CLASS SCHEDULE
and Registration Information
FALL 2024

Fall 2024 registration begins Monday, April 8, 2024.
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.

TABLE OF CONTENTS

Apply for Graduation Online ........................................... 7
Bus Service (PACE) .................................................. 21
Business Office/Tuition .................................................. 17-19
Calendar (Traditional Undergrad. Student) ...................... 15
Campus Map and Guide .............................................. 24-25
Campus Office Hours .................................................. 2
Colleges/SGPCE Department Directory ......................... 22-23
Class Offerings .............................................. lewisu.edu/schedules
Final Exam Schedule .................................................. 16
Financial Aid ............................................................. 20
Frequent Flyer Discount Program ................................ 5
Graduation Application Deadlines ............................ 7
Graduate Degree Opportunities .................................... 5
Immunization Policy .................................................... 8
Locations .................................................................. 13
Part of Term Calendar .............................................. 13
Reading the Course Schedule ..................................... 13
Regional Location Directory ...................................... 23
Registration and Information
  • Adult Accelerated Undergraduate / Graduate Students .... 4
  • Identifying and Understanding Courses 11-12 ............ 9
  • Online Registration Instructions (Banner) ............ 9
  • Reading the Course Schedule ................... 13
  • Searching Courses .............................................. 10
  • Traditional Undergraduate Students .................... 3
Shuttle Service (LEWIS) .................................................. 21
Student/Consumer Information ..................................... 8
Study Abroad/Travel Study .......................................... 6
Textbooks .................................................................. 6
Transportation Services .............................................. 21
Updated Emergency Closing Information / Weather Information .................................................. 8

LOCATIONS

Driving directions can be found at lewisu.edu/locations

Romeoville (Main)
One University Parkway
Romeoville, IL 60446
(815) 838-0500

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.)

CAMPUS 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 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. ........................................ By Appointment

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. ........................................ By Appointment

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 Wellness Center
Mon.-Fri. ................................. 8:30 a.m. to 5:00 p.m.
Evenings by appointment

Student Services, Ext. 5275
Mon.-Fri. ................................. 8:30 a.m. to 5:00 p.m.
Traditional Undergraduate Students –

REGISTRATION WEEK!

ARE YOU READY?

Fall 2024 Course registration begins Monday, April 8

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 your Success Coach or Faculty Mentor.
5. Register for classes.

For more information, visit: lewisu.edu/readytoregister

SCAN ME!
Adult Accelerated Undergraduate / Graduate* 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 Reinholtz .................................................. 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, M.S. Electrical and Computer Engineering
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.

*Graduate programs not listed here should contact their faculty advisor for assistance in registration.
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.

### DEPARTMENT OF AVIATION AND TRANSPORTATION STUDIES
- Aviation and Transportation (M.S.)

### DEPARTMENT OF CHEMISTRY AND PHYSICS
- Chemistry (M.S.)
- Chemical Physics (M.S.)
- Physics (M.S.)

### DEPARTMENT OF ENGINEERING, COMPUTING AND MATHEMATICAL SCIENCES
- Computer Science (M.S.)

### GRADUATE CERTIFICATES
- Educational Leadership
  - Educational Leadership, (M.A.) (M.Ed.)
  - Principal Preparation Endorsement
  - Special Education Director Endorsement without a Degree
  - Educational Leadership for Teaching and Learning (Ed.D.)

- Literacy, Bilingual, and Technology
  - Curriculum and Instruction: Technology, Learning, and Design, M.Ed.
  - Curriculum and Instruction: English as a Second Language (ESL) (M.Ed.)
  - English as a Second Language or ESL-Bilingual Endorsement Only
  - Reading and Literacy, Reading Specialist (M.A.)
  - Curriculum and Instruction: Reading Teacher Endorsement (M.Ed.)
  - Reading Teacher Endorsement without a Degree
  - Curriculum and Instruction: Literacy and English Language Learning (M.Ed.)

- Graduate Initial Licensure
  - Early Childhood Education (M.A.)
  - Elementary Education (M.A.)
  - Middle Level Education (M.A.)
  - Secondary Education (M.A.)
  - Foreign Language Instruction (M.A.)
  - Special Education (M.A.)

- Subsequent Teaching Endorsements
  - LBSI Endorsement without a Degree
  - Computer Science Endorsement without a Degree
  - Early Childhood Education Endorsement
  - Elementary Education Endorsement
  - Secondary Education Endorsement
  - Middle Level Education Endorsement

### DEPARTMENT OF JUSTICE, LAW AND PUBLIC SAFETY STUDIES
- Criminal Justice (M.S.)

### DEPARTMENT OF REHABILITATION AND HEALTH SCIENCES
- Health Information Management (M.S.)
- Occupational Therapy (M.S.)
- Doctor of Physical Therapy (D.P.T.)
- Speech-Language Pathology (M.S.)

### GRADUATE SCHOOL OF MANAGEMENT
- Business Administration (MBA)

### DEPARTMENT OF SOCIAL WORK
- Social Work (M.S.W.)

### DUAL GRADUATE DEGREES
- MSN / MBA

### FREDUENT 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.

Contact the graduate admission office at (815) 836-5610, e-mail grad@lewisu.edu.
Three ways to get your textbooks at Follett’s and save money

1. **TEXTBOOK RENTAL**
   - When you rent your books, you’ll save, on average, up to 80% off the price of purchasing a new textbook price.
   - Largest in-store and online rental program in the country
   - 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.

2. **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.

3. **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](lewisu.edu/bookstore)

---

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](lewisu.edu/studyabroad)
Fall 2024 Registration Schedule and Important Information

A dynamic listing of ALL courses can be found online by clicking this link: View Dynamic Schedule. You can browse by term or subject and then register for courses.

NEW STUDENTS/STOP-OUT STUDENTS
Students new to Lewis University, and those who attended Lewis in the past but were absent for the Spring 2024 term, will be permitted to register beginning on the final day listed in the Registration Timetable chart above. New students must make an appointment with his/her admitting office (Admissions, Graduate Admissions), and returning students should make an appointment with their advisor.

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. 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.

GRADUATION APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Graduation Month</th>
<th>Application Opens</th>
<th>Deadline to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>July 2</td>
<td>October 1</td>
</tr>
<tr>
<td>May</td>
<td>October 2</td>
<td>February 1</td>
</tr>
<tr>
<td>August</td>
<td>February 2</td>
<td>July 1</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 (M-F, 8:30 am - 5 pm).

PRACTICUMS/INTERNSHIPS/STUDENT TEACHING
Students wishing to register for practicums, internship, and student teaching should contact their advisor to ensure they have fulfilled all requirements, including those that are required by entities outside of Lewis University, to be enrolled in such experiences.

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) 836-6950 | 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) 836-6263 | M-F 8:30 a.m.-5:00 p.m. |

Note: Please e-mail registrar@lewisu.edu if you receive the message ‘no curriculum available.’

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 or withdrawn courses is published in the Business Office section in this publication.
Student/Consumer Information

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

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.

UPDATED EMERGENCY CLOSING INFORMATION/WEATHER INFORMATION
Students may view University closings by visiting: www.lewisu.edu. 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; WBMM-780 AM; WJOL-1340 AM; WSSR-96.7 FM; WBMM-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 CLTV. 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.
REGISTRATION STEPS

1. Meet with or contact your advisor
2. If you are unsure of your advisor go to myLEWIS.lewisu.edu, Student Profile
   NOTE: If the advisor is not listed, contact your program chair or Dean's Office
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)
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

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

lewisu.edu/schedules

Click the red tab, “Browse Courses.” You can browse by term or subject and then register for courses by clicking “Register for Classes” tab.

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

An account is required to login into myLewis.
**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>81550 - BSAD 20000 - 002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associated Term:</strong> Fall 2023</td>
<td></td>
</tr>
<tr>
<td><strong>Registration Dates:</strong> Apr 11, 2023 to Sep 03, 2023</td>
<td></td>
</tr>
<tr>
<td><strong>Levels:</strong> Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Romeoville Campus</td>
<td></td>
</tr>
<tr>
<td><strong>Lecture Schedule Type:</strong> Traditional Instructional Method</td>
<td></td>
</tr>
<tr>
<td>3.000 Credits</td>
<td></td>
</tr>
<tr>
<td>View Catalog Entry</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 SB</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>B0023 - CHEM 11000 - 002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associated Term:</strong> Fall 2023</td>
<td></td>
</tr>
<tr>
<td><strong>Registration Dates:</strong> Apr 11, 2023 to Sep 03, 2023</td>
<td></td>
</tr>
<tr>
<td><strong>Levels:</strong> Undergraduate</td>
<td></td>
</tr>
<tr>
<td><strong>Attributes:</strong> Science/Lab Gen Ed</td>
<td></td>
</tr>
<tr>
<td>Romeoville Campus</td>
<td></td>
</tr>
<tr>
<td><strong>Lecture Schedule Type:</strong> Blended Instructional Method</td>
<td></td>
</tr>
<tr>
<td>4.000 Credits</td>
<td></td>
</tr>
<tr>
<td>View Catalog Entry</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>TWF</td>
<td>Arts and Sciences AS 0246</td>
<td>Aug 28, 2023 - Dec 16, 2023</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

| Online | 10:00 am - 10:50 am | T | Online | Aug 28, 2023 - Dec 16, 2023 | Lecture |
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.

<table>
<thead>
<tr>
<th>Introduction to Human Communication - 80637 - COMM 11200 - 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term: Fall 2023</td>
</tr>
<tr>
<td>Registration Dates: Apr 11, 2023 to Sep 03, 2023</td>
</tr>
<tr>
<td>Levels: Undergraduate</td>
</tr>
</tbody>
</table>

Online Campus
Seminar Schedule Type
Online Instructional Method
3,000 Credits
View Catalog Entry

<table>
<thead>
<tr>
<th>Scheduled Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Online</td>
</tr>
</tbody>
</table>

FULLY ONLINE ASYNCHRONOUS EXAMPLE

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

<table>
<thead>
<tr>
<th>Business Data Warehousing - 81897 - BSAN 43000 - LT1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term: Fall 2023</td>
</tr>
<tr>
<td>Registration Dates: Apr 11, 2023 to Oct 29, 2023</td>
</tr>
<tr>
<td>Levels: Undergraduate</td>
</tr>
<tr>
<td>Attributes: SQPCE Course</td>
</tr>
</tbody>
</table>

Online Campus
Lecture Schedule Type
Online Instructional Method
3,000 Credits
View Catalog Entry

<table>
<thead>
<tr>
<th>Scheduled Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Online</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Database Systems - 89035 - CPSC 33000 - 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Term: Fall 2023</td>
</tr>
<tr>
<td>Registration Dates: Apr 11, 2023 to Sep 03, 2023</td>
</tr>
<tr>
<td>Levels: Undergraduate</td>
</tr>
</tbody>
</table>

Rosemont Campus
Lecture Schedule Type
Multi-Option Instructional Method
3,000 Credits
View Catalog Entry

<table>
<thead>
<tr>
<th>Scheduled Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Class/Lecture</td>
</tr>
</tbody>
</table>
Reading the Course Schedule/Locations

<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>

### PART OF TERM CALENDAR FALL 2024

<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. 26</td>
<td>Sat., Dec. 14</td>
<td>Full Term</td>
</tr>
<tr>
<td>18</td>
<td>Eight Weeks</td>
<td>Mon., Aug. 26</td>
<td>Sat., Oct. 19</td>
<td>First Eight Weeks</td>
</tr>
<tr>
<td>CL</td>
<td>Six Weeks</td>
<td>Mon., Nov. 4</td>
<td>Sat., Dec. 14</td>
<td>Clinical</td>
</tr>
<tr>
<td>NL</td>
<td>Ten Weeks</td>
<td>Mon., Aug. 26</td>
<td>Sat., Nov. 2</td>
<td>Nursing Lab</td>
</tr>
<tr>
<td>W</td>
<td>Weekend Workshops</td>
<td>Mon., Aug. 26</td>
<td>Sat., Dec. 14</td>
<td>Full Term</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holiday/Break (Fall 2024) – No Classes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday, September 2</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Thursday, October 10 – Sunday, October 13</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Wednesday, November 27 – Sunday, December 1</td>
</tr>
</tbody>
</table>
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. 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 administratively withdrawn from the official class list 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 week of 4-8 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.

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 a 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.

PASS/FAIL OPTION

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

## Spring 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</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 1</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</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 8)</td>
</tr>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>Standard 10-Week Session (dates may vary, standard end date July 20)</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>

## Fall 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26</td>
<td>Monday</td>
<td>Full Day of Classes for the 16-Week and First 8-Week Session</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day: No Classes</td>
</tr>
<tr>
<td>October 10, 11</td>
<td>Thursday, Friday</td>
<td>Fall Break: No Classes for 16-Week Courses</td>
</tr>
<tr>
<td>October 19</td>
<td>Saturday</td>
<td>Last Day of Classes for First 8-Week Session</td>
</tr>
<tr>
<td>October 21</td>
<td>Monday</td>
<td>Beginning of Second 8-Week Session</td>
</tr>
<tr>
<td>November 27</td>
<td>Wednesday</td>
<td>Thanksgiving Holiday Recess Begins: No Classes</td>
</tr>
<tr>
<td>December 2</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 7</td>
<td>Saturday</td>
<td>Final Day of Classes for 16-Week Term</td>
</tr>
<tr>
<td>December 9-14</td>
<td>Monday – Saturday</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 13, 14</td>
<td>Friday, Saturday</td>
<td>Commencement Weekend</td>
</tr>
<tr>
<td>December 14</td>
<td>Saturday</td>
<td>Final Day of Second 8-Week Session</td>
</tr>
<tr>
<td>December 20</td>
<td>Friday</td>
<td>Fall Term Degree Conferral Date</td>
</tr>
</tbody>
</table>

**Note:**
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](http://lewisu.edu) and click on Academics, then Academic Calendar.
### 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.

### Final Exam Times

#### Fall 2024 Final Exam Week: December 9-14, 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, 1:30 p.m. - 3:30 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, 1:30 p.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>3:00 p.m. on Monday</td>
<td>Friday, 4:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>3:00 p.m. on Tuesday</td>
<td>Tuesday, 4:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>3:00 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>
<tr>
<td>Monday evening class</td>
<td>Monday, 6:30 p.m.</td>
</tr>
<tr>
<td>Tuesday evening class</td>
<td>Tuesday, 6:30 p.m.</td>
</tr>
<tr>
<td>Wednesday evening class</td>
<td>Wednesday, 6:30 p.m.</td>
</tr>
<tr>
<td>Thursday evening class</td>
<td>Thursday, 6:30 p.m.</td>
</tr>
<tr>
<td>Saturday class</td>
<td>Saturday, Time Set By Instructor</td>
</tr>
<tr>
<td>Global History and Culture Common Final</td>
<td>Wednesday, 8:00 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>Reserved for Multiple Section Exams and Conflicts</td>
<td>Friday, 8:00 a.m. - 10:00 a.m.</td>
</tr>
</tbody>
</table>
TUITION INFORMATION AND RATES
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
12-18 HOURS PER SEMESTER ......................................................................................................................... $19,400

UNDERGRADUATE TUITION PER CREDIT HOUR
Undergraduate—Part time less than 12 hours ................................................................................................. $1,127
Undergraduate - Accelerated .......................................................................................................................... $625
Accelerated BAC/BSN...................................................................................................................................... $625
Accelerated RN/BSN....................................................................................................................................... $456
Accelerated Criminal Justice .......................................................................................................................... $445

Post-Baccalaureate Pre-Medical Studies
Biomedical Science Certificate ....................................................................................................................... $625
Biomedical Science Certificate B.A. ............................................................................................................... $625

Non-Degree
High School Dual Credit* ................................................................................................................................ $100
High School Scholar .................................................................................................................................... $1,050
SHRM Seminar .............................................................................................................................................. $1,050
Academy Duty ............................................................................................................................................... $250
Summer School ............................................................................................................................................. $901
*Dual credit rate may vary depending on high school partnership contract

GRADUATE TUITION PER CREDIT HOUR

COAST
MS, Aviation and Transportation .................................................................................................................... $845
MS, Computer Science .................................................................................................................................... $860
MS, Data Science ........................................................................................................................................... $860
MS, Cybersecurity .......................................................................................................................................... $860
MS, Electrical and Computer Engineering .................................................................................................... $860
MS, Chemistry .............................................................................................................................................. $845
MS, Physics ................................................................................................................................................... $845
MS, Chemical Physics .................................................................................................................................... $845

COB
Master of Business Administration .................................................................................................................... $860
MS, Business Analytics ................................................................................................................................... $860
MS, Finance .................................................................................................................................................... $860
MS, Project Management ............................................................................................................................... $860
MA, Organizational Leadership ...................................................................................................................... $725

COESS
MS, Criminal Justice ....................................................................................................................................... $620
MS, Public Safety Administration ................................................................................................................... $620
MA, Education .............................................................................................................................................. $620
Department of Education Endorsements ...................................................................................................... $350
Department of Education Subsequent Teaching Endorsements ................................................................ $400
Teacher In-Service for DuPage Educators (TIDE) ........................................................................................... $275
MA, Clinical Mental Health Counseling ....................................................................................................... $650
MA, School Counseling ............................................................................................................................... $650
MA, Social Work ........................................................................................................................................... $650

CONHS
MS, Nursing .................................................................................................................................................... $820
MS, Occupational Therapy ............................................................................................................................. $845
MS, Speech Language Pathology .................................................................................................................. $845
MS, Health Information Management .......................................................................................................... $820

DOCTORATE TUITION PER CREDIT HOUR
Doctorate, Education Leadership ..................................................................................................................... $785
Doctor of Nursing Practice (DNP) ................................................................................................................... $620
Doctor of Physical Therapy ............................................................................................................................ $866

OTHER FEES
Student Fee - Traditional UG ......................................................................................................................... $185
Student Fee - Accelerated and Graduate ....................................................................................................... $145
Installation Tuition Payment Agreement ......................................................................................................... $60
Late Payment Penalty Fee .............................................................................................................................. $100
NSF Check Fee .............................................................................................................................................. $30
Study Abroad ................................................................................................................................................... $500
International Student Insurance - Fall/Spring semester* ............................................................................... $816
International Student Insurance - Summer* .................................................................................................... $317

*Subject to change based on current rate from university insurance company.
Students who present evidence of insurance will not be charged.

Transfer of credit fee, per credit hour while a Lewis Student ........................................................................... $45
Graduation Fee - Undergraduate ................................................................................................................... $150
Graduation Fee - Graduate ............................................................................................................................ $180
Graduation Fee - Doctorate ............................................................................................................................ $210
Transcript Fee ................................................................................................................................................. $5
Audit Fee ......................................................................................................................................................... $175
Audit Fee - Graduate Workshop ...................................................................................................................... $350
Prior Learning Assessment Initial Challenge Exam/Portfolio, Specific Course ................................................ $150
Prior Learning Assessment Additional Challenge Exam/Portfolio, Specific Course ....................................... $50
PLA Portfolio for University Studies Credit .................................................................................................... $600

*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

FOUNDERS HALL
Double .............................................................................................................................................................. $3,515
Single .............................................................................................................................................................. $3,865

SHEIL HALL
Double .............................................................................................................................................................. $3,515
Single .............................................................................................................................................................. $3,865

SOUTH HALL
Single .............................................................................................................................................................. $3,865

DE LA SALLE - North
Double .............................................................................................................................................................. $3,515
Single .............................................................................................................................................................. $3,865

DE LA SALLE - South
Double .............................................................................................................................................................. $3,515
Single .............................................................................................................................................................. $3,865

RYAN HALL
Single .............................................................................................................................................................. $3,865
Super Single .................................................................................................................................................. $4,020

CODAY HALL
Single .............................................................................................................................................................. $3,865
Super Single .................................................................................................................................................. $4,020

ST. CHARLES BORROMEO CENTER (SOUTH)
Single .............................................................................................................................................................. $3,865
Super Single .................................................................................................................................................. $4,020

ST. CHARLES BORROMEO CENTER (NORTHWEST)
Suite Double .................................................................................................................................................. $3,930
Suite Single .................................................................................................................................................. $4,180

NORTH HALL
Suite Double .................................................................................................................................................. $3,930
Suite Single .................................................................................................................................................. $4,180
Suite Triple .................................................................................................................................................. $3,720

DOROTHY DAY
Suite Double .................................................................................................................................................. $3,930
Suite Single .................................................................................................................................................. $4,180
Suite Triple .................................................................................................................................................. $3,720

MOTHER TERESA
Suite Double .................................................................................................................................................. $3,930
Suite Single .................................................................................................................................................. $4,180
Suite Triple .................................................................................................................................................. $3,720

JOHN PAUL II
Suite Double .................................................................................................................................................. $3,930
Suite Single .................................................................................................................................................. $4,180
Suite Triple .................................................................................................................................................. $3,720

MEAL CHARGES:
Plan I - Per Semester ........................................................................................................................................ $2,300
Plan II - Per Semester ....................................................................................................................................... $2,540
Plan III - Per Semester ..................................................................................................................................... $2,780

(Continued)
PARKING PERMIT INFORMATION
Please use the following link to access the Lewis University Police Department page for parking permit ordering: [http://www.lewisu.edu/student-services/security/parking.htm](http://www.lewisu.edu/student-services/security/parking.htm).

The permit is valid for one full year. Please contact the University Police Department at (815) 836-5222 for any additional questions.

STUDENT ACCOUNT INFORMATION
All Student Account information (billing, payment portal, payment plans, statements/ebills, etc.) is accessible through myLewis – Student Account. Parents and others can be given access to the Nelnet Student Account Platform by the student for billing information only.

For the most current updates to Bursar Office policies or procedures please visit: [http://www.lewisu.edu/bursar](http://www.lewisu.edu/bursar).

PAYMENT AND REGISTRATION POLICY
Prior to registration, students understand and agree that Lewis University uses a monthly statement email as an official method of billing and are responsible for reading the e-mails received from Lewis University on a timely basis. Students further understand that failure to review a statement or receive an email does not constitute a valid reason for not paying their bill on time. Students are responsible for visiting myLewis portal - Student Accounts, monthly to view account activity.

Students with past due outstanding balances will have their accounts placed on hold. This will prevent any future class registration, official transcript request unless for an employer, or commencement ceremony guest tickets release. Payment must be made in full to release the hold.

Complete payment of all charges (tuition, fees, housing, etc.) is due by the first day of class for the fall and spring semesters. Summer charges are due by the first day of class. Online payment arrangements must be made prior to move-in day if living in the residence halls.

Cash, check, or money order payments are accepted in the Bursar Office. Credit card payments (American Express, Discover, MasterCard, or Visa) are only available online and include a convenience fee. ACH (checking or savings) payments are also available online as a NO FEE option. Online payments are made at myLewis portal - Student Accounts.

Students may attend only those courses for which they have registered.

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](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 Account.

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 policies 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.

STATEDMENTS 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 Account.

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 policies 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 (i.e., 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*

<table>
<thead>
<tr>
<th>Processing Deadlines</th>
<th>Freshman</th>
<th>Transfer</th>
<th>Returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Scholarship</td>
<td>June 1, 2024</td>
<td>June 1, 2024</td>
<td>NA</td>
</tr>
<tr>
<td>Lewis Lasallian Grant</td>
<td>Aug. 1, 2024</td>
<td>Aug. 1, 2024</td>
<td>Aug. 1, 2024</td>
</tr>
</tbody>
</table>

MAP Grant Please complete your FAFSA as soon as possible after December 31 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 federal 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 (i.e. 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.
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 [PaceBus.com](http://PaceBus.com).

**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).
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 Wegman, Ext. 5622

Advising
Business Administration, Business Analytics, Computer Science, Human Resource Management, Psychology, SHRM ........................................... Carl Reinholz, 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, M.S. Electrical and Computer Engineering ................................................................. 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

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. Elizabeth Belgiu, Ext. 5432
Program Director, Business Analytics ............................................................. Dr. Ihab Mescogiuli, Ext. 5801

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

College of Nursing and Health Sciences
Program Director, Healthcare Management ................................................... Margaret Ledda, Ext. 6164
Program Director, RN/BSN Degree Completion ........................................... Jeanine Habermas, 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 ....................................................................... Sheli Vitecek, 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 ............................................................................................. Jeredyn Dunlap, (630) 573-1740
Assistant Director ............................................................................................. Jennifer Manderscheid, (630) 573-1740