

Enrollment at a Glance

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

SPRING 2006 SEMESTER

Begins: January 17
Ends: May 13
Priority registration: Begins Nov 7
Open registration: Begins Nov 14
Late registration: After Jan 23

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 and initial advising/ information concerning admission to UIS.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Bookstore	PAC 122 206-6766	Book refund deadline: Students will have 7 business days after the start of their class to return textbooks with receipts. Last day to return: 1/26/06	M-R 9-6:30 F 9-3	M-R 9-8 F 9-5 Sa (1/14, 1/21) 9-3	1/9-27
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	1/9-12; 17-19 1/23-26
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	1/9-12; 17-19
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: 3/6/06	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Health Services	BSB 20 206-6676	Immunization documents required by 1/30/06 for students enrolled in more than 5 hours for spring 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	1/9-12; 17-19
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	1/9-12; 17-19
Insurance	HRB 30 206-7144	Petitions for exemption from the UIS Student Insurance Plan are due 2/10/06. Exemption forms are available only from Human Resources. Dependent and part-time student insurance enrollment forms are due by 2/10/06. Forms available from Human Resources.	M-F 8:30-5	M-R 9-6	1/9-12; 17-19
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.	Library Hours: M-R 8:30 a.m.-12 a.m. F 8:30 a.m.-5 Sat 10-6 Sun 1p.m.-12 a.m. Ed. Tech Hours: M-R 8:30 a.m.-10 p.m. F 8:30 a.m.-5 Sat 10-6 Sun 2p.m.-10p.m.	Hours Posted	Dates posted
Parking Decals	Bursar/PAC 184 206-6738	Earliest sell date: 1/3/06. Decal display deadline: 2/3/06. Costs: Spring: \$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	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	1/9-12; 17-19
Registration	UHB 1080 206-6174 Toll free: 888-977-4UIS (4847)	General registration info; assist with questions regarding Web Self-Service System.	M-F 8:30-5	M-R 8:30-6	1/9-12; 17-19
Student Accounts	BSB 98 206-6727	Release of and/or questions about Bursar Holds.	M-F 8:30-5	M-R 8:30-6	1/17-19; 23-26
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 a.m. - Noon)		