

Directory of Services

Need help? www.uis.edu/registration
Campus Information 206-6600 off-campus, 0 on-campus.

FALL 2005 SEMESTER

Begins: August 22
Ends: December 17
Priority registration: April 4-10
Open registration: April 11 - Aug 26
Late registration: After August 26

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	8/15-18; 22-25
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 9-6:30 F 9-3	M-R 9-8 F 9-5 Sa (8/20, 8/27, 9/3)	8/15-9/2
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 www.uis.edu/studentaccounts (2% convenience fee). Buy parking decals. Waive student-to-student grant.	M-F 9-5	M-R 9-6	8/15-18 8/22-25 8/29-9/1
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	8/15-18; 22-25
Graduation	UHB 1080 206-7730; Toll free 888-977-4847	General graduation information; assist with questions regarding contracts and spring commencement. Fall contract deadline: 10/3	M-F 8:30-5	M-R 8:30-6	8/15-18; 22-25
Health Services	BSB 20 206-6676	Immunization documents required by 9/2 for students enrolled in more than 5 hours for fall and born 1957 or later, and all interna- tional students. International students, please see "Immunization" section.	M-F 8:30-5	M-R 8:30-6	8/15-18; 22-25
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	8/15-18; 22-25
Insurance	HRB 30 206-7096	Petitions for exemption from the UIS Student Health Insurance Plan are due 9/2. Exemption forms are available only from Human Resources. Dependent and part-time student insurance enrollment forms are due by 9/2. Forms available from Human Resources.	M-F 8:30-5	M-R 8:30-6	8/15-18; 22-25
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 8:30 a.m.- 12 a.m. F 8:30-6 Sa 10-6 Su 1 p.m.-12 a.m.	Hours Posted	Dates posted
Parking Decals	Bursar/PAC 184 206-6738	Earliest sell date: 8/1. Decal display deadline:8/26. Costs: Fall \$24; annual \$48.	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 8-6 F 8-4:30		
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	8/15-18; 22-25
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	8/15-18; 22-25
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	8/22-25; 8/29-9/1
Web Registration	www.uis.edu/ registration	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)		