

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Summer/Fall 2019 Policies and Registration Information



www.uis.edu/registration/

Course schedule information is available exclusively online to reduce printing costs and to provide our students with the most recent and accurate schedule information available.

To view the Summer 2019 and Fall 2019 dynamic course schedules, please visit our website (www.uis.edu/registration/ – “Course Schedules” link).

Directory of Services

SUMMER 2019 SEMESTER

Begins: June 3
Ends: July 27
Priority registration: Begins April 1
Open registration: Begins April 8
Late registration: After June 6

FALL 2019 SEMESTER

Begins: August 26
Ends: December 14
Priority registration: Begins April 1
Open registration: Begins April 8
Late registration: After September 1

Need help? Wondering who to contact?

Visit the UIS online directory (<http://uisapp.uis.edu/directory/>) to search by faculty/staff name, department, or phone number. You can also call 217-206-6600 to speak with the campus operator during regular business hours.

Extended Hours

Regular office hours are posted on most departmental websites. Some departments offer extended hours during certain times in the semester to assist students with a variety of issues. In addition, some areas offer extended hours by appointment or post alternative hours on their respective websites.

Special Assistance – Enrollment Management

Please contact the offices within Enrollment Management with questions related to admissions, financial assistance, orientation, and records/registration. Contact information for these offices can be found below.

Office	Location/Phone	Email Address
Admissions	UHB 1080 / 888-977-4UIS (4847) or 217-206-4UIS (4847)	admissions@uis.edu
Financial Assistance	UHB 1015 / 888-977-4UIS (4847) or 217-206-6724)	finaid@uis.edu
New Student Orientation and Parent Relations	SAB 60 / 217-206-8181	UISOrientation@uis.edu
Records and Registration (Registration/Records/ Graduation/Evaluations)	UHB 1076 / 888-977-4UIS (4847) or 217-206-6174 (Registration) or 217-206-6709 (Records) or 217-206-7730 (Graduation) or 217-206-8216 (Evaluations)	registrar@uis.edu

Summer Registration, Calendar & Tuition Information

Summer Registration Information

REGISTRATION: 24 hours/day, 7 Days a Week (except Sundays 6 a.m. - Noon) **By web:** www.uis.edu/registration/

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2019 semester may register for summer during the week of summer priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed **PRIOR** to the Spring 2019 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for summer (available at www.uis.edu/registration/ – click the “**Register Now!**” link and follow the directions given). Students who do not register on their designated dates may register **AFTER** designated dates.

- Degree-seeking graduate standing (degree must be posted)
- Senior standing (90 or more semester hours posted)
- Junior standing (60 or more semester hours posted)
- Freshman or Sophomore standing (less than 60 semester hours posted), Non-Degree, and other currently enrolled students

LATE REGISTRATION:

After the following dates, instructor approval is required to register for all courses, late fees apply, and courses can only be added by contacting Registration.

First-Half Course	After June 4, 2019
Full-Term Course	After June 6, 2019
Last-Half Course	After July 2, 2019

Summer Calendar Information

CLASSES AND BREAKS:

Summer Term begins	June 3, 2019
First-Half courses end/midpoint of semester	June 29, 2019
Last-Half courses begin	July 1, 2019
CAMPUS CLOSED , Independence Day	July 4, 2019
Summer Term ends	July 27, 2019

GRADUATION:

Last day to submit summer graduation application	July 1, 2019
Commencement (for Summer and Fall 2019 and Spring 2020 candidates)	May 9, 2020

LAST DAY TO:

Drop without financial obligation:	
First-Half course	Partial withdrawal: June 5, 2019; Complete withdrawal: June 2, 2019
Full-Term course	Partial withdrawal: June 7, 2019; Complete withdrawal: June 2, 2019
Last-Half course	Partial withdrawal: July 3, 2019; Complete withdrawal: June 30, 2019
Withdraw, change grade option, or change to audit for:	
First-Half course	June 21, 2019
Full-Term course	July 12, 2019
Last-Half course	July 19, 2019

OTHER DEADLINES:

Summer financial aid disbursement	May 31, 2019
Immunization compliance deadline	June 7, 2019
Last day for all textbook refunds with receipt	June 7, 2019
Parking (valid hang tags) must be displayed by	6 p.m. June 10, 2019
Deadline to submit online insurance waiver to opt out of University's plan	June 15, 2019
Green fee and Student-to-Student Grant fee waiver deadline	June 28, 2019
Last day to change curriculum (program/major, minor, certificate) for summer semester	July 12, 2019
Summer 2019 final grades due to the Office of Records and Registration electronically by Noon	July 31, 2019
Scholarship deadline (2020-2021) – subject to change	Feb 15, 2020

Summer Tuition Information

AMOUNTS: Information pertaining to tuition/fee amounts can be found at www.uis.edu/registration/ (“Tuition” link).

PAYMENT: Information pertaining to payment can be found at www.uis.edu/registration/ (“Tuition” link). Payments can be made online at <https://apps.uillinois.edu/selfservice/>.

PAYMENT DUE DATE for summer term tuition, fees, and assessments is June 28, 2019. Visit <http://paymybill.uillinois.edu/> for additional details regarding due dates and payment options.

WITHDRAWALS AND REFUNDS: The amount owed depends on the official date of the last drop-withdrawal.

See **Drop/Withdrawal Policy** for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).

Fall Registration, Calendar & Tuition Information

Fall Registration Information

REGISTRATION: 24 hours/day, 7 Days a Week (except Sundays 6 a.m. - Noon) **By web:** www.uis.edu/registration/

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2019 semester may register for fall during the week of fall priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed **PRIOR** to the Spring 2019 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for fall (available at www.uis.edu/registration/ – click the “**Register Now!**” link and follow the directions given). Students who do not register on their designated dates may register **AFTER** designated dates.

- Degree-seeking graduate standing (degree must be posted)
- Senior standing (90 or more semester hours posted)
- Junior standing (60 or more semester hours posted)
- Freshman or Sophomore standing (less than 60 semester hours posted), Non-Degree, and other currently enrolled students

LATE REGISTRATION:

After the following dates, instructor approval is required to register for all courses, late fees apply, and courses can only be added by contacting Registration.

- Full-Term Course **and** First-Half Course After Sep 1, 2019
- Last-Half Course After Oct 27, 2019

Fall Calendar Information

CLASSES AND BREAKS:

- Fall Term begins Aug 26, 2019
- CAMPUS CLOSED**, Labor Day Holiday Sep 2, 2019
- Fall Break Oct 18, 2019
- First-Half courses end/midpoint of semester Oct 19, 2019
- Last-Half courses begin Oct 21, 2019
- Thanksgiving Holiday recess Nov 28-29, 2019
- Fall Term ends Dec 14, 2019

GRADUATION:

- Last day to submit fall graduation application Oct 7, 2019
- Commencement (for Summer and Fall 2019 and Spring 2020 candidates) May 9, 2020

LAST DAY TO:

- Drop without financial obligation:
 - First-Half course Partial withdrawal: Sep 1, 2019; Complete withdrawal: Aug 25, 2019
 - Full-Term course Partial withdrawal: Sep 9, 2019; Complete withdrawal: Aug 25, 2019
 - Last-Half course Partial withdrawal: Oct 27, 2019; Complete withdrawal: Oct 20, 2019
- Withdraw, change grade option, or change to audit for:
 - First-Half course Oct 4, 2019
 - Full-Term course Nov 22, 2019
 - Last-Half course Nov 29, 2019

OTHER DEADLINES:

- Fall financial aid disbursement Aug 23, 2019
- Last day for all textbook refunds with receipt Sep 6, 2019
- Immunization compliance deadline Sep 9, 2019
- Parking (valid hang tags) must be displayed by 6 p.m. Sep 9, 2019
- Green fee and Student-to-Student Grant fee waiver deadline Sep 20, 2019
- Deadline to submit online insurance waiver to opt out of University's plan Sep 25, 2019
- Fall 2019 mid-term grades due to the Office of Records and Registration electronically **by Noon** Oct 23, 2019
- Last day to change curriculum (program/major, minor, certificate) for fall semester Nov 22, 2019
- Fall 2019 final grades due to the Office of Records and Registration electronically **by Noon** Dec 18, 2019
- Scholarship deadline (2020-2021) – subject to change Feb 15, 2020

Fall Tuition Information

AMOUNTS: Information pertaining to tuition/fee amounts can be found at www.uis.edu/registration/ (“Tuition” link).

PAYMENT: Information pertaining to payment can be found at www.uis.edu/registration/ (“Tuition” link). Payments can be made online at <https://apps.uillinois.edu/selfservice/>.

PAYMENT DUE DATE for fall term tuition, fees, and assessments is September 28, 2019. Visit <http://paymybill.uillinois.edu/> for additional details regarding due dates and payment options.

WITHDRAWALS AND REFUNDS: The amount owed depends on the official date of the last drop-withdrawal.

See **Drop/Withdrawal Policy** for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).

DROP/WITHDRAWAL POLICY SUMMER SEMESTER 2019

STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current policies and registration information booklet. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course for which they register unless they officially cancel registration according to the established deadlines. **Students receiving financial assistance must contact the Office of Financial Assistance PRIOR to dropping a course or withdrawing from the University to determine the effect on the student's financial aid award for the semester. Please refer to the catalog for more information on the consequences of dropping or withdrawing.**

All withdrawals from courses must be made using Student Self-Service (www.uis.edu/registration/). Non-attendance or non-payment does NOT constitute an official withdrawal. Students who change sections, add, and/or drop will be charged full tuition and fees for every transaction according to the date, as listed below.

The date you officially drop/withdraw will affect the amount you owe and/or the amount to be refunded and may affect the grade on your transcript. A course officially dropped after the add/drop period will have a grade of "W" on the transcript. A failing grade will be assigned and calculated in the grade-point average for courses not dropped by specified deadlines. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at (217) 206-6174.

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (June 29, 2019) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (June 29, 2019).

Last-Half Courses begin and end after the midpoint of the semester (June 29, 2019).

Any courses that do not fit into the categories above by definition (e.g., courses designated with "To Be Arranged" days/times) are considered to be full-term courses, unless otherwise indicated in the dynamic course schedule.

PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

Partial withdrawals are made according to the following schedule. **THERE WILL BE NO REFUND FOR A PARTIAL WITHDRAWAL AFTER THESE DATES:**

FULL-TERM	FIRST-HALF	LAST-HALF
June 7, 2019	June 5, 2019	July 3, 2019

COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING ALL HOURS FOR THE SEMESTER

The amount owed depends on the official date of the last drop/withdrawal. Adjustments for tuition and fees for **complete** withdrawals are made according to the following table.

DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	June 3-6 †	10% *
Week 1	June 7 ◆	10% *
Week 2	June 8-16	30% *
Week 3	June 17-23	40% *
Week 4	June 24-30	50% *
Week 5	July 1-5	60% *
Week 6	After July 5 July 12	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF AND LAST-HALF COURSES

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	June 3-4 †	July 1-2 †	10% *
Week 1	June 5 ◆	July 3 ◆	10% *
Week 2	June 6-9	July 4-7	30% *
Week 3	June 10-12	July 8-10	40% *
Week 4	June 13-16	July 11-14	50% *
Week 5	June 17-18	July 15-16	60% *
Week 6	After June 18 June 21	After July 16 July 19	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

* A pro-rata fee is not assessed to students who withdraw during the summer semester.

† After these dates, registration requires instructor permission, late fees apply (a one-time \$25 fee – **subject to change**), and courses can only be added by contacting Registration.

◆ A grade of **W** will be recorded on the transcript for courses dropped after these dates.

Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.

DROP/WITHDRAWAL POLICY FALL SEMESTER 2019

STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current policies and registration information booklet. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course for which they register unless they officially cancel registration according to the established deadlines. **Students receiving financial assistance must contact the Office of Financial Assistance PRIOR to dropping a course or withdrawing from the University to determine the effect on the student's financial aid award for the semester. Please refer to the catalog for more information on the consequences of dropping or withdrawing.**

All withdrawals from courses must be made using Student Self-Service (www.uis.edu/registration/). Non-attendance or non-payment does NOT constitute an official withdrawal. Students who change sections, add, and/or drop will be charged full tuition and fees for every transaction according to the date, as listed below.

The date you officially drop/withdraw will affect the amount you owe and/or the amount to be refunded and may affect the grade on your transcript. A course officially dropped after the add/drop period will have a grade of "W" on the transcript. A failing grade will be assigned and calculated in the grade point average for courses not dropped by specified deadlines. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at (217) 206-6174.

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (Oct 19, 2019) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (Oct 19, 2019).

Last-Half Courses begin and end after the midpoint of the semester (Oct 19, 2019).

Any courses that do not fit into the categories above by definition (e.g., courses designated with "To Be Arranged" days/times) are considered to be full-term courses, unless otherwise indicated in the dynamic course schedule.

PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

Partial withdrawals are made according to the following schedule. **THERE WILL BE NO REFUND FOR A PARTIAL WITHDRAWAL AFTER THESE DATES:**

FULL-TERM	FIRST-HALF	LAST-HALF
Sep 9, 2019	Sep 1, 2019	Oct 27, 2019

COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING ALL HOURS FOR THE SEMESTER

The amount owed depends on the official date of the last drop/withdrawal. Adjustments for tuition and fees for **complete** withdrawals are made according to the following table.

DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	Aug 26-Sep 1 †	10% plus pro-rata fee*
Week 2	Sep 2-9 ◆	10% plus pro-rata fee*
Week 3	Sep 10-15	20% plus pro-rata fee*
Week 4	Sep 16-22	30% plus pro-rata fee*
Week 5	Sep 23-29	30% plus pro-rata fee*
Week 6	Sep 30-Oct 6	40% plus pro-rata fee*
Week 7	Oct 7-13	40% plus pro-rata fee*
Week 8	Oct 14-20	50% plus pro-rata fee*
Week 9	Oct 21-27	60% plus pro-rata fee*
Week 10	Oct 28-Nov 1	60% plus pro-rata fee*
Week 11	After Nov 1 Nov 22	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF AND LAST-HALF COURSES

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Aug 26-Sep 1 ◆ †	Oct 21-27 ◆ †	10% plus pro-rata fee*
Week 2	Sep 2-8	Oct 28-Nov 3	30% plus pro-rata fee*
Week 3	Sep 9-15	Nov 4-10	40% plus pro-rata fee*
Week 4	Sep 16-22	Nov 11-17	50% plus pro-rata fee*
Week 5	Sep 23-27	Nov 18-22	60% plus pro-rata fee*
Week 6	After Sep 27 Oct 4	After Nov 22 Nov 29	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

* The pro-rata fee is \$50.

† After these dates, registration requires instructor permission, late fees apply (a one-time \$25 fee – **subject to change**), and courses can only be added by contacting Registration.

◆ A grade of **W** will be recorded on the transcript for courses dropped after these dates.

Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.

**Continue to check our website
for course room numbers
and changes to room numbers
until classes begin. Go to
www.uis.edu/registration/ and
click on the **COURSE SCHEDULES** link.**

Concerned about the
costs of college?

Did you know that there are lots of ways to
supplement the cost of your college education?
Check out the UIS Scholarships website at
www.uis.edu/financialaid/scholarships/
to see if you qualify for one of the many
scholarships
available to UIS
students each year.



STRETCH

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UNIVERSITY OF ILLINOIS
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University Student Financial Services
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Office of Records and Registration
University of Illinois Springfield
University Hall, Room 1076
One University Plaza, MS UHB 1076
Springfield, IL 62703-5407

**Register online at www.uis.edu/registration/
Available 7 days a week, 24 hours/day (except Sundays, 6 a.m.-Noon)**

Summer 2019 semester: June 3-July 27

Priority registration: April 1-7

Open registration: April 8-June 6

Late registration: After June 6

Fall 2019 semester: August 26-December 14

Priority registration: April 1-7

Open registration: April 8-September 1

Late Registration: After September 1