SPRING 2007 - TERMS and CONDITIONS

If you have any questions, please contact Registration by phone (217/206-6174) or by email (registrar@uis.edu).

You are asked to review the terms and conditions below pertaining to registration for the Spring 2007 semester at the University of Illinois at Springfield. Once you have reviewed all of this information, you will be given the option to accept the terms/conditions listed and subsequently register for classes.

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.

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 Self-Service. 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.

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.

Click here to view the complete Drop/Withdrawal Policy for Spring 2007.

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 (March 10, 2007) and end after the mid-point.
2. First-Half Courses begin and end by the midpoint of the semester (March 10, 2007).
3. Last-Half Courses begin and end after the midpoint of the semester (March 10, 2007).
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 online course schedule.

Click here to view the complete Drop/Withdrawal Policy for Spring 2007.

**OTHER IMPORTANT POINTS**

- Students with a financial hold from any University of Illinois campus will not be allowed to register at UIS for the spring semester.
- Student insurance is MANDATORY unless proof of comparable coverage is provided. Click here for additional information.
- Immunization documents MUST be submitted by the tenth day of the semester (fifth day for summer) or a non-refundable fee will be assessed. Click here for additional information.
- 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 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 home page.

**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 SPRING 2007.

Click here to register for SPRING 2007.

Please contact the Office of Records and Registration with any questions: 217/206-6174 or registrar@uis.edu