S.O.A.R.

New student Orientation
Office of Technology

Mission Statement

"We support and enhance the students' learning experience through technology."

Vision

"Student success is optimized by leveraging emerging technologies to engage learners, to facilitate effective teaching in distinct learning environments, to assess student outcomes, to expedite data-driven decision making, and to enable continuous improvement of processes and communications for increased efficiency."

Technology Support

Technology Support is normally staffed while classes are in session or when the library is open.

Technology Support is available for assistance by calling the on-campus extension 5950 or (815) 876-5950, email services@lewisu.edu, or visit service at https://carnegie.lewisu.edu.
Logging in to MyLewis Portal

http://myLewis.lewisu.edu
Using myLEWIS Portal

- Blackboard
- Service Desk
- Library Databases
- TMS (Lewis Afford)
- Okta (Student Email)
WIFI

• LewisWiFi
  – 9681493574
• Can also be found on Resources Tab in myLewis
  – Bottom right corner

• Wireless interference
  • Cell phone hotspot
  • Wireless Printer
  • WiFi router
Okta (Student email)
Service Desk

• 815-836-5950
• servicedesk@lewisu.edu
• http://servicedesk.lewisu.edu

Locations:
Main office: Lower Level LRC building
Aux desk: Library
Blackboard

Internet Browsers

To ensure that you get the best user experience possible, please use one of the following supported browsers:

- Firefox version 31 to 32. Latest version may work.
- Google Chrome version 32. Latest version may work.
- Internet Explorer 10 (or 8.0).
- Safari 6.0 or older (for Macs)

For a detailed explanation of recommended hardware/software review Blackboards "Supported Technologies for End Users"

Check Your System

Click the link below to have your PC configuration evaluated for use with the Lewis University Blackboard System:

Is my system ready for Blackboard?

Note: Users are advised that both Windows 10 and the Edge browser have not been tested on our current Blackboard system. Please keep this in mind and if you find any issues, report them to the Service desk.

Academic Technology Solutions Corner

This module is intended to provide faculty/staff with updates on changes affecting Blackboard including new tools that have been introduced. This module will be updated regularly with new articles. We hope that you find this information useful.

Your Academic Technology Solutions Team

Bb News:

- Bb Collaborate Ultra LT: April Update
  March 29th, 2017
  The Bb Collaborate Ultra LT system will be updated on Sunday, April 2nd. This update includes several new features: "View a Help for the Room" and "Launch External Tool". To learn more review the Bb Collaborate Ultra Release Notes.

- VoiceThread Users: Rolling Over Course Materials
  January 14th, 2017
  If you are rolling over a course containing VoiceThread materials you will need to notify that your VoiceThread materials are ready. In most cases additional work will be needed. For more information review the following video: VoiceThread Getting Started or Contact ATE Support (PATS) if you need assistance.

System Announcements

None.

Known Issues - Faculty

Known issues affecting the Blackboard system features will be listed below with links to detailed descriptions and additional information. If you identify an issue with the Blackboard application please report the issue to the Office of Technology service desk.

- Blackboard Email Delivery Delays (EWR)
  April 11th, 2017
  Students will receive emails sent from Blackboard are delayed for as long as four or more days. Instructors are advised to post course announcements via announcements and use the email option feature. If the emails are delayed students can still log into the course named. For more on course correspondence with students, please refer to the course syllabus. Please inform your students of this issue. Blackboard has been notified of this issue and are working to resolve it.

Student News

Blackboard Email Delivery Delays (EWR)
April 11th, 2017
Delivery of some emails sent from Blackboard are delayed for as long as four or more days. Students should review the course announcements and post course information and notify us of any issues. For more on course correspondence with your instructor and other students, please refer to the Blackboard system. Blackboard Inc. has been notified of this issue and are working to resolve it.

Bb Collaborate Ultra LT: April Update
The Bb Collaborate Ultra LT system will be updated on Sunday, April 2nd. This update includes several new features: real-time feedback and productivity tools. To learn more review the Bb Collaborate Ultra Release Notes.
# Resources

<table>
<thead>
<tr>
<th>University Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
</tr>
<tr>
<td>brainfuse</td>
</tr>
<tr>
<td>DegreeWorks</td>
</tr>
<tr>
<td>eFollett.com Bookstore</td>
</tr>
<tr>
<td>G-Mail OKTA</td>
</tr>
<tr>
<td>Library Databases</td>
</tr>
<tr>
<td>Paper Cut Web Print</td>
</tr>
<tr>
<td>Parking Permits</td>
</tr>
<tr>
<td>StarRez Housing</td>
</tr>
<tr>
<td>StudioAbroad Study Abroad</td>
</tr>
<tr>
<td>TMS/Afford</td>
</tr>
<tr>
<td>Writing Center</td>
</tr>
</tbody>
</table>

- Degree Works
- Paper Cut
- Parking Permits
- StarRez
- TMS/Afford
- Bookstore
Rewards

• O365
  – Free Microsoft Office
    • Google “O365 for Education”
    • Input your LEWIS email address
    • Check your email
    • Create your account
    • Login to download Office
      – On up to 5 devices
  – Valid as long as you have your Lewis email

• Amazon Prime discount
  • Using Lewis email address
  • Create a new account
  • 6 months free
  • Then ½ price after that for all future renewals
  • Valid as long as you have your Lewis email
Financial Aid Services

Financial Aid

Overview

Earn your education at the institution named a “Top 5 Best Private College Value in the Midwest.”

FACTS
One of the lowest private college tuition rates in Illinois.
Over 90% of Lewis University students receive financial aid.

Though financial aid and other benefits, students receive a private education at Lewis University for less than the cost of a state or public university.
Financial Aid Checklist

By now you should have:

• Filed the FAFSA (Free Application for Federal Student Aid)
• Returned any requested documents
• Received a Financial Aid Award Letter
• Completed the Federal Title IV Authorizations
• Accepted/Declined your Loans and Federal Work-Study
Viewing Financial Aid Info

• Click on, “Admitted Student” (New Students) or “Financial Aid” (Continuing Students)
Viewing Financial Aid Info

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year: Not Applicable/No Value Found

Submit
Viewing Financial Aid Info

The following information for enrollment in the Fall Spring Summer is based on your status of:

- Graduate Student in Fall 2016
- Graduate Student in Spring 2017
- Graduate Student in Summer 2017

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

Your estimated cost of attendance is $34,986.00.
You have been awarded financial aid which totals $20,500.00.
Based on your academic transcript, the status of your academic progress is Pass as of Spring 2017.
You have financial aid credits which appear within your account summary.
View your financial aid history.

Select Another Aid Year
Viewing Financial Aid Award
Viewing Title IV Authorizations

Unreviewed Information Previously Submitted

Information you have submitted to the financial aid office that has not been reviewed is displayed below.

Questions

I authorize Lewis University to pay non-institutional charges with my Title IV funds (e.g., Pell grant, Direct Loans) for the current academic year. 

I authorize Lewis University to pay prior year institutional charges with my Title IV funds (e.g. Pell grant, Direct Loans) up to $200.

I authorize Lewis University to hold any excess Title IV funds (Pell grant, Direct Loans) for future charges.

Answers

Authorize

Authorize

Authorize
Viewing Financial Aid Terms & Conditions
Accepting/Editing Award Offer

Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

**Award Decision**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed. Direct Loan-Subsidized</td>
<td>Accept by web</td>
<td>Fall 2016</td>
<td>$6,833.00</td>
</tr>
<tr>
<td></td>
<td>Accept by web</td>
<td>Spring 2017</td>
<td>$6,833.00</td>
</tr>
<tr>
<td></td>
<td>Accept by web</td>
<td>Summer 2017</td>
<td>$6,834.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total</td>
<td>$20,500.00</td>
</tr>
</tbody>
</table>

The Direct Federal Loan is an award that must be repaid six months after you graduate or cease to be enrolled half-time.
Stafford Loan Applicant Responsibilities

Once you Accept your Direct Loans you will need to complete the:

– Master Promissory Note

– Entrance Interview

• Online at www.studentloans.gov
Direct Stafford Loans

https://studentloans.gov/myDirectLoan/index.action
Additional Loan Options

• Federal PLUS Loan
  – Parent borrows on behalf of dependent student
  – Borrow up to the cost of attendance
  – Additional $4000 ($5000 for Jr/Sr grade level) with denial

• Alternative/Private Loans
  – Student borrows loan
  – Borrow up to the cost of attendance
  – Credit worthy/Co-signer
Direct PLUS Loan (Parents)

https://studentloans.gov/myDirectLoan/index.action
Private Lender List

Financial Aid

Overview
How to Apply for Aid
Scholarships
Types of Aid
FAQs
Military Education Benefits
Student Rights and Policies
Lewis Aid Forms
Contact Us

Private Lender List

Lewis University encourages students to complete a FAFSA and take advantage of all sources of federal, state, and university aid before turning to private loans (also called alternative loans). The interest rate, repayment fees and terms are more favorable with Federal Direct Loans. Private loans do not require students to submit a FAFSA, are based on credit-worthiness, and have variable interest. Private loans must be repaid separately from federal loans once students are no longer enrolled at least part-time.

On the right is a historic list of loans and/or lenders from whom our students have borrowed over the past three years and it includes only those that continue to offer private alternative loans. Lewis University does not have any specialized relationships with any lender listed, nor do we recommend any lender on this list.

http://www.lewisu.edu/admissions/finaid/lenders.htm
Financial Aid Responsibilities

• Full time enrollment
  – MAP (Illinois Residents ONLY*)
  – Institutional scholarships/grants
• GPA renewal requirement for academic scholarships
• Maintain Satisfactory Academic Progress
• Withdrawing before semester ends
Federal Work-Study

Once you **Accept** your Federal Work-Study and you are **Hired**

- On Campus Employment
- Off Campus Community Service
- Current Job Openings for Upcoming School Year posted on August 1
- Paperwork
  - Social Security Card, Birth Certificate
  - Banking Account
Current Job Openings

- Admissions Office - Overnight Host
  Attached Files: Admissions - Overnight Host.pdf (535.36 KB)

- Athletics Department - Game Staff
  Attached Files: Athletics - Game Staff Job Description.pdf (90.48 KB)

- Athletics Department - Graphic Designer
  Attached Files: Athletics - Graphic Designer.pdf (243.66 KB)

- Athletics Department - Marketing Assistant
  Attached Files: Athletics - Marketing Assistant Job Description.pdf

- Boys & Girls Club Student Tutor (Federal Work Study Required)
  Attached Files: Boys Girls Club Tutor-Program Aide Job Description.pdf (338.354 KB)

- College of Business Assistant
  Attached Files: College of Business Job Description.pdf (85.905 KB)

- Health & Counseling - Student Wellness Advisory Group Peer Educator
  Attached Files: Health & Counseling - Student Wellness Advisory Group Peer Educator Job Description.pdf (105.938 KB)
Scholarship Information

Endowed and Annual Scholarships

Scholarships
Apply Here

Lewis University offers Endowed and Annual Scholarships made possible through the support of generous donors who understand the value of a Lewis University education and believe in the future of our students.

Current students will use their campus credentials to log-in. New freshman and transfer students will get their login information when they attend SOAR (Student Orientation Advising Registration).

http://www.lewisu.edu/admissions/finaid/scholarships.htm
External Scholarships

- Search the Internet
  - Fastweb.com
  - Collegezone.com
- Visit college or local libraries
- Call your local Chamber of Commerce
- Inquire at church, bank, or organizations you are affiliated with

  All outside scholarships will be split between semesters unless otherwise specified. If you received notification that you are the recipient of an external scholarship, you can forward a copy of the notification to the Financial Aid Office and the amount will be added to your account at an estimated status until the check is received. Please include your Student ID number on all correspondence if possible.
Accessing Your Online Statement

- Student Account Center email is sent to your Lewis University email address
- Click the **Register** button
- Create password
Accessing Your Online Statement

- Access monthly Online Statements
- View current account activity
- Set-up payment plan or make one-time payment

**Call for Assistance**

**Set up parent or guardian access to billing**
Viewing Your Online Billing Statement

Beginning May 2, 2016, Lewis University student ID# begins with "L". For example a current ID# of 234-56-7890 will be L34-56-7890. Please be sure to share this information with any family members accessing your account to make payment. As of May 2, 2016, all account activity can be viewed through myLewis portal or directly still at lewisuafford.com.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST</td>
<td>10100</td>
<td>Culture and Civilization I</td>
<td>3.00</td>
</tr>
<tr>
<td>ECON</td>
<td>20000</td>
<td>Basic Macroeconomics</td>
<td>3.00</td>
</tr>
<tr>
<td>INSY</td>
<td>40500</td>
<td>Search Engine Optimization</td>
<td>3.00</td>
</tr>
<tr>
<td>MKTG</td>
<td>30000</td>
<td>Consumer Behavior</td>
<td>3.00</td>
</tr>
<tr>
<td>MKTG</td>
<td>40500</td>
<td>Multi Media Internet</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Total Hours:** 15.00

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CHARGES</th>
<th>PAYMENTS/ CREDITS</th>
<th>BALANCE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALANCE FORWARD</strong></td>
<td></td>
<td></td>
<td>$355.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bishop Shill Schl</td>
<td></td>
<td>$5,500.00</td>
<td></td>
</tr>
<tr>
<td>UG Tuition</td>
<td>$14,975.00</td>
<td></td>
<td>$5,880.00</td>
</tr>
</tbody>
</table>
PAYMENT OPTIONS

MONTHLY PAYMENT PLAN

_Tuition Management Systems (TMS)_

- www.lewisu.afford.com
  - Set-up through student account center
- Primary Payer designation
- Set-up by the first day of class each semester
- Automatic payment option from checking or savings
- Fall and Spring semester only
- $95 semester fee
PAYMENT OPTIONS

PAY IN FULL

Complete payment of all charges is due by the first day of class each semester.

- Business Office (cash or check) or by mail (check)
- Credit card payment – online only American Express, Discover, MasterCard, or Visa (2.75% convenience fee)
- Free online ACH from checking or savings
Financial Aid and Bursar

Questions?