

Academic Services Fall 2020 Return to Campus Information

The following information is being provided to ensure faculty and staff are aware of Academic Services plans to return to campus. We know many faculty and staff refer students to our office and we want to ensure everyone has accurate information. Our website will be up-to-date and we plan to communicate directly with students as appropriate.

Academic Services will continue to offer virtual support for students this fall and in-person support will be offered by appointment only. The staff will return to campus on a staggered schedule beginning the week of August 17, but will continue to work virtually when meeting with faculty and staff.

Please find a list of support services below along with information about our staff schedule and physical space. Feel free to send any questions to Toni Fitzpatrick at afitzpatrick1@lewisu.edu.

Support Services Available

- **ACADEMIC COACHING & SUPPORT**
Academic coaching provides students with an opportunity to discuss and reflect on their strengths and weaknesses, share areas of concern and develop a plan for reaching their academic goals. Academic coaching can focus on just one assignment or can include discussion on one class and/or an entire semester. Students can have a single session or set-up ongoing sessions throughout the semester. Students can request an appointment here: <https://www.lewisu.edu/case/appointment/>.
- **REQUEST FOR ACADEMIC INTERVENTION**
Faculty can submit a request for academic intervention if they have a student in their class that is at risk of failing, has excessive absences or is non-responsive to continued outreach by the faculty member concerning their performance in the course. Once a request is received the staff in Academic Services will reach out to the student sharing the faculty member's concerns and will also offer support and guidance. To submit a request for an academic intervention, click here: <https://lewisu.edu/case/larcform.htm>.
- **ACADEMIC ADVISING**
Students who are still exploring majors and are undecided are advised by a Student Success Coordinator from Academic Services. Students with a declared major are advised by a faculty member in the major department. Additional information can be found on www.lewisu.edu/readytoregister and students can make an advising appointment here: <https://www.lewisu.edu/case/appointment/>.
- **SERVICES FOR STUDENTS WITH DISABILITIES & THE ACCOMMODATED TESTING CENTER**
The Learning Access Coordinator welcomes the opportunity to meet with students who would like to discuss learning accommodations. Students with appropriate documentation work in partnership with the Learning Access Coordinator to develop an accommodation plan that supports them in reaching their academic goals. Academic Services also collaborates with faculty and campus partners each semester to ensure delivery of necessary accommodations and services.

Students who require academic accommodations due to disability caused or exacerbated by COVID-19, have a medical condition in which they must limit risk of exposure to COVID-19, or have a record of having COVID-19, can engage in an interactive process with the Learning Access Coordinator to explore all avenues for academic accommodations.

The Accommodated Testing Center will be available for eligible students with adjusted scheduling policies and check-in procedures. Private study space may be available for eligible students. Students can check availability by calling Academic Services at (815) 836-5593.

More information is available at <https://lewisu.edu/case/disabilityservices/index.htm> and questions can be sent to learningaccess@lewisu.edu. Students can request an appointment here: <https://www.lewisu.edu/case/appointment/>

- **TUTORING SERVICES**

Peer-to-peer tutoring will be offered only online during the fall semester and appointments can be made at lewisu.edu/appointment. In addition to peer-to-peer tutoring, students also have access to Brainfuse in myLewis. Brainfuse provides real tutors in a wide range of subjects including Business, Computers and Technology, English, Math, Nursing and Science.

- **WALK-IN WEDNESDAYS**

Since in-person appointments are available by-appointment only, Academic Services is offering a virtual office for walk-ins on Wednesdays during the fall semester. One virtual office will be dedicated to Blackboard support and questions and the other will be for general academic support.

ACADEMIC SUPPORT VIRTUAL WALK-IN HOURS: Every Wednesday between 9:00am-4:00pm a staff member will be available in a virtual office for student walk-ins. Students are invited to stop in with questions just as they would in the past on-campus. Staff will provide information, guidance, support and referrals. Student can visit the virtual office by copying and pasting the following link into Google Chrome: <https://tinyurl.com/ASWalkInWednesday> or by calling in via (571) 392-7650 and using PIN: 295 368 3297.

BLACKBOARD VIRTUAL WALK-IN HOURS: Students who have questions or need assistance with Blackboard can drop by our virtual office for support on the days and times below. Dr. Melissa Eichelberger, Student Success Coordinator, will be in the virtual office ready to meet with students.

DATE	TIME
September 2	10:00 am - 11:00 am
September 9	11:00 am - 12:00 pm
September 16	1:00 pm - 2:00 pm
September 23	2:00 pm - 3:00 pm
September 30	10:00 am - 11:00 am
October 7	11:00 am - 12:00 pm
October 14	1:00 pm - 2:00 pm
October 21	2:00 pm - 3:00 pm
October 28	10:00 am - 11:00 am
November 4	11:00 am - 12:00 pm
November 11	1:00 pm - 2:00 pm
November 18	2:00 pm - 3:00 pm
December 2	11:00 am - 12:00 pm
December 9	1:00 pm - 2:00 pm
December 16	2:00 pm - 3:00 pm

Copy & Paste the link below into Google Chrome to visit the virtual office:
<https://tinyurl.com/VirtualBbLive>
 Or, call-in to the room via: (571) 392-7650 & PIN: 805 718 7949

- STUDENT-ATHLETE SUPPORT**
 Student-Athletes are supported by the Student Success Coordinator-Athletics Specialist. Services include academic support, academic progress tracking and academic advising for undecided student-athletes. Student-athletes can request an appointment here: <https://www.lewisu.edu/case/appointment/>.
- GENERAL STUDY SPACE**
 CASE Commons will be available on Saturdays from 9:00am-3:30pm as a general study space. Students will need to follow all health and safety guidelines set forth by the University and will be asked to clean their space before they leave. Private study space may be available during the week for eligible students with accommodations in the Accommodated Testing Center. Students interested in this option are asked to call Academic Services to determine availability – (815) 836-5593.
- EMAIL INBOXES**
 For general academic support questions and concerns students, faculty and staff can email academicservices@lewisu.edu. Current students with accommodations in place, along with their faculty and any student with disabilities looking for information about accommodations can email learningaccess@lewisu.edu.

On-Campus Staff Schedule

The following on-campus staffing schedule will be implemented for the fall semester. Staff will work remotely on the days they are not on-campus. Changes will be made if changes occur in our region and/or across the university. Staff health and safety preferences could also result in a schedule change.

Monday	Baraka Douglas, Graduate Assistant Toni Fitzpatrick, Director Jan Mari Paranal, Graduate Assistant
Tuesday	Stephanie Enervold-Macier, Student Success Coordinator Tony Gliffe, Student Success Coordinator-Athletics Specialist Angie Martinez, Learning Access Coordinator Sherri Starkus, Administrative Assistant
Wednesday	Baraka Douglas, Graduate Assistant Dr. Melissa Eichelberger, Student Success Coordinator Stephanie Enervold-Macier, Student Success Coordinator Jan Mari Paranal, Graduate Assistant
Thursday	Dr. Melissa Eichelberger, Student Success Coordinator Toni Fitzpatrick, Director Tony Gliffe, Student Success Coordinator-Athletics Specialist Angie Martinez, Learning Access Coordinator Sherri Starkus, Administrative Assistant
Friday	Sherri Starkus (every Friday) Group 1: Tony Gliffe, Stephanie Enervold-Macier, Angie Martinez, Group 2: Dr. Melissa Eichelberger & Toni Fitzpatrick (Alternating Fridays in-office beginning August 21 with Group 1 in the office)

Notes on Physical Space

The capacity of the Academic Services main office, CASE Commons and the CASE Lab will be reduced according to social distancing guidelines. The Accommodated Testing Center capacity will remain as-is since the Testing Center rooms are private, individual spaces. Staff offices will be used for in-person meetings with students as requested and will follow appropriate guidelines. More specific information on space is provided below. Signage will be posted by Facilities around all spaces and additional signage will be created as-needed.

CASE Commons

- Pre-COVID 19 Capacity: 30
- Phase 4 Max. Capacity: 17
- Services Impacted:
 - Peer Tutoring: Available Online Only for Fall 2020
 - Peer Mentoring: Schedule TBD based on Phase 4 max. Capacity and peer mentor/student preferences
 - General Study Space: Available for with limited capacity Saturdays from 9:00am-3:30pm
 - CASE Commons Reception Desk: Staffed hours will be limited
- Misc. Notes & Considerations:
 - Peer mentors, students and staff will need to sanitize their table, desk, chair and area prior to leaving the space and/or meeting with the next student.

Academic Services Main Office

- Pre-COVID 19 Capacity: 6
- Phase 4 Max. Capacity: 3
- Services Impacted:
 - General Appointment Check-In & Scheduling: Students will not check-in in LR-346, instead they will go directly to staff offices for appointments.
 - Testing Center Check-In: Appointment times will be staggered by 15 minutes, whenever possible.
- Misc. Notes & Considerations:
 - Clean/Dirty Bins will be used to keep track of cleaning of clocks, calculators, other materials.
 - Student lockers will be wiped down after each use.
 - Textbook loans will still be offered, but students will keep books for entire semester and material will be held for appropriate amount of time before recirculating.

Accommodated Testing Center

- Pre-COVID 19: 10
- Phase 4 Max. Capacity: 10
- Services Impacted:
 - Accommodated Testing: Staggered appointments will be used to provide time between students checking in for testing. Students will be encouraged to complete exams online from home, when possible.
- Misc. Notes & Considerations:
 - Encourage exam return via email/scan rather than by a student runner.
 - Encourage online and by-phone exam scheduling rather than walk-in scheduling.

LR-346 Computer Lab

- Pre-COVID 19: 28
- Phase 4 Max. Capacity: 12
- Services Impacted:
 - Nursing KAT/KAPLAN Testing: Will offer testing one Saturday a month in the fall with max. of 8 students
 - General Lab Space & Mentoring: Currently not used for this, but based on CASE Commons reduced capacity may use space for studying and mentoring.
- Misc. Notes & Considerations:
 - Keyboard covers will be used and students will need to clean their station before leaving the space.