomes available, the first student on the waitlist will get an email notification about registration opportunity for the class. It is the student’s responsibility to register within 24 hours upon receiving notification.

How do you know if the section is closed?
When selecting the course section the letter C replaced the checkbox next to the CRN.

How do you know if there is a waitlist available?
There is a number greater than 0 in the WL Rem column

Can an instructor add a student to a closed course?
The waitlist feature has replaced the practice of an instructor being petitioned by a student to enter a closed class. In fairness to those on the waitlist, the instructor may not override the closed status of a course by granting permission for a student to add into a closed class.

To add to the waitlist
1. Make note of the CRN of the closed course
2. Go to Student, Registration and select Add or Drop Classes.
3. Select a Term and click Submit.
4. Enter your PIN provided to you by your advisor.
5. Type in the CRN in the blank field under Add Classes Worksheet.
6. Click Submit Changes.
7. Scroll down to see the Registration Add Errors details.
8. Click on the Action box and select Waitlist.
9. Click Submit Changes.
10. The Waitlisted class will appear in the Current Schedule.

11. No further action is necessary. Email notification will be sent if a seat becomes available. The student will have 24 hours to register for the course.

**HELPFUL INFORMATION**

You may return online after you have registered to add/drop courses. You may not be able to register for some courses online. If you attempt to register for a course that requires a signature, you will get an appropriate message. For such courses, obtain the appropriate signature on a Registration or Add/Drop form and bring it to the Registrar’s office. This procedure will be required when:

- The course is listed in the Course Schedule as SIGNATURE
- The registration is for 19 or more hours. The necessary signature may be obtained at your College Dean’s Office.
- A senior is given permission to register in a graduate course.
- The necessary signature is that of the graduate director.
Searching Courses

1. A dynamic listing of ALL courses can be found online at:

2. You can browse by term or subject and then register for courses by clicking the “Browse Courses” or “Register for Classes” tabs.

3. An account is required to login into myLewis.

Customize your search by Subject, Course Number, Title, Instructional Method, Credit Range, Campus, Course Level, or Part of Term.

Class Schedule Search

Subject:
- Accounting
- Art Design
- Aviation Maintenance
- Aviation Transportation
- Biology
- Business Administration
- Business Analytics
- Business General
- Chemistry
- Communications

Course Number:

Title:

Instructional Method:
- All
- Blended
- Multi-Option

Credit Range:

Campus:
- All
- Albuquerque
- College of DuPage

Course Level:
- All
- Graduate
- Undergraduate

Part of Term:
- Non-date based courses only
- First Eight Weeks
- Full Term
Identifying and Understanding Courses

TRADITIONAL FULLY IN-PERSON EXAMPLE

Traditional Fully In-Person appear under "TYPE" as by "Class/ Lecture" with just one row under showing meeting location under "Where."

<table>
<thead>
<tr>
<th>Principles of Management</th>
<th>81659</th>
<th>BSAD 20000 - 002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term: Fall 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Dates: Apr 11, 2023 to Sep 03, 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levels: Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romeoville Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Schedule Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Instructional Method</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.000 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Catalog Entry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class/Lecture</td>
<td>11:00 am - 12:15 pm</td>
<td>TR</td>
<td>St. Charles Borromeo SE</td>
<td>Aug 28, 2023 - Dec 16, 2023</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

BLENDED COURSES – ONLINE & IN-PERSON EXAMPLE

Blended Courses will appear with multiple rows. One row is for the in-person component which appears as “Class/ Lecture” and the other row is for the online meeting component. These courses will list the location under “Where” column. Under the column “Type” of class will show the in-person room, day and time. The other row will indicate the online meeting times, in which students will join the online class at the designated time. When meeting online, the location will appear as “Online.”

<table>
<thead>
<tr>
<th>General Chemistry 1</th>
<th>88023</th>
<th>CHEM 11000 - 002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term: Fall 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Dates: Apr 11, 2023 to Sep 03, 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levels: Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attributes: Science/Lab Gen Ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romeoville Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Schedule Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blended Instructional Method</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.000 Credits</td>
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<td></td>
</tr>
<tr>
<td>View Catalog Entry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class/Lecture</td>
<td>10:00 am - 10:50 am</td>
<td>MWF</td>
<td>Arts and Sciences A2045</td>
<td>Aug 28, 2023 - Dec 16, 2023</td>
<td>Lecture</td>
</tr>
<tr>
<td>Online</td>
<td>10:00 am - 10:50 am</td>
<td>T</td>
<td>VBA</td>
<td>Aug 28, 2023 - Dec 16, 2023</td>
<td>Lecture</td>
</tr>
</tbody>
</table>
FULLY ONLINE SYNCHRONOUS EXAMPLE

Fully Online Synchronous will have “Online” listed for “Type,” but will have designated meeting days and times listed, with a location of TBA.

FULLY ONLINE ASYNCHRONOUS EXAMPLE

Fully Online Asynchronous will have “Online” listed under “Type” and have TBA for meeting time/location.

MULTI-OPTION

This instructional method enables students to choose to attend live, classroom-based session in person, online remotely synchronously (with designated day and time) or online asynchronously (at the student’s leisure). Course will be taught from the classroom according to the published course schedule.
The information contained in this schedule was accurate on March 8, 2023, the time of posting online and is subject to change without notice. The University reserves the right to cancel any course due to insufficient enrollment or as deemed necessary, and to make any schedule changes required including change of class time, location or instructor.

READING THE COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Course Reference Number. A unique number assigned to a course. It is used for course registration.</td>
</tr>
<tr>
<td>COURSE ID</td>
<td>Subject + Course Number + Section</td>
</tr>
<tr>
<td>COURSE TITLE</td>
<td>Course Title</td>
</tr>
<tr>
<td>INST</td>
<td>Instructor; if blank, instructor not assigned</td>
</tr>
<tr>
<td>CR</td>
<td>Credit hour value</td>
</tr>
<tr>
<td>INSM</td>
<td>Instructional Method: TR = Traditional (face-to-face) ON = Online BL = Blended (face-to-face and online) MO = Multi-option (student may move between face-to-face and online) IS = Independent Study DS = Directed Study</td>
</tr>
<tr>
<td>PART OF TERM</td>
<td>Full Term/ First Eight Weeks/ Second Eight Weeks/Weekend Workshops</td>
</tr>
<tr>
<td>DAYS</td>
<td>Meeting days (note: T=Tuesday; R=Thursday)</td>
</tr>
<tr>
<td>TIME</td>
<td>Start and end time</td>
</tr>
<tr>
<td>DATE</td>
<td>Monday of the week of the first class through Friday of the last week of class</td>
</tr>
<tr>
<td>SR</td>
<td>Signature required to enter course</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>Campus: ROM = Romeoville OBK = Oak Brook ONL = Online OFF = Other off campus location</td>
</tr>
<tr>
<td>FEE</td>
<td>Course fee</td>
</tr>
<tr>
<td>COREQ CRN</td>
<td>CRN of a course that must be taken with this course.</td>
</tr>
<tr>
<td>SPECIAL INFORMATION</td>
<td>Comment about a course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Length</th>
<th>Begin</th>
<th>End</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sixteen Weeks</td>
<td>Mon, Aug 28</td>
<td>Sat, Dec 16</td>
<td>Full Term</td>
</tr>
<tr>
<td>18</td>
<td>Eight Weeks</td>
<td>Mon, Aug 28</td>
<td>Sat, Oct 21</td>
<td>First Eight Weeks</td>
</tr>
<tr>
<td>28</td>
<td>Eight Weeks</td>
<td>Mon, Oct 23</td>
<td>Sat, Dec 16</td>
<td>Second Eight Weeks</td>
</tr>
<tr>
<td>W</td>
<td>Weekend Workshops</td>
<td>Mon, Aug 28</td>
<td>Sat, Dec 16</td>
<td>Full Term</td>
</tr>
</tbody>
</table>

Holidays

- **Martin Luther King, Jr. Day** – Monday, January 15, 2023 - No Classes
- **Juneteenth** – Monday, June 19, 2023 - No Classes
- **Independence Day** – Tuesday, July 4, 2023 - No Classes
AUDITING COURSES
Students may enroll as auditors for a fee. The instructor’s permission on the audit form is required. The fee must be paid at the time of enrollment and is non-refundable. College of Nursing and Health Sciences courses are not open to auditors. Auditors are subject to the conditions of enrollment established by the instructor, but do not take course examinations.

Students who audit a course must establish regular attendance during the first two weeks of class or they will be submitted as a “No Show.” No credit is earned for audited courses, but the course name and designation “AU” are listed on the transcript.

Students who do not follow the attendance policy in the syllabus may earn a “W” as a final grade.

To obtain the Audit Form from the Registrar’s office.

Ordinarily, students may not audit studio or laboratory performance-based courses. Students’ work in audited classes will not be formally assessed and no grades will be issued. Auditors are expected to read required texts and are permitted to ask and answer questions in class.

Courses taken for audit do not apply toward any academic degree and do not count as part of a student’s full or part-time course load for purposes of financial aid or loan deferments.

CANCELLATION OF COURSES/SCHEDULE CHANGES
The University reserves the right to cancel any course because of insufficient enrollment or as deemed necessary, and to make any schedule changes required including change of hours, location or instructor.

CLASS ATTENDANCE
Students are expected to attend all classes as part of the normal learning process. Students bear the ultimate responsibility for all missed class material as the result of an absence and can be required to make up any work missed.

Students must be consistent in attendance, both on-ground and online, at the beginning of the term to confirm registration and to be listed on the official course roster. Students will be withdrawn from the official class list by the instructor if they do not have the instructor’s prior approval and fail to attend the first two weeks of 16-week courses or the first 6-8 week courses.

Faculty members have a right to establish their own rules and regulations concerning class attendance consistent with program and institutional policies. Students may receive a grade reduction or failing grade if they do not observe attendance requirements set for their classes.

For “Excused Attendance Policy,” and “Grieving Policy,” consult the current Undergraduate Catalog.

GPA REQUIRED FOR DEAN’S LIST
Every semester, the colleges publish a Dean’s List of Honor Students. To be eligible, an undergraduate student must have completed at least 12 hours during the semester, with a grade point average of at least 3.50 and with no “D” or “F” grades. A grade of Incomplete (I) will cause a student's name to be omitted from the Dean’s List. Credit hours taken on a pass/fail basis are not included among the 12 hours needed to be eligible for the Dean’s List of Honor Students.

INDEPENDENT STUDY
Independent Study is an intensive, highly individualized course taken for knowledge enhancement beyond the courses offered in a particular area of interest and covering material not described in the University catalog in any other format. An Independent Study is offered by a department only to its majors and minors.

Independent Study must relate to a subject for which the student has adequate preparation and be commensurate with the student’s class level, major field, and experience. The faculty supervisor must have, or be willing to develop, expertise sufficient to assess the quality of a student’s independent learning. Learning outcomes and criteria or rubrics for assessment of learning should normally be agreed upon in advance.

Independent Study can involve what Ernest Boyer termed the scholarship of discovery, integration, application or teaching (Scholarship Reconsidered: - Priorities of the Professoriate, 1990) or the scholarship of creativity, including creation of works of art, literature, music, film and theater.

To qualify for an Independent Study, a student must:

• Have earned 60 credit hours, at least 12 of which were earned at Lewis
• Have a 3.0 Cumulative GPA

A student must meet with the independent study supervisor to decide on focus, scope of project, meeting times, due dates for progress reports and plan for human subjects approval, if necessary.

Credit for a single independent study should not exceed three semester hours; a student should not register for more than three semester hours of independent study in one semester; and the total number of credit hours for a single student over the course of that student’s college career should not exceed six hours. A faculty member should normally supervise no more than one independent study student per semester.

Students must apply for independent study using this form obtained at their Dean’s Office, which must be approved by the supervising instructor, the student’s academic advisor, the department chair of their major, and the Dean’s Office of their major before the student enrolls for the course. If the course is in a department different from their major, the department chair and dean of that program/college must also sign this request.

PASS/FAIL OPTION
No more than one course on the Pass/Fail option will be approved for any student during a semester session, and that course cannot be required by the major, minor, or by the general education curriculum. The approval of the course instructor and the permission of the dean of the college in which the student is a major is required for a P/F grade to be attempted. Certain courses are offered exclusively on a pass/fail basis.

A student enrolled in such a course has the option to take an additional course on a pass/fail option.

Under the pass/fail option, a student is responsible for attending and participating in all scheduled classes and class activities, as well as completing all course requirements listed in the syllabus, including quizzes and examinations. The instructor evaluates the student who is exercising the pass/fail option in the same manner as other students in the class. At the end of the course, instead of the standard letter grade, a “P” will be posted for those students who achieve a performance level of poor through excellent (“D-” or better). The grade of “P” does not affect the grade point average. However, if a student fails a class, the “F” will be included in calculating the GPA.

Application forms for pass/fail are available in the office of the dean of the college. Completed application forms must be returned to the Registrar before the third Friday of the semester.

PREREQUISITES
Several courses listed have prerequisites. Please check and make sure that the prerequisite as indicated by the department, college, or instructor has been met.

REPEAT OF A COURSE
Any course taken in the University may be repeated for a higher grade, except those restricted by a major department or college. Both courses will appear on the transcript, but only the most recent grade will be used to calculate the grade point average. Credit will be given only once for the course. A “W”, or “I” on the second attempt does not replace the previous grade.

UNOFFICIAL WITHDRAWAL FROM A COURSE
Students must be especially consistent in attendance, both on-ground and online, during the first two weeks of the course to confirm registration and to be listed on the official course roster. Students who fail to attend, or participate in an online course during the first two weeks and who have not received prior approval from the instructor for absences will be reported to the Registrar by the faculty as a ‘No-show’ after the institutional drop deadline. These students are administratively dropped and no financial aid is disbursed to their student statement of account. If the student is reported as a No-show for one or more but not all of their classes that student is assigned a “W” grade by the Registrar’s Office for the classes that were reported.
Traditional Undergraduate 16-Week Calendar

### Fall 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Monday</td>
<td>Full Day of Classes for the 16-Week Term and First 8-Week Session</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Labor Day: No Classes</td>
</tr>
<tr>
<td>October 5, 6</td>
<td>Thursday, Friday</td>
<td>Fall Break: No classes for 16-week Courses</td>
</tr>
<tr>
<td>October 21</td>
<td>Saturday</td>
<td>Last Day of Classes for First 8-Week Session</td>
</tr>
<tr>
<td>October 23</td>
<td>Monday</td>
<td>Beginning of Second 8-Week Session</td>
</tr>
<tr>
<td>November 22</td>
<td>Wednesday</td>
<td>Thanksgiving Holiday Recess Begins: No Classes</td>
</tr>
<tr>
<td>November 27</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 9</td>
<td>Saturday</td>
<td>Final Day of Classes for 16-Week Term</td>
</tr>
<tr>
<td>December 11-16</td>
<td>Monday-Saturday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 15-16</td>
<td>Friday-Saturday</td>
<td>Commencement Weekend</td>
</tr>
<tr>
<td>December 16</td>
<td>Saturday</td>
<td>Final Day of Second 8-week Session</td>
</tr>
<tr>
<td>December 22</td>
<td>Friday</td>
<td>Fall Term Degree Conferral Date</td>
</tr>
</tbody>
</table>

### Spring 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>Monday</td>
<td>Birthday of Martin Luther King</td>
</tr>
<tr>
<td>January 16</td>
<td>Tuesday</td>
<td>Full Day of Classes for the 16-Week Term and First 8-Week Session</td>
</tr>
<tr>
<td>March 9</td>
<td>Saturday</td>
<td>Last Day of Classes for First 8-Week Session</td>
</tr>
<tr>
<td>March 11-16</td>
<td>Monday-Saturday</td>
<td>Spring Break: No Classes</td>
</tr>
<tr>
<td>March 18</td>
<td>Monday</td>
<td>Classes Resume for 16 Week Term and Start Second 8-Week Session</td>
</tr>
<tr>
<td>March 28-April 2</td>
<td>Thursday-Monday</td>
<td>Easter Holiday Recess: No Classes</td>
</tr>
<tr>
<td>May 4</td>
<td>Saturday</td>
<td>Final Day of Classes for 16-Week Term</td>
</tr>
<tr>
<td>May 6-11</td>
<td>Monday-Saturday</td>
<td>Final Exams for 16-Week Term</td>
</tr>
<tr>
<td>May 10-11</td>
<td>Friday-Saturday</td>
<td>Commencement Weekend</td>
</tr>
<tr>
<td>May 17</td>
<td>Friday</td>
<td>Spring Term Degree Conferral Date</td>
</tr>
</tbody>
</table>

### Summer 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>Start First 7-Week Session</td>
</tr>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>Standard 4-Week Session (dates may vary, standard end date June 15)</td>
</tr>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>Standard 10-Week Session (dates may vary, standard end date July 19)</td>
</tr>
<tr>
<td>May 27</td>
<td>Monday</td>
<td>Memorial Day: No Classes</td>
</tr>
<tr>
<td>June 3</td>
<td>Monday</td>
<td>Standard 6-Week Session (dates may vary, standard end date July 13)</td>
</tr>
<tr>
<td>June 3</td>
<td>Monday</td>
<td>Standard 8-Week Session</td>
</tr>
<tr>
<td>June 19</td>
<td>Wednesday</td>
<td>Juneteenth Observed: No Classes</td>
</tr>
<tr>
<td>June 29</td>
<td>Saturday</td>
<td>Last Day of First 7-Week Session</td>
</tr>
<tr>
<td>July 1</td>
<td>Monday</td>
<td>Start Second 7-Week Session</td>
</tr>
<tr>
<td>July 4-5</td>
<td>Thursday-Friday</td>
<td>Independence Day: No Classes</td>
</tr>
<tr>
<td>August 17</td>
<td>Saturday</td>
<td>Final Day of the Semester</td>
</tr>
<tr>
<td>August 23</td>
<td>Friday</td>
<td>Summer Term Degree Conferral Date</td>
</tr>
</tbody>
</table>

*Graduate Programs and the School of Graduate, Professional, and Continuing Education vary in the observance of holiday schedules. If in doubt, contact your Graduate Program Director or the School of Graduate, Professional, and Continuing Education for specifics.*

For future semester calendars, go to lewisu.edu and click on Academics, then Academic Calendar.
### Final Exam Times

Spring 2023 Final Exam Week: May 1-6, Monday-Saturday  
Fall 2023 Final Exam Week: December 11-16 Monday-Saturday

<table>
<thead>
<tr>
<th>REGULAR CLASS SESSION - FIRST WEEKLY MEETING BEGINS AT</th>
<th>FINAL EXAM - DAY AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. on Monday</td>
<td>Monday, 8:00 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>9:00 a.m. on Monday</td>
<td>Wednesday, 10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>10:00 a.m. on Monday</td>
<td>Monday, 10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>11:00 a.m. on Monday</td>
<td>Friday, 10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>12:00 p.m. on Monday</td>
<td>Monday, 1:30 p.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>1:00 p.m. on Monday</td>
<td>Wednesday, 1:30 p.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>8:00 a.m. on Tuesday</td>
<td>Tuesday, 8:00 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>9:00 or 9:30 a.m. on Tuesday</td>
<td>Thursday, 8:00 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>11:00 a.m. on Tuesday</td>
<td>Tuesday, 10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>12:00 or 12:30 p.m. on Tuesday</td>
<td>Thursday, 10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>2:00 p.m. on Monday</td>
<td>Monday, 4:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>2:00 p.m. on Tuesday</td>
<td>Tuesday, 4:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>2:00 p.m. on Wednesday</td>
<td>Wednesday, 4:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>2:00 p.m. on Thursday</td>
<td>Thursday, 4:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>2:00/2:30 p.m. on Friday</td>
<td>Friday, 1:30 p.m. - 3:30 p.m.</td>
</tr>
</tbody>
</table>

Monday evening class                                     | Monday, 6:30 p.m. |
Tuesday evening class                                    | Tuesday, 6:30 p.m. |
Wednesday evening class                                  | Wednesday, 6:30 p.m. |
Thursday evening class                                   | Thursday, 6:30 p.m. |
Saturday class                                            | Saturday, Time Set By Instructor |
Global History and Culture Common Final                   | Wednesday, 8:00 a.m. - 10:00 a.m. |
Reserved for Multiple Section Exams and Conflicts         | Friday, 8:00 a.m. - 10:00 a.m. |

**IMPORTANT EXAM NOTICE**

- The final exam room is the regular meeting room.
- The Aviation Maintenance final exam schedule will be posted in the Harold E. White Aviation Center.
Three ways to get your textbooks at Follett’s and save money

**TEXTBOOK RENTAL**
- When you rent your books, you'll save, on average, up to 80% off the price of purchasing a new textbook price.
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- Normal highlighting and note-taking are acceptable
- Free return shipping if you rent online as a registered user
- Multiple forms of payment including financial aid and campus cards where available. Check your bookstore for details.

**PRICE MATCH**
If a student finds an advertised deal from a local bookstore or online retailer, they only need to bring in the ad, and Follett will match the advertised price and refund the difference.

**DIGITAL BOOKS**
For students who prefer digital over print, selecting materials with digital options allows them to save up to 60% off the cost of purchasing new.

Shop online now! lewisu.edu/bookstore

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**Study Abroad / Travel Study**
For application materials, further information about specific requirements for each program and a current listing of opportunities check out the Lewis Study Abroad website or contact the Study Abroad Office.

Study Abroad, #1094 • LR-320B (Third floor of the LRC)  
(815) 836-5993 • swansoch@lewisu.edu

Lewisu.edu/studyabroad

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**FREQUENT FLYER DISCOUNT PROGRAM**
Lewis alumni may be eligible for a 20% tuition discount through our Frequent Flyer Program. Check with a Graduate Admission counselor to see if the graduate degree, doctoral degree, second bachelor, or credit-bearing certificate program you’re interested in qualifies. Email grad@lewisu.edu.

To view a list of Lewis’ Graduate programs, visit: lewisu.edu/academics/programs/grad.htm
**Tuition Information and Rates – Fall 2023**

Students are charged by their programs. The program determines the rate assessed for courses. Students are responsible for visiting myLewis portal - Student Accounts, monthly to view account activity.

**Fixed Block Undergraduate Tuition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18 Hours PER SEMESTER</td>
<td>18,796</td>
</tr>
</tbody>
</table>

**Undergraduate Tuition Per Credit Hour**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate – Part time less than 12 hours</td>
<td>1,094</td>
</tr>
<tr>
<td>Undergraduate - Accelerated</td>
<td>625</td>
</tr>
<tr>
<td>Accelerated BAC/BSN</td>
<td>450</td>
</tr>
<tr>
<td>Accelerated Criminal Justice</td>
<td>445</td>
</tr>
</tbody>
</table>

**Post-Baccalaureate Pre-Medical Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Science Certificate</td>
<td>625</td>
</tr>
<tr>
<td>Biomedical Science Certificate B.A.</td>
<td>625</td>
</tr>
</tbody>
</table>

**Non-Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Dual Credit*</td>
<td>100</td>
</tr>
<tr>
<td>High School Scholar</td>
<td>0</td>
</tr>
<tr>
<td>SHRM Seminar</td>
<td>1,000</td>
</tr>
<tr>
<td>Active Duty</td>
<td>250</td>
</tr>
<tr>
<td>Summer School</td>
<td>875</td>
</tr>
</tbody>
</table>

*Dual credit rate may vary depending on high school partnership contract*

**Graduate Tuition Per Credit Hour**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>COAST MS, Aviation and Transportation</td>
<td>845</td>
</tr>
<tr>
<td>MS, Computer Science</td>
<td>845</td>
</tr>
<tr>
<td>MS, Data Science</td>
<td>845</td>
</tr>
<tr>
<td>MS, Cybersecurity</td>
<td>845</td>
</tr>
<tr>
<td>MS, Electrical and Computer Engineering</td>
<td>845</td>
</tr>
<tr>
<td>MS, Chemistry</td>
<td>845</td>
</tr>
<tr>
<td>MS, Physics</td>
<td>845</td>
</tr>
<tr>
<td>MS, Chemical Physics</td>
<td>845</td>
</tr>
<tr>
<td>MS, Finance</td>
<td>845</td>
</tr>
<tr>
<td>MS, Project Management</td>
<td>845</td>
</tr>
<tr>
<td>MA, Organizational Leadership</td>
<td>710</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>COESS MS, Criminal Justice</td>
<td>600</td>
</tr>
<tr>
<td>MS, Public Safety Administration</td>
<td>600</td>
</tr>
<tr>
<td>MA, Education</td>
<td>650</td>
</tr>
<tr>
<td>Department of Education Endorsements</td>
<td>275</td>
</tr>
<tr>
<td>New Summer 2020</td>
<td>202</td>
</tr>
<tr>
<td>Teacher In-Service for DuPage Educators</td>
<td>202</td>
</tr>
<tr>
<td>MA, Clinical Mental Health Counseling</td>
<td>650</td>
</tr>
<tr>
<td>MA, School Counseling</td>
<td>650</td>
</tr>
<tr>
<td>MA, Social Work</td>
<td>650</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONHS MS, Nursing</td>
<td>820</td>
</tr>
<tr>
<td>MS, Occupational Therapy</td>
<td>820</td>
</tr>
<tr>
<td>MS, Speech Language Pathology</td>
<td>820</td>
</tr>
<tr>
<td>MS, Health Information Management</td>
<td>820</td>
</tr>
</tbody>
</table>

**Doctorate Tuition Per Credit Hour**

<table>
<thead>
<tr>
<th>Course</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctorate, Education Leadership</td>
<td>785</td>
</tr>
<tr>
<td>Doctor of Nursing Practice (DNP)</td>
<td>795</td>
</tr>
</tbody>
</table>

**Other Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee per semester</td>
<td>100</td>
</tr>
<tr>
<td>Undergraduate Parking Fee per semester</td>
<td>0</td>
</tr>
<tr>
<td>Application Fee - Undergraduate</td>
<td>0</td>
</tr>
<tr>
<td>New Student Fee - Undergraduate</td>
<td>150</td>
</tr>
<tr>
<td>Graduate Application for Admission</td>
<td>0</td>
</tr>
<tr>
<td>Installment Tuition Payment Agreement</td>
<td>60</td>
</tr>
<tr>
<td>Late Payment Penalty Fee</td>
<td>100</td>
</tr>
<tr>
<td>Transfer of credit fee, per credit hour</td>
<td>45</td>
</tr>
<tr>
<td>Undergraduate Graduation Fee</td>
<td>150</td>
</tr>
<tr>
<td>Graduate Graduation Fee</td>
<td>180</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>210</td>
</tr>
<tr>
<td>NSF Check Fee</td>
<td>5</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>175</td>
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*Subject to change based on current rate from university insurance company. Students who present evidence of insurance will not be charged.*

**Room Charges per Semester**

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<td></td>
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<tr>
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<td>Triple</td>
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<tr>
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<td></td>
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<tr>
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<td>Doubles</td>
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<tr>
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**Board Charges**

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*(Continued)*
PAYMENT PLANS
Lewis University offers a monthly payment plan for students who cannot pay their bills in full by the first day of class. This option allows students to manage their charges with an interest-free monthly payment. Students work directly with Nelnet Campus Commerce at https://mycollegepaymentplan.com/lewis-university or 800.609.8056 to sign up and establish monthly payments based on their bill and estimated financial aid. This site is also available through myLewis – Student Accounts - Nelnet Campus Commerce Payment Plans.

Each semester that a payment plan is needed, students must enroll through the online billing system; enrollment is not automatic and must be student initiated. A $60 semester fee is charged for use of a payment plan.

Students are able to sign up for a payment plan and make subsequent payments completely online. This convenient online option also allows for parents, guardians, or others to be identified as the primary payer. This person has access to view the payment plan arrangement and make subsequent payments. Other benefits include the option for automatic payments, a toll-free number for the student payment plan center, and budgeting for other college expenses.

STATEMENTS AND BALANCE DUE (EBILLS)
The Lewis University Nelnet Student Account Platform allows students, parents and authorized users access to account activity, monthly statements, payment options, payment plans, and refunds. This system enables students to receive and pay their bills online. A statement notice is emailed to students indicating that a new one is ready for their review.

Students have the option to include additional email addresses to which they would like the statements sent for parents and authorized users. The statement will list pending financial aid and the balance of the account.

EMPLOYER TUITION REIMBURSEMENT
Forms are available at myLewis Portal under Student Accounts. For enrollment in the program, proper documentation must be submitted to the Bursar Office by the posted first full day of classes by the Registrar. Participation in the Employer Tuition Reimbursement program will be canceled if payment or enrollment due dates and other polices are not followed by the student.

FINANCIAL AID RECIPIENTS
Financial aid is always an estimate until enrolled hours are verified. Once enrolled hours and other criteria are verified, the Office of Financial Aid Services will credit the appropriate financial aid to students’ accounts. Adjustments to financial aid can result in additional balances owed to the University.

OVERPAYMENT / REFUND POLICY
The Bursar Office utilizes an electronic credit balance refund system. If a student account reflects a credit balance after Federal Student Aid has been applied to current charges or due to overpayment, a refund will be issued if the student selected this option when accepting the online financial aid award. Refunds are not issued until after the class drop period.

Students have the option to receive refunds in the form of Direct Deposit (to checking/savings). Students must enroll online to authorize. Credit balance refund disbursement methods can be viewed and managed at myLewis – Student Accounts.

(Continued)
TUITION REFUND POLICY
The following policies refer to all registered courses (classroom based, online, blended, practicum, research, clinical, student teaching, field experience and independent study).

Definition of a week: A week begins at 12:00 am, Monday, Central Time; Ends 11:59 pm, Sunday, Central Time.

Four and Five Week Courses
Drop: Drop within first week, 100% refund, course does not appear on transcript. Drop within second week, 50% refund, course does not appear on transcript.
Withdrawal: Withdraw by end of third week, no refund, “W” grade placed on transcript. No withdrawals will be processed after the beginning of the fourth week of the course.

Seven or Eight Week Courses
Drop: Drop within first week, 100% refund, course does not appear on transcript. Drop within second week, 50% refund, course does not appear on transcript.
Withdrawal: Withdraw by end of fifth week, no refund, “W” grade placed on transcript. No withdrawals will be processed after the beginning of the sixth week.

Sixteen Week Courses
Drop: Drop within first week, 100% refund, course does not appear on transcript. Drop within second week, 50% refund, course does not appear on transcript.
Withdrawal: Withdraw by the end of tenth week, no refund, “W” grade placed on transcript. No withdrawals will be processed after the beginning of the eleventh week.

Seminars (Weekend Workshops)
Seminars (Weekend Workshops) must be dropped two days before the start date to receive 100% refund. A Seminar (Weekend Workshop) that is registered for, but not attended, will not be considered officially dropped, and will be charged full tuition.

Tuition refunds are based on the above only. Neither the number of class meetings nor student attendance is used in computing the refund. Students will remain responsible for all charges, including late fees, unless they follow proper procedures for officially withdrawing from Lewis University, and do so within the published deadlines for refund.

A fixed rate of tuition is charged for 12-18 hours; dropping coursework will not affect direct tuition cost if the student remains between 12-18 hours. Students dropping below 12 hours during the refund period will be billed at the per credit hour rate. Students should consult the Office of Financial Aid Services before dropping coursework, as a course drop may affect financial aid awards.

BILLING ERRORS
Administrative, clerical, or technical billing errors do not absolve students of financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of registration or on campus housing at Lewis University.

COLLECTION POLICY
Lewis University may take steps to collect any past due charges, including but not limited to the following: restricting registration for classes, withholding academic transcripts unless for an employer, and not releasing the diploma until all financial obligations are satisfied.

The student will be responsible for any and all charges incurred by Lewis University in the recovery of the past-due funds.

NON-PAYMENT PENALTY FEE
If payment is not made by the first day of class, students will be assessed 6% of the unpaid balance with a maximum of $100.00 non-payment penalty fee. The non-payment penalty fee will also be assessed to students who have not paid their accounts in full by the last week of class.

Fees for transfer of credit or credit by exam are due 30 days after posting. Study Abroad charges are due prior to the scheduled trip. Requests for transcripts, diplomas, or tickets to commencement ceremonies will not be processed until all financial obligations to the university are paid in full.

RETURNED CHECK POLICY
Checks returned unpaid for any reason are subject to a $30.00 returned check fee. The unpaid amount and fee must be remitted in full within 10 days of receipt by the University. Students will be placed on hold until full payment is received; resident meal plans will be stopped until full payment is received. Students with two or more returned checks will lose all check payment and cashing privileges for the remainder of their enrollment at Lewis University.
Financial Aid

It has been the philosophy of the University that no student should be prevented from attending the University because of limited financial resources. The Student Financial Aid Program has been developed to help meet that goal. The Office of Financial Aid administers programs in cooperation with federal, state and private agencies as well as funds provided through the University. Funding may be based on financial need or may be based on academic, athletic or fine arts merit.

Students who have been accepted for admission to Lewis are eligible to be considered for financial aid. Lewis University requires that you complete the Free Application for Federal Student Aid (FAFSA) in order to apply for need-based financial aid/grants, loans and work programs available through federal, state and institutional resources. This form is available at www.studentaid.gov.

YOU ARE ELIGIBLE FOR FINANCIAL AID IF:

- you are a U.S. citizen or eligible non-citizen
- you show that you have financial need by completing the FAFSA
- you are making Satisfactory Academic Progress
- you are not in default on a federal student loan

HOW TO APPLY

Students must complete a Free Application for Federal Student Aid (FAFSA) each year in order to be eligible for financial assistance.

Students can complete the application online at www.studentaid.gov. Financial preference is given to those students who complete the financial aid application process prior to December 1.

FINANCIAL AID APPLICATION PROCESS

- Complete the FAFSA at www.studentaid.gov – Lewis University’s School Code is 001707.
- Obtain your FSA ID at https://studentaid.gov/fsa-id/create-account/launch before completing your FAFSA. Beginning with the 2024-25 FAFSA you will not be able to create an FSA ID while completing the FAFSA.
- Starting with the 2024-25 FAFSA, a direct data exchange process with the IRS will import income, taxes and additional information directly to the student’s FAFSA.
- The Department of Education will process your FAFSA and email your results.
- If you are selected for verification, additional documentation will be requested (e.g., IRS tax listing, verification of child support, w-2’s) by Lewis University. The direct data exchange process provides the student with the easiest way to meet the majority of the verification requirements.
- All financial aid documentation must be submitted before the end of the enrollment period (ie. fall, spring, summer) or before the student ceases to be enrolled at least half time. Failure to complete this process will limit the eligibility of financial aid.

Priority Processing Deadlines*

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<th>Processing Deadlines</th>
<th>Freshman</th>
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<td>Dec. 1, 2023</td>
<td>Dec. 1, 2023</td>
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MAP Grant  Please complete your FAFSA as soon as possible after October 1 each year to ensure the awarding of MAP Grant funds.

*These deadlines are for the 2024-25 FAFSA application.

FINANCIAL AID DEFINITIONS

FAFSA Application - The standard form used by students and families to apply for financial aid.

Financial Aid Budget - An average estimate of what is will cost to attend Lewis University depending on your living arrangements indicated on the FAFSA. It is comprised of tuition and fees, housing and food, transportation, books and supplies, license or certificate fee, and personal expenses.

Student Aid Index (SAI) - This number is determined by the Federal government and is a calculation of your financial information as submitted on the FAFSA. Formerly referred to as the Expected Family Contribution (EFC).

Financial Need - The difference between the student’s financial aid budget and the student aid index (SAI).

Grants - Awarded aid dollars that need not be repaid by the student. Federal, state and institutional grants are normally based on a student’s financial need.

Scholarships - Awarded aid dollars to students on the basis of outstanding achievement. Lewis University offers scholarships based on academic merit as well as talent in art, music, drama and athletics. The scholarships are renewable based on their criteria.

Loans - Money that a student may borrow to help pay their educational costs. Loan repayments may be deferred while a student is enrolled halftime or more.

Student employment - Employment opportunities are available to students to work on-campus or off-campus community service jobs.

Professional Judgement

Special Circumstances – a review of a student and their families financial situation based on a job loss, reduction of work hours, or a change in marital status (ie. divorce, separation, or death).

Unusual circumstances – a review of a student’s dependency status based on a unique situation (i.e. human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

Contact the Office of Financial Aid Services if you are experiencing a special or unusual circumstance.

FEDERAL DIRECT STAFFORD LOANS

New student loan borrowers must complete a Master Promissory Note and Entrance Counseling. In order to complete these requirements, follow the instructions below.

1. Go to www.studentaid.gov
2. Click “sign in” using your FSA ID number
3. Go to Complete Aid Process
   - Select “Complete MPN”
     - For either undergraduate, graduate or parent depending on the loan type
     - Complete all steps of this process and sign your application
   - Select “Complete Entrance Counseling”
4. Confirm receipt – check your e-mail for confirmation that this process has been completed. The information is forwarded to Lewis University electronically within 24 hours.

FINANCIAL AID ONLINE

- Student financial aid awards can be viewed 24/7 online at myLewis
- A listing of financial aid awards and all related documents concerning a student’s financial aid application can be viewed on this website.
- Copies of all our financial aid forms and additional resources can also be found on the myLewis portal in the FINANCIAL AID FORMS section.
- Financial Aid Rights and Responsibilities is outlined on the myLewis portal in the Terms and Conditions tab. Please review this section for additional information regarding financial aid policies and procedures.
**Undergraduate Students – Consider a Graduate Degree from Lewis University**

For many undergraduate students, the next step after graduation might include going on to graduate school. Consider one of the Lewis graduate degree programs. Our graduate admission staff would be happy to meet with you to discuss your goals and aspirations, our connections, and why it makes sense for you to consider the possibilities that Lewis offers.

**FREQUENT FLYER DISCOUNT PROGRAM**

Lewis alumni may be eligible for a 20% tuition discount through our Frequent Flyer Program. Check with a Graduate Admission counselor to see if the graduate degree, doctoral degree, second bachelor, or credit-bearing certificate program you’re interested in qualifies. Email grad@lewisu.edu

<table>
<thead>
<tr>
<th>DEPARTMENT OF AVIATION AND TRANSPORTATION STUDIES</th>
<th>DEPARTMENT OF EDUCATION</th>
<th>GRADUATE STUDIES IN NURSING</th>
<th>DEPARTMENT OF REHABILITATION AND HEALTH SCIENCES</th>
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**DEPARTMENT OF JUSTICE, LAW AND PUBLIC SAFETY STUDIES**

- Criminal Justice (M.S.) (Also available Online)
- Public Safety Administration (M.S.) (Also available Online)

**DEPARTMENT OF REHABILITATION AND HEALTH SCIENCES**

- Health Information Management (M.S.)
- Occupational Therapy (M.S.)
- Speech-Language Pathology (M.S.)

**GRADUATE SCHOOL OF MANAGEMENT**

- Business Administration (MBA) (Also available Online)

**Micro-credentials**

- Strategic Business Management
- Finance
- Organizational Leadership
- Business Analytics
- Healthcare Informatics
- Project Management
- Digital Marketing
- Business Analytics (M.S.) (Also available Online)
- Finance (M.S.)
- Organizational Leadership (M.A.) (Also available Online)

**Concentrations:**

- Organizational Management
- Training and Development
- Higher Education - Student Services
- Professional and Executive Coaching

**Graduate Certificates**

- Organizational Leadership Certificate
- Higher Education Leadership Certificate
- Professional and Executive Coaching Certificate
- Training and Development Certificate
- Project Management (M.S.)

**DEPARTMENT OF SOCIAL WORK**

- Social Work (M.S.W.)

**DUAL GRADUATE DEGREES**

- MSN / MBA

Contact the graduate admission office at (815) 836-5610, e-mail grad@lewisu.edu.
LEWIS UNIVERSITY CAMPUS GUIDE

MAIN CAMPUS BUILDINGS

Access via One University Parkway

Academic Science Center (AS) 12
LOWER FLOOR
- Physics
- Greenhouse
- Chemistry
- Engineering, Computing and Mathematical Sciences

ST. CHARLES BORROMEO NORTH CAMPUS
Access via 101 Airport Road

St. Charles Borromeo (SB) 1
- College of Business
- School of Graduate, Professional and Continuing Education (SGPCE)
- Convocation Hall
- Brother James Miller, FSC Chapel
- Presidential Gallery
- Flight Deck
- Instituto Fe y Vida
- Innovation Hub
- Lowell Stahl Center for Entrepreneurship and Real Estate
- Dean, Business
- Dean, SGPCE
- Meetings, Events and Conferences
- Office of Technology Annex

St. Charles Borromeo Hall North (SB) 2
- Residence Hall

St. Charles Borromeo Hall South (SB) 3
- Residence Hall

St. Charles Borromeo Greenway, 4

STUDY ABROAD

• Study Abroad

COMMUNITY

- Community
- Academic Services

THIRD FLOOR

- Student Services
- Purchasing
- Human Resources

FIRST FLOOR

- University Police
- Residence Life
- Student Services and Retention
- Veterans Affairs

UPPER FLOOR

- Library
- Faculty Center for Teaching and Learning
- Writing Center

GROUND FLOOR

- Bookstore
- Courtyard Café
- Mailroom
- Marketing and Communications
- Dean, Humanities, Fine Arts and Communications

SECOND FLOOR

- English
- Radio/TV Broadcast Studio
- Dean, Humanities, Fine Arts and Communications

THIRD FLOOR

- Education
- De La Salle Hall

North Hall (NO) 39
- Residence Hall

Oremus Fine Arts Center (FA) 18
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- Art and Design
- Caterpillar Gallery
- Philip Lynch Theatre
- Wadsworth Family Gallery

SECOND FLOOR
- Music
- Ives Recital Hall
- Theatre
- Black Box Theatre

Pope John Paul II Hall (JP) 58
- Residence Hall

LOWER LEVEL
- Communications
- The Flyer

The Powerhouse Flex and Fitness Center (PH) 51
- Ryan Hall (RY) 59
- Residence Hall
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- San Miguel Center for Mission and Ministry

James A. LaGrippo Pastoral Center (SA) 32
- D’Arcy Great Room
- Lewis Family Room
- Multifaith Prayer and Meditation Room
- Food Pantry
- Victoria LaGrippo Meditation Garden
- Shell Hall (SL) 26
- Residence Hall

South Hall (SH) 49
- Residence Hall

Stritch Hall (ST) 10
- Offices of the
- President
- Provost
- Chief Diversity Officer
- Chief Financial Officer
- Chief Strategy Officer
- Institutional Research

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- Admission
- Alumni Relations
- University Advancement

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TAKING A WALKING TOUR

by accessing the Virtual Tour at Lewisu.edu/vtour

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* Indicates Worship/ Prayer Locations

OFF-CAMPUS

Lewis University Airport, 20
- Access

Fitzpatrick House (FH) 64
- Access via Route 53

Shipping/Receiving
- Access via Route 53
Traditional Undergraduate Students –
Registration Information

1. Identify your registration date and time.

2. Consider what classes you need and want to take.

3. Check for and resolve any holds.

4. Meet with your advisor.

5. Register for classes.

For more information, visit: lewisu.edu/readytoregister
Adult Undergraduate / SGPCE Students – Registration Information

Lewis’ Adult degree completion programs offer flexible, 8 week accelerated course options in online and evening blended formats – helping you balance work, family and education.

ADVISORS FOR SCHOOL OF GRADUATE, PROFESSIONAL AND CONTINUING EDUCATION

Business Administration, Business Analytics, Computer Science, Human Resource Management, Psychology, SHRM
Carli Reinholdz ......................................................... Ext. 5650

BAC/BSN, Criminal Justice, Early Childhood Education, Elementary Education, Healthcare Management, Professional Studies, Special Education
Amber Schlereth ....................................................... Ext. 5636

BA-Organizational Leadership, MA-Organizational Leadership, Organizational Leadership Graduate Certificates, RN/BSN
Joanna Baumann ....................................................... Ext. 5519

Master of Business Administration, MS-Data Science
Josh Ryan ................................................................. Ext. 5701

MS-Business Analytics, MS – Finance, MS-Project Management
Patty Perez ............................................................... Ext. 5913

MS- Computer Science, MS- Cybersecurity
Jonathan Dackow ..................................................... Ext. 5629

Continuing Education Coordinator
Abbie Saltzman ........................................................ Ext. 5570

If you do not know your academic advisor please call (815) 836-5570 or email sgpce@lewisu.edu to find your advisor.