

**A First-Year Student's Guide to Academic Advising, Selecting a Major, Choosing and Registering for Courses, and More**



The

# ROADMAP

**A Guide for Your College Journey  
2018-2019**



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## Let Your Journey Begin!

You began your college journey when you were accepted for admission to Lewis University. During your first year, you will make important early decisions about your academic program, the courses you will take, the career you will pursue, and how best to add more meaning and purpose to your life. By the time you are ready to graduate, you will have taken more than 40 courses and earned a minimum of 128 semester hours of course credit.

You may enjoy the flexibility of charting your own course—setting up your own schedule and choosing some of the classes you will take. The major area of study you select will influence a good number of those classes as will the general education portion of your degree program. To help you along the way, faculty and professional staff will provide the directions and assistance you need to get to where you want to go.

Faculty advisors, First Year Mentors, and the professional staff in the Academic Services department within the Center for Academic Success and Enrichment (CASE) will help you set up your degree plan and assist you with your choices. This handbook will be an important resource for you too, so keep it nearby and consult it often.

You should make full use of the advising resources that are available to help you successfully achieve your goal of earning a Lewis degree. We wish you success in your academic career at Lewis.

*The Professional Staff of  
Academic Services*

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## How to Use The Roadmap

This guide is titled the *Roadmap* because it charts the pathway for making progress toward your degree at Lewis. It provides information, procedures, and directions. It's a tool that will help you understand Lewis and draw on the University advising system to get the most out of your academic program and college life. This booklet will get you started by describing how the University works and the systems that are important to you. The *Roadmap*, along with the First Year Mentor in your Introduction to the College Experience (ICE) class, and your academic advisor, will be a valuable resource to you as you prepare your schedule for next semester and throughout your time as a Lewis University student.

## Academic Advising

Academic Advising is a system established by the University to help students plan and carry out their educational programs at Lewis. Academic advising is an ongoing process that is based on a close student-faculty advisor relationship. It 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.

## How Academic Advising Helps You

The advising system is designed to help you accomplish a number of tasks...here are a few:

### Get the Correct 128 Hours

To earn your bachelor's degree you must complete a minimum of 128 semester hours of courses. Students often exceed this number. But, these aren't just any courses. Some are required by either your major or minor or as General Education courses. But you will also have many choices. With the help of your advisor and the many departments and offices that work with students, you will make the best choices and progress toward your goals.

### Keep Track of Progress

Your advisor keeps a record of your academic progress. If you change advisors, perhaps as a result of changing majors, your information is available to your next advisor. You work with your advisor by keeping your own up-to-date record of all of the courses you have completed, the grades you have earned, and information you have received from the Registrar or your academic department. You should also have a tentative plan for the courses that you know you still have to take. Degree Works, a tool in your myLewis portal (<http://myLewis.lewisu.edu>), will also help you keep track of your progress. To access Degree Works, click on the Resources tab, then select the Degree Works icon. You can also access your unofficial transcript online by visiting your myLewis portal and clicking into the Records &

Registration tab, then click on Registration Status within the Registration Tools box. You will then select Student at the top of the page to access the student menu. Once on this page, select "Unofficial Transcript" under Student Records.

Tip: It's a good idea to keep on hand a complete file of originals or copies of any document that you receive from any office in the University.

## Explore Career Choices, Options and Ideas

You may already be sure of your career direction. Or you might have some ideas about your career, but want to explore some options. Or you may be unsure about which career to pursue. Your advisor and the chair of an academic department in which you have an interest know the kinds of careers or jobs available in this field. They can help you decide if a major matches your interests. They also know about graduate schools and internships. The staff in the Career Services Office on the ground floor of the LRC can help you discover not only the career that matches your interests and talents, but also identify the major that suits your ambitions and abilities.

## Get the Most Out of College Life

Semester hours and scheduled classes are the mechanics that organize your college program and open learning opportunities to you. These help you gain a well-rounded college experience. Out-of-class events and activities also make important differences in your enjoyment of college life and in your learning. Lewis' busy extracurricular calendar offers lectures, plays, musical performances, presentations and discussions through the *Arts & Ideas* series. CASE offers workshops on time management, technology, and study skills. And, of course, there are student organizations, athletics and other activities in which you might participate.

## Get Ready for Life After College

Any major or career you choose has its own standards for professionalism, expectations and networks. While you are at Lewis, one of your goals should be to become an informed and productive professional. Your advisor and other faculty and staff members can guide your initiation into your chosen profession. The staff of the Career Services Office also can help you with career exploration, choosing a major, developing your resume, establishing contacts with potential employers, and preparing for a job interview.

# The Advising and Registration Process

## STEP 1: Learn About and Discuss the Process

**GOALS:** Learn more about the advising and registration process through your ICE class and by reading this *Roadmap* booklet. Identify your academic advisor.

Your First Year Mentor will introduce you and your peers to the advising and registration process during your Introduction to the College Experience (ICE) class. This process will be different from the one you experienced in SOAR over the summer. More responsibility for the advising and registration process rests upon YOU. This *Roadmap* booklet will serve as your guide and will be reviewed with you in class. If you have already selected a major, check your Degree Works audit to see who your advisor is. If your advisor is not listed, you may go to the department office and ask to have an advisor assigned to you. Check on your advisor's office hours and drop in to introduce yourself. If you have not selected a major yet, see a Student Success Coordinator in the Academic Services department within CASE.

## STEP 2: Prepare to Meet with Your Advisor

**GOALS:** Become familiar with the *University Course Schedule*, develop a sample schedule to share with your advisor, and make an appointment with him or her.

Prepare to meet with your advisor by reviewing the *University Course Schedule* (available online in the eleventh week of the term), as well as up-to-date course offerings through the "Look Up Classes" option in your myLewis portal.

Look through the course schedule and make a tentative list of the courses you need (and want) to take that best fit your schedule. In the meantime, schedule an appointment with your advisor and be sure you do not have any holds on your account that would prevent you from registering on time. If you have questions or concerns about your account, the staff in the Business Office will be happy to help you.

## STEP 3: Meet with Your Advisor

**GOALS:** Meet with your advisor and discuss the sample schedule you developed in ICE class. Make appropriate modifications based on the advice you receive from your advisor. Obtain the PIN from your advisor, as well as his or her signature on a registration form.

Keep your appointment with your advisor. Arrive on time and be prepared to spend about 30 minutes in the session. Don't be surprised if you find that you are doing some long-range planning for the semesters ahead, too. Your Degree Works audit will be very useful to help you chart your

progress in meeting General Education requirements and courses for your major and/or minor.

At the end of the meeting with your advisor, you should have a completed registration form listing the courses you will take next semester. Your advisor will give you an Alternate PIN that will act as the advisor's electronic signature (these PINs change each semester). You are now ready to register.

You may take up to 18 semester hours each semester. If you and your advisor decide that it would be a good idea for you to take 19 or more hours and your academic record indicates that you can successfully handle an overload, you must obtain signed permission from the Dean of your college on a course registration form. Once you obtain signed permission from the Dean of your college, you will need to finish registration through the Office of the Registrar.

## STEP 4: Register for Classes

**GOALS:** Log on to your myLewis portal (<http://myLewis.lewisu.edu>) to officially register for classes. (For detailed online registration instructions, please see page 14.)

You will need the Alternate PIN that you received from your advisor. Registration usually begins in the twelfth week of the semester. You can find the registration schedule and other important information in the *University Course Schedule*.

If it becomes necessary for you to make a change in your schedule, there is a small window of time once the semester begins to make these changes. You may add and drop courses within the first week of the term. Never make a schedule change without first consulting with your advisor and obtaining the proper signatures.

When the *University Course Schedule* for the next semester is published, go back to step number 2 and prepare a sample schedule, make an appointment with your advisor, and register for classes again.

## Identifying Your Advisor

Your advisor is a faculty member in your major department (or a Student Success Coordinator from Academic Services within CASE if you are undecided about your major) who is committed to helping you plan your degree program. The person who helped you with your schedule at SOAR is not always your academic advisor.

To identify your advisor, check your Degree Works audit. If your advisor is not listed, you may go to the department office and ask. If you have not selected a major, visit Academic Services. Once you have identified your advisor, drop by her/his office to see when she/he will be available. Faculty members usually post office hours outside of their office doors. Make note of your advisor's schedule for this semester, but know that it is likely to change each semester. Take a few minutes to drop by when you know your advisor will be there and introduce yourself.

## Purpose of Your Advisor

Your advisor has practical knowledge of your major and career interests. Advisors are aware of the special requirements of their fields and the specific regulations or guidelines for obtaining any mandated credentials. They are also aware of clinical and professional internship options and opportunities. Advisors are important not only because of their knowledge and connections in their disciplines or fields of study, but also because they have experience and wisdom to share. Take advantage of this career mentoring whenever the opportunity arises.

One of your advisor's responsibilities is to oversee your progress toward degree completion. She/he will have access to your degree audit through Degree Works, which lists the courses you have taken and those still required. You may access this audit yourself at any time by selecting the Degree Works icon under the Resources tab in the myLewis portal (<http://myLewis.lewisu.edu>). Your advisor keeps other records also.

You may want to or need to see your advisor at other times. There will be times when you will want to drop in (or make an appointment) to ask for a signature for registration, for adding or dropping a course early in the semester or withdrawing from one later, or for adding or changing a major or minor. For example, if a course you would like to take is filled ("closed"), check to see when it will be offered again and plan to take it in a later semester. If the course you want is essential but closed, you may add yourself to the waitlist for the course. If you are not able to secure a spot, talk with your advisor about your options.

If you must have the course as a prerequisite AND you cannot be registered as an additional student, talk with your advisor about the possibility of taking the course away from Lewis. Your department chairperson must agree that the outside course is comparable and will give you the base of preparation that is important before taking required Lewis courses. To exercise this option, however, you must

complete a Coursework Away from Lewis form with your advisor, which then must be formally approved by the Dean's Office prior to taking the course away.

You may also want to talk to your advisor about personal situations that might affect your academic performance. Advisors often can refer you to others who might assist you.

## Meeting With Your Advisor

You must meet with your advisor at least once per semester to plan your schedule for the next term and to review your academic progress. This usually takes place after the *University Course Schedule* is available. Your advisor will help you coordinate your schedule for the next semester and answer questions you may have about requirements for your major, minor or General Education. Your advisor can also help you select electives that might be helpful in your academic or personal areas of interest.

Study the course listings and course descriptions of your major and General Education requirements in the *University Undergraduate Catalog* found online. Remember that your degree program will be guided by the edition of the catalog that was in effect at the time you started at Lewis University. If there are changes in the curriculum and/or requirements, course prerequisites, graduation requirements, housing and health issues, or student affairs issues that affect you, be prepared to discuss these changes with your advisor when you meet to plan your schedule.

The meeting with your advisor should be a productive exchange. Feel free to present your own ideas and suggestions in your advising session. However, if you want clarification of a response you receive, ask for a time to talk to the department chair.

Nearly every academic action you will take – whether it is registering for classes, declaring a major, or seeking special permission – requires the signature of your advisor, or a faculty member, and, in some cases, the Dean of the college. *Always be sure to get the proper signatures.* Without the right signatures, no permission is official, and it cannot be honored.

## Advising Resources

Three major resources used in the advising process are the *University Course Schedule*, your *Degree Works Audit*, and the *Undergraduate Catalog*.

### *University Course Schedule*

This *University Course Schedule* contains the detailed list of the anticipated courses to be offered for the upcoming semester(s) and the specific times/days classes will be offered. The *University Course Schedule* is made available twice yearly: in October/November for the spring semester and in March/April for the summer and fall semesters. It is available online through the Lewis website.

The *University Course Schedule* has the most current dates and deadlines. Other important details include:

- Tuition rates, the tuition refund policy, student financial obligations, information on billing and payment, and tuition reimbursement
- Deadlines for course registration and withdrawal (and penalty fees), applying for the pass/fail option, and applying for graduation
- Financial Aid application information and deadlines
- Residence halls and fees
- Academic calendar and final exam schedule
- Study Abroad opportunities
- How to buy books
- A list of department chairs

### Accessing the Course Schedule

The *Undergraduate Course Schedule* is readily available at [www.lewisu.edu](http://www.lewisu.edu). Navigate to *Current Students* and then click on *Schedules* among the menu options in the Registration section.

### *Degree Works Audit*

Degree Works is an easy-to-use set of online academic planning tools that help students and advisors see what courses and requirements students need to graduate. It can be accessed by logging into the myLewis portal, clicking on the Resources tab, then clicking on the Degree Works icon. A helpful Degree Works manual can also be found within the myLewis portal, under the “Records and Registration” tab.

### *Undergraduate Catalog*

The *Undergraduate Catalog* is the official document that delineates the academic policies and procedures, college and degree requirements, and course descriptions at Lewis. Students follow the program and graduation requirements included in the Catalog that is in use at the time they entered Lewis University. Your degree program will be governed by the regulations in the 2018-2019 online Catalog. The Catalog is a useful tool that will answer many of your questions about University policies and how to get some things done.

### Accessing the Catalog

The *Undergraduate Catalog* is readily available at [www.lewisu.edu](http://www.lewisu.edu). Navigate to *Current Students* and then click on *Catalogs* among the menu options in the

Registration section. Select the *2018-2019 Undergraduate Catalog*.

## The Catalog is Divided into Several Major Parts:

### General Information

This section describes the academic guidelines and policies at Lewis. It provides information about admission requirements, financial information and financial aid, the grading system, and student life. General Education requirements are clearly outlined in this section, along with the course options.

### Undergraduate Degree Requirements

This section describes the degree programs offered in each of the Colleges at Lewis. The individual course and credit hour requirements are defined for all majors and minors.

### Course Descriptions

A brief description summarizes the content of each course offered at Lewis.

### How to Read the Catalog

Begin with the General Education Requirements. Check the course descriptions and match them to the General Education (Gen. Eds.) course options. This will help you to select the courses that interest you and to get a good idea of what you will learn in the required courses. It is a good idea to print copies of the sections of the catalog containing general education requirements and requirements for your intended major. Keep them available for future reference.

### Course Numbering

Notice that a four-letter subject code designates each academic area. For example, psychology is PSYC; business administration is BSAD; nursing is NURS. This subject code serves as a prefix for all course numbers in that department. For example, the course number for the General Education requirement Introduction to Philosophy is PHIL 11000.

Most Gen. Eds. are lower-division courses. That is, they carry a course number between 10000 and 29999. These may be taken at any time, but students generally complete most of their Gen. Eds. in the first and second years.

Look at your major and/or minor in the Degree Requirements section of the Catalog. If you are unsure of your major, this will be a good way to shop around – to get some idea of which areas appeal to you the most. Look carefully at the requirements for each major or minor. Note where there are prerequisites. In your early program planning, think about how you might sequence your courses. Compare the courses to the course descriptions.

Courses in the majors and minors are both lower- and upper-division. Upper-division courses are the more advanced courses and carry a number of 30000 to 49999. For example, the number for Physical Chemistry 2 is CHEM 30500.

### Policies and Guidelines

Once you have reviewed your degree curriculum and Gen. Ed. requirements, go to the General Information section of

the catalog and carefully review University policies. Information regarding Academic Guidelines and Academic Policies is very valuable because it explains specific University and College directives. This section also includes “Student Responsibilities and Appeals,” which explains the regulations, as well as recourse you may take, should you find yourself in an academically unfavorable position.

## General Education Requirements

Often called “Gen. Eds.,” General Education requirements are a group of courses that all students must complete. Every college and university requires a Gen. Ed. or core curriculum. General Education courses, when combined with courses in your major and minor, and with electives, complete your bachelor’s degree requirements.

### Why Gen. Eds.?

This series of required courses fulfills several purposes in your education:

- Gen. Ed. courses work in harmony with the courses in your major and minor areas, providing grounding in specific disciplines and fields of study. The knowledge and skills gained in these courses will complement your more advanced studies.
- Gen. Ed. courses provide a broad educational base that will serve you well throughout your career and your life. The curriculum as a whole prepares you with the knowledge, skills, and values to be an effective citizen, worker, parent, investor and patron of culture.
- The Lewis University General Education mission-related courses have a unique purpose. This curriculum helps set your education apart from that offered at any other institution. These Gen. Eds. are designed to foster the values and ideals of the University Mission.

### Mission-Related Courses

The Mission-related courses within the Gen. Eds. place a high emphasis on the University’s Catholic identity, Lasallian tradition and respect for persons of diverse cultures.

- *Theology* courses encourage spiritual exploration and provide a sense of the place of religion in human experience.
- *Action and Values* courses enable students to develop personal values and to engage in ethical decision-making.
- *Diversity and Social Justice* provides a detailed examination of the diverse nature of American society and encourages the development of community through discovery of shared experiences.
- *Introduction to the College Experience (ICE)* assists you in your transition from high school to college and builds upon what you learned during your SOAR experience.

The General Education curriculum is designed to offer you experiences in areas that you might not otherwise have. For example, the Global History and Culture series will not only offer you a foundation of knowledge in Western and non-

Western cultures, but will also give you the chance to experience, to learn, and to be entertained by live performances, lectures, and exhibits in the *Arts & Ideas* program.

### What’s Required?

For students entering Lewis University, either as first-year students or as transfer students who have earned fewer than 30 semester hours of credit, 52 semester hours of Gen. Eds. are required. Students transferring in 30 or more semester hours to Lewis must take 45 semester hours of Gen. Eds. The areas of study include communication, fine arts/humanities, social science, mathematics/science, Mission-related courses, and advanced writing. Within these areas are both required courses and groups of courses from which you may choose. Your major may specify the advanced writing and math/science requirements so check the *University Undergraduate Catalog* and consult with your advisor about which courses you should take.

A chart specifying the Gen. Ed. requirements and the courses that fulfill them is in the *Undergraduate Catalog* in the Academic Guidelines section. Similar charts can be found on pages 11-12 of this Roadmap.

### What’s the Plan? Mapping Your “Gen. Eds.”

Start with a plan for meeting your General Education requirements. Spend time reviewing the section in the *Undergraduate Catalog* on General Education requirements, and study the “Course Descriptions” area. Review each course and decide which ones most appeal to you. Make a list of these. Compare them to the Gen. Ed. list.

## Academic Policies

The University’s academic policies and guidelines are designed to ensure that your academic program will be sound and maintain the integrity of the University. Policies and guidelines generally govern four areas:

- Standards and process for admission to the University;
- Requirements and procedures for maintaining matriculation (continued registration and status as a degree-seeking student);
- Requirements for special learning opportunities including Independent Study, Study Abroad, coursework away from Lewis, to name a few;
- Standards for academic achievement and progress as well as criteria for graduation.

Many of these policies and guidelines are addressed directly in this booklet. The matter of course load, the 32-hour rule, and coursework away from Lewis are covered here. However, policies that have to do with grading, qualification for the Deans’ List, academic appeals and other matters are described in detail in the *Undergraduate Catalog*.

It is your responsibility to become familiar with the policies and guidelines. This will help you plan and manage your degree program. Your advisor can help you understand and apply the policies to your situation.

## Choosing a Major

### The Major

The major is a tradition and an expectation in college. It is designed to educate and ground you in a specific discipline or field of study and prepare you for a career. The major you choose will shape and define the rest of your degree program and many of your extracurricular activities. It will focus your options for internships, clinical experiences, or practicums. It will influence the campus organizations you join and, perhaps, the kind of part-time or summer job you choose.

When you apply for your first job, your prospective employer will want to know your major field of study. But the employer will understand that you also acquired and developed other skills outside your major area of study. These are important because they are transferable to the workplace and will make you more adaptable to many positions, thus offering you more job options.

Visit <http://www.lewisu.edu/academics/programs/ugrad.htm> for a complete list of majors and minors.

### Selecting a Major

The major you select should be something you have a clear interest in and that will lead to a career or field that you find attractive. If your major allows, you may want to take a variety of courses outside your major to expose or develop new interests, or you may decide that two majors interest you and that together they can lead you to a specific career. If so, you may do a “double major.” You may, in fact, do a “triple major.” However, the triple major requires a special review by the departments involved and permission of the college Dean. Depending on your choices, it may be that your additional major(s) will increase the number of semester hours you must have to graduate. Your advisor can help you make these choices. In any case, at least one major is required for graduation from Lewis University. You may also select a minor, but this is not required for graduation.

### Undecided?

If you are unsure about which major to choose, you will have some time to think about it. If you are entering the University for the first time, you will have about three semesters to weigh your options (unless your major is very large and includes many required courses). You must declare your major before completing 58 semester hours of coursework. Your Gen. Ed. courses can help you because they will expose you to a variety of subject areas. You might find unexpectedly that you really enjoy one of these and select it as a major. [LewisU.MyPlan.com](http://LewisU.MyPlan.com) is an additional way to help you with considering your options for choosing a major. This resource offers a variety of assessments and information regarding career planning. Staff in the Career Services Office and Academic Services can assist in helping you explore career opportunities.

## Planning Your Major

Each major has its own set of required courses and specific number of credit hours. The number of required semester hours varies by major. Some majors will consume a greater percentage than others of the total hours you need for graduation. For example, a Business Major may require more than 60 semester hours – that’s nearly one-half of the hours needed to graduate. A Journalism Major needs 48 hours, while the Criminal Justice Major requires 39 hours. Most majors have a *core* of required courses. The remaining credit hours may allow for more choices and options.

Frequently, a major class requirement may also satisfy a Gen. Ed. requirement. For example, Basic Macroeconomics is required for all majors in the College of Business as well as for General Education.

Specialties within a major are called concentrations. Each concentration has its own requirements. Follow the right sequence of courses for your concentration. For example, the Computer Science major has seven concentration areas. The concentration you choose may specify the type of degree you will be awarded: Bachelor of Science or Bachelor of Arts.

The *University Undergraduate Catalog* in effect when you enter will be used to evaluate your coursework for graduation. Even if the University makes curricular changes, your degree program will not be affected. Consult your Degree Works audit to be sure you are following the specifications of your major, minor, and general education requirements. Read the catalog and your audit carefully and see your major advisor for interpretations.

### Declaring a Major

To enter a major, you must formally declare one. If you specified a major on your application form, that is your declared major. If not, you will need to submit a Change of Program form to the Dean of the appropriate college with the approval of the major department chair. Forms are available from the Dean’s Office and/or faculty advisors within each department. See the Academic Policies section of the *University Undergraduate Catalog* for more information.

### Choosing a Minor

The minor is designed to offer you a smaller, concentrated area of study in addition to the major. Usually, the minor selected complements the major and expands skills. Careful selection of a minor can enhance an applicant’s attractiveness to an employment recruiter.

Lewis University does not require a minor for graduation. If you choose not to pursue a minor, then your degree program will consist of Gen. Eds., the major, and electives. Most major areas also offer minors. The complete description of minors and requirements is in the *University Undergraduate Catalog*.

## Roadside Assistance

There are many different departments and services available to help you succeed in your academic and personal pursuits at Lewis University. Below are just a few areas, which you may reach out to for various support opportunities.

### Center for Academic Success and Enrichment (CASE)

CASE is a multi-faceted academic resource center located on the third floor of the Learning Resource Center (LRC). CASE brings together many areas of academic support to foster a comprehensive and holistic approach to student success. Areas within CASE include:

#### Academic Services

Academic Services helps students improve academic performance through advising, tutoring, and innovative academic programs. These programs focus on strategies proven to help students succeed in the University and beyond graduation by creating learning communities, achieving competency in important academic and professional skills, and providing an enriched educational experience. Students with questions about degree requirements, University regulations and services, or students in need of help with study skills, reading, test-taking, or advising will find help in Academic Services.

Academic Services staff will also provide specialized support for students who have disabilities, student-athletes, students who are part of the Success program, and students who are on academic probation.

#### Office of Community Engaged Learning

Community Engaged Learning is a form of teaching and learning that partners academic course objectives with experiences in the local community. Students apply knowledge gained in class to meet real-world needs and goals. Designated “service learning” courses are offered each semester and are listed in the “attributes” column of the online schedule.

For more information about community-based courses and opportunities, visit the Office of Community Engaged Learning in the Center for Academic Success and Enrichment (CASE) in room 322 of the Learning Resource Center, check out the web page at [www.lewisu.edu/cel](http://www.lewisu.edu/cel), or call 815-836-5848.

### Military Education and Resource Center (MERC)

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. It also serves as a community room where students can come to socialize, relax, eat, and commune with fellow veterans and ROTC cadets.

Resources available in the MERC include student veteran interns, textual test prep materials, desktop and laptop computers, a black and white HP printer, and much more. The MERC serves as both an office space and a lounge for student veterans and ROTC cadets.

### Scholars Academy

Lewis’ Honors Program provides exclusive intellectual opportunities for academically gifted undergraduate students. Benefits of joining the Scholars Academy include exclusive scholars-only academic opportunities, developing valuable faculty-mentor relationships, meeting other intellectually minded students through scholars-only classes, increasing marketability with special diplomas and transcript distinctions, and special recognition at college awards events and commencement ceremonies.

### Study Abroad Office

Lewis University offers a range of study abroad opportunities in six continents through the Study Abroad Office located in CASE. Students may study abroad for a semester, summer, or participate in short-term faculty-led Travel Study programs while taking courses applicable to their major, minor, General Education, or electives. Costs and fees for the programs are reasonably close to those of Lewis University, and financial aid may be used in most cases.

Studying abroad is a fantastic opportunity to learn about global topics, meet new people, experience different cultures, and gain new insight on the U.S. upon return. Students who study abroad not only gain valuable knowledge that furthers their academic and professional lives, but studying abroad also helps students become more socially responsible citizens of the world by understanding the complexities of our increasingly connected global community. Visit [www.lewisu.edu/studyabroad](http://www.lewisu.edu/studyabroad) or contact the Study Abroad office for more information.

### The Writing Center

Located within the Library (1st floor), the Writing Center offers face-to-face peer tutoring for students’ course writing. Additionally, The Writing Center: Graduate Writing Services is located within CASE and offers specialized graduate writing support. Writing tutors are available during weekdays, in the evening, and on weekends in the library.

Writing tutors can help student writers at various levels of experience and at any stage of the writing process. Tutors come from a variety of majors and are trained to analyze a piece of writing in order to help improve a writer’s writing and writing project.

## Your First Year Mentor

Faculty and staff who teach Introduction to the College Experience (ICE) courses are known as First Year Mentors. Faculty members who teach ICE come from a variety of disciplines such as math, science, English, theology or nursing. Staff members who teach ICE are often recent graduates of Lewis University who work here in a variety of capacities; while some are professional staff who simply want to help first-year students succeed during their first year of college. Regardless of their background, First Year Mentors are here to assist you.

Your First Year Mentor will guide you through the registration and advising process during the early part of the fall semester as part of your ICE class. He or she will be available to answer many of the questions that you might have about preparing your schedule, registering for classes, and using the online registration system at Lewis University. Never hesitate to ask your First Year Mentor about any part of the registration and advising process.

## Career Services

As soon as you start thinking about a major, the staff in the Career Services Office can help you explore opportunities. If you are undecided, career counseling, along with career inventory services and assessments, can help you. If you have a good sense of your career direction, Career Services staff can help you prepare your credentials and résumé, or find an internship or contact an employer. If you are interested in part-time job opportunities, you may contact Career Services for job listings.

## Center for Health & Counseling Services

Lewis University's Center for Health & Counseling Services, located in the lower level of Mother Teresa Hall, can provide you with assistance in managing your personal concerns. The office provides personal counseling and assistance with issues or problems that may interfere with your academic success or quality of life. The staff can provide referrals to community resources and to substance abuse resources. In addition, the nursing and physician staff can treat minor illness and injuries and assist you with other medical needs.

## Deans' Offices

The Dean's Office in each College is an important resource for you. Each college has its own Dean. The Dean is the chief academic officer of the college. It is the Dean's role to ensure the academic integrity of your educational program and to carry out college policies. The Deans work with department chairs and advisors to facilitate your progress

through your degree program. The Dean's Office is often the last stop for obtaining approval for many of the regular and special requests you will have during your time at Lewis University. While your faculty and advisors always will be your best help, the Deans are also available to assist you or advise you when circumstances go beyond the routine.

## Roadblocks to Registration

Students who do not prepare properly for registration may face obstacles to being able to register on their assigned day/time. Below are a few of those roadblocks to registration.

- **Failure to get PIN from advisor:** A student who does not meet with his/her academic advisor prior to the registration period will not be permitted to register. Students are required to meet with their advisors each semester in order to register for the next semester's classes.
- **Admission Office Hold:** Students must submit a final high school transcript with graduation date in order to register for classes. If you have not submitted a final transcript, you may have an Admission Office Hold
- **Business Office Hold:** Students who have a Business Office hold will not be permitted to register. This hold typically is a result of not making payments for the semester and/or not setting up payment plans. Students may also have missing documents, resulting in the Business Office hold.
- **Financial Aid Hold:** Students may have a Financial Aid hold if they have not completed all financial aid paperwork or have not provided required documents. Financial Aid holds will prevent students from being able to register.
- **Health Services Hold:** Students who have not submitted proper immunization records or who are out of compliance with state regulations will have a Health Services hold, which will prevent registration. Students with a Health Services hold should contact the Center for Health and Counseling Services to determine what documents or immunizations are required to be in compliance with regulations.

<p><b>GENERAL EDUCATION CHECKLIST</b>  <b>First-Year Students Earning a B.A., B.S., or B.E.S. Degree 0-29 transfer credit hours</b></p>
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**Communication**

- College Writing I (ENGL 11100) Prerequisite for all 20000-level English courses
- College Writing II (ENGL 11200) Prerequisite for all 30000-level English courses
- Introduction to Human Communication (COMM 11200)

**Fine Arts**

- Fine Arts: Choose one of the following.**  
**ART:** Art Appreciation (ARTS 24100), Art History I (ARTS 39100), Art History II (ARTS 39200), Topics in Art (ARTS 39300)  
**MUSIC:** Music for the Listener (MUSC 11000), History of American Popular Music (MUSC 11500), History of Jazz (MUSC 11700), History of Russian Music (MUSC 22700), Music History I (MUSC 31100), Music History II (MUSC 31200)  
**THEATRE:** Introduction to the Theatre Experience (THTR 13500), Modern Drama (THTR 33000), History of Theatre I (THTR 43100)

**Humanities**

- Global History and Culture I (HIST 10100)
- Global History and Culture II (HIST 10200)
- Introduction to Philosophy (PHIL 11000)
- Literature: Choose one (must first complete College Writing I as prerequisite).**  
 English courses numbered ENGL 22000 through ENGL 23800; ENGL 27000 and English courses numbered ENGL 33100 through ENGL 37600

**Social Science**

- Social Science: Choose one of the following.**  
**Political Science:** American National Government (POLS 20000), State and Local Government (POLS 21000); **Psychology:** General Psychology (PSYC 10000); **Sociology:** Principles of Sociology (SOCI 10000)
- Economics: Choose one of the following.**  
 The American Economy (ECON 19500), Basic Macroeconomics (ECON 20000)

**Mathematics/Science**

- Mathematics: Choose one of the following.**  
**Math:** College Mathematics (MATH 11500), Win Lose or Draw (MATH 11600), Storytelling with Data (MATH 11700), College Algebra (MATH 11900), Precalculus (MATH 12000), Calculus I (MATH 20000), Calculus for the Life Sciences (MATH 21100), Probability & Statistics Concepts for Educators (MATH 21500), Applied Calculus (MATH 24000), Discrete Mathematics (MATH 31000); **Management Decision Science:** Finite Mathematics (MGSC 23000), Business Calculus (MGSC 24000); **Psychology:** Statistics for the Social Sciences (PSYC 30300)
- Science: Choose TWO of the following.**  
**Biology:** Introduction to Biology (BIOL 10000), Introduction to Environmental Science (BIOL 10600), Human Heredity (BIOL 10700), Introduction to Human Biology (BIOL 10800), General Biology I (BIOL 11000), Integrated Science II (BIOL 12200)  
**Chemistry:** Introductory Organic and Biochemistry (CHEM 10500), Topics in Chemistry (CHEM 106XX), Chemistry of Hazardous Materials (CHEM 10700), Chemistry and the Environment (CHEM 10800), Chemistry and Society (CHEM 10900), General Chemistry I (CHEM 11000), Introduction to Forensic Chemistry (CHEM 12200)  
**Physics:** Elementary Laboratory Physics (PHYS 10000), Topics in Physical Science (PHYS 106XX), Weather and Climate (PHYS 11000), Integrated Science I (PHYS 12000), College Physics I (PHYS 20000), General Physics I (PHYS 21000);  
**Aviation:** Aviation Physics I (AVMT 20100), Aviation Physics II (AVMT 20200), Meteorology I (AVTR 25000), Meteorology II (AVTR 25200)

**Mission-Related Courses**

- Diversity and Social Justice (SOCI 29000)
- THEOLOGY: Choose one 10000-level theology course and one 20000-level course.**  
 Note: Either THEO 10000 or THEO 10600 is a prerequisite for any 20000-level course.
- Action and Values: Choose one of the following.**  
 PHILOSOPHY: Ethics (PHIL 33000) OR THEOLOGY: Christian Ethics (THEO 31000)
- Introduction to College Experience/Introduction to Aviation (UNIV 10000, UNIV 10200, UNIV 10300, UNIV 10800, AVMT 10200, or AVTR 10200)** (for new high school graduates or students entering with 0-11 credits transferred from another college)
- Advanced Writing: See particular requirements of the Major as listed in the University Undergraduate catalog.

\*College of Education majors should consult their academic advisor(s) regarding general education requirements.

## GENERAL EDUCATION CHECKLIST

### First-Year Students Earning a BSN Degree (0-29 transfer credit hours)

This list includes General Education courses and non-Nursing support courses required for the Major.

#### Communication

- College Writing I (ENGL 11100) Prerequisite for all 20000-level English courses
- College Writing II (ENGL 11200) Prerequisite for all 30000-level English courses
- Introduction to Human Communication (COMM 11200)

#### Fine Arts

- Fine Arts: Choose one of the following.**

**ART:** Art Appreciation (ARTS 24100), Art History I (ARTS 39100), Art History II (ARTS 39200), Topics in Art (ARTS 39300)

**MUSIC:** Music for the Listener (MUSC 11000), History of American Popular Music (MUSC 11500), History of Jazz (MUSC 11700), History of Russian Music (MUSC 22700), Music History I (MUSC 31100), Music History II (MUSC 31200)

**THEATRE:** Introduction to the Theatre Experience (THTR 13500), Modern Drama (THTR 33000), History of Theatre I (THTR 43100)

#### Humanities (choose **three** of the following)

- Global History and Culture I (HIST 10100)
- Global History and Culture II (HIST 10200)
- Introduction to Philosophy (PHIL 11000)
- Literature: Choose one (must first complete College Writing I as prerequisite).**

English courses numbered ENGL 22000 through ENGL 23800; ENGL 27000 and English courses numbered ENGL 33100 through ENGL 37600

#### Social Science

- Social Science**  
PSYCHOLOGY: General Psychology (PSYC 10000)
- Economics: Choose one of the following.**  
The American Economy (ECON 19500), Basic Macroeconomics (ECON 20000)

#### Mathematics/Science

- Mathematics**  
Statistics for the Social Sciences (PSYC 30300)
- Science: Choose TWO of the following.**  
**BIOLOGY:** Anatomy & Physiology I (BIOL 10100) and Lab (BIOL 10200)\*, Anatomy & Physiology II (BIOL 10300) and Lab (BIOL 10400)\*, Microbiology (BIOL 22500) and Lab (BIOL 22700)\*  
**CHEMISTRY:** Introductory Organic and Biochemistry (CHEM 10500)\*

#### Mission-Related Courses

- Diversity and Social Justice (SOCI 29000)
- THEOLOGY: Choose one 10000-level theology course and one 20000-level course.**  
Note: Either THEO 10000 or THEO 10600 is a prerequisite for any 20000-level course.
- Action and Values**  
PHILOSOPHY: Ethics (PHIL 33000)
- Introduction to College Experience (UNIV 10000, UNIV 10200, UNIV 10300)** (for new high school graduates or students entering with 0-11 credits transferred from another college)
- Advanced Writing: Nursing Research (NURS 30100)**

\*Required support courses for the BSN program

# DEGREE WORKS

## General Information & Overview

### Accessing Degree Works:

- Log into the myLewis portal at myLewis.lewisu.edu.
- Once logged in, click on the Resources tab.
- Click on the icon for Degree Works.



A Degree Works audit is a review of past, current, and planned coursework that provides information on completed and outstanding catalog requirements necessary to complete a degree/major/minor/concentration. The audit is divided into block requirements such as Degree, General Education, Major Requirements, Minor Requirements, and Concentration requirements. The audit is essentially a checklist of requirements for a degree through Lewis University. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress, and what classes/requirements still remain.

The **Student Header** will list information about the student. Both the Student and Advisor(s) can be contacted directly through email by clicking on their name(s).

Student View A0000sLL as of 06/13/2016 at 13:55			
Student	[REDACTED]	Level	Undergraduate
ID	[REDACTED]	Degree	Bachelor of Arts
Classification	Sophomore	College	Arts and Sciences
Advisors	[REDACTED]	Major	Computer Graphic Design
GPA	4.00	Minor	Marketing
Academic Standing	Good Standing	Hold	
Graduation Date		Graduation Status	

A **Degree Progress bar** follows the Student Header and indicates how far along the student is in regards to the completion of all block requirements of their program.



There is a **Legend** found at the bottom of the Degree Audit which can be used to navigate through a student's audit.

Legend			
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(TR) Transfer class	INP In-progress
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Wild card see FAQ	* Indicates course has pre-requisite

### Things to Remember...

- Degree Works looks at the student's program holistically, and places each course using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as the students takes more courses.
- Banner data pulled into the Degree Works audit is refreshed nightly. However, **you will need to manually pull this data into Degree Works by selecting the Process New button**. If a student has just made a change to their schedule within the same day, it will not display until after Banner data has been refreshed overnight. Keep in mind, you will still need to select the Process New button when you go to view the updated information.

**More information can be found in the *Degree Works Manual* found on the 'Records & Registration' tab of the myLewis portal. An *FAQ* link can also be found within Degree Works.**

## Online Registration Instructions

REGISTRATION IN SELF-SERVICE BANNER:	TO VIEW YOUR SCHEDULE:
<ul style="list-style-type: none"> <li>Log into <i>myLewis.lewisu.edu</i></li> <li>After logging in, you are at the <b>Main Menu</b></li> <li>Go to <b>Records &amp; Registration</b></li> <li>In the Registration Tools click on <b>Add or Drop Classes</b></li> <li>Select a <b>Term</b> and click <b>Submit</b></li> <li>Enter the PIN provided to you by your advisor</li> <li>You will now be on the <b>Current Schedule</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Log into <i>myLewis.lewisu.edu</i></li> <li>After logging in, you are at the <b>Main Menu</b></li> <li>Go to <b>Records &amp; Registration</b></li> <li>Click on <b>View Student Schedule</b> (within the Academic Information box on the left side of the screen)</li> <li>To print your schedule <b>Hold Ctrl + P</b></li> </ul>

### TO REGISTER:

If you have the Course Reference Number (CRN)	If you do NOT have the CRN you will start with a Class Search
<ul style="list-style-type: none"> <li>At the bottom of the page find <b>Add Classes Worksheet</b></li> <li>Enter the <b>CRN</b> for each class</li> <li>Click <b>Submit Changes</b></li> <li>Classes will appear in your <b>Current Schedule</b> and <b>Credit Hours</b> will be calculated</li> <li>Any registration errors will show for courses which you did not meet the requirements.</li> </ul>	<ul style="list-style-type: none"> <li>At the bottom of the page click on <b>Class Search</b></li> <li>Use <b>Advanced Search</b> to filter (e.g. online classes, Oak Brook campus, workshops, etc.)</li> <li>Click on Section Search after you have selected your class search criteria</li> <li>Select the section you wish and check the <b>Select</b> box</li> <li>If a <b>C</b> appears, course is Closed (filled)</li> <li>Make a different selection or consider being placed on the <b>Waitlist</b></li> <li>After the <b>Select</b> box is checked, click <b>Register</b>. The <b>CRN</b> will become part of your schedule if no errors were encountered.</li> <li>Add more classes with <b>Class Search</b></li> <li>Register by clicking <b>Submit Changes</b></li> <li>Classes will appear in your <b>Current Schedule</b> and <b>Credit Hours</b> will be calculated.</li> </ul>

### COMMON RESTRICTIONS:

<b>Level Restriction</b>	This means that an undergraduate student is attempting to register for a graduate-level course, or vice versa. Approval must be received and the student will need to be manually entered to override this error code.
<b>Program Restriction</b>	This means that the course is restricted to students within a certain program (e.g. Nursing students, Criminal Justice students, etc.). If a student is switching his/her major and will fall into the designated program, he/she will not be able to register for the course until the new major has been finalized and entered in his/her record.
<b>College Restriction</b>	This means that the course is restricted to students within a certain college (e.g. Arts & Sciences, Education, Nursing, Business, SGPCE). If a student is switching his/her major and will fall into the designated college, he/she will not be able to register for the course until the new major has been finalized and entered in his/her record.
<b>Co-Requisite Error</b>	Most likely, this will occur when a student is registering for a Lab and Lecture combination. In Banner, these courses must be entered at the <b>same time</b> before submitting changes. Ensure that both CRNs are entered into the individual boxes, then hit Submit Changes.

## Frequently Asked Questions

### **How do I find out who my advisor is?**

As soon as possible in your first semester at Lewis University, log into your Degree Works audit to see who your advisor is. If no advisor is listed, visit the department of your major and ask for the name of your advisor. Your First Year Mentor can assist you with this. If you have not yet decided on a major, your advisor will be a Student Success Coordinator with the Academic Services department in CASE.

### **How do I get into a major or change my major?**

It is always a good idea to discuss your major and career aspirations with your advisor or the chair of the department in which you wish to major. When you are ready to declare or change your major, complete a Change of Program form that you can get from the Dean's Office or a faculty advisor. Ask the department chair for a signature of approval. Return the form electronically to the Dean's Office. If you enter Lewis as a first-year student, you must declare your major within the first 58 semester hours. If you specified a major on your application, then that is your declared major. Changing your major requires that you obtain the approval of the chair of the department sponsoring the major to which you wish to change. For more information about majors and minors, see the Academic Policies section of the *Lewis University Undergraduate Catalog*.

### **What if I don't know what I want to major in yet?**

Talk to an advisor in Academic Services about your interests and ways of exploring majors and careers that you may find satisfying. Talk to your instructors who teach in areas in which you have an interest about careers and options in their fields.

### **How do I find out what courses are going to be offered?**

The University publishes a *University Course Schedule* twice a year that is available online. The spring semester schedule is available in October. The schedule for the summer and fall terms is available in April.

### **Can I get advice during the summer?**

Some professors may not be available during the summer. If you have a specific need or concern, go to your Dean's Office or to Academic Services.

### **What do I do if I'm having a problem with a class?**

It's best to begin by asking your professor for a meeting to discuss your problem with course material or other concerns. However, you may also consult with your advisor, the Chair of the Department, Academic Services, or the Dean's Office.

### **How many courses should I take?**

To be considered a full-time student, you must be enrolled in at least 12 credit hours; however, the standard undergraduate course load is 15-16 credit hours. Some financial aid restrictions may apply. You may take an overload of more than 18 semester hours only if you have the minimum GPA required by your College. Your department chair's signature and the Dean's signature are required on your course registration form if you choose to enroll for more than 18 hours.

### **I want to take a class at another university or college. What should I do?**

Discuss this matter with your advisor. If you and she/he agree that the non-Lewis class would benefit you for academic reasons, then complete the Request for Coursework Away from Lewis University form. You must ask the department chair in your major to approve the request. Bring the request to the Dean's Office for approval prior to taking the course away. The University requires at least 32 credit hours to be completed at Lewis. Please note that in your graduating semester, the University requires all coursework to be completed at Lewis.

### **How do I decide which courses I should take every semester?**

Your advisor is the best person to help you decide. Before visiting your advisor, put together a slate of classes you might take using the *University Course Schedule*. To develop your slate, begin by reviewing the list of General Education courses that you are required to take along with the courses required for your major and minor. Compare these to the courses you may have already taken that may fulfill some requirements. Use the General Education Checklist in the booklet and your Degree Works audit to help you. See also the Academic Guidelines section and the General Education requirements and course options published in the *University Undergraduate Catalog*.

### **What is the procedure for dropping or adding a course?**

You have only one week to add and two weeks to drop a class once the semester has begun. You must drop a course during the first week of class in order to receive a 100% refund. You may drop or add online. Log into the myLewis portal, then click on the Records & Registration tab. Choose Add or Drop Classes. Once on this page, select the drop-down menu next to the course you wish to drop and choose "Drop Via the Web," then Submit Changes. If you are adding a course, enter the CRN for the course, then Submit Changes. When you drop a class, it disappears from your course schedule. Keep in mind that in some cases dropping a course may affect your scholarship/financial aid award.

### **What is the procedure for withdrawing from a class?**

The concept "Withdrawal" refers to removing a course from your schedule after the second week of class. Check the calendar in the *University Course Schedule* for withdrawal deadline. If you need to withdraw from a class after the second week, log into the myLewis portal, then click on the Records & Registration tab. Choose Add or Drop Classes. Once on this page, select the drop-down menu next to the course you wish to withdraw from and choose "Web Withdrawal," then Submit Changes. When you withdraw from a class, a "W" appears on the transcript.

### **What is the best way to send messages to and receive information from advisors and other University Offices?**

All faculty and University offices have email addresses. It is also expected that students will access their Lewis University email accounts and be responsible for messages sent to their Lewis email addresses.

## Glossary of Terms

**Academic Advising.** This is a system established by the University to help students plan and carry out their educational programs at Lewis. Academic advising is an on-going process that is based on a close student-faculty advisor relationship. It is designed to assist students in making academic choices for majors, minors or course selection. **Related term: Advisor.** If you have declared a major, your advisor will be a faculty member in your major department. Your major advisor is an expert who is a professional involved in the discipline or field of study, so she/he can assist you in using the full range of University and outside resources to support your educational, personal and career objectives. If you have not yet selected a major, Academic Services will assign an advisor to you. Your advisor will help you explore your areas of interest so that you can choose a major.

**Academic Services.** Academic Services is the primary office for academic assistance at Lewis University. Students who have not decided on a major area of study will find an academic advisor in Academic Services. Academic Services also provides tutoring and other academic services.

**Add/Drop.** This procedure is used to change your class schedule after registration and through the first week of the semester. The Add/Drop procedure allows you to swap courses that carry the same number of credit hours up to the allowable 18 semester hours per term. You may not add credit hours over 18 without a qualifying GPA and permission from the Dean.

**Catalog.** The *University Undergraduate Catalog* is the official document providing academic policies and procedures, college and degree requirements, program and course descriptions. Students follow the program and graduation requirements published in the catalog that is in use at the time they enter Lewis University.

**CLEP Tests.** CLEP is the College Level Examination Program that offers students an opportunity to demonstrate their college-level knowledge in specific subject areas through testing. A student who successfully completes a CLEP exam earns course credit toward the completion of the degree. See the *University Undergraduate Catalog* under “Earning Degree Credit Outside of Formal Coursework.”

**Course Schedule.** The *University Course Schedule* contains a detailed list of the anticipated courses to be offered for the upcoming term(s) and the specific times and days classes will be offered. The course schedule is published online twice yearly: in October for the spring semester and in April for the summer and fall semesters.

**College/School.** A college or school is an internal university organization comprised of related academic departments. There are four colleges and one school at Lewis University. They are the College of Arts and Sciences, the College of Business, the College of Education, the College of Nursing and Health Professions, and the School of Graduate, Professional and Continuing Education.

**Contact hours.** These are the number of actual hours students meet in class. Expect to spend at least two hours of study time outside class for every hour you spend in class.

**Course Overload.** An overload is a student credit-hour schedule that is greater than the maximum number of semester hours allowed without special permission of the Dean. Lewis University allows students to enroll in up to 18 semester hours per semester. A student qualifies to take additional hours if he/she has earned the required grade point average, endorsement of his/her advisor and written permission from the Dean.

**Credit Hour or Semester Hour.** Hours are units used to determine the time and effort involved in and required for specific courses. Every course is designated a specific number of hours. Lewis University uses the semester hour system that bases credit value on the 16-week term. (There are two major semesters each year.) In general, most classroom courses are three semester hours. Science courses with labs usually carry an additional hour. Mathematics and some science courses are four semester hours. Other courses may carry as few as one or two hours of credit. **Related term: Quarter hour.** The quarter hour is used by institutions scheduling four shorter terms per year. Quarter-hour courses usually carry a higher number of credit hours but these must be converted to semester hours. A five quarter-hour course is equivalent to 3.33 semester hours.

**Curriculum.** This is a group of related courses, often in a special field of study, established by the faculty of an academic institution.

**Dean’s List.** The Dean’s List is an academic honor given in the fall and spring semesters. Eligible students have earned a GPA of 3.5 or greater with no grade lower than “C” in 12 or more semester hours.

**Degree Audit.** A snapshot of your academic progress to date. It compares your list of requirements and electives to the courses that you have already taken or have in progress.

**Degree Works.** An easy-to-use set of online academic planning tools that help students and advisors see what courses and requirements students need to graduate.

**Discipline.** An area of study representing a single branch of knowledge, such as mathematics, history or biology. **Related term: Field of study.** The field of study is an area of study that brings together several areas of knowledge or disciplines that, when integrated, establish the field. Fields of study include nursing and business.

**Electives.** These are courses that you select that are not required by your major or minor, but may be applied toward the baccalaureate degree. Your advisor can help you use your elective credit to your best advantage.

**Full-Time Course Load.** Lewis University students generally take 15 to 18 semester hours per semester, though only 12 semester hours are required for full-time status. In the summer, six semester hours per term is considered a full load.

**General Education Requirements.** Sometimes called “Gen. Eds.,” General Education requirements are a group of courses in six areas that are required of all students. The areas of study are Communication, Fine Arts/Humanities, Social Science, Mathematics/Science, Mission-Related Courses, and Advanced Writing. Within these areas are both required courses and groups of courses from which you may choose. Gen. Eds., when combined with courses in your major and minor and with electives, complete your bachelor’s degree requirements.

**Graduation.** The final confirmation (and ceremony) that a student has met all requirements and is awarded the degree. Lewis graduates students three times per year: May, August and December, though no ceremony is conducted in August. It is never too soon in your career at Lewis to be concerned with graduation. To graduate, you must have met all of the course requirements in General Education and in your major. In the semester before you plan to graduate, you must submit an Application for Graduation. Prior to graduation, your transcript and Degree Works audit will be reviewed by the Registrar’s office and you will be notified if you have not met all requirements. If you are deficient, your graduation date could be postponed until the requirement is met. However, it is best for you to review your transcript and Degree Works audit with your advisor before registering for your last semester. If you are missing any required courses, you must take them in your last term. See the catalog for more information.

**GPA or Grade Point Average.** GPA is a summary calculation of the grades you’ve earned based on credit hours assigned to the courses. There are two GPAs calculated. One is for each term. The other is a cumulative GPA that averages grades across all the terms in which you have been enrolled at Lewis.

**Incomplete Grade.** The grade of “I” or Incomplete is assigned by an instructor when a student is unable to complete a course by the end of the term due to extenuating circumstances. The incomplete work must be completed by the end of the first six weeks of the next semester. If not completed, the grade on the transcript becomes “IF” and is counted as an F in calculating overall GPA.

**Lower-Division Courses and Upper-Division Courses.** Courses are assigned numbers that indicate their general level of difficulty. Lower-division courses carry numbers 10000 to 29999 and generally are taken by first and second year students. Upper-division courses are numbered 30000-49999 and usually are taken by juniors and seniors. Upper-division courses often have prerequisites. Courses numbered at 50000 and above are graduate level and open to undergraduate students only under special conditions.

**Major.** This is a group of related courses that constitute a focused program of study in a discipline (subject) or field of study. Students sometimes take more than one major.

You may select two majors with the assistance of your advisor. If you wish to take more than one major, your request must be reviewed and endorsed by the academic departments involved and approved by the Dean.

**Matriculation.** Matriculation is a process that brings the University and student who enrolls for credit into an agreement for the purpose of developing and realizing the student’s educational objectives through the University’s established programs, policies and requirements. A degree-seeking student is known as a matriculant.

**Minor.** This is a group of related courses which constitute limited study in a discipline (subject) or field of study, requiring fewer hours than required by the major.

**Prerequisite.** A prerequisite is a requirement that must be met before you may enroll in the course you want to take.

**Probation.** Academic probation status is a helpful opportunity for students whose cumulative GPA has not met levels specified by the University. When placed on academic probation, a student takes a smaller course load along with a study skills course and might be advised to restrict extracurricular activities. This often helps the student to make better progress and regain a stronger academic footing. **Related term: Dismissal.** If satisfactory progress is not made during the academic probation semester, a student could be subject to dismissal from the University. See the *University Undergraduate Catalog* for more information under Student Responsibilities and Appeals.

**Residency Requirement: The 32-Hour Rule.** Lewis University requires that undergraduate students fulfill a residency requirement by completing a minimum of 32 credit hours of their degree programs in Lewis courses. In addition, all courses in the graduating semester should be taken at Lewis.

**Semester.** The academic year is divided into major terms called semesters. Each semester lasts approximately 16 weeks. Lewis University’s semesters are fall (August to December) and spring (January to May). Several short terms are offered over the summer from May through August.

**Transcript.** Your transcript is the summary of your academic record that lists the courses you have taken with grades by term. **Related term: Grade Report.** Your grade report is a report of the grades you have earned and is available at the end of the term.

**Upper-Division Courses.** See Lower-Division Courses.

**Withdrawal from a Course.** Beginning in the third week of class, a student who does not or cannot complete a course may withdraw. The grade of “W” is assigned for the course. See the Academic Policies section of the *University Undergraduate Catalog*, and the *University Course Schedule* for details and deadlines governing course withdrawal. Withdrawals can be completed online through the myLewis portal.



## What's Your Plan for General Education?

General Education requirements give you an opportunity to explore new subjects and to learn something in an area in which you always wanted to know more. If you are a Nursing Major or are transferring, you can customize the list below to match your program. Take a close look. Full descriptions of each course are in the *Undergraduate Catalog*. Which courses do you plan to take? Hold on to this list and go over it with your advisor. When you have completed the course, fill-in the semester/date.

General Education Requirements	Course	Semester	Completed
Communication <i>required</i>	Introduction to Human Communication		
<i>required</i>	College Writing I		
<i>required</i>	College Writing II		
Fine Arts/Humanities <i>your choice Fine Arts</i>			
<i>required</i>	Global History and Culture I		
<i>required</i>	Global History and Culture II		
<i>required</i>	Introduction to Philosophy		
Literature <i>your choice</i>			
Social Science <i>your choice</i>			
Economics <i>your choice</i>			
Mathematics <i>your choice</i>			
Science 1 <i>your choice</i>			
Science 2 <i>your choice</i>			
Mission-Related Courses <i>required</i>	Diversity and Social Justice		
Theology—100 level			
Theology—200 level			
Action and Values <i>your choice</i>			
<i>required</i>	Introduction to College Experience		
Advanced Writing <i>prescribed by major</i>			





## It Takes More Than a Major to Know Your Purpose in Life.

Discovering your vocation, or purpose in life, takes more than knowing or not knowing your major. Sure, you must give appropriate care and attention to the selection of your major, but you must also know what you are most passionate about and what kind of focus you want for your life. Life is about choices and college is the place along your life's journey to choose the road that is best for you. Consider the poem "The Road Not Taken" by Robert Frost (1874-1963).

Two roads diverged in a yellow wood,  
And sorry I could not travel both  
And be one traveler, long I stood  
And looked down one as far as I could  
To where it bent in the undergrowth;

Then took the other, as just as fair,  
And having perhaps the better claim,  
Because it was grassy and wanted wear;  
Though as for that, the passing there  
Had worn them really about the same,

And both that morning equally lay  
In leaves no step had trodden black.  
Oh, I kept the first for another day!  
Yet knowing how way leads on to way,  
I doubted if I should ever come back.

I shall be telling this with a sigh  
Somewhere ages and ages hence:  
Two roads diverged in a wood, and I —  
I took the one less traveled by,  
And that has made all the difference.

Taking the time during your college journey to give some careful thought to your vocation or purpose in life can, as Frost says, make "all the difference." Lewis University is committed to assisting you make the most of your college experience by helping you explore what matters most – finding a career that not only fulfills your professional goals, but also fulfills your greatest desires and helps you make a difference in the lives of others.

### Here's One Way To Understand Vocation

A vocation represents a response to a unique type of invitation: an invitation to be and to do. The word vocation, which comes from the Latin *vocare* (to call or summon), refers to a continuous response to a powerful call. We hear this invitation through our faith, through our relationships, or through an activity we find especially fulfilling. Our response to this call can become woven into our life in such a way that it may define what we do and who we become. We use our gifts, talents, energy, and resources to respond to that call.

## All Are Called

All people can experience a call. Some feel the call to religious life, such as the De La Salle Christian Brothers. But the invitation “to be and to do” – to feel called to a particular purpose or profession in life – can be experienced in many different ways. Some feel called to be a parent, to volunteer, to coach, or to express themselves through hobbies. Others find their purpose in their professional responsibilities, such as being a teacher, a police officer, an accountant, a pilot, a scientist, or an artist. Still others may seek to respond to their call through all that they do and who they are.

Finding the road that is best for you can be challenging. While in college, it’s important to explore your interests and values, acknowledge your abilities, identify your strengths, and share what you are passionate about with others. By having this sense of self-awareness and being open to talking with others, it will be easier to discover the best way forward.

## Self-Exploration

Self-exploration is an important approach to discovering who you are, what you should do with your life, and how to connect things together so that they make the most sense for you. It is an essential way to “unpack” this complex topic and help you explore it more thoroughly and deeply. Giving some thought to the following questions is a good way to begin the process of self-reflection.

- How are things going for me right now?
- What am I learning about myself in college?
- What is my spiritual pursuit?
- What are my short-term goals?
- What do I enjoy doing?
- How can I live a fulfilled life?
- What are my long-term personal goals?
- What is my life’s plan or mission?

## The Vocation Journal

One way to engage in self-reflection is through informal writing. We all learn differently, so sometimes it’s easier to explore and understand complex topics when we write about them. Consider keeping a “Vocation Journal.” Use this designated notebook to help keep track of your thoughts about your choice of major and minor, your career interests, the classes you enjoy (or don’t so much enjoy), and your general thoughts about the trajectory of your life. Write about the kinds of projects that make you happy, the work you enjoy, the challenges you are facing in terms of identifying a life’s work, other goals you may have. In addition, write a summary of conversations that you have had with your academic advisor, with a career counselor, your First Year Mentor, your professors, or anyone else you discuss your college and post-college plans with. Keeping track of these conversations will make it easier to remember the details and nuggets of insight that you acquire.

Having trouble getting started? Here are a few questions you might respond to and exercises that you might consider writing about in your Vocation Journal:

- Keep a list of ideas that are exciting to you, whether they are from class sessions, conversations with friends, or co-curricular events. What themes or concepts do these have in common?
- What questions do you still want to ask in college? What do you hope to continue learning about after college?
- Describe, list or draw what you would like to be doing 10 years from now. Then write about it. What are the skills, knowledge, and experiences that would make fulfilling that vision possible?
- Write a letter to a parent or friend describing the things you have most enjoyed learning this semester at Lewis. Tell them what you hope to learn about next.

Journaling doesn’t need to be a formal process. Don’t be afraid to draw or doodle, create diagrams, draw pictures, create outlines, or make lists. You don’t need to share your journal with anyone, if you would prefer not to. The important thing is to get your ideas written down in one place so that as you reflect on your vocation and goals, all of your notes and ideas will be in one place.

## Campus Resources

Lewis offers a variety of campus resources to help you discover your purpose and explore what's important:

- **Academic Advisors:** An academic advisor can help you determine what classes to take that will give you a better understanding of what a vocation is all about.
- **Career Counselors:** A career counselor can help you explore your interests, values and abilities as well as your strengths. Career counselors in the Career Services Office can also introduce you to tools and assessments that are designed to give you insightful feedback and enhance your self-awareness.
- **Faculty Members and Instructors:** Faculty members and instructors are experts in a variety of areas and can provide you with information that helps you start your quest.
- **Campus Ministers:** Campus Ministers can help you explore how your values and faith intersect with your professional goals and aspirations. University Ministry offers retreat programs and faith development experiences that are designed to help you explore your vocation.
- **Christian Brothers:** Ask any Christian Brother about his vocation and he'll be happy to tell you what led him to dedicate his life to education, student success, and his Catholic faith. Saint John Baptist De La Salle, the Founder of the Christian Brothers, serves as an outstanding model for understanding what it means to dedicate one's life to a very meaningful purpose.
- **Alumni:** Graduates of Lewis University can share thoughts and experiences about their own vocation, choice of profession, the ways they connected their area of study to their professional lives, as well as the challenges they faced and how they overcame them.
- **Retreats:** University Ministry offers the DSCVR Retreat each spring for students to explore vocation as an invitation "to be" and "to do." In this two day, overnight experience, students are encouraged to consider God's call in their lives.
- **DISCOVER Resource Library:** Over three dozen volumes on vocation and vocation-related themes are available to faculty, staff and students as part of the DISCOVER Resource Library, located within the "Lasallian Collection" in the Library. These books can be used for formal study and research related to vocation or for casual reading.
- **Library "LibGuide":** Visit the DISCOVER LibGuide at <http://lewisu.libguides.com/discover> for online resources and annotated bibliographies of the volumes in the DISCOVER Resource Library, as well as for additional materials and information related to vocation and vocation themes.
- **Other Students:** There are thousands of other students at Lewis who are on the same journey and exploring what matters most to them.

Your journey begins now. You have the unique opportunity to begin exploring your vocation while in college. Take advantage of these resources and don't be afraid to take the road "less traveled by."

[Ideas, questions, and concepts regarding journaling and writing adapted from Using Reflective Writing to Enrich Academic Advising by David Gruber and Julia Moffitt, Brandeis University (2014).]





center for  
**academic success  
& enrichment**

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# THE ROADMAP

A Guide for Your College Journey  
2018-2019

IMPORTANT DATES			
Fall Semester 2018		Spring Semester 2019	
Monday, August 27, 2018	First Full Day of Classes	Monday, January 14, 2019	First Full Day of Classes
Monday, September 3	Labor Day: No Classes	Monday, January 21	MLK, Jr. Holiday: No Classes
Thursday and Friday, October 4 and 5	Fall Break: No Classes	Monday to Saturday, March 11 – March 16	Spring Break: No Classes
Friday, November 16	Registration Day for Freshmen	Monday, March 18	Classes Resume
Wednesday, November 21 – Friday, November 23	Thanksgiving Holiday: No Classes	Thursday to Monday April 18 – April 22	Easter Holiday Recess: No Classes
Monday, November 26	Classes Resume	Tuesday, April 23	Classes Resume
Sunday, December 2– Friday, December 14	Super Study	Sunday, April 28 – Friday, May 10	Super Study
Saturday, December 8	Final Day of Classes	Saturday, May 4	Final Day of Classes
Monday to Saturday, December 10-15	Final Exams	Monday to Saturday, May 6-11	Final Exams
Saturday and Sunday, December 15 & 16	Commencement Weekend	Saturday and Sunday, May 18 & 19	Commencement Weekend

**The ROADMAP** is part of Lewis University’s DISCOVER Initiative, which promotes a University-wide exploration of vocation and calling in the undergraduate student experience. DISCOVER stands for: Development, Inquiry, Self-Exploration, Calling, Openness, Vocation, Experience, and Reflection. This program is sponsored, in part, by the Council of Independent Colleges (CIC) and the Lilly Endowment, Inc.