

Directory of Services

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

SPRING 2008 SEMESTER

Begins: January 14
Ends: May 10
Priority registration: Begins November 5
Open registration: Begins November 12
Late registration: After January 20

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
TRAC = The Recreation and Athletic Center
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 and initial advising/information concerning admission to UIS.	M-F 8:30-5	M-R 8:30-6	1/7-10; 14-17
Bookstore	PAC 122 206-6766	Book refund deadline: Last day for all textbook returns with receipt: 1/22/08.	M-R 9-6:30 F 9-3 1/7-1/12, M-R 9-5; F 9-3	M-R 9-7 F 9-5 Sat (1/12, 1/19) 9-3	1/14 - 1/24
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 9-4	M-R 9-6	1/14-17; 22-24
Degree Audits	UHB 1076 206-8216	General degree audit information, assist with questions regarding DARSweb for Students, and program/major changes. Deadline to change program/major: 4/11/08.	M-F 8:30-5	M-F 8:30-6	1/7-10; 14-17
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.	Technology Support Ctr.: HSB 110: M-F 8:30 AM-midnight, Sat 10 AM-6 PM, Sun 1-9 PM. Computer Lab: UHB 2030: M-R 8:30 AM-midnight, F 8:30 AM-5PM. Media Lab: BRK 180: M-R 8:30 AM-midnight, F 8:30 AM-5 PM, Sat 10 AM-6 PM, Sun 1-9 PM.		
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	1/7-10; 14-17
Graduation	UHB 1076 206-7730, Toll-free 888-977-4UIS(4847)	General graduation information; assist with questions regarding contracts and spring commencement. Spring contract deadline: 3/3/08.	M-F 8:30-5	M-R 8:30-6	1/7-10; 14-17
Health Services	BSB 20 206-6676	Immunization documents required by 1/28/08 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	1/7-10; 14-17
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 to obtain an i-Card.	M-F Noon-5	M-R 9-6; F 9-5	1/14-17; 22-24
Insurance	HRB 30 206-7020	Petitions for exemption from the UIS Student Insurance Plan are due 2/11/08. Dependent insurance enrollment forms are due by 2/11/08. (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.	M-R 8:30 AM-12 AM F-8:30 AM-6 PM Sat 10 AM-6 PM Sun 1 PM-12 AM	Hours Posted	Dates Posted
Parking Decals	Bursar/PAC 184 206-6738	Decal display deadline: 2/1/08 Costs: Spring: \$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	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	1/7-10; 14-17
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	1/7-10; 14-17
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	1/14-17; 22-24
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)		