

Directory of Services

Need help? Visit our website: www.uis.edu
or call: 217-206-6600 off-campus, 0 on-campus.

SUMMER 2008 SEMESTER

Begins: June 2
Ends: July 26
Priority registration: April 7 - April 13
Open registration: April 14 - June 5
Late registration: After June 5

FALL 2008 SEMESTER

Begins: August 25
Ends: December 20
Priority registration: April 7 - April 13
Open registration: April 14 - August 31
Late registration: After August 31

BRK = Brokens (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 | SM: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| 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 | To Be Posted | To Be Posted |
| Bursar/Cashier | PAC 184 206-6738 | Pay UIS bills by mail or in person with cash or check. We do not 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 F 9-4 | SM: 6/2 - 6/13; FL: 8/25 - 9/12 |
| Degree Audits | UHB 1076 206-8216 Toll free: 888-977-4UIS(4847) | General degree audit information; assist with questions regarding DARSweb for Students and curriculum (program/major, minor, certificate) changes. Deadline to change curriculum: 7/11/08 (summer); 11/21/08 (fall). | M-F 8:30-5 | M-R 8:30-6 | SM: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| 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 (UHB); 8:30 AM-12 AM (BRK & HSB); F 8:30 AM-5 PM (UHB); 8:30 AM-6 PM (BRK); Sat 10 AM-6 PM (BRK & HSB); 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 2009-10: 2/15/09. | M-F 8:30-5 | M-R 8:30-6 | SM: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| 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: 7/7/08. Fall contract deadline: 10/6/08. | M-F 8:30-5 | M-R 8:30-6 | SM: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| Health Services | BSB 20 206-6676 | Immunization documents required by 6/6/08 (summer) and 9/8/08 (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: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| Housing | HBC 1 206-6190 | Manages on-campus housing. | M-F 8:30-9; 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 | SM: 6/2 - 6/6 FL: 8/25 - 8/30; 9/2 - 9/5 |
| Insurance | HRB 30 206-6670 | Petitions for exemption from the UIS Student Insurance Plan are due 6/16/08 (summer) and 9/10/08 (fall). Dependent insurance enrollment forms are due by 6/16/08 (summer) and 9/10/08 (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 6/13/08; Fall 9/5/08. 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 8-6; 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: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| 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: 6/2 - 6/5 FL: 8/18 - 8/21; 8/25 - 8/28 |
| 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 F 9-4 | SM: 6/2 - 6/13 FL: 8/25 - 9/12 |
| 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) | | |