

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

# Spring 2012 Policies and Registration Information



[www.uis.edu/registration](http://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 Spring 2012 dynamic course schedule, please visit our website ([www.uis.edu/registration](http://www.uis.edu/registration) – “Course Schedules” link).

# Directory of Services

Need help? Visit the UIS website: [www.uis.edu](http://www.uis.edu)  
or call: 217-206-6600 off-campus, 0 on-campus.

## SPRING 2012 SEMESTER

**Begins:** January 17  
**Ends:** May 12  
**Priority registration:** Begins November 7  
**Open registration:** Begins November 14  
**Late registration:** After January 23

BRK = Brookens (classroom and library sides)  
 BSB = Business Services Building  
 CCR = Child Care Center  
 FRH = Founders Residence Hall  
 HBC = Homer Butler Commons Building  
 HRB = Human Resources Building  
 HSB = Health & Sciences Building  
 LRH = Lincoln Residence Hall  
 PAC = Public Affairs Center

PDB = Police Department Building  
 OCP = Old State Capitol  
 SAB = Student Affairs Building  
 SLB = Student Life Building  
 SPH = Spencer House  
 TRAC = The Recreation and Athletic Center  
 UHB = University Hall Building  
 VPA = Visual & Performing Arts Building  
 WUIS = WUIS Building

Office	Location/ Phone	Function/Comment	Regular Hours	Extended Hours	Dates Extended Hours
Admissions	UHB 1080 206-4UIS (4847) Toll-free: 888-977-4UIS (4847)	Apply for admission, campus tours, and information concerning admission to UIS.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Advising	BRK 472 206-7471	Undergraduate academic advising for freshmen and sophomores, as well as for undeclared transfer students. Additional information is available online ( <a href="http://www.uis.edu/advising">www.uis.edu/advising</a> ).	M-F 8:30-5	By Appointment	By Appointment
Bookstore	FRH 164 206-6766	Last day for all textbook refundss with receipt: 1/20/12.	M-R 9-6; F 9-3 1/3-6: M-R 9-2; F 9-1 1/9-14: M-R 9-5; F 9-3	Sat 11-3	1/9-14 1/17-20 1/23-27
Degree Audits	UHB 1076 206-8216 Toll-free: 888-977-4UIS (4847)	General degree audit information; assist with questions regarding DARSweb for Students and curriculum (program/major, minor, certificate) changes. Deadline to change curriculum: 4/13/12.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Informational Technology Services	BRK 180 – Media Services (206-6550) HSB 110 – TSC Help Desk (206-6000) UHB 2000 – UHB Computer Lab (206-7100)	The Technology Support Center (TSC) is the primary point of contact for technology questions, problems, and issues. This service is available to all UIS faculty, staff, and enrolled students. Media Services monitors and maintains campus computer labs, smart classrooms, and the Conference Center.	For Help Desk (HSB), Media Lab, and Computer Lab Hours: <a href="http://www.uis.edu/its">http://www.uis.edu/its</a>		
Financial Assistance	UHB 1015 206-6724	Financial aid; student employment; veterans benefits. Scholarship deadline for 2012-13: 2/15/12.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Graduation	UHB 1076 206-7730 Toll-free: 888-977-4UIS (4847)	General graduation information; assist with questions regarding applying for graduation and spring commencement. Spring application deadline: 2/17/12.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Health Services	BSB 20 206-6676	Immunization documents required by 1/30/12 for students born 1957 or later and all international students. International students please see "Immunization" section. Students not in compliance by the appropriate deadline date will be charged a non-refundable fee.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Housing	HBC 1 206-6190	Manages on-campus housing (residence halls and apartments).	M-F 8:30-Midnight; Sat 10-6; Sun Noon-8		
i-Card (Student I.D.)	PAC 108 206-7718	Cards required for library/gym use, food, vending, copying/printing, bookstore use, and tickets at Sangamon Auditorium. State-issued driver's license, state ID, US or foreign passport, or photo military ID required; students must be registered for at least one credit hour to obtain an i-Card. A non-photo card will be mailed to students enrolled in an online degree program at the beginning of their first semester.	M-F Noon-5	M-R 9-6; F 9-5	1/9-13; 16-20
Insurance	HRB 30 206-6652	Petitions for exemption from the UIS Student Insurance Plan are due 2/10/12. Dependent insurance enrollment forms are due by 2/10/12. Forms are available from Human Resources and on the student insurance website ( <a href="http://www.uis.edu/humanresources/studentinsurance">www.uis.edu/humanresources/studentinsurance</a> ).	M-F 8:30-5		
Library	BRK 200 206-6605	Clear library holds. Monday-Friday, 9-3. Library holds must be cleared before first day of term.	Hours posted: <a href="http://library.uis.edu">http://library.uis.edu</a>		
Parking Operations	PAC 119 206-8502	Hang tag display deadline: 2/1/12. Costs: Spring: \$30; Annual: \$60 (student rates). Parking hang tag forms are available online at <a href="http://www.uis.edu/parking">www.uis.edu/parking</a> .	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Peoria Center	309-999-4UIS (4847)	Assistance for students attending classes in Peoria. Address: 120 ICC Perley Bldg., 115 SW Adams, Peoria, IL 61635	M-R 8-6; F 8-5:30		
Records	UHB 1076 206-6709 Toll-free: 888-977-4UIS (4847)	General records information; questions pertaining to transcripts, grades, and enrollment/degree verifications.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Registration	UHB 1076 206-6174 Toll-free: 888-977-4UIS (4847)	General registration and tuition/fee assessment information; assist with questions regarding Student Self-Service. Waive Student-to-Student Grant fee.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Student Financial Services (Cashier)	PAC 184 206-6738	Pay UIS bills online with free e-check option or credit card (2.4% convenience fee for credit card transactions) at <a href="https://apps.uillinois.edu/selfservice">https://apps.uillinois.edu/selfservice</a> . Pay UIS bills by mail to SAR Lockbock, PO Box 19455, Springfield, IL 62794-9455. Pay in person with check.	M-F 9-4 (Closed 12:30-1:30)	T-R 9-6	1/17-19
Student Financial Services (Student Accounts)	PAC 182 206-6727	Release of and/or questions about financial holds and student billing. Visit our website at <a href="http://paymybill.uillinois.edu">http://paymybill.uillinois.edu</a> for billing dates, due dates, payment options, authorized payer information, payment plan enrollment, and much more.	M-F 8:30-5 (Closed 12:30-1:30)	T-R 8:30-6	1/17-19
Student Self-Service	<a href="http://www.uis.edu/registration">www.uis.edu/registration</a>	Register, change class schedule or grading option, drop a class, be removed from a wait list, view registration holds, and view/print class schedule.	24 hours/day Seven days a week (except Sun 6 AM- Noon)		

# Spring Registration, Calendar & Tuition Information

## Spring Registration Information

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

### **PRIORITY REGISTRATION: Currently Enrolled Students**

Only students enrolled at UIS for the Fall 2011 semester may register for spring during the week of spring priority registration. Generally, registration priority will be given in the order listed below. Hours are based on courses completed **PRIOR** to the Fall 2011 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after November 1 by logging into Student Self-Service for spring (available at [www.uis.edu/registration](http://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 **and** First-Half Course . . . . . After Jan 23, 2012
- Last-Half Course . . . . . After Mar 25, 2012

## Spring Calendar Information

### **CLASSES AND BREAKS:**

- CAMPUS CLOSED**, Martin Luther King Jr. Observance . . . . . Jan 16, 2012
- Spring Term begins. . . . . Jan 17, 2012
- First-half courses end/midpoint of semester . . . . . Mar 10, 2012
- CAMPUS OPEN-no classes**, Spring Break. . . . . Mar 12-16, 2012
- Last-half courses begin . . . . . Mar 19, 2012
- Spring Term ends . . . . . May 12, 2012

### **GRADUATION/COMMENCEMENT:**

- Last day to file spring graduation application. . . . . Feb 17, 2012
- Commencement ceremony (for Summer and Fall 2011 and Spring 2012 candidates). . . . . May 12, 2012

### **LAST DAY TO:**

- Drop without financial obligation:
  - Full-term course . . . . . Partial withdrawal: Jan 30, 2012; Complete withdrawal: Jan 16, 2012
  - First-half course . . . . . Partial withdrawal: Jan 23, 2012; Complete withdrawal: Jan 16, 2012
  - Last-half course . . . . . Partial withdrawal: Mar 25, 2012; Complete withdrawal: Mar 18, 2012
- Withdraw, change grade option, or change to audit for:
  - Full-term course. . . . . Apr 13, 2012
  - First-half course . . . . . Feb 24, 2012
  - Last-half course . . . . . Apr 27, 2012

### **OTHER DEADLINES:**

- Spring financial aid disbursement. . . . . Jan 13, 2012
- Immunization compliance deadline . . . . . Jan 30, 2012
- Parking hang tag must be displayed by. . . . . Feb 1, 2012
- Insurance enrollment deadline for dependents . . . . . Feb 10, 2012
- Last day to submit insurance petition for exemption . . . . . Feb 10, 2012
- Student-to-Student Grant waiver deadline. . . . . Feb 17, 2012
- Spring 2012 mid-term grades due to the Office of Records and Registration electronically **by Noon** . . . . . Mar 14, 2012
- Last day to change curriculum (program/major, minor, certificate) for spring semester . . . . . Apr 13, 2012
- Spring 2012 final grades due to the Office of Records and Registration electronically **by Noon** . . . . . May 16, 2012

## Spring Tuition Information

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

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

**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 SPRING SEMESTER 2012

## 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](http://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 (March 10, 2012) and end after the mid-point.

**First-Half Courses** begin and end by the midpoint of the semester (March 10, 2012).

**Last-Half Courses** begin and end after the midpoint of the semester (March 10, 2012).

*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
Jan 30, 2012	Jan 23, 2012	Mar 25, 2012

### 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	Jan 17-23 †	10% <b>plus</b> pro-rata fee*
Week 2	Jan 24-30 ◆	10% <b>plus</b> pro-rata fee*
Week 3	Jan 31-Feb 5	20% <b>plus</b> pro-rata fee*
Week 4	Feb 6-12	30% <b>plus</b> pro-rata fee*
Week 5	Feb 13-19	30% <b>plus</b> pro-rata fee*
Week 6	Feb 20-26	40% <b>plus</b> pro-rata fee*
Week 7	Feb 27-Mar 4	40% <b>plus</b> pro-rata fee*
Week 8	Mar 5-11	50% <b>plus</b> pro-rata fee*
Week 9	Mar 12-18	60% <b>plus</b> pro-rata fee*
Week 10	Mar 19-23	60% <b>plus</b> pro-rata fee*
Week 11	After Mar 23 Apr 13	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	Jan 17-23 ◆†	Mar 19-25 ◆†	10% <b>plus</b> pro-rata fee*
Week 2	Jan 24-29	Mar 26-Apr 1	30% <b>plus</b> pro-rata fee*
Week 3	Jan 30-Feb 5	Apr 2-8	40% <b>plus</b> pro-rata fee*
Week 4	Feb 6-12	Apr 9-15	50% <b>plus</b> pro-rata fee*
Week 5	Feb 13-17	Apr 16-20	60% <b>plus</b> pro-rata fee*
Week 6	After Feb 17 Feb 24	After Apr 20 Apr 27	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.**

# Important Student Information

## 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. Avoid potential enrollment problems by reading the various publications carefully. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course in which they register unless they officially cancel registration according to the established deadlines.

NON-PAYMENT AND NON-ATTENDANCE DO NOT CONSTITUTE AN OFFICIAL WITHDRAWAL. 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 "Drop/Withdrawal Policy" for more information on the consequences of dropping or withdrawing.

## ADMISSION

### Degree Seeking Students:

**First-year undergraduate students** with a strong record of academic achievement who have completed less than 12 hours of college credit after graduation from high school may apply for admission as a freshman. Students must submit high school transcripts, ACT/SAT scores, and a personal statement.

Applications are accepted starting September 1 of the year prior to entry into the program, and new students may begin classes in any semester. In addition to general freshman applicants, UIS has an Honors Program that is a selective program and enrolls about 80 students each year. Students interested in the Honors Program will submit the same application as the freshmen, but may be asked to supply additional credentials. Honors students may begin classes only in the fall semester.

**Undergraduate transfer students** with 12 or more semester hours may apply for admission. Students who have earned less than 30 semester hours must submit the same credentials as students seeking admission as freshmen (including official college transcripts). Students who have completed 30 or more transferable hours must submit official transcripts from all colleges and universities attended. Remedial and developmental courses are not applicable to admission requirements (see "General Education Information"). Applications are accepted on a rolling basis, and new on campus transfer students may begin classes in any semester.

Graduates of regionally accredited Illinois community colleges holding an Associate of Arts, Associate of Science, or Associate of Arts and Science transfer degree may be admitted as juniors. Graduates of Illinois community colleges holding these degrees are considered to have met all general education requirements. An official transcript from each college and/or university attended must be submitted directly to the Office of Admissions.

**Graduate students** must apply to UIS and have official transcripts and any required test scores submitted to the Office of Admissions. Admission to graduate studies may be granted to students who have earned a baccalaureate degree and who have met all specific program requirements and prerequisite courses.

### Non-Degree Seeking Students:

Students must complete an application and submit it to the Office of Admissions. The undergraduate non-degree student will be asked for clarification of his/her status before exceeding 16 hours; the graduate non-degree student before exceeding 12 hours.

Contact Admissions at 217/206-4UIS (4847) or 888/977-4UIS (4847) for more information.

## EMERGENCY WEBSITE INFORMATION

In the event that the UIS website is temporarily unavailable due to an unavoidable emergency, students should go to <http://www.uis.edu/uisEmergencyWebsite> to view the emergency website for the campus.

## ENROLLMENT TIME STATUS/ VERIFICATION INFORMATION

Students are classified into various time status categories based upon the number of hours in which they are enrolled for a particular semester. In the fall and spring semesters a student is considered to be full-time if enrolled in 12 credit hours (undergraduate) or 9 (graduate), half-time if enrolled in 6-11.99 credit hours (undergraduate) or 5-8.99 (graduate), and less than half-time if enrolled in .01-5.99 (undergraduate) or .01-4.99 (graduate). For summer, both undergraduate and graduate students are considered to be full-time if enrolled in 6 credit hours, half-time if enrolled in 3-5.99 credit hours, and less than half-time if enrolled in .01-2.99 credit hours. Students with questions regarding time status or enrollment verifications should contact Records at 217/206-6709.

## EVALUATION OF FACULTY ORAL ENGLISH PROFICIENCY

As required by state law and UIS policy, students are asked to evaluate their instructors on oral English proficiency in the classroom. Procedures call for this evaluation to occur twice during the semester.

## FINAL EXAM SCHEDULE

Final exams at UIS are scheduled during the last week of the semester. Please consult the following website for the specific dates and times of your final exams: [www.uis.edu/registration](http://www.uis.edu/registration) (click on the "Final Exam Schedules" link). If a specific class is not included in the list, ask your course instructor for the time and place of the exam.

## FINANCIAL ASSISTANCE

Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran benefits. Financial Assistance will only pay for classes required to complete degree requirements in your specified program of study as indicated in the UIS Catalog. Deadlines apply. FINANCIAL ASSISTANCE FUNDS CANNOT PAY FOR AUDITED CLASSES. For more information, please visit the office website at [www.uis.edu/financialaid](http://www.uis.edu/financialaid), or call 217/206-6724.

**Scholarships:** Check out the UIS Scholarship website at [www.uis.edu/financialaid/scholarships](http://www.uis.edu/financialaid/scholarships) to see if you may qualify for one of approximately 110 scholarships available to UIS students each year.

**Student Employment:** Part-time employment opportunities exist for students continuously enrolled in six or more credit hours. Employment opportunities are posted on CareerConnect. All current UIS students are automatically registered for UIS CareerConnect. Student must access their profiles and upload a valid resume to begin their job search. Students may visit CareerConnect at [www.uis.edu/careerservices](http://www.uis.edu/careerservices).

**Veterans Receiving Financial Assistance:** These individuals must be certified each semester for benefits by Financial Assistance and must complete a Request for Benefits Form each year. Copies of the form are available at [www.uis.edu/financialaid/veterans](http://www.uis.edu/financialaid/veterans). Veterans must notify that office of any changes affecting the amount or disposition of benefits, including changes in address, academic status (withdrawals, added classes, etc.), and number of dependents. VETERANS CANNOT AUDIT COURSES. The following require special approval: tutorials, variable-hour courses with no specified meeting time, weekend courses, online courses, telecourses, and applied study terms. These courses must be approved by an outside agency. There will be a four- to six-week delay in benefits. It is in the student's best interest to apply and COMPLETE the application EARLY.

## GENERAL EDUCATION INFORMATION

The general education requirements for UIS consist of courses in written and oral communication, mathematics, natural science, social science and humanities. There are also university-specific requirements entitled Engaged Citizenship Common Experience (ECCE) courses. Transfer students who have general education deficiencies must fulfill these requirements before graduation. Alternative Admission students must meet these requirements before they are fully admitted; therefore, UIS courses taken to satisfy general education deficiencies may not be counted toward graduation. See [www.uis.edu/generaleducation](http://www.uis.edu/generaleducation) for more information.

## GRADUATE CLOSURE REQUIREMENT

Graduate students are required to be continuously enrolled during each semester (excluding summer) once they have begun their graduate closure exercise until that exercise is complete. This requirement means that if you do not finish your closure exercise during the number of hours set forth by your program for the

closure course, you will be required to enroll in your program's continuous enrollment course in all subsequent semesters until the exercise is complete.

If a formal leave of absence is approved for a given semester by your graduate program, continuous registration is not required. Failure to obtain a leave of absence will, in most cases, require retroactive registration in the closure exercise for each semester (summer term excluded) in which you were out of compliance. Please note that some programs have specific requirements concerning how you register and complete your closure requirement. Contact your adviser for details on how your program implements this policy.

The time limitation for completing a master's degree is six consecutive years from your first graduate course (excluding prerequisites) taken at UIS in pursuit of that degree, unless you have requested, and the program has granted, a leave of absence. A student must have approval from his/her adviser and program chair to continue working on the degree program after the time limitation has passed.

All pre-dissertation credit earned at UIS that is to be applied toward the completion of the doctorate must be taken within eight consecutive years from the first doctoral course taken at UIS. This does not include prerequisites or closure requirements. Exceptions may be granted on a case-by-case basis.

## GRADUATION INFORMATION

**Completion of Degree Requirements:** All requirements must be completed in order for a student to receive a degree or a certificate. Students should refer to the online catalog for a complete listing of degree/certificate requirements. Degrees/certificates are awarded three times per year, at the end of the spring, summer, and fall semesters. All requirements must be completed by the end of the semester in which the student plans to graduate. Students who do not complete all requirements by the end of the semester for which they initially apply to graduate must wait to receive their degree/certificate until the end of a subsequent semester during which all requirements are met.

**Commencement:** A commencement ceremony will be held each May for graduates who received their degrees in the previous summer and fall semesters, and for current spring semester degree candidates.

### Eligibility to Participate in Commencement Ceremony:

**Candidates for Spring 2012** – All students who have submitted a graduation application by February 17 and who will complete all degree requirements by the end of the Spring 2012 semester are eligible to participate in the ceremony (unless otherwise instructed by their academic programs).

**Candidates for Summer 2012** – Students who will complete all degree requirements in Summer 2012 will be eligible if BOTH of the following conditions are met:

1. A graduation application must be submitted by February 17.
2. An approved student petition form to participate in commencement must be processed through your program and be on file in the Office of Records and Registration by February 17. Petitions are typically not approved if a student has any

incomplete courses or more than 8 hours (undergraduate) or 4 hours (graduate) still to be taken during the summer term.

**Applying for Graduation/Indicating Intent to Graduate:** Students planning to earn a degree must indicate their intent to graduate to the Office of Records and Registration by submitting an online graduation application and an approved Graduation Application Signature Form (whether they plan to participate in the commencement ceremony or not). It is important to complete this process by the posted deadline. A mandatory graduation application fee will be charged to each student upon submission of the graduation application.

Instructions pertaining to the graduation application can be found on the Records and Registration website ([www.uis.edu/registration/forms](http://www.uis.edu/registration/forms)). Students with questions concerning any of the information above or regarding graduation eligibility should contact Graduation at (217) 206-7730 or [registrar@uis.edu](mailto:registrar@uis.edu).

## IMMUNIZATION

All students, including those on the Peoria campus, born January 1, 1957, or after, and anyone living in on-campus housing are required by Illinois law and the University of Illinois Springfield to provide proof of immunization against measles, mumps, rubella, and tetanus/diphtheria/pertussis. This documentation must be submitted on the UIS immunization form (which can be found at: [www.uis.edu/healthservices/immunizations/documents/44457RequiredImmunizationForm.pdf](http://www.uis.edu/healthservices/immunizations/documents/44457RequiredImmunizationForm.pdf)) and helps to prevent the induction and spread of vaccine-preventable diseases among students and the surrounding community.

Students are exempt from this requirement if they were born before 1957 or if they are taking only online classes. Students may request an exemption based on religious grounds by providing a statement describing the basis or their objections. Students who have a medical contraindication must present a statement from their physician describing the medical condition that precludes them from receiving immunizations, as well as the length of time the contraindication is expected to continue. General philosophical or moral objection to immunization is **NOT** sufficient for an exemption on religious or medical grounds.

Immunization forms must be completed and on file in the Health Services Office before 5 p.m. on the 5th day of summer session and the 10th day for fall and spring semesters to avoid a non-refundable non-compliance fee. Students not in compliance will not be allowed to register for a second semester. Questions concerning this policy should be directed to the Health Services Office at 217/206-6676. Students who are currently registered may check their immunization status online at <https://mediease.uis.edu>.

**International students please note:** All students who are not U.S. citizens must take a tuberculin skin test or a QFG blood test at the Health Services Office upon their arrival. There are no exemptions from the tuberculin skin test/QFG for students who are not citizens of the U.S. Students who have a positive tuberculin skin test or QFG will be required to have a chest x-ray. Those who have not obtained their chest x-ray 10 days from the date of the positive test will be administratively withdrawn from all classes.

Students who have been treated for tuberculosis or who have been treated because of a positive tuberculin skin test in the past must bring those medical records with them. All medical records must be accompanied by a certified English translation.

## INSURANCE/PETITION FOR EXEMPTION

All students at UIS must carry medical/hospital insurance coverage during the fall, spring, and summer semesters. **STUDENTS ENROLLED IN ANY NON-ONLINE CLASS WILL BE AUTOMATICALLY ASSESSED AN INSURANCE FEE.** Students with equivalent coverage outside of the University's plan may file a Student Insurance Exemption Form and provide hard-copy proof of other coverage to have the fee removed from his/her account and to prevent future assessments. The petition for exemption will remain in effect until the student does not respond to a periodic request to confirm that he/she has continued coverage by another health plan or until the student requests reinstatement to the plan.

Exemptions must be filed no later than the posted date for the applicable semester. Students who register for classes after the exemption deadline will also be automatically assessed an insurance fee. These students will have 5 business days to exempt themselves from the insurance fee. Dependents are eligible for coverage; enrollment forms for dependents must also be submitted by the established deadline each semester.

Please note that online learners (those enrolled in only online courses for a given semester) are ineligible to participate in the Student Insurance Program. Also, note that the insurance fee is non-refundable on or after the official start date of the applicable semester. Exceptions are complete withdrawals made within the first 30 days of classes without having used insurance and students ordered to active military duty. In these cases, a student is eligible for a pro-rated refund.

Questions should be directed to the Office of Human Resources (HRB 30) by calling 217/206-6652.

## INTERNATIONAL STUDENT ENROLLMENT

Due to federal reporting regulations, international students **MUST** be enrolled full-time by the 5th day of the summer session and by the 10th day for fall and spring semesters.

## NETWORK ID (NET ID) AND E-MAIL INFORMATION

Every enrolled student at UIS is assigned a Network ID (NetID) and e-mail address. The NetID is used to access information technology resources such as online courses, online library databases and journals, and e-mail. E-mail from faculty and important campus-wide announcements are sent to students via their official (University-assigned) e-mail address. For more information about NetIDs and how to access student e-mail accounts, direct a web browser to [www.uis.edu/its/netid](http://www.uis.edu/its/netid) or call the UIS Technology Support Center at 217/206-6000 or toll free within Illinois at 877/847-0443.

## NEW STUDENT INFORMATION

**Advising – Freshmen Students:** Advising and registration information for freshmen will be mailed to students. Freshmen must see an adviser prior to registering for classes. For more information, students may contact the Undergraduate Academic Advising Center at 217/206-7471. Freshmen students enrolled in the Honors Program may contact the Capital Scholars Honors Program Office at 217/206-7246.

**Advising – Transfer Students:** Because it is important to register for the courses you need, plan to meet with an adviser from your program as early as possible to determine appropriate courses. Staff in the Undergraduate Academic Advising Center can help identify classes to complete general education requirements and prepare for major coursework. During the first semester of enrollment, each new student will be assigned a faculty adviser by his or her program. All students are encouraged to arrange an appointment with the assigned faculty adviser or the appropriate academic program administrator before registering.

**International Student Registration:** Recently admitted students may register for classes before actually coming to UIS, provided they first provide all necessary documentation. Additional information regarding international student registration can be found on the International Student Services website ([www.uis.edu/internationalstudentservices](http://www.uis.edu/internationalstudentservices)). Please note that students are academically and financially responsible for any courses for which they register, even if their plans change and they do not attend UIS. All registration changes, including withdrawals, must be officially made using Student Self-Service ([www.uis.edu/registration](http://www.uis.edu/registration)). Non-attendance or non-payment does **NOT** constitute an official withdrawal. Students should contact the International Student Advisor at 217/206-6678 for additional information.

**Orientation:** Programs for admitted students will be available before the beginning of each semester. Information about these programs will be mailed to admitted students.

## PARKING

All full- and part-time day and night students, as well as faculty and staff, must purchase and display a parking hang tag for the vehicle they park on campus. A student may register only his or her own vehicle or that of an immediate family member. Parking hang tags are **mandatory** and must be purchased online at [www.uis.edu/parking](http://www.uis.edu/parking). Once the online purchase is complete, the printed confirmation must be taken to the Parking Operations Office, located on the lower level of the Public Affairs Center (PAC 119), to receive the purchased hang tag.

## PREREQUISITES

Prerequisites, if any, are included in each course description. Students are responsible for completing all prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent students from registering if prerequisites have not been completed. Regardless of whether or not the registration system prevents a student from enrolling in a course, the University

will not be responsible for a student's failure to adhere to those prerequisites. Students who have not completed all prerequisites may be administratively withdrawn.

## RECORDS POLICY FOR STUDENTS

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their official UIS records, to request corrections, and to limit access to such records. Students have the right to withhold the disclosure of all directory information. For additional information or to complete a non-disclosure form, contact Registration at 217/206-6174.

## REGISTRATION

Students should register through Student Self-Service (available through the Records and Registration website – [www.uis.edu/registration](http://www.uis.edu/registration)). Though all students are encouraged to use Student Self-Service, assistance with the registration process is available by contacting Registration at 217/206-6174.

**Audit Grading:** The deadline for changing to audit grading is consistent with the last day to withdraw from a course. It is the student's responsibility to contact Registration (217/206-6174) to change one or more courses to audit grading. Full tuition and fees are assessed for audited courses.

**Concurrent Enrollment/Registration:** Students who plan to enroll for courses on more than one University of Illinois campus must obtain information and forms regarding concurrent enrollment by contacting Registration (217/206-6174).

**Intercampus Enrollment/Registration:** The Intercampus Enrollment Program is intended to give students at one campus of the University of Illinois the opportunity to take advantage of educational opportunities unique to another campus of the University without having to formally transfer. It is not designed to replace concurrent enrollment or transfer. The program also provides for summer enrollment at another U of I campus should financial aid be required. Students should contact Registration (217/206-6174) for additional information and enrollment forms.

**Late Registration:** It is the student's responsibility to contact Registration (217/206-6174) to add one or more courses during the late registration period. During late registration instructor approval is required for all courses and late fees apply.

## REGISTRATION COURSE INFORMATION

**Wait-listed Courses:** Selected courses may have a computerized wait list. When enrollment for a wait-listed course reaches the maximum capacity, students may add their names to the wait list using Student Self-Service. Students will be notified by the department of the specific deadline to register if space becomes available and electronic approval has been granted. Decisions for approval are generally made before the beginning of the course. Students should use Student Self-Service to remove their names from wait-listed courses in which they no longer wish to enroll.

**Courses Requiring Special Approval:** Some courses may have the notation "Instructor Approval Required" or "Departmental Approval Required" beneath the course title. In order to register for

these courses, the student must contact the program office or the course instructor to obtain the appropriate permission. The approval must be entered electronically before the student will be allowed to register. Students MUST OFFICIALLY REGISTER for these types of courses. Students are NOT automatically registered for a course when the electronic permission is entered.

## **REGISTRATION HOLDS/ ENROLLMENT RESTRICTIONS**

### **Academic Restrictions:**

**Overloads:** Students registering for more than 8 semester hours for summer or 18 semester hours for fall or spring must have approval of their academic programs.

**Probation:** Students on academic probation must meet with their academic adviser each semester they are on probation. NOTE: Students on probation are restricted to no more than 6 semester hours for summer and 12 semester hours for fall or spring.

**Suspension:** Students who have been academically suspended from UIS must complete an Appeal of Academic Suspension form to be reinstated. It is the responsibility of the student to file the appeal, which must be approved by the student's adviser, program chair, and academic dean. If approved, the conditions of probation apply (see "Probation").

**Non-Academic Restrictions:** Students who have "HOLDS" are responsible for clearing them prior to registration. Examples of holds include parking, library, financial, short-term loan, health, admissions, and program restrictions.

## **REGISTRATION PRIORITY**

Registration priority is limited to currently enrolled students. Registration will be determined according to the schedule listed on the calendar associated with the upcoming semester (summer, fall, or spring). Hours are based on courses completed PRIOR to the current semester. Students who do not register on their designated dates may register AFTER designated dates. New students and continuing students not enrolled for the current semester will be allowed to register following the priority registration period.

## **RELIGIOUS OBSERVANCE POLICY**

It is the formal administrative policy of the University of Illinois Springfield to provide reasonable accommodation to the religious observances of individual students with regard to admission, class attendance, and scheduling examinations and course assignments. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the grievance process provided for in the University Student Code.

## **RESIDENCY**

In order to be considered an Illinois resident for tuition purposes, an independent adult must have been a bona fide resident of Illinois for a period of at least one year immediately preceding the beginning (first day) of any term for which he/she registers. Also, the purpose for moving to Illinois must be other than to obtain an education. If your residency status has been determined to be non-

resident and you are a U.S. citizen, Permanent Resident Immigrant, refugee, or have political asylum, you may request a review by completing the petition for determination of residency status. Petitions may be obtained from the Office of Admissions or downloaded from the web ([www.uis.edu/admissions](http://www.uis.edu/admissions)).

## **SENIOR LEARNER PROGRAM**

Persons aged 62 or over can attend courses on an audit basis and receive an activity card for a small fee, plus a parking fee. Senior learners are also responsible for all course related fees, including online course fees. Please note that the senior learner fee is non-refundable on or after the official start date of the applicable semester. For more information, contact Registration (217/206-6174).

## **STUDENT CLASSIFICATION**

Undergraduate students are classified into categories based upon the number of hours earned. Freshmen are those students who have earned less than 30 hours of credit, sophomores have earned 30-59.99 credit hours, juniors have earned 60-89.99 credit hours, and seniors have earned 90 or more hours. Graduate students are those working toward a master's or doctoral degree or certificate.

## **STUDENT SCHEDULES**

Students are encouraged to access Student Self-Service ([www.uis.edu/registration](http://www.uis.edu/registration)) to view or print their class schedule and make necessary changes before the beginning of the appropriate term. Printed schedules will NOT be mailed to students. A student schedule is not a bill.

## **STUDENT SERVICES**

**Auditorium:** For information about performances, contact the Ticket Office (217/206-6160). Students receive up to 50% off select performances. For space availability for the Studio Theatre or Auditorium, contact the Events Manager (217/206-6150). PAC level 3.

**Career Development Center:** Facilitates student career management skills and assists in general career exploration. Administers CLEP exams and assists students in identifying interests and skills as they relate to selecting a curriculum of study. Staff members teach comprehensive job search skills and maintain relations with public and private sector employers to serve as a resource for students. Also provides assistance in selecting and applying to graduate and professional schools. All services are available in person and online. Contact the CDC by phone (217/206-6508), e-mail ([careerservices@uis.edu](mailto:careerservices@uis.edu)), or visit the office (SAB 50) or website ([www.uis.edu/career](http://www.uis.edu/career)).

**Center for Teaching and Learning:** Professionals provide face-to-face and online instruction in writing, mathematics, biology, chemistry, and statistics, or in general academic development. BRK 460 (217/206-6503). Resources are available online at [www.uis.edu/ctl](http://www.uis.edu/ctl) and e-mail assistance is also available ([ctl@uis.edu](mailto:ctl@uis.edu)).

**Child Care Center:** Generally, children six weeks through five years are accepted. The summer camp accepts children who are of school age and are 13 or younger. Sliding fees are available for families who qualify. Call for fees, application information, and to verify current openings. Center hours are Monday through Friday, 7:15 AM-5:30 PM. An appointment is necessary to complete enrollment. Child Care Center (217/206-6610).

**Counseling Center:** Confidential, personal counseling for individuals, couples, and groups; psychoeducational workshops; crisis intervention. HRB 64 (217/206-7122).

**Disability Services:** Academic support services for students with documented disabilities. Application and documentation required to initiate services. HRB 80 (217/206-6666 (ODS) or 217/206-6668 (Voice/TYY at lab). Adaptive technology computer laboratory located in HRB 93.

**Diversity Center:** The goal of the Diversity Center is to foster a supportive environment for students to live, learn and grow as active members of the academic community and as individuals. The Diversity Center is dedicated to developing understanding of differences through educational, cultural, and social programming activities and to assist in the recruitment, transition, and retention of ethnic minority and underrepresented students at UIS. The Diversity Center promotes intercultural dialogue and other initiatives to create a campus climate that welcomes diversity, eliminates divisions, intolerance, and stereotyping. SLB 22 (217/206-6333 voice), (217/206-7252 fax). Evening appointments are available by request. Additional information and office hours are available online ([www.uis.edu/diversitycenter](http://www.uis.edu/diversitycenter)).

**Food Service:** Food Emporium is located in the Public Affairs Center, Level 1 (217/206-6768) and is open M-R 7:30 AM-8 PM, Friday 7:30 AM-6 PM, Saturday and Sunday 11:30 AM-2:45 PM and 3:45-6 PM. Capitol Grille at Founders Hall is open 11 AM-2 PM and 6 PM-12 AM M-R, 6 PM-12 AM Friday, Saturday, and Sunday during the fall and spring semesters. Capitol Perks is located in the Public Affairs Center, Level 2, in the Sangamon Auditorium lobby and is open M-R 8:30 AM-6:15 PM and Friday 8:30 AM-1:30 PM during the fall and spring semesters. Mary Jane's is located in Brookens Library, Level 1, and is open M-R 8:30 AM-6:15 PM and Friday 8:30 AM-1:30 PM during the fall and spring semesters.

**Health Services:** Open access or same day appointments may be made by calling between 8:30 and 9:30 AM M-R. Those who call

late are less apt to obtain a same day appointment. Physicians are available a limited number of hours per week and may be seen by appointment only. Extended hours as posted. All care is completely confidential. BSB 20 (217/206-6676).

**International Student Services:** Provides support services for international students at UIS. Detailed information on our services can be found on our website ([www.uis.edu/internationalstudentservices](http://www.uis.edu/internationalstudentservices)) or by contacting our office in HRB 52 (217/206-6678).

**LGBTQA Resource Office:** The office provides a safe, supportive environment to lesbian, gay, bisexual, queer, questioning, and allied students. Additionally, the office staff advocate on behalf of LGBTQ students and educates the UIS community through various programmatic initiatives. SLB 22 (217/206-8316, [lgbtq@uis.edu](mailto:lgbtq@uis.edu)). Additional information and office hours are available online ([www.uis.edu/LGBTQ](http://www.uis.edu/LGBTQ)).

**Student Life:** Working closely with all student populations, the Office of Student Life strives to increase student involvement in the UIS experience. The Office emphasizes empowerment of individual students including graduate students, international students, adults re-entering higher education, and commuter students as well as the 90+ student organizations. Resources and assistance are provided to students interested in events, student organizations, student government, *The Journal* (student newspaper), and leadership. Also oversees the Stars Lounge (located in the Student Life Building) and the Student Organization Center (SLB 16). For more information about Student Life, visit the office (SAB 20) or call 217/206-6665.

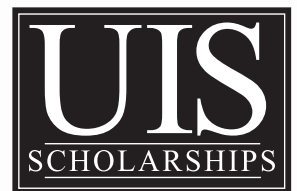
**Vice Chancellor for Student Affairs:** Support and assistance in any way possible. See our website ([www.uis.edu/studentaffairs](http://www.uis.edu/studentaffairs)) for more information. UHB 1071 (217/206-6581).

**Women's Center:** The Women's Center educates the campus community about gender-related issues, addresses matters of particular concern for women, and promotes a campus climate that is safe, healthy, and respectful of all people. The Center promotes awareness, prevention, and intervention for sexual assault and domestic violence through such initiatives as Rape Aggression Defense (RAD) training, WhistleSTOP program, Take Back the Night, Consent is Sexy Luau, various workshops, and speakers. Call us at 217/206-7173 or email us at [womenscenter@uis.edu](mailto:womenscenter@uis.edu).

**Continue to check our website  
for course room numbers  
and changes to room numbers  
until classes begin. Go to  
[www.uis.edu/registration](http://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 costs of your college education? Check out the UIS Scholarship website at [www.uis.edu/financialaid/scholarships](http://www.uis.edu/financialaid/scholarships) to see if you may qualify for one of close to 110 scholarships that are available to UIS students each year.



**Pay your bill ONLINE at  
<https://apps.uillinois.edu/selfservice>**



- Pay your student account bill online with e-check, Discover, MasterCard and American Express! (There is a 2.4% convenience fee for credit card transactions.)
- View your account information.
- Authorize individuals to view your account and pay on your account.
- Direct deposit enrollment for refund of credit balances.
- View payment plan enrollment information.
- Please visit us at: <http://paymybill.uillinois.edu>.



**Office of Records and Registration  
University of Illinois Springfield  
University Hall, Room 1076  
One University Plaza, MS UHB 1076  
Springfield, IL 62703-5407**

**Nonprofit Org.  
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Permit No. 703**

**Register online at [www.uis.edu/registration](http://www.uis.edu/registration)**

**Available 7 days a week, 24 hours/day (except Sundays, 6 a.m.-Noon)**

**Spring 2012 semester: January 17 - May 12**

**Priority Registration: Begins November 7**

**Open Registration: Begins November 14**

**Late Registration: After January 23**