



**Regional Campus Contact Information**

**Chicago**

Katherine Keating, Site Coordinator  
 (312) 326-1673  
 (312) 326-2894 (fax)  
 3434 South Michigan Avenue  
 Chicago, IL 60616

**Hickory Hills**

Marlene Polasek, Site Coordinator  
 (708) 233-9768  
 (708) 233-0146 (fax)  
 9634 S. Roberts Road  
 Hickory Hills, IL 60457-2238

**Oak Brook**

Linda McCabe, Site Coordinator  
 (630) 573-1740  
 (630) 573-0772 (fax)  
 2122 York Road, Suite 170  
 Oak Brook, IL 60523-0406

**Shorewood**

Patricia Perrier, Site Coordinator  
 (815) 744-0504  
 (815) 744-0646 (fax)  
 247 Brook Forest Avenue  
 Shorewood, IL 60404-9705

**Tinley Park**

Carol Chaplin, Site Coordinator  
 (708) 444-3180  
 (708) 444-4237 (fax)  
 North Creek Executive Center  
 18501 Maple Creek Drive  
 Tinley Park, IL 60477-6779

**Albuquerque**

James Saya, Executive Director  
 (505) 265-3947  
 (505) 846-2173 (fax)  
 Kirtland Education Center  
 1900 Wyoming Boulevard SE  
 Kirtland AFB, NM 87117

*Hours vary – please contact the site coordinator for site and computer lab hours.*



**SPCE**  
 School for Professional  
 and Continuing Education

Lewis University

**Romeoville Campus**  
**Evening and Weekend Resources**

**Fall and Winter Semesters**

One University Parkway  
 Romeoville, IL 60446

**School for Professional and Continuing Education – 3<sup>rd</sup> Floor/LRC**

(815) 836-5570 / (815) 838-8990 (fax)

Hours:

Monday – Thursday	8:30 a.m. – 6:30 p.m.
Friday	8:30 a.m. – 5:00 p.m.
Saturday	7:45 a.m. – 1:00 p.m.

**Graduate and Adult Admission**

(815) 836-5610 / (815) 836-5578 (fax)

**Main Campus**

(815) 838-0500 / (800) 897-9000



### **Instructional Technology Service Organization (ITSO)/Help Desk**

On-Campus Extension: 5950 / Off-Campus: (815) 836-5950

E-mail: [helpdesk@lewisu.edu](mailto:helpdesk@lewisu.edu) / Online Incident Submission – <http://helpdesk.lewisu.edu>

*Phone, E-mail, Online and Walk-up Support:*

Monday – Thursday 7:30 a.m. – Midnight (5:00 p.m. – midnight → Auxiliary Help Desk only)  
Friday 7:30 a.m. – 10:00 p.m. (5:00 p.m. – 10:00 p.m. → Auxiliary Help Desk only)  
Saturday 9:00 a.m. – 7:00 p.m. (Auxiliary Help Desk only)  
Sunday Noon – Midnight (Auxiliary Help Desk only)

**Note:** *On Friday, Library walk-up services ends at 5 p.m. Hours may vary during scheduled breaks.*

### **TLT (Teaching, Learning and Technology)**

#### **Blackboard Services – 1<sup>st</sup> Floor/LRC**

Monday – Friday 8:30 a.m. – 5:00 p.m. and by appointment

TLT Services supports Blackboard course management system and provides instructor resources in the use of the tools and the development of online instructional resources. For evening and weekend questions, send an e-mail to [tltsupport@lewisu.edu](mailto:tltsupport@lewisu.edu). For emergencies (system down), contact the ITSO Helpdesk at x5950 and they will make a determination about calling for assistance.

#### **Classroom Media Services – Room LR-344 (3<sup>rd</sup> floor of LRC)**

Monday – Thursday 8:00 a.m. – 10:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Classroom Media Services supports faculty technology needs such as laptop requests, audio visual assistance, and projector requests for classroom/educational purposes. Each classroom is equipped with a ceiling mount LCD projector, speakers and Audio Box containing an amplifier plus DVD/VCR combo. In addition, an Overhead Transparency projector is in each classroom. To schedule Instructor classroom equipment needs, an online request form is available at [http://www.lewisu.edu/tlt/tlt\\_media\\_request.htm](http://www.lewisu.edu/tlt/tlt_media_request.htm). In case of classroom emergency, contact Rich Soliman at (815) 836-5771 or (815)-483-3453 (cell).

### **IMPACT Center – 1<sup>st</sup> Floor/LRC (located in Library)**

Monday – Friday 8:30 a.m. – 5:00 p.m.

*Innovative Multimedia Projects, Assessment and Coaching with Technology* – The IMPACT Center features equipment and software which promote and enrich the learning experience and offer greater options for self-discovery and improvement. The Center offers opportunities for multimedia project development, and writing and research support in conjunction with the Writing Center and the Lewis Library. It accommodates the production of work related to critical and creative thinking in a dedicated environment. *What students can do in the IMPACT Center:* obtain assistance with development of multimedia projects, attend workshops and seminars, learn how to use new technology, work on small-group projects for class, check out equipment (i.e., laptops, digital video cameras, & iPods), and search databases and conduct research. Students can schedule an appointment to meet with IMPACT Staff or student walk-ins are welcome! Faculty – If you notice a student struggling with technology, or if you assign an end of semester or capstone project that requires technology use, please feel free to recommend that your students visit the IMPACT Center for assistance. For additional information, please contact Melissa Cavazos-Eichelberger, Coordinator of the IMPACT Center and LARC Technology Specialist at (815) 836-5583 or via e-mail at [eichelme@lewisu.edu](mailto:eichelme@lewisu.edu).

### **Bookstore – 1<sup>st</sup> Floor/De La Salle Hall – Online ordering is available 24/7 at <http://www.efollett.com>**

Monday – Thursday 8:30 a.m. – 6:00 p.m.

Friday 8:30 a.m. – 5:00 p.m.

Saturday 11:00 a.m. – 3:00 p.m.

Lewis University Bookstore is managed by Follett. The Lewis University Bookstore website offers textbooks and merchandise to students and staff. Students can order textbooks for classes online, by fax, by telephone (815) 836-5401, via email at [lewisu@bkstr.com](mailto:lewisu@bkstr.com) or purchase in person.

### **Security – 24/7 Security operation**

Contact telephone numbers are (815) 836-5222 for Dispatch Center and (815) 834-4222 for outside line.

**For police/fire emergency, dial (815) 836-5911 or x5911 from campus phone for Police/Fire.**

Main office is located in the basement of the Student Union (Monday through Friday, 8:30 a.m. – 5:00 p.m.), and the security booth is located on University Parkway in front of the LRC (and is staffed 24/7). All calls for assistance should initially go to Security as they are primary responders to all campus emergencies and CPR/AED trained.

### **Facilities**

If it is outside of regular hours, contact Security at (815) 836-5222 and they will get in contact with someone from Facilities shortly.

Monday – Friday 8:00 a.m. – 4:30 p.m. Call (815) 836-5404.

### **LARC (Lekrone Academic Resource Center) – Academic Support Services – Benilde Hall**

Monday – Friday 8:30 a.m. – 5:00 p.m.

To make a tutoring appointment, please contact Barb Seppi at (815) 836-5593. For additional information, please contact Denise Rich, Academic Skills Coordinator at (815) 836-5284 or via e-mail at [richde@lewisu.edu](mailto:richde@lewisu.edu)

### **Library – 1<sup>st</sup> Floor/LRC - Reference Desk: (815) 836-5300**

#### **Fall and Spring Hours**

Monday – Thursday 7:45 a.m. – Midnight

Friday 7:45 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 7:00 p.m.

Sunday Noon – Midnight

*Hours are subject to change during special university vacations or events.*

### **Food Services/Sodexo – University Dining/Academic Building – Menu hotline: (815) 838-5666**

#### **Charlie's Place – Academic Building**

Monday – Friday 7:00 a.m. – 7:00 p.m.

Breakfast 7:00 a.m. – 9:30 a.m.

Continental Breakfast 9:30 a.m. – 10:30 a.m.

Lunch 11:15 a.m. – 1:15 p.m.

Dinner 5:00 p.m. – 7:00 p.m.

Saturday & Sunday: 9:30 a.m. – 6:00 p.m.

Continental Breakfast 9:30 a.m. – 11:00 a.m.

Brunch 11:00 a.m. – 1:00 p.m.

Dinner 4:30 p.m. – 6:00 p.m.

**Courtyard Café – De La Salle** 7:00 a.m. – 11:00 p.m. (M – F)

Breakfast 7:00 a.m. – 10:30 a.m.

Sandwiches/Salad/Soup 11:00 a.m. – 10:00 p.m.

Saturday 10:00 a.m. – 2:00 p.m.

#### **Flyers Den – Student Union**

Monday – Friday 11:00 a.m. – Midnight

Saturday – Sunday 3:00 p.m. – Midnight

#### **Common Grounds – Fitzpatrick**

Monday – Sunday 24 hours/day

Holiday and break hours will be posted.

For more information, contact Sodexo Management Services at (815) 838-0500 extension 5387.