

# Directory of Services

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

## SPRING 2007 SEMESTER

**Begins:** January 16  
**Ends:** May 12  
**Priority registration:** Begins November 6  
**Open registration:** Begins November 13  
**Late registration:** After January 22

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/<br>Phone  | Function/Comment   | Regular<br>Hours   | Extended<br>Hours                        | Dates<br>Extended Hours  |
|---|---|--|--|--|--------------------------|
| Admissions  | UHB 1080<br>206-4UIS (4847)<br>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: 4/13/07.   | M-F 8:30-5   | M-R 8:30-6                               | 1/8-11; 16-18            |
| Bookstore   | PAC 122<br>206-6766   | Book refund deadline: Last day for all textbook returns with receipt: 1/23/07.   | M-R 9-6:30<br>F 9-3<br>1/2-5, TR 9-2; F 9-1<br>1/8-12, M-R 9-5; F 9-3  | M-R 9-8<br>F 9-5<br>Sat (1/13, 1/20) 9-3 | 1/16 - 1/26              |
| Bursar/Cashier                                      | PAC 184<br>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                                  | 1/8-11; 16-18<br>1/22-25 |
| Informational<br>Technology<br>Services             | BRK 180 206-6550<br>UHB 2030 206-7100<br>HSB 127 206-8324                   | Monitor and maintain campus computer labs, smart classrooms, and the Technology Help Desk.   | M-R 8:30 a.m.-10 p.m.<br>F 8:30-5 (HSB & UHB);<br>8:30-6 (BRK)<br>Sat 10-6 (BRK & HSB)<br>Sun 1-9 (HSB);<br>2 p.m.-12 a.m. (BRK) |  |                          |
| Financial<br>Assistance                             | UHB 1015<br>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                               | 1/8-11; 16-18            |
| Graduation  | UHB 1080<br>206-7730, Toll-free<br>888-977-4UIS(4847)                       | General graduation information; assist with questions regarding contracts and spring commencement. Spring contract deadline: 3/5/07.   | M-F 8:30-5   | M-R 8:30-6                               | 1/8-11; 16-18            |
| Health Services                                     | BSB 20<br>206-6676  | Immunization documents required by 1/29/07 for students born 1957 or later and all international students. International students please see "Immunization" section.   | M-F 8:30-5   | M-R 8:30-6                               | 1/8-11; 16-18            |
| Housing   | HBC<br>206-6190   | Manages on-campus housing.   | M-F 8:30-5   |  |                          |
| i-Card<br>(Student I.D.)                            | PAC 108<br>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.   | M-R Noon-6<br>F Noon-5   | M-R 9-6;<br>F 9-5                        | 1/8-11; 16-18            |
| Insurance   | HRB 30<br>206-7020  | Petitions for exemption from the UIS Student Insurance Plan are due 2/10/07. Exemption forms are available from Human Resources and on the student insurance website. Dependent and part-time student insurance enrollment forms are due by 2/10/07. Forms available from Human Resources. | M-F 8:30-5   |  |                          |
| Library   | BRK 200<br>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.   | M-R 8:30 a.m.-12 a.m.<br>F-8:30 a.m.-6 p.m.<br>Sat 10 a.m.-6 p.m.<br>Sun 1 p.m.-12 a.m.  | Hours Posted                             | Dates posted             |
| Parking Decals                                      | Bursar/PAC 184<br>206-6738  | Decal display deadline: 2/2/07<br>Costs: Spring: \$30; Annual \$60 (student rates).  | See Bursar/Cashier   | See Bursar/Cashier                       | See Bursar/Cashier       |
| Peoria Center                                       | UIS Peoria Center<br>309-694-5546   | Assistance for students attending classes in Peoria. Address: 240B, 1 College Dr., East Peoria, IL 61635   | M-R 8-6;<br>8-4:30   |  |                          |
| Records   | UHB 1080<br>206-6709; Toll-free<br>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                               | 1/8-11; 16-18            |
| Registration  | UHB 1080 206-6174<br>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                               | 1/8-11; 16-18            |
| Student Financial<br>Services (Student<br>Accounts) | PAC 165<br>206-6727   | Release of and/or questions about financial holds and student billing.   | M-F 8:30-5   | M-R 8:30-6                               | 1/16-18; 23-25           |
| Web Self-Service                                    | <a href="http://www.uis.edu/registration">www.uis.edu/<br/>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.<br>Seven days a week (except<br>Sun 6 a.m.- Noon)  |  |                          |