

# Directory of Services

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

## SUMMER 2006 SEMESTER

**Begins:** June 5  
**Ends:** July 29  
**Priority registration:** April 3 - April 9  
**Open registration:** April 10 - June 9  
**Late registration:** After June 9

## FALL 2006 SEMESTER

**Begins:** August 21  
**Ends:** December 16  
**Priority registration:** April 3 - April 9  
**Open registration:** April 10 - August 27  
**Late registration:** After August 27

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 206-4UIS (4847) Toll free: 888-977-4UIS (4847)	Apply for admission, initial advising/information concerning admission to UIS, and program/major changes. Deadline to change program/major: 7/14 (summer) and 11/17 (fall).	M-F 8:30-5	M-R 8:30-6	SM: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Bookstore	PAC 122 206-6766	Book refund deadline: Students will have 5 (summer) and 7 (fall) business days after the start of their class to return textbooks with receipts.	SM: M-R 9-2; F 9-1 FL: M-R 9-6:30 F 9-3	SM: M-R 9-6; F 9-3 Interim: M-R 9-5; F 9-3; Sat 9-3 FL: M-R 9-8; F 9-5; Sat 9-3	SM: 5/30 - 6/9 Interim: 8/14 - 8/19 FL: 8/21 - 9/1;
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="https://apps.uillinois.edu/selfservice">https://apps.uillinois.edu/selfservice</a> (2% convenience fee). Buy parking decals. Waive student-to-student grant.	M-F 9-5	M-R 9-6	SM: 5/30 - 6/1; 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24; 8/28 - 8/31
Educational Technology	BRK 180 206-6550 UHB 2030 206-7100	Monitor and maintain campus computer labs and smart classrooms.	M-R 8:30 AM-10 PM; F 8:30-5; Sat 10-6 (BRK 180 only); Sun 2-10 (BRK 180 only)		
Financial Assistance	UHB 1015 206-6724	Financial aid; student employment; veterans benefits. Scholarship Deadline for 2007-08: 2/15/07	M-F 8:30-5	M-R 8:30-6	SM: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Graduation	UHB 1080 206-7730, Toll-free 888-977-4UIS(4847)	General graduation information; assist with questions regarding contracts and spring commencement. Summer contract deadline: 7/3. Fall contract deadline: 10/2.	M-F 8:30-5	M-R 8:30-6	SM: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Health Services	BSB 20 206-6676	Immunization documents required by 6/9 (summer) and 9/1 (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: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Housing	HBC 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.	M-R Noon-6; F Noon-5	M-R 9-6; F 9-5	SM: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Insurance	HRB 30 206-7142	Petitions for exemption from the UIS Student Insurance Plan are due 6/16 (summer) and 9/11 (fall). Exemption forms are available only from Human Resources. Dependent and part-time student insurance enrollment forms are due by 6/16 (summer) and 9/11 (fall). Forms available from Human Resources.	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. "Regular Hours" are accurate as of the date of publication.	SM: M-R 8:30 AM-10 PM; F 8:30-5; Sat 10-6; Sun 2-10 FL: M-R 8:30 AM-Midnight; F 8:30-5; Sat 10-6; Sun 1 PM-Midnight	Hours Posted	Dates posted
Parking Decals	Bursar/PAC 184 206-6738	Decal display deadline: Summer 6/9; Fall 9/1. Costs: Summer: \$12; Fall: \$24; Annual \$48.	See Bursar/Cashier	See Bursar/Cashier	See Bursar/Cashier
Peoria Center	UIS Peoria Center 309-694-5546	Assistance for students attending classes in Peoria. Address: 240B, 1 College Dr., East Peoria, IL 61635	SM: M-R 7:30-6; Closed Friday FL: M-R 8-6; F 8-4:30		
Records	UHB 1080 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: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Registration	UHB 1080 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: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
Student Accounts	BSB 165 206-6727	Release of and/or questions about Financial Holds.	M-F 8:30-5	M-R 8:30-6	SM: 6/5 - 6/8 FL: 8/14 - 8/17; 8/21 - 8/24
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)		