

# 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.

## SUMMER 2009 SEMESTER

**Begins:** June 1  
**Ends:** July 25  
**Priority registration:** April 6 - April 12  
**Open registration:** April 13 - June 4  
**Late registration:** After June 4

## FALL 2009 SEMESTER

**Begins:** August 24  
**Ends:** December 19  
**Priority registration:** April 6 - April 12  
**Open registration:** April 13 - August 30  
**Late registration:** After August 30

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	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
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: Students will have 5 (summer) and 7 (fall) business days after the start of their class to return textbooks with receipts. Last day for all textbook refunds with receipt is 6/5/09 (summer) and 8/31/09 (fall).	SM: M-R 9-2; F 9-1 FL: M-R 9-6; F 9-3	To Be Posted	To Be Posted
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). Buy parking decals. Waive student-to-student grant.	M-F 9-4	M-R 9-6 F 9-4	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
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: 7/10/09 (summer); 11/20/09 (fall).	M-F 8:30-5	M-R 8:30-6	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
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.	SM: M-F 9 AM-5 PM (BRK); UHB Closed; HSB = same as FL FL: M-F 8:30 AM-12 AM (HSB) M-R 8:30 AM-10 PM (UHB); 8:30 AM-12 AM (BRK) F 8:30 AM-5 PM (UHB); 8:30 AM-5 PM (BRK); Sat 10 AM-6 PM (BRK & HSB); Sun 1 PM-9 PM (HSB); 2 PM-12 AM (BRK)		
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	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
Graduation	UHB 1076 206-7730 Toll-free 888-977-4UIS (4847)	General graduation information; assist with questions regarding contracts and spring commencement. Summer contract deadline: 7/6/09. Fall contract deadline: 10/5/09.	M-F 8:30-5	M-R 8:30-6	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
Health Services	BSB 20 206-6676	Immunization documents required by 6/5/09 (summer) and 9/4/09 (fall) for students enrolled in summer and fall and born 1957 or later, and all international students. International students please see "Immunization" section.	M-F 8:30-5	M-R 8:30-6	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
Housing	HBC 1 206-6190	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	SM: 6/1 - 6/5 FL: 8/24 - 8/28; 8/31 - 9/4
Insurance	HRB 30 206-6670	Petitions for exemption from the UIS Student Insurance Plan are due 6/15/09 (summer) and 9/10/09 (fall). Dependent insurance enrollment forms are due by 6/15/09 (summer) and 9/10/09 (fall). 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, 9-5. Library holds must be cleared before first day of term.	Hours posted: <a href="http://library.uis.edu">http://library.uis.edu</a>		
Parking Decals	Bursar/PAC 184 206-6738	Decal display deadline: Summer 6/14/09; Fall 9/6/09. Costs: Summer: \$15; Fall: \$30; Annual: \$60 (student rates). Resident Housing (Annual): \$5. Parking decal forms are available online at <a href="http://www.uis.edu/police/parkingdecal.htm">www.uis.edu/police/parkingdecal.htm</a> .	M-F 9-4	M-R 9-6 F 9-4	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
Peoria Center	309-694-5546	Assistance for students attending classes in Peoria. Address: 240B, 1 College Dr., East Peoria, IL 61635	SM: M-R 8-6; F 8-2 FL: 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	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
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	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
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 F 9-4	SM: 6/1 - 6/4 FL: 8/17 - 8/20; 8/24 - 8/27
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)		