



RESOURCE GUIDE

for **FACULTY & STAFF**

Academic Intervention Processes & Support Services for Faculty

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:

- **Academic Coaching Referral**

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](#).

- **Disability Support Services Referral**

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](#).

- **Academic Intervention Request**

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.

- **Absence Notification Process**

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](#).

- **Assessment Care Team Referral**

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.

Week of the Semester	Process Overview	How Faculty Participate & Overview of Intervention
2	<p>No Show Reporting (16 week classes)</p> <p>Intervene by the end of Week 2,</p> <p><i>if students do not attend class or participate in Blackboard</i></p>	<ul style="list-style-type: none"> ● If your student has not attended or engaged in your class at all, email and call your student. Student phone numbers are in your class list in myLewis by clicking on the student name. ● If you have not heard from your student by the end of Week 2, report the student as a no show when prompted by the Office of the Registrar. ● Once reported Academic Services will initiate outreach to the student. ● Reported students are also notified by the Registrar and must get signed back into the class by their faculty member. ● If reported students do not take action, they are withdrawn from the class.
5	<p>Student-Athlete Grade Reporting (Round One)</p> <p>Report grades by the end of Week 5,</p> <p><i>If a student athlete is earned a C- or below in your class.</i></p>	<ul style="list-style-type: none"> ● Submit grades for student athletes using the MyLewis portal. ● Faculty will be prompted to submit grades for student-athletes via an email from Academic Services. ● Any student-athletes with a C- or below are contacted by Academic Services to provide necessary academic supports (tutoring, academic coaching, referrals to other campus resources, etc.). ● Grade Reports are shared with all Head Coaches. ● <u>The timing of this intervention allows for the student to consider withdrawing from a class, if necessary.</u>
8	<p>Midterm Grade Reporting</p> <p>Report grades by the end of Week 8,</p> <p><i>For ALL freshmen & All students in danger of failing.</i></p>	<ul style="list-style-type: none"> ● The Office of the Registrar will send an email to all faculty requesting that they submit estimated midterm grades for their students. Grades are submitted in myLewis. ● Academic Services reaches out to all students with a D+ or below. Students are invited to a midterm grade meeting with a Student Success Coordinator. Students are provided with information regarding resources on campus and are also given an opportunity to share anything that has impacted their academic performance outside of Lewis. ● <u>The timing of this intervention allows for the student to consider withdrawing from a class, if necessary.</u>
12	<p>Student-Athlete Grade Reporting (Round Two)</p> <p>Report grades by the end of Week 12,</p> <p><i>If a student athlete is earned a C- or below in your class.</i></p>	<ul style="list-style-type: none"> ● Submit grades for student athletes using the MyLewis portal. ● Faculty will be prompted to submit grades for student-athletes via an email from Academic Services. ● Any student-athletes with a C- or below are contacted by Academic Services to provide necessary academic support (tutoring, academic coaching, referrals to other campus resources, etc.). ● Grade Reports are shared with all Head Coaches.

Resources For Students, Faculty, and Staff

Academic Support

Advising

<https://www.lewisu.edu/case/academic-advising.htm>

Academic Advising at Lewis is designed to assist students in making academic choices for majors, minors or course selection, as well as to assist in making other important decisions that will impact the quality and meaningfulness of your college experience.

Center for Academic Success and Enrichment

<https://www.lewisu.edu/case/#>

CASE is located on the third floor of the Learning Resource Center (LRC).

The Center for Academic Success & Enrichment (CASE) delivers quality programs and services that encourage independent lifelong learners, address the diverse needs of the Lewis University student, and foster a holistic learning environment.

Academic Services Office

<https://www.lewisu.edu/case/disabilityservices/index.htm>

Learning Resource Center, room 342

Phone: 815-836-5593

Academic Services is committed to supporting and empowering students in reaching their academic goals. Our services include academic advising, academic coaching, peer tutoring and mentoring, disability support and student-athlete academic support. We are available in-person, virtually, or by phone.

Office of International Student Services

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

The Office of International Student Services (ISS) provides services and advocacy for international students.

Study Abroad Office

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

The Study Abroad office provides students at Lewis University the unique chance to complement and enhance their academic experience with a variety of international opportunities.

Writing Center

<https://www.lewisu.edu/writingcenter/writinglab.htm>

815-836-5427

The Writing Center offers face-to-face and online peer writing tutoring. Writing tutors can help writers at various levels of experience and at any stage of the writing process.

Office of Community Engaged Learning

<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.

Scholars Academy

<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.

Speech and Presentation Support

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>

Student Technology Academic Resources (STAR) Program

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

Blackboard Support

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

Learning Resource Center/Library

<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>

Registrar

<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.

Campus Life

Office of Student Activities

<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

Greek Life at Lewis

<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.

Intramural Sports

<https://www.lewisu.edu/studentervices/fitnesscenter/intramurals.htm>

The Intramural Sports Program at Lewis University provides students, faculty and staff with exercise, recreation and fun in a relaxed, yet structured environment. The program offers a variety of team and individual sports for recreational and competitive play.

Club Sports

<https://www.lewisu.edu/studentervices/fitnesscenter/clubsports/index.htm>

More than 20 Club Sports provide undergraduate and graduate students an opportunity to learn, participate and compete against other schools in a variety of team sports.

Residence Life

<https://www.lewisu.edu/studentervices/housing/index.htm>

Location: Learning Resource Center (LR-G23)

Phone: (815) 836-5581

Residence hall living options for graduate and undergraduate students

Health & Wellness

Dining

<https://lewisu.sodexomyway.com/>

Assistance with dietary needs, food allergies and dining plans. Provides information on nutrition and upcoming dining events.

Center for Health & Counseling Services

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

The Center for Health and Counseling Services is in the lower level of Mother Teresa at the south end of campus (enter at North Entrance). The Center for Health and Counseling Services can be reached at (815) 836-5455.

Provides counseling and medical services to students at no additional cost

Recreation & Fitness Center

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

Provides fitness, wellness, intramural, and recreational programs and activities for the students, faculty/staff, alumni, spouses, and children, as well as other Lewis University community members.

University Ministry

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

Students, faculty, and staff participate in the programs and connection opportunities offered through Ministry in order to serve and support the community.

The Well: Your Place for All Things Wellness

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

Offers resources in multiple different areas of wellness including physical, emotional, social, environmental, financial, occupational, spiritual, and intellectual wellness.

Money Matters and Student Jobs

Career Services

<https://lewisu.edu/resources/careerservices/index.htm>

Learning Resource Center, 1st Floor

Offers comprehensive career planning services and resources. Students and alumni may schedule an appointment, view jobs and internships, and or register for events on the Lewis University Handshake System at www.lewisu.edu/gethired

Office of Sponsored Programs

<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.

Financial Aid

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

Assists with financial aid processes, information and guidelines.

Office of the Bursar

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

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

Non-Emergency Student Safety Concerns and Threatening Behavior

Assessment and Care Team (ACT)

<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.

Office of Human Resources

<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.

Office of the Dean of Students

<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.

Safety and Security

Lewis University Police

<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.

Emergency Planning & Violence Prevention

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

Online resource for students, faculty, and staff regarding how to handle emergencies, disasters, accidents, and injuries.

LU Cares

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

Resources and information available to students and parents about sexual assault, harassment, violence, and stalking. Students can also submit anonymous reports if they are experiencing any form of sexual misconduct.

Support & Advocacy

Office of Multicultural Student Services

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

Empowers students through campus education on issues of race, ethnicity, sexual orientation, gender identity and expression, socioeconomic status, religion, and their intersections through advocacy, academic and social enrichment, leadership, and community engagement.

Military Education and Resource Center

<https://www.lewisu.edu/veterans/merc.htm>

The Military Education and Resource Center is a nurturing atmosphere designed to assist veterans and military students by providing textual, virtual, and human resources to the students. The MERC serves as both an office space and a lounge for student veterans and ROTC cadets.

Other Resources

MyLewis

<https://mylewis.lewisu.edu>

Instant online access to the student resources you need, from your first semester to graduation.

Blackboard

<https://lewisuniversity.blackboard.com/>

Lewis utilizes Blackboard for all coursework and assignments.

Directory

<https://www.lewisu.edu/facstaffdirectory/FacStaffDir2.htm>

Find Lewis University faculty and staff members.

Handshake

<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.

MENTAL HEALTH CRISIS LINES

SUICIDE/DEPRESSION

- **National Suicide Prevention Hotline**

(800) 273-TALK

(800) 273-8255

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

CRISIS INTERVENTION

- **Linden Oaks Hospital**

852 West St.

Naperville

(800) 955-6257

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

- **Silver Cross Hospital**

1900 Silver Cross Blvd.

New Lenox

(815) 300-1053

24/7, Mental Health & Chemical Dependency Hotline-admission & referral information may be obtained

DOMESTIC VIOLENCE

- **Groundwork of Guardian Angel Joliet**

(815) 729-1228

24/7 hotline, provides emergency shelter for women and their children, offers advocacy and counseling services

- **Guardian Angel Community Services Spanish Hotline**

815-729-0930 ex 1439

- **Crisis Center for South Suburbia**

Tinley Park

(708) 429-7233

24/7 hotline, offers shelter, counseling, and referrals (including court advocates if needed)

- **Family Shelter Service**

Wheaton

(630) 469-5650

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

SEXUAL ABUSE/ASSAULT

- **Sexual Assault Service Center of Guardian Angel, Joliet**

(815) 730-8984

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

- **South Suburban YWCA Rape Crisis Hotline**

Chicago Heights

(708) 748-5672

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

- **The Pillars Community Services**

Hickory Hills

(708) 482-9600

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

SUBSTANCE ABUSE

- **National Drug and Alcohol Hotline**

(800) 234-0420

24/7, offers referrals for treatment

- **Alcoholics Anonymous**

(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

- **Alcohol/Drug Abuse**

(800) 662-HELP

- **Al-Anon/Alateen**

(800) 344-2666

www.niafg.org

24/7 support for friends and family members of those addicted to alcohol or other drugs

- **Narcotics Anonymous**

www.NA.org

MENTAL HEALTH WEBSITES

- **Anxiety & Depression:**

www.freedomfromfear.org

www.halfofus.com

- **Bipolar Disorder:**

www.dbsalliance.org

- **Suicide Prevention**

www.suicidepreventionlifeline.org

- **Eating Disorder**

www.nationaleatingdisorders.org

- **Mental Health Support**

www.nami.org/index.html

- **Substance Abuse**

www.bacchusgamma.org/

COVID-19 INFORMATION AND RESOURCES

Centers for Disease Control and Prevention (CDC)

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

CDC COVID-19 Frequently Asked Questions and Answers

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

Illinois Department of Public Health

<http://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

Will County Health Department:

<https://willcountyhealth.org/coronavirus-information/>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Illinois Department of Public Health COVID-19 Testing Site Locator:

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

For the most current information from the CDC about COVID-19, please visit:

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

CDC Resource: What to Do If You Are Sick:

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

Will County Health Department COVID-19 Hotline

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

Illinois Department of Public Health COVID-19 Testing Site Locator

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

TEXT AND ONLINE HOTLINES FOR WHEN THE PHONE ISN'T AN OPTION

RAINN

hotline.rainn.org
sexual violence online chatline
english/ español

The National Domestic Violence

HOTLINE

theline.org
domestic violence online chatline
english/ español

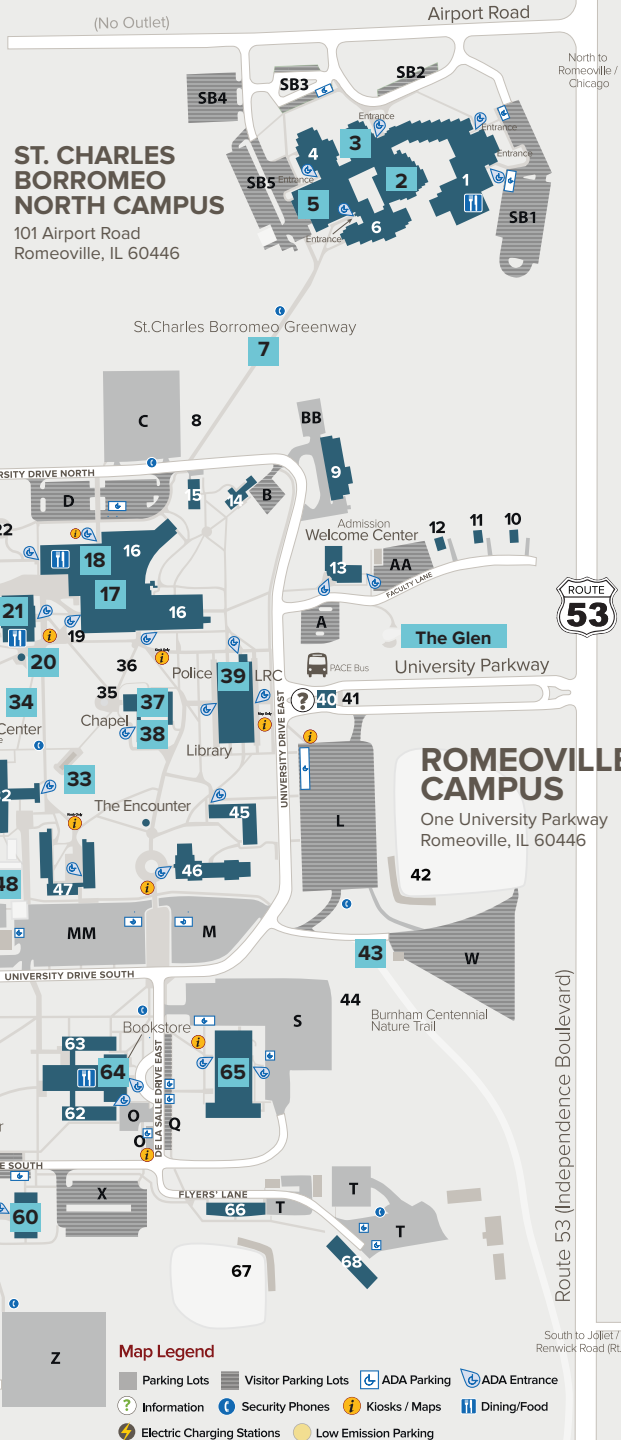
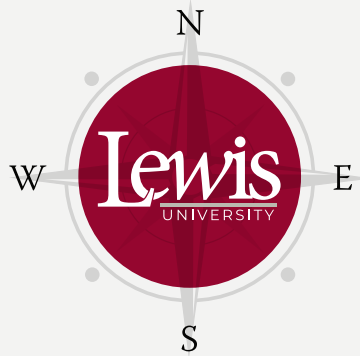
CRISIS TEXT LINE |

text HOME to 741741
or search "crisis textline"
in facebook messenger



loveisrespect.org
text LOVE to 22522
dating violence online chatline
english/ español

**IF TALKING ON THE PHONE ISN'T SAFE,
POSSIBLE, OR COMFORTABLE, YOU
CAN STILL ACCESS FREE,
CONFIDENTIAL SUPPORT.**



HANG OUT MAP

OUTDOOR LOCATIONS

- 2 Prodehl Courtyard
- 7 St. Charles Borromeo Greenway
- 20 Pavilion on the Green
- 23 Oremus Fine Arts Patio
- 33 Time Plaza
- 34 University Green (red Adirondack chairs)
- 38 Victoria LaGrippe Meditation Meditation Garden
- 39 Library Veranda
- 43 Burnham Centennial Nature Trail
- 48 The Backyard
- 61 Patio outside 2nd floor BJC Center
- 64 Courtyard Café Courtyard
- 65 Picnic Tables Benilde The Glen (Near front entrance)

INDOOR LOCATIONS

DINING HALLS

NO NEED TO MAKE A PURCHASE

- 18 Charlie's Place
- 21 The Flyer's Den
- 61 Laverne and Dorothy Brown Dining Hall
- 64 The Courtyard Café

ST. CHARLES BORROMEO

- 2 Outside of Convocation Hall
- 3 Cordano Lounge
- 5 Flight Deck

ACADEMIC BUILDING

- 17 Atrium Area
- 17 Area between the computer labs
- 17 Lower Level by Physics
- 17 Hallways lined with seating

MEMORIAL HALL

- 21 Commons Lounge
- 21 The Flyer's Den

HAROLD E. WHITE AVIATION CENTER

- 25 Along wall at entrance
- 25 Aviation Library

REC CENTER

- 30 2nd Floor Open Area

UNIVERSITY MINISTRY

- 37 Student Lounge

LEARNING RESOURCE CENTER

FIRST FLOOR

- 39 Library

THIRD FLOOR

- 39 Case Commons
- 39 Case Computer Lab

SOUTH HALL

- 51 Open seating main level
- 52 Lounge

RESIDENCE HALLS (POPE JOHN PAUL, DOROTHY DAY, MOTHER TERESA)

MAIN LOUNGE — NO KEYCARD REQUIRED

- 57 Dorothy Day Hall
- 58 Mother Teresa Hall
- 60 Pope John Paul II Hall

BR. JAMES GAFFNEY CENTER

- 61 OMSS Office
- 61 Area near gaming
- 61 Laverne and Dorothy Brown Dining Hall

DE LA SALLE HALL

- 64 2nd Floor
- 64 The Courtyard Café

BENILDE HALL

- 65 Lounge