

Enrollment at a Glance

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

SPRING 2005 SEMESTER

Begins: January 10
Ends: May 7
Priority registration: Begins Nov 15
Open registration: Begins Dec 6
Late registration: After Jan 16

BRK = Brooken (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 and initial advising/ information concerning admission to UIS.	M-F 8:30-5	M-R 8:30-6	1/3-6; 10-13
Assessment	BRK 462/206-7125 Toll free: 800-881-4177	Entrance and exit assessment required for all undergraduate stu- dents. Clear assessment holds. Entrance assessment deadline: 3/14. Exit assessment deadline: 5/27.	M-F 9-5		
Bookstore	PAC 122 206-6766	Book refund deadline: Students will have 7 business days after the start of their classes to return textbooks with receipts.	M-R 9-6:30 F 9-3	M-R 9-8 F 9-5 Sa (1/8, 1/15) 9-3	1/3-21
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	1/3-6; 10-13 1/18-20
Financial Assistance	UHB 1042 206-6724	Financial aid; student employment; veterans benefits. Scholarship Deadline for 2005-06: 2/15/05	M-F 8:30-5	M-R 8:30-6	1/3-6; 10-13
Graduation	UHB 1080 206-7730, Toll-free 888-977-4UIS(4847)	General graduation information; assist with questions regarding contracts and spring commencement. Spring contract deadline: 3/7	M-F 8:30-5	M-R 8:30-6	1/3-6; 10-13
Health Services	BSB 20 206-6676	Immunization documents required by 1/24 for students enrolled in more than 5 hours for spring and born 1957 or later, and all inter- national students. International students please see "Immunization" section.	M-F 8:30-5	M-R 8:30-6	1/3-6; 10-13
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. State issued valid photo I.D. required.	M-R Noon-6 F Noon-5	M-R 9-6 F 9-5	1/3-14
Insurance	HRB 30 206-7144	Petitions for exemption from the UIS Student Insurance Program are due 2/11. Exemption forms are available only from Human Resources. Dependent and part-time student insurance enrollment forms are due by 2/11. Forms are available at the Office of Human Resources and at the Peoria Center.	M-F 8:30-5	M-R 9-6	1/3-6; 10-13
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.- 12:00 a.m. F 8:30 a.m.-6 Sat 10-6 Sun 1p.m.-12a.m.	Hours Posted	Dates posted
Parking Decals	Bursar/PAC 184 206-6738	Earliest sell date: 1/3. Decal display deadline: 2/4. Costs: Spring: \$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 888-977-4UIS(4847)	General records informaion; questions pertaining to transcripts, grades and enrollment verifications.	M-F 8:30-5	M-R 8:30-6	1/3-6; 10-13
Registration	UHB 1080 206-6174 Toll free: 888- 977-4UIS (4847)	General registration info; assist with questions regarding Web Reg- istration.	M-F 8:30-5	M-R 8:30-6	1/3-6; 10-13
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	1/10-13; 1/18-20
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 6a.m. - Noon)		