

# Directory of Services

Need help? [www.uis.edu/registration](http://www.uis.edu/registration)  
Campus Information 206-6600 off-campus, 0 on-campus.

## SUMMER 2005 SEMESTER

**Begins:** June 6  
**Ends:** July 30  
**Priority registration:** April 4-10  
**Open registration:** April 11 - June 10  
**Late registration:** After June 10

BRK = Brookens (classroom and library sides)  
BSB = Business Services Building  
CBM = College of Business & Management Building  
CCR = Child Care Center  
CPV = Communication, Psychology, & Visual Arts Building  
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  
UHB = University Hall Building

Office	Location/ Phone	Function/Comment	Regular Hours	Extended Hours	Dates Extended Hours
Admissions	UHB 1080 206-4847; Toll free 888-977-4847	Apply for admission and initial advising/ information concerning admission to UIS.	M-F 8:30-5	M-R 8:30-6	6/6-9
Bookstore	PAC 122 206-6766	Book refund deadline: Students will have 7 business days after the start of classes to return textbooks with receipts.	M-R 9-3 F 9-1	M-R 9-7 F 9-5	5/31-6/10
Bursar/Cashier	PAC 184 206-6738	Pay UIS bills by mail or in person with cash or check. We no longer accept credit card payments, except online at <a href="http://www.uis.edu/studentaccounts">www.uis.edu/studentaccounts</a> (2% convenience fee). Buy parking decals. Waive student-to-student grant.	M-F 9-5	M-R 9-6	5/31-6/2 6/6-9
Financial Assistance	UHB 1042 206-6724	Financial aid; student employment; veterans benefits. Scholarship deadline for 2006-07: 2/15/06	M-F 8:30-5	M-R 8:30-6	6/6-9
Graduation	UHB 1080 206-7730; Toll free 888-977-4847	General graduation information; assist with questions regarding contracts and spring commencement. Summer contract deadline: 7/5	M-F 8:30-5	M-R 8:30-6	6/6-9
Health Services	BSB 20 206-6676	Immunization documents required by 6/10 for students enrolled in more than 2 hours for summer 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	6/6-9
Housing	HBC 206-6190	Manages on-campus housing.	M-F 8:30-5		
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. Valid photo I.D. required.	M-R Noon-6 F Noon-5	M-R 9-6 F 9-5	6/6-9
Insurance	HRB 30 206-7096	Contact Insurance Office for enrollment information.	M-F 8:30-5	M-R 8:30-6	6/6-9
Library/Educational Technology	BRK 200 206-6605/ UHB 2030 206-7100	Clear library holds. Monday-Friday, 9-5. Library holds must be cleared before first day of term. "Regular Hours" are accurate as of the date of publication.	M-R 8:30a.m. - 10p.m., F 9-5 Sat 10-6 Sun 2-10	Hours Posted	Dates posted
Parking Decals	Bursar/PAC 184 206-6738	Earliest sell date: 5/9. Decal display deadline: 6/10. Cost: \$12.	See "Bursar"	See "Bursar"	See "Bursar"
Peoria Center	UIS Peoria Center 309-694-5546	Assistance for students attending classes in Peoria. Address: 240B, 1 College Dr., East Peoria, IL 61635	M-R 7:30-6 Closed Friday		
Records	UHB 1080 206-6709; Toll free 888-977-4847	General records information, questions pertaining to transcripts, grades, and enrollment verifications.	M-F 8:30-5	M-R 8:30-6	6/6-9
Registration	UHB 1080 206-6174; Toll free 888-977-4847	General registration info; assist with questions regarding Web Registration.	M-F 8:30-5	M-R 8:30-6	6/6-9
Student Accounts	BSB 98 206-6727	Release of and/or questions about Bursar Holds; installment plan/info.	M-F 8:30-5	M-R 8:30-6	6/6-9
Web Registration	<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 a.m. - noon)		