



RESOURCE GUIDE

for FACULTY & STAFF

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Retention interventions are in place at specific weeks of each semester and academic support is available at any time to support faculty as they support their students.

When faculty are concerned about a student, personal outreach by phone is a great first step. A personal phone call from a faculty member helps the student see that there is a path forward in their course. Student phone numbers can be found in the class list in myLewis by clicking on the student name.

Faculty are also encouraged to utilize any of the following intervention processes and support services:

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If a student is attending class, but could benefit from academic support faculty can encourage the student to make an academic coaching appointment. Students can make an appointment by stopping by LR-342, calling us at (815) 836-5593 or via this [appointment request form](#).

If a student informally requests a reasonable accommodation without an accommodation memo or if a student has a visible disability that may impact learning, mentions having a disability (health impairments, psychiatric disabilities, visual, hearing orthopedic disabilities, as well as learning disabilities) or mentions they have utilized accommodations/services relating to classroom experiences in the past (such as an IEP or 504 plan) faculty can refer students to Academic Services by stopping by LR-342, calling us at (815) 836-5593 or via this [appointment request form](#).

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Faculty can request academic intervention using [this form](#). Academic Services will review the information shared and then reach out to the student to provide support.

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If a student has been absent for three or more consecutive class meetings, faculty can refer students to utilize the absence notification process. The process provides support to students experiencing medical, mental health, other personal crises and is open to active members of the U.S. military who are being called to active duty for an extended period of time. Students are not required to utilize this process, but it is available to faculty and students as a way to substantiate absences and advocate for students. Faculty and students can learn more and request absence notification [here](#).

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If you are concerned about the health, well-being, or safety of any individual on campus, faculty are encouraged to share concerns or observations by contacting [Health & Counseling Services](#), [Student Services](#), [LU Police Dept](#), [Human Resources](#) or faculty can submit an Assessment and Care Team (ACT) referral [here](#).

Each semester the following processes are in place to support academic progress at specific weeks in the semester. Faculty are notified and asked to participate in each of these processes via email during the semester.

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<https://www.lewisu.edu/cel/>

Learning Resource Center, 3rd floor

The Office of Community Engaged Learning provides students with deep learning experiences that tie together community-based opportunities with classroom learning. The Office's Community Engaged Learning Facilitator (CELF) Program offers student leaders the opportunity to contribute meaningfully on campus and in the community.

<https://www.lewisu.edu/academics/scholars/>

Lewis' Honors Program provides exclusive intellectual opportunities for academically gifted undergraduate students. Benefits of joining the scholars academy include exclusive scholars-only academic opportunities, meeting other intellectually-minded students through scholars-only classes, developing valuable faculty-mentor relationships and letters of recommendation, increasing your marketability with special diploma and transcript distinctions, and special recognition at college awards events and graduation ceremonies.

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Students can make an appointment for one-on-one peer communication instruction where they can receive practical advice and suggestions for improving their presentations. Make an appointment:

<https://lewisu.edu/appointment>

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Through the STAR program, laptop computers and Wi-Fi hotspots are available for loan to students who need these resources during the academic year.

Students who need assistance navigating Blackboard can watch tutorials or can get individual support via the service desk.

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<https://www.lewisu.edu/academics/library/index.htm>

One University Parkway

Romeoville, IL 60446

Research Desk: (815) 836-5306

Circulation Desk: (815) 836-5300

Services for Students: <https://www.lewisu.edu/academics/library/services.htm>

<https://www.lewisu.edu/welcome/offices/registrar/>

The Office of the Registrar maintains official student Registration and Records.

The office is located in the Learning Resource Center on the Romeoville Campus, main floor. Normal business hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. The phone number is 815-836-5133.

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<https://www.lewisu.edu/studentactivities/index.htm>

The Office of Student Activities is the resource center where all organizations come if they have questions about putting on an Activity/Event and filling out activity forms; seek advice or direction; receive mail for the organization; or if they have questions about effective meeting planning, organizational development, situational leadership, recruitment and retention of members, reserve a room, or just get some ideas on how to best run their club! The office is located in the Brother James Gaffney Student Center, room JG-104

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<https://www.lewisu.edu/StudentActivities/greeklife/>

Fraternities and Sororities are an exciting way to get involved in campus life at Lewis. Members enjoy ample opportunities to develop social and leadership skills, get involved in philanthropic events, and cooperate with other groups and organizations.

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The Intramural Sports Program at Lewis University provides stude4.18e0 0 6C95Prfa-4(l)ntAls

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<https://www.lewisu.edu/osp/index.htm>

Assists faculty and students in their efforts to obtain government grants to support research and scholarship as well as provide student services and tuition scholarships. Services offered include: project and program development assistance, sponsor identification and research, budget development, editing and document review, administrative review and signatures, proposal submittal, post-award administrative services.

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<https://www.lewisu.edu/admissions/finaid/index.htm>

Assists with financial aid processes, information and guidelines.

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<https://www.lewisu.edu/welcome/offices/business/bursar/index.htm>

Responsible for providing you with information concerning your costs and payment options.

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<https://www.lewisu.edu/emergencyplanning/pdf/ACT-Brochure.pdf>

Allows students to submit an anonymous report if they believe someone is exhibiting distressed, disturbed, disruptive, or threatening behaviors.

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<https://www.lewisu.edu/welcome/offices/hr/index.htm>

As a department, Human Resources provides leadership and guidance in the development, implementation and administration of policies and procedures, thus fostering a positive work environment and respecting and celebrating the diversity of each person and the uniqueness of experiences.

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<https://www.lewisu.edu/dos/index.htm>

Students who need assistance in resolving student issues and reviewing university policies and decisions should contact the Dean of Students Office.

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<https://www.lewisu.edu/student-services/security/index.htm>

The Lewis University Police Department is dedicated to serving students, faculty and staff with a team of highly trained public safety professionals committed to creating a safe living and learning environment. The Lewis University Police Department is comprised of certified Police Officers, professional civilian Campus Safety Officers and student Campus Safety Assistants.

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<https://lewisu.joinhandshake.com/login>

Handshake was created to ensure that all college students have equal access to meaningful careers. Lewis has partnered with Handshake to provide their students with access to an extensive job and internship listing.

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(800) 273-TALK

(800) 273-8255

24/7, crisis intervention for suicide, depression, and general concerns

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852 West St.

Naperville

(800) 955-6257

24/7, general crisis intervention, free assessments, specialized psychiatric care

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1900 Silver Cross Blvd.

New Lenox

(815) 300-1053

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obtained

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Wheaton

(630) 469-5650

24/7 hotline, services include emergency shelter, counseling and court/victim advocacy

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(815) 730-8984

24/7, sexual assault hotline, also offers counseling for survivor or significant other of sexual assault

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Chicago Heights

(708) 748-5672

24/7, sexual assault and general counseling for adults and children

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Hickory Hills

(708) 482-9600

24/7, sexual assault hotline, offers counseling & advocacy for survivor or significant other of sexual assault

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(800) 234-0420

24/7, offers referrals for treatment

(312) 346-1475

www.AA.org

24/7, "12-step call" where volunteers will call back to speak or meet with callers & help connect them to AA group

<https://www.dph.illinois.gov/testing>

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<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

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<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

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815-740-8977 (Monday-Friday 8am - 4pm)

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<https://www.dph.illinois.gov/testing>

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Teresa Hall

(815) 836-5455

lewisu.edu/health/counseling

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Thursdays, 2-6 p.m.

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Mother Teresa Hall

Walk-ins or call (815) 836-5455

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