

Directory of Services

Need help? www.uis.edu/registration
Campus Information 217-206-6600 off-campus, 0 on-campus.

SUMMER 2007 SEMESTER

Begins: June 4
Ends: July 28
Priority registration: April 2 - April 8
Open registration: April 9 - June 8
Late registration: After June 8

FALL 2007 SEMESTER

Begins: August 20
Ends: December 15
Priority registration: April 2 - April 8
Open registration: April 9 - August 26
Late registration: After August 26

BRK = Brookens (classroom and library sides)
BSB = Business Services Building
CCR = Child Care Center
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
VPA = Visual & Performing Arts Building
WUIS = WUIS 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: 7/13 (summer) and 11/16 (fall).	M-F 8:30-5	M-R 8:30-6	SM: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
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 https://apps.uillinois.edu/selfservice (2% convenience fee). Buy parking decals. Waive student-to-student grant.	M-F 9-5	M-R 9-6	SM: 5/29 - 5/31; 6/4 - 6/7 FL: 8/14 - 8/17; 8/21 - 8/24; 8/28 - 8/31
Degree Audits	UHB 1076 206-8216 Toll free: 888-977-4UIS(4847)	General degree audit information; assist with questions regarding DARSweb for Students.	M-F 8:30-5	M-R 8:30-6	SM: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
Informational Technology Services	BRK 180 206-6550 UHB 2030 206-7100 HSB 110 206-6000	Monitor and maintain campus computer labs, smart classrooms, and the Technology Help Desk.	M-R 8:30 AM-10 PM (HSB & UHB); 8:30 AM-12 AM (BRK); F 8:30AM-5PM (HSB & UHB); 8:30-6 PM (BRK); Sat 12 PM-6 PM (HSB); 10 AM-6 PM (BRK); Sun 1 PM-9 PM (HSB); 2 PM-12 AM (BRK)		
Financial Assistance	UHB 1015 206-6724	Financial aid; student employment; veterans benefits. Scholarship Deadline for 2008-09: 2/15/08	M-F 8:30-5	M-R 8:30-6	SM: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
Graduation	UHB 1076 206-7730, Toll-free 888-977-4UIS (4847)	General graduation information; assist with questions regarding contracts and spring commencement. Summer contract deadline: 7/2. Fall contract deadline: 10/1.	M-F 8:30-5	M-R 8:30-6	SM: 6/4 - 6/7 FL: 8/20 - 8/24; 8/27 - 8/31
Health Services	BSB 20 206-6676	Immunization documents required by 6/8 (summer) and 8/31 (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: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
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; students must be registered for at least one course for i-Card to remain active.	M-R Noon-6; F Noon-5	M-R 9-6; F 9-5	SM: 6/4 - 6/7 FL: 8/20 - 8/24; 8/27 - 8/31
Insurance	HRB 30 206-7020	Petitions for exemption from the UIS Student Insurance Plan are due 6/16 (summer) and 9/10 (fall). Dependent insurance enrollment forms are due by 6/16 (summer) and 9/10 (fall). Forms are available from Human Resources and on the Student Insurance website.	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 8:30-6; Sat 10-6; Sun 2-10 FL: M-R 8:30 AM-Midnight; F 8:30-6; Sat 10-6; Sun 1 PM-Midnight		
Parking Decals	Bursar/PAC 184 206-6738	Decal display deadline: Summer 6/18; Fall 9/7. Costs: Summer: \$15; Fall: \$30; Annual \$60 (student rates). Parking decal forms are available online at www.uis.edu/police/parkingdecal.htm .	See Bursar/Cashier	See Bursar/Cashier	See Bursar/Cashier
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; F 8-2 FL: M-R 8-6; F 8-4:30		
Records	UHB 1076 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: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
Registration	UHB 1076 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: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
Student Financial Services (Student Accounts)	PAC 165 206-6727	Release of and/or questions about financial holds and student billing.	M-F 8:30-5	M-R 8:30-6	SM: 6/4 - 6/7 FL: 8/13 - 8/16; 8/20 - 8/23
Web Self-Service	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 AM- Noon)		