

# 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 2010 SEMESTER

**Begins:**

**January 19**

**Ends:**

**May 15**

**Priority registration:**

**Begins November 2**

**Open registration:**

**Begins November 9**

**Late registration:**

**After January 25**

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	1/11-14; 19-21
Advising	BRK 472 206-7471	Undergraduate academic advising for first-year and sophomore undergraduate students. Additional information is available online ( <a href="http://www.uis.edu/advising">www.uis.edu/advising</a> ).	M-F 8:30-5		
Bookstore	FRH 164 206-6766	Book refund deadline: Last day for all textbook returns with receipt: 1/22/10.	M-R 9-6; F 9-3 1/4-1/8, M-R 9-2; F 9-1	Sat 9-1	1/16
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> (2.4% convenience fee). Waive Student-to-Student Grant.	M-F 9-4	M-R 9-6	1/11-14; 19-21
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: 4/16/10.	M-F 8:30-5	M-F 8:30-6	1/11-14; 19-21
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-5 PM. 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 2010-11: 2/15/10.	M-F 8:30-5	M-R 8:30-6	1/11-14; 19-21
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: 2/19/10.	M-F 8:30-5	M-R 8:30-6	1/11-14; 19-21
Health Services	BSB 20 206-6676	Immunization documents required by 2/1/10 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	1/11-14; 19-21
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. Registration updates i-Card automatically after initial issuance. 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	1/11-15; 19-22
Insurance	HRB 30 206-6670	Petitions for exemption from the UIS Student Insurance Plan are due 2/10/10. Dependent insurance enrollment forms are due by 2/10/10. 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: 2/2/10 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	1/11-14; 19-21
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 verifications.	M-F 8:30-5	M-R 8:30-6	1/11-14; 19-21
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	1/11-14; 19-21
Student Financial Services (Student Accounts)	PAC 182 206-6727	Release of and/or questions about financial holds and student billing.	M-F 8:30-5	M-R 8:30-6	1/11-14; 19-21
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)		