

# Important Student Information

## STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current course schedule. 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 to the Capital Scholars Program. Students must submit high school transcripts, ACT/SAT scores, letters of recommendation, and a statement of academic goals. Applications are accepted starting September 1 of the year prior to entry into the program, and new students may begin classes only in the fall semester.

**Undergraduate transfer students** with 30 or more semester hours and a cumulative grade-point average of 2.00 or higher on a 4.00 scale from any regionally accredited institution of higher education may be admitted. These applicants are **encouraged** to have completed the 39 hours of required general education courses before being admitted to UIS, but they **must** have completed three semester hours of English composition with a grade of "C" or better as the minimum requirement for admission. Remedial and developmental courses are not applicable to admission requirements (see "General Education Information").

Graduates of regionally accredited community colleges holding an Associate of Arts or Associate of 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. Requests for exception should be directed to the

Office of Admissions. An official transcript from each institution attended must be submitted directly to the Office of Admissions. **Graduate students** must apply to UIS and have official transcripts 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. Applicants to the DPA program must also have earned a master's degree.

### 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.

## 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 specific dates and times of your final exams: [www.uis.edu/registration](http://www.uis.edu/registration) (click on the "Exam Schedule" 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. 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/scholarships](http://www.uis.edu/scholarships) to see if you may qualify for one of approximately 100 scholarships available to UIS students each year.

**Student Employment:** Part-time employment opportunities exist for students continuously enrolled in six or more hours. Job postings and applications are available in Financial Assistance (217/206-6724). Students may also view available jobs at [www.uis.edu/financialaid/studentemployment](http://www.uis.edu/financialaid/studentemployment).

**Veterans Receiving Financial Assistance:** These individuals must be certified each semester for benefits by Financial Assistance. 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 dependants. 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

Some UIS courses will meet general education requirements for students who have not completed them before transferring to UIS and who are not in the Capital Scholars Program. 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 are generally not counted toward graduation.

General education deficiency forms are available in Admissions and must be completed before registration to identify what course(s) may be applied toward the identified deficiency. Refer to the courses listed in the current online course schedule to make an appropriate selection. These courses will be designated as humanities, science, mathematics, or social science courses.

## GRADUATE PROJECT/THESIS/ CLOSURE POLICY

Graduate students are required to be enrolled in at least one semester hour of master's project, thesis, or capstone course credit for each semester (excluding summer) after 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 audit that course for one credit hour in all subsequent semesters until you finish the exercise.

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 of one credit hour per semester (summer term excluded). 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 or doctoral 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 who goes beyond six consecutive years must have approval from his/her adviser and program chair to continue working on the degree program.

## GRADUATION INFORMATION

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

**Graduation Contract:** The graduation contract is required of all students who plan to earn a degree, whether they participate in commencement ceremonies or not. It is important to complete the contract as soon as possible, but no later than the posted deadline for the applicable semester. Signatures of the adviser and the chair of the degree program are required. Students with questions concerning graduation eligibility should contact Graduation at (217) 206-7730.

## IMMUNIZATION

Students born January 1, 1957, or after, are required by Illinois law to provide proof of immunization against measles, mumps, rubella, and tetanus/diphtheria. This documentation must be submitted before a student's first registration at UIS. The purpose of this requirement is 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, are taking all classes outside Sangamon County, are taking all online classes, or are enrolled for fewer than six hours during the fall or spring semester (two hours for summer term). Students may request an exemption based on religious grounds.

Immunization forms must be complete and on file in the Health Services Office before 5 p.m. on the 5th day of summer ses-

sion and the tenth day for fall and spring semesters to avoid a processing fee. Students not in compliance by the time they register for their second semester at UIS will not be allowed to register.

Questions concerning this policy should be directed to the Health Services Office at (217) 206-6676.

**International Students please note!** All students who are not U.S. citizens must have a tuberculin skin test. Tuberculin skin testing will be done at the Health Services Office on arrival before registration. There are no exemptions from the tuberculin skin test for student who are not citizens of the U.S. Students who have a positive tuberculin skin test 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 dropped 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 after the day before the official start date of the applicable semester.

Questions should be directed to the Office of Human Resources (HRB 30) by calling (217) 206-7096.

## **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 <http://student.uis.edu> or call the UIS Technology Support Center at (217) 206-7357 or toll free within Illinois at (877) 847-0443.

## **NEW STUDENT INFORMATION**

**Advising-Capital Scholar Students:** Advising and registration information for Capital Scholars will be mailed to students during the summer. For more information, students may contact the Capital Scholars 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 academic adviser from your program as early as possible to determine appropriate courses. Staff in the Office of Admissions and the Peoria Center are available to assist new students with initial academic advising, which is available by appointment or on a walk-in basis. During the first semester of enrollment, each new student will be assigned a faculty adviser from his or her major. All students are encouraged to arrange an appointment with the assigned faculty adviser or the appropriate academic program administrator before registration.

**International Student Orientation/Registration:** All new international students must report for mandatory orientation, academic advising, and registration assistance. International students must attend this session in order to register. After the orientation, students will be assisted in completing the registration process. Students should contact the international student adviser at (217) 206-6678.

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

**Students whose Native Language is not English:** All students whose native language is not English and who are entering UIS for the first time are required to take the University English Proficiency examination before registering for classes. The examination is given on the main campus only and will be administered in the Center for Teaching and Learning, BRK 460. Call (217) 206-6503 for an appointment.

## **PARKING**

All full- and part-time day and night students, as well as faculty and staff must purchase and display a parking decal 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 decals are mandatory and may be purchased at the Bursar's Office.

## **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 Web Registration (available through the Records and Registration website - [www.uis.edu/registration](http://www.uis.edu/registration)). Though all students are encouraged to use Web Registration, 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 on 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 or I campus should financial aid be required.

## **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 through Web Registration. Students will be notified by the depart-

ment 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 Web Registration 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 to be enrolled. 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 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 adviser, program administrator, 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. These include parking, library, financial (bursar), short-term loans, 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 at Springfield to provide reasonable accommodation to the religious observances of individual students with regard to admissions, 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.

## SENIOR LEARNER PROGRAM

Persons aged 62 or over can attend courses on an audit basis and receive an activity card for \$10, plus parking fee. Senior learners are also responsible for all course related fees, including online course fees. For more information, contact Registration (217/206-6174).

## STUDENT SCHEDULES

Students are encouraged to access Web Registration ([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. Bills will be mailed from the Student Accounts Office.

## STUDENT SERVICES

**Auditorium:** Contact the ticket office for information. PAC level 2 (217/206-6160).

**Career Services:** Facilitates student career management skills and assists in general career exploration. 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 profes-

sional schools. SAB 50D (217/206-5408).

**Center for Teaching and Learning:** Specialists provide instruction in writing, mathematics, biology/chemistry, computer science, computer use, statistics/research methods, reading, study skills and English as a second language, or in general academic development. BRK 460 (217/206-6503). Writing and computing resources are available online at [www.uis.edu/ctl](http://www.uis.edu/ctl) and e-mail assistance is available at [ctl@uis.edu](mailto:ctl@uis.edu)

**Child Care Center:** Generally, children 15 months through 12 years are accepted. Sliding fees are available for eligible families. Call for fees and application information. 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. SAB 30 (217/206-7122).

**Credit for Prior Learning:** Both undergraduate and graduate credit may be possible for fully admitted, degree-seeking UIS students. Learning portfolio assessment process is best suited to students with 15 or more years of work experience. Students may also complete AST 401 as a way to meet 4 hours of UIS course requirements. For more information, contact the CPL office in BRK 425 (217/206-6962), e-mail [cpl@uis.edu](mailto:cpl@uis.edu), or visit [www.uis.edu/cpl](http://www.uis.edu/cpl)

**Disability Services:** Academic support services for students with documented disabilities. Application and documentation required to initiate services. SLB 11 (217/206-6666 (ODS) or 217/206-6668 (Voice/TYY at lab). Adaptive technology computer laboratory located in SLB 15.

**Food Service:** Cafeteria is located in the Public Affairs Center, Level 1. (217/206-6768).

**Health Services:** A physician is available six hours per week; appointments are required. Extended hours as posted. All care is completely confidential. BSB 20 (217/206-6676).

**International Affairs:** Provides support services for international students, staff and faculty at UIS and coordinates the Global Experience Program, the study abroad program at UIS. Detailed information on our services can be found on our web page [www.uis.edu/internationalaffairs](http://www.uis.edu/internationalaffairs) or by contacting our office in HRB 52, 217-206-6678, [intaff@uis.edu](mailto:intaff@uis.edu). Course listings for our study abroad programs can found under University Courses in the current course schedule as well as on our web page [www.uis.edu/internationalaffairs/studyabroad.htm](http://www.uis.edu/internationalaffairs/studyabroad.htm)

**Multicultural Student Affairs:** Dedicated to developing healthy perspective of cultural differences through educational, cultural, and social programming activities. Offers guidance and assistance to individual students as well as cultural student organizations and actively supports student organizations. Offers guidance on issues relate to diversity, and strives to promote and incorporate an appreciation for the multicultural nature of our society with the collective campus community. Programs and activities sponsored and co-sponsored by the office are designed to create a campus climate that welcomes diversity, eliminates division, and decreases intolerance and stereotyping. CPV 161 (217/206-6333 voice), (217/206-7252 fax). Evening appointments by request. Additional information available at [www.uis.edu/minoritystudentaffairs](http://www.uis.edu/minoritystudentaffairs)

**Student Life:** Working closely with all student populations, the Office of Student Life strives to increase student involvement in the UIS experience. Emphasizes empowerment of individual students and student organization, including graduate students, international students, adults re-entering higher education, and commuter students. Resources and assistance are provided to students interested in activities, clubs, student government, the student newspaper, leadership, and volunteerism. Oversees the Student Center and SORC. SLB 22 (217/206-6665).

**Vice Chancellor for Student Affairs:** Support and assistance in any way possible. SAB 23 (217/206-6581).

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**Check out the UIS STUDENT ACCOUNTS website at  
[www.uis.edu/studentaccounts/](http://www.uis.edu/studentaccounts/)**



- Pay your student account bill online! (There is a 2% convenience fee for credit/debit card transactions.)
- View your account information.
- Authorize individuals to view your account and pay on your account.
- Sign up for electronic deposit. (Student Account refunds only.)

**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 Schedule](#) link.**

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