

# LEWIS UNIVERSITY ALBUQUERQUE

Sponsored by the De La Salle Christian Brothers

LEWIS STUDENT ID

## APPLICATION FOR ADMISSION

### Admission Statement

Programs at Lewis University offer the prospective student the opportunity to enhance his/her work credentials by completing a career-focused undergraduate program. It is expected that a candidate for admission is ready to move on to a successful undergraduate or graduate-level experience.

The University offers admission to the most qualified applicants to each program. Students are reviewed on the basis of profile material required for admission consideration. Admission is offered to the student whose profile most closely reflects the ability to succeed and the ability to contribute to, as well as learn from, the team-focused experience. Space in each program is limited. Admission criteria and requirements are subject to change.

If you have any questions, please contact:  
(505) 255-3947 Albuquerque campus or  
(505) 265-3947 Kirtland AFB

### Program of Study

UNDERGRADUATE DEGREES:

- Accountancy (BS)
- Criminal / Social Justice (BA)
- Organizational Leadership (BA)
- Business Administration (BS)
- Information Technology Management (BS)
- Psychology (BA)
- Non-Degree

### Biographical Information

FULL LEGAL NAME: LAST, FIRST, MIDDLE OR INITIAL

MAIDEN NAME

PREFERRED FIRST NAME

ADDRESS: STREET

CITY

STATE, ZIP

HOME PHONE

CELL PHONE

E-MAIL ADDRESS

SOCIAL SECURITY NUMBER

BIRTH DATE

BIRTH PLACE (CITY/STATE)

Gender:

Male

Female

Marital Status:

Single

Married

#### If you are not a U.S. citizen, please complete the following:

Permanent Resident in the U.S.

Immigrant

ALIEN REGISTRATION NUMBER

COUNTRY OF PERMANENT RESIDENCE

### Race/Ethnicity

Lewis is proud of our diverse community. Please let us know your ethnic background (optional).

Are you Hispanic or Latino?  Yes  No

Please specify your primary race \_\_\_\_\_

If you wish to identify secondary races/ethnicities, please chose one or more from the list below.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White or Caucasian

### Religious Preference

RELIGIOUS PREFERENCE (OPTIONAL)

**Military Experience**

Are you a Veteran of the U.S. Armed Forces?  Yes  No

IF YES, WHICH MILITARY BRANCH? \_\_\_\_\_

Are you currently serving the U.S. Armed Forces on Active Duty?  Yes  No

IF YES, WHICH MILITARY BRANCH? \_\_\_\_\_

Are you currently serving the U.S. Armed Forces in the Reserves?  Yes  No

IF YES, WHICH MILITARY BRANCH? \_\_\_\_\_

**Employment Information**

EMPLOYER \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ JOB TITLE \_\_\_\_\_

EMPLOYMENT TELEPHONE NUMBER WITH AREA CODE \_\_\_\_\_ EMPLOYMENT FAX WITH AREA CODE \_\_\_\_\_

PLEASE INDICATE THE BEST PLACE AND TIME TO CONTACT YOU \_\_\_\_\_

**Education Background**

Include all undergraduate institutions and community colleges. Official transcripts bearing the signature of the registrar and the institutional seal must be issued by each institution or delivered in a sealed envelope.

NAME OF INSTITUTION	LOCATION	DATES OF ATTENDANCE	DEGREE AND DATE	MAJOR	GPA
NAME OF INSTITUTION	LOCATION	DATES OF ATTENDANCE	DEGREE AND DATE	MAJOR	GPA

NAME OF INSTITUTION	LOCATION	DATES OF ATTENDANCE	DEGREE AND DATE	MAJOR	GPA
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Have you previously attended Lewis University?  YES  NO

*Please note: if you have previously attended Lewis University, your signature at the end of the application gives the Office of Graduate and Adult Admission permission to request a copy of your Lewis University permanent record from the Office of the Registrar.*

What influenced you to apply to Lewis University? \_\_\_\_\_

**Self-Disclosure**

When do you intend to enroll?  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_

Enrollment Status:  Full-time  Part-time  Non-degree seeking

I certify that the information on this application is correct to the best of my knowledge. I understand that failure to answer any question on this form truthfully, fully, and accurately may make me ineligible for admission to Lewis University or may result in my dismissal from the University.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



Lewis University  
2440 Louisiana Blvd NE,  
Suite 100  
Albuquerque, NM 87110



### ADMISSION AS STUDENT-AT-LARGE

Please note that your status as Student-At-Large has some restrictions associated with it until your status changes to “degree seeking”.

- As a Student-At-Large, you are not eligible for financial aid until your status has been changed to “degree seeking”.
- Because we do not know your previous coursework and GPA, there is no guarantee that you will meet the GPA requirements for specific programs should you decide to become a degree seeking student.
- Without official transcripts from all schools you have attended, you run the risk of completing duplicate coursework.
- Admission as a Student-At-Large does not assure admittance as a degree seeking student.

If you determine that you wish to become degree seeking, and we hope that you do, you must furnish Lewis University with official transcripts from all colleges attended. Your transcripts will be reviewed to determine the type and number of courses that you need to take to complete your chosen degree. Your GPA and number of credit hours completed will be computed and a determination will be made as to whether you are fully admitted, provisionally admitted or not admitted.

I have read and understand the information above.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Rev. 07/14



## ADULT ACCELERATED, COHORT, AND GRADUATE STUDENT TUITION BILLING AND PAYMENT INFORMATION

Lewis University is committed to helping all full-time and part-time students understand ways to finance their higher education experience. Information regarding payment of tuition and fees, (including those students who are reimbursed by their employer), financial aid, and related student responsibilities are described below.

### **Commitment to Pay**

Payment of tuition and other fees is the student's responsibility as soon as classes are registered for. Withdrawal from Lewis University or dropping a course can only be accomplished by completing the appropriate form available from the Registrar's Office or the student's academic advisor. Tuition, fees and relevant deadlines are found in the University Course Schedule Book and in the School for Professional and Continuing Education (SPCE) Accelerated Course Schedule book.

Students who do not make payment arrangements on time will be assessed a late fee of \$120.00. To avoid this fee, students must adhere to the payment schedule. Students who fail to pay tuition on time will also be blocked from registering for subsequent sessions. If the student leaves Lewis University with an unpaid balance, the student will be responsible for any legal fees, collection costs, and interest not to exceed 1% per month (12% @ yr).

It is university policy that a student's bill is paid in full prior to graduation.

### **Tuition Reimbursement and Deferment**

If eligible for employer deferred or direct billing, the appropriate form must be completed by the student and employer each term (fall, spring, and summer) that classes are enrolled for. The Employer Deferred or Direct Billing form is available online at [www.lewisu.edu](http://www.lewisu.edu) under Office of the Bursar.

### **Financial Aid**

Students seeking financial assistance shall complete a Free Application for Federal Student Aid (FAFSA) each year to be considered for any type of financial assistance. Financial aid awards are determined based upon full-time and part-time student status. Students receiving tuition reimbursement may still be eligible for financial aid.

### **Billing Cycle and Payment**

The Business Office utilizes an electronic billing system for sending monthly statements. This system enables students to receive and pay their bill through the internet. Students will receive an email notice through their University email account to initiate this process. A monthly statement ("e-bill") will then be emailed to the student indicating that a new bill is ready for their review. Additionally, students have the option to add an additional email address to which they would like the e-bill sent. Students will also have the option to initiate a credit card or online check payment through the e-bill.

Payments can be mailed to the Lewis University Lock Box by using the address included on the ebill. Cash, check, and money order payments may be made in person at the Business Office. Credit card and ACH (from checking or savings account) payments can be made online at [www.lewisu.edu](http://www.lewisu.edu) – *Lewis Students – Tuition Payment*. A convenience fee is charged for credit card payments. However, ACH is a "no fee" option of transferring payment from the student's checking or savings account. Credit/debit card payments cannot be made through the mail, by person, or over the phone.

### **Questions About Your Bill**

The Bursar, Pamela Maciulewicz, can be reached at (815) 836-5283 or by email at [maciulpa@lewisu.edu](mailto:maciulpa@lewisu.edu)

### **Questions About Your Financial Aid**

The Director of Financial Aid Services, Janeen Decharinte, can be reached at (815) 836-5262 or by email at [decharja@lewisu.edu](mailto:decharja@lewisu.edu).

This agreement will remain in effect for the duration of the student's enrollment at Lewis University. Student signature below indicates the acceptance of all terms outlined above. I confirm that I have read and understand these conditions and want to complete my registration.

Student Name \_\_\_\_\_

ID# \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

LEWIS UNIVERSITY Office of the Registrar  
**PRINT**

NAME (Last)		(First)		(Middle Initial)		ID#	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20_____
Address		City	State	Zip Code	Phone Number		
Business Address		City	State	Zip Code	Business Phone Number		
Date of Birth	Major		Double Major			<input type="checkbox"/> First Time at Lewis <input type="checkbox"/> Returning	

Course - Section Number	Title	Credit Hours	Room No.	Times and Days							Approval for Closed or by Permission Courses
				SU	M	T	W	R	F	S	
											Entered EDC:
											Date:
											Time:
											Initials:
											SPCE
Signature of Student			Time	Total Number of Credits → This Term		Signature of Advisor and Date				Dean's Approval for Overload	

**DROP/REFUND POLICY**

<i>Refund: 8-week courses</i>	
100%	By 10:59 p.m. Sunday of the 1 <sup>st</sup> week (no grade)
50%	By 10:59 p.m. Sunday of the 2 <sup>nd</sup> week (no grade)
Withdrawal (no refund)	By 10:59 p.m. Sunday of the 5 <sup>th</sup> week (W issued)
<i>Refund: 5-week courses</i>	
100%	By 10:59 p.m. Sunday of the 1 <sup>st</sup> week (no grade)
50%	By 10:59 p.m. Sunday of the 2 <sup>nd</sup> week (no grade)
Withdrawal (no refund)	By 10:59 p.m. Sunday of the 3 <sup>rd</sup> week (W Issued)

Tuition (per semester hour) \_\_\_\_\_

Tuition Total: \_\_\_\_\_

Term Dates: \_\_\_\_\_

To drop courses outside of normal office hours, students may send an e-mail to [candelan@lewisu.edu](mailto:candelan@lewisu.edu) or [harveyie@lewisu.edu](mailto:harveyie@lewisu.edu). The time the e-mail was received will be used to determine the applicable drop/refund policy.

Ordering Official Transcripts

- Visit [www.lewisu.edu](http://www.lewisu.edu)
- In the search box at the top of the page, type "transcript request"
- Click the first search result 'Ordering Transcripts'
- Choose option 1 for ordering transcripts online using Credentials Inc.
- Please follow the step-by-step instructions for ordering transcripts (please note that your student number is not required for ordering transcripts)