

# Directory of Services

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

## SPRING 2009 SEMESTER

**Begins:** **January 20**  
**Ends:** **May 16**  
**Priority registration:** **Begins November 3**  
**Open registration:** **Begins November 10**  
**Late registration:** **After January 26**

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 and initial advising/information concerning admission to UIS.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Bookstore	FRH 164 206-6766	Book refund deadline: Last day for all textbook returns with receipt: 1/23/09.	M-R 9-6 F 9-3 1/7-1/12, M-R 9-5; F 9-3	M-R 9-6:30 F 9-3 Sat (1/17, 1/24) 9-2	1/12 - 1/24
Bursar/Cashier	PAC 184 206-6738	Pay UIS bills by mail or in person with cash or check. We do not accept credit card payments, except online at <a href="https://apps.uillinois.edu/selfservice">https://apps.uillinois.edu/selfservice</a> (2% convenience fee). Buy parking decals. Waive Student-to-Student Grant.	M-F 9-4	M-R 9-6	1/12-15; 20-22
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: 4/17/09.	M-F 8:30-5	M-F 8:30-6	1/12-15; 20-22
Informational Technology Services	BRK 180 206-6550 UHB 2030 206-7100 HSB 110 206-6000	Monitor and maintain campus computer labs, smart classrooms, and the Technology Help Desk.	Technology Support Ctr.: HSB 110: M-F 8:30 AM-midnight, Sat 10 AM-6 PM, Sun 1-9 PM. Computer Lab: UHB 2030: M-R 8:30 AM-midnight, F 8:30 AM-5PM. Media Lab: BRK 180: M-R 8:30 AM-midnight, F 8:30 AM-5 PM, Sat 10 AM-6 PM, Sun 1-9 PM.		
Financial Assistance	UHB 1015 206-6724	Financial aid; student employment; veterans benefits. Scholarship deadline for 2009-10: 2/15/09.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Graduation	UHB 1076 206-7730, Toll-free 888-977-4UIS (4847)	General graduation information; assist with questions regarding contracts and spring commencement. Spring contract deadline: 2/20/09.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Health Services	BSB 20 206-6676	Immunization documents required by 2/2/09 for students born 1957 or later and all international students. International students please see "Immunization" section.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Housing	HBC 206-6190	Manages on-campus housing.	M-F 8:30-8; Sat 12-4; Sun 4-8		
i-Card (Student I.D.)	PAC 108 206-7718	Replacement cards \$20. Cards required for library/gym use, meal purchases, and door access for residence hall students. State issued valid photo I.D. required; students must be registered for at least one course to obtain an i-Card.	M-F Noon-5	M-R 9-6; F 9-5	1/12-16; 20-23
Insurance	HRB 30 206-6670	Petitions for exemption from the UIS Student Insurance Plan are due 2/10/09. Dependent insurance enrollment forms are due by 2/10/09. Forms are available from Human Resources and on the student insurance website.	M-F 8:30-5		
Library	BRK 200 206-6605	Clear library holds. Monday-Friday, 8-3. Library holds must be cleared before first day of term. "Regular Hours" are accurate as of the date of publication.	M-R 8:30 AM-12 AM F-8:30 AM-6 PM Sat 10 AM-6 PM Sun 1 PM-12 AM		
Parking Decals	Bursar/PAC 184 206-6738	Decal display deadline: 2/6/09 Costs: Spring: \$30; Annual \$60 (student rates). Parking decal forms are available online at <a href="http://www.uis.edu/police/parkingdecal.htm">www.uis.edu/police/parkingdecal.htm</a> .	See Bursar/Cashier	See Bursar/Cashier	See Bursar/Cashier
Peoria Center	309-694-5546	Assistance for students attending classes in Peoria. Address: 240B, 1 College Dr., East Peoria, IL 61635	M-R 8-6; F 8-4:30		
Records	UHB 1076 206-6709; Toll-free 888-977-4UIS (4847)	General records information; questions pertaining to transcripts, grades and enrollment verifications.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Registration	UHB 1076 206-6174 Toll free: 888-977-4UIS (4847)	General registration information; assist with questions regarding Web Self-Service.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Student Financial Services (Student Accounts)	PAC 184 206-6727	Release of and/or questions about financial holds and student billing.	M-F 8:30-5	M-R 8:30-6	1/12-15; 20-22
Web Self-Service	<a href="http://www.uis.edu/registration">www.uis.edu/registration</a>	Register, change class schedule, 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)		