TERMS/CONDITIONS: FALL SEMESTER 2004

You are being asked to review the terms and conditions below pertaining to registration for the fall 2004 semester at the University of Illinois at Springfield. Once you have reviewed all of this information, you will be given the choice to accept the terms/conditions listed or to return to the Records and Registration website. If you have any questions, please contact Registration by phone (217/206-6174) or by email (registrar@uis.edu).

STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the online catalog and current online course schedule (both available at www.uis.edu/registration - Catalog and Course Schedule links). Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course for which they register unless they officially cancel registration according to the established deadlines. Students receiving financial assistance must contact the Office of Financial Assistance PRIOR to dropping a course or withdrawing from the University to determine the effect on the student’s financial aid award for the semester. Please refer to the online catalog for more information on the consequences of dropping or withdrawing. All withdrawals from courses must be made using Web Registration (referred to as Web Self-Service beginning fall 2004). Non-attendance or non-payment does NOT constitute an official withdrawal. Students who change sections, add, and/or drop, will be charged full tuition and fees for every transaction according to the established deadlines (click here to view the complete Drop/Withdrawal Policy for fall 2004). The date you officially drop/withdraw will affect the amount you owe and/or the amount to be refunded and may affect the grade on your transcript. A course officially dropped after the add/drop period will have a grade of “W” on the transcript. A failing grade will be assigned and calculated in the grade-point average for courses not dropped by the specified deadlines. ONLY the individual student may make changes to his/her class schedule.

IMPORTANT INFORMATION REGARDING REFUNDING

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES. All refunds will be based upon these categories (listed below):
1. Full Term Courses begin prior to the midpoint of the semester (October 9, 2004) and end after the mid-point.
2. First-Half Courses begin and end by the midpoint of the semester (October 9, 2004).
3. Last-Half Courses begin and end after the midpoint of the semester (October 9, 2004).

Any courses that do not fit into the categories above by definition (e.g. courses designated with "To Be Arranged" days/times) are considered to be Full Term Courses, unless otherwise indicated in the current course schedule. Click here to view the complete Drop/Withdrawal Policy for Fall Semester 2004.

OTHER IMPORTANT POINTS

- As of fall 2004, UIS will begin utilizing a new computer system to process online registrations. Students registering for fall will notice many changes, but will soon see the benefits of the new system (including additional functionalities not available with our current online registration system).
- Students with a financial hold at any University of Illinois campus will not be allowed to register at UIS for the fall semester.
- The fee structure for fall 2004 is somewhat different than it has been in the past. Please click here to review the tuition/fee information listed on the Records and Registration website.
- Other notes including such important topics as General Education Information, Immunization, Student Insurance/Petitions for Exemption, and Parking Requirements are alphabetically listed in the Important Student Information section on the Records and Registration website (click here to see this information).

REGISTRATION

I have read all of the policies and procedures described above and I WISH TO FURTHER REVIEW THESE GUIDELINES BEFORE REGISTERING (click here to return to the Records & Registration website).

OR

I have read all of the policies and procedures described above. I realize that I am responsible for knowing and adhering to all UIS policies as they are described here, in the online catalog, and in the current online course schedule. I WOULD NOW LIKE TO REGISTER FOR FALL 2004 (click here to register for FALL 2004).