

GET IT AT NLU

Student Academic Success and Enrollment Resources

We encourage students to utilize the services of the following offices

OFFICES	SERVICES	CONTACT INFORMATION
Academic Advising–Undergraduate Academic Advising Center (UAAC)	Academic advising services for undergraduates: Assist students in planning their academic careers to ensure timely graduation; selecting courses for each academic term; provide information on degree requirements and different avenues and options for completing a degree; coordinates Fast Forward orientation program.	800.443.5522 ext. 5900 www.nl.edu/advising
Academic Advising–Graduate Students	Admitted Graduate students should contact their assigned academic advisor or individual college or department	800.443.5522 CAS –N. Metcalf @ ext. 3224 CMB –T. Waltrip @ ext. 4416 NCE –C&I–D. Hjelle @ ext. 5621 <i>ECE</i> –D. Harrington @ ext. 3218 <i>EDL</i> –C. Huey @ ext. 5583 <i>Ed/SchIPsych</i> –M. Higgins @ ext. 2724 <i>EIEd</i> –L. Schmidt @ ext. 4532 <i>IDS</i> –L. Horton @ ext. 2234 <i>SecEd</i> –W. Stiltz @ ext. 2294 <i>SpEd</i> –S. Hilmert @ ext. 5533 <i>Doctoral</i> –M. Shawlee @ ext. 5089 <i>Tech Ed.</i> –J.Schuller @ ext. 5548
Office of Admissions & Records	Processes applications; maintains all students' academic records; administers registration and veterans' benefits; official academic transcripts; enrollment and degree verification; graduation audits and transfer credit	800.443.5522 ext. 5718 registrar@nl.edu admissions@nl.edu www.nl.edu/oar/schedules.cfm www.nl.edu/courseschedule www.nl.edu/oar/registration.cfm
Career Services	Resume writing; Individual career counseling, interview preparation; long-term career planning; job search strategies; virtual career network and career related events	800.443.5522 ext. 3270 careerservices@nl.edu
Center for Academic Development (CAD)	Writing consultations; tutoring in many subject areas; academic workshops; classroom presentations; assessment and testing; test prep; online tutorials; support for students with special needs	800.443.5522 Chicago - ext. 3374 Elgin - ext. 4554 Lisle - ext. 4554 North Shore - ext. 2548 Wheeling - ext. 5509 Florida - ext. 6121 DC/VA - ext 6936 Milwaukee/Beloit - ext. 6121 CyberCAD@nl.edu www.nl.edu/cad

OFFICES	SERVICES	CONTACT INFORMATION
Department of Diversity, Access and Equality	Approves and coordinates learning assistance for students with disabilities as well as ensures adherence to the University's zero-tolerance policy of discrimination and harassment	800.443.5522 ext. 5275 <i>DAE@nl.edu</i>
Office of Information Technology	Email and internet access; technical support for students, faculty and staff	OIT Help Desk is available 24 hours a day, 7 days a week from your home phone at 866.813.1177 or on campus at ext. 4357 (ext. HELP)
International Student Services	Authorized to issue student visas (I-20 & J-1) to eligible International students	800.443.5522 ext. 3461 <i>brouzan@nl.edu</i>
Library Services	Provides books, journals, reference materials and research assistance	800.443.5522 Chicago—ext. 3376 North Shore—ext. 2288 Lisle—ext. 4530 Wheeling—ext. 5503 library reference assistance from 7am-11pm daily – ext. 5495 <i>libref@nl.edu</i> www.nl.edu/library
Ombudsman	Provides assistant to NLU students for resolving their university-related issues and problems	800.443.5522 ext. 3461 <i>brouzan@nl.edu</i> www.nl.edu/issuesresolution/
Prior Learning Assessment	Portfolio; write learning essays; credit by proficiency; one-on-one faculty assessment; DANTES/CLEP; Licenses and certifications	800.443.5522 Chicago-ext.3359 All Others-ext.4318 DANTES & CLEP-ext.4316 www.nl.edu/dantes www.nl.edu/clep
Student Counseling Services	Individual and group counseling, workshops and support groups	800.443.5522 ext. 2443 <i>randi.altman@nl.edu</i>
Student Finance	Scholarships, awards, grants, need and non-need based loans, employment and graduate student fellowships	800.443.5522 ext. 3471 www.nl.edu/student-services/finad/
Student Health Services	Immunization compliance, health and wellness, health fairs	800.443.5522 ext. 3207 <i>maria.aguilar@nl.edu</i>
Student Life	Student Senate; student organizations; CTA U-Pass; discount movie tickets; Student Awards & Commencement; student activities & programs	800.443.5522 ext. 3092 <i>studentlife@nl.edu</i>
Student Administrative Services	In-person assistance with Admissions, Registration, Financial Aid & Student Accounts	Visit the Chicago, Elgin, Lisle, North Shore, Wheeling campuses.