SPRING 2009 - 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 2009 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 2009.

IMPORTANT INFORMATION REGARDING REFUNDING

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES. All refunds will be based upon these categories (listed below):

- Full Term Courses begin prior to the midpoint of the semester (March 14, 2009) and end after the mid-point.
- First-Half Courses begin and end by the midpoint of the semester (March 14, 2009).
- Last-Half Courses begin and end after the midpoint of the semester (March 14, 2009).
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 2009.

OTHER IMPORTANT POINTS

- Students with a financial hold at 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 of the summer) or a non-refundable fee will be assessed. Click here for additional information.

- All full- and part-time day and night students, as well as faculty and staff must purchase and display a parking decal for the vehicle they park on campus. A student may register only his or her own vehicle or that of an immediate family member. Parking decals are mandatory and may be purchased at the Bursar’s Office. Click here for additional information and to access the parking decal form online.

- 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 are alphabetically listed in the Important Student Information section on this Records and Registration website.

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 2009.

Click here to register for SPRING 2009.
Please contact the Office of Records and Registration with any questions: 217/206-6174 or registrar@uis.edu