

# 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 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 only in the fall semester. The freshman Honors Program is a selective program and enrolls about 100 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.

**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 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. 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. 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.

## EMERGENCY WEBSITE INFORMATION

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

## 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 "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 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.

## **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**

**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 candidates.

### **Eligibility to Participate in Commencement Ceremony:**

**Candidates for Spring 2007** - All students who have a graduation contract on file by March 5 and who will complete all degree requirements by the end of the Spring 2007 semester are eligible to participate in the ceremony (unless otherwise instructed by their academic programs).

**Candidates for Summer 2007** - Students who will complete all degree requirements in Summer 2007 will be eligible if BOTH of the following conditions are met:

1. Approved graduation contract must be on file in the Office of Records and Registration by March 5.
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 March 5. 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.

**Graduation Contract:** The graduation contract is required of all students who plan to earn a degree, whether they participate in the commencement ceremony 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 chair of the degree program are required. Upon receipt of the signed contract, each student will be charged the mandatory graduation contract fee. 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, or are taking all online classes. 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 session and the 10th 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. 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 have a tuberculin skin test taken in the U.S. Tuberculin skin testing can be done at the Health Services Office on arrival before registration. There are no exemptions from the tuberculin skin test for students 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) 206-7020.

## **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) 206-7357 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 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 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. 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 registering.

**International Student Orientation/Registration:** All new international students must report for mandatory orientation, academic advising, and registration assistance on January 9, 2007. 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 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 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 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 Web 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 or I campus should financial aid be required. Students should contact Registration (217/206-6174) for additional information and enrollment forms.

## **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 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 Web 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 type 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, 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 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.

## **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. For more information, contact Registration (217/206-6174).

## **STUDENT SCHEDULES**

Students are encouraged to access Web 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:** Contact the ticket office for information. PAC level 2 (217/206-6160).

**Career Development Center:** 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 professional schools. All services are also available online. SAB 50 (217/206-6508).

**Center for Teaching and Learning:** Specialists provide instruction in writing, mathematics, biology, chemistry, statistics, and reading, or in general academic development. BRK 460 (217/206-6503). Writing and math resources are available online at [www.uis.edu/ctl](http://www.uis.edu/ctl) (click on "online tutoring" link) and e-mail assistance is available at [ctl@uis.edu](mailto:ctl@uis.edu)

**Child Care Center:** Generally, children 6 weeks through 13 years are accepted. Sliding fees are available for eligible families who qualify. Call for fees and application information and to verify current openings. 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).

**Credit for Prior Learning:** Designed to assist learners identify, articulate and document learning acquired outside the traditional classroom. Includes development of portfolio containing narrative request for credit describing special area of learning and documenting variety of claims. Students may also complete AST 305 or AST 501 as a way to meet 4 hours of UIS course requirements. For more information, contact the CPL Office, BRK 487 (217/206-6695), 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. HRB 80 (217/206-6666 (ODS) or 217/206-6668 (Voice/TYY at lab). Adaptive technology computer laboratory located in HRB 93.

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

**Health Services:** Open access or same day appointments may be made by calling between 8:30 and 9:30 a.m. 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 web page ([www.uis.edu/internationalstudentservices/general.htm](http://www.uis.edu/internationalstudentservices/general.htm)) or by contacting our office in HRB 52, 217/206-6678.

**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 related 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/multiculturalstudentaffairs](http://www.uis.edu/multiculturalstudentaffairs)

**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 organizations, 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. SAB 20 (217/206-6665).

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