

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Spring 2017 Policies and Registration Information



www.uis.edu/registration/

Course schedule information is available exclusively online to reduce printing costs and to provide our students with the most recent and accurate schedule information available.

To view the Spring 2017 dynamic course schedule, please visit our website (www.uis.edu/registration/ – “Course Schedules” link).

Directory of Services

SPRING 2017 SEMESTER

Begins:	January 17
Ends:	May 13
Priority registration:	Begins November 7
Open registration:	Begins November 14
Late registration:	After January 23

Need help? Wondering who to contact?

Visit the UIS online directory (<http://uisapp.uis.edu/directory/>) to search by faculty/staff name, department, or phone number. You can also call 217-206-6600 to speak with the campus operator during regular business hours.

Extended Hours

Regular office hours are posted on most departmental websites. In addition, some departments offer extended hours during certain times in the semester to assist students with a variety of issues. Listed below are those departments, along with their extended hours. In addition to these departments, some areas offer extended hours by appointment or post alternative hours on their respective websites.

Office	Location/Phone	Email Address	Extended Hours	Dates of Extended Hours
Admissions	UHB 1080 / 888-977-4UIS (4847) or 217-206-4UIS (4847)	admissions@uis.edu	M-R 8:30-6	1/9-12; 17-19
Financial Assistance	UHB 1015 / 888-977-4UIS (4847) or 217-206-6724	finaid@uis.edu	M-R 8:30-6	1/9-12; 17-19
Health Services	BSB 20 / 217-206-6676	uishealthservice@uis.edu	M-R 8:30-6	1/9-12; 17-19
Parking Operations	PAC 119 / 217-206-8502	parking@uis.edu	M-R 8:30-6	1/9-12; 17-19
Records and Registration (Registration/Records/ Graduation/Degree Audits)	UHB 1076 / 888-977-4UIS (4847) or 217-206-6174 (Registration) or 217-206-6709 (Records) or 217-206-7730 (Graduation) or 217-206-8216 (Degree Audits)	registrar@uis.edu	M-R 8:30-6	1/9-12; 17-19
Student Financial Services (Student Accounts)	PAC 182 / 217-206-6727	USFSCOhelp@uillinois.edu	T-R 8:30-6 (closed 12:30-1:30)	1/17-19

Spring Registration, Calendar & Tuition Information

Spring Registration Information

REGISTRATION: 24 hours/day, 7 Days a Week (except Sundays 6 a.m. - Noon) **By web:** www.uis.edu/registration/

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Fall 2016 semester may register for spring during the week of spring priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed **PRIOR** to the Fall 2016 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after November 1 by logging into Student Self-Service for spring (available at www.uis.edu/registration/ – click the “**Register Now!**” link and follow the directions given). Students who do not register on their designated dates may register **AFTER** designated dates.

- Degree-seeking graduate standing (degree must be posted)
- Senior standing (90 or more semester hours posted)
- Junior standing (60 or more semester hours posted)
- Freshman or Sophomore standing (less than 60 semester hours posted), Non-Degree, and other currently enrolled students

LATE REGISTRATION:

After the following dates, instructor approval is required to register for all courses, late fees apply, and courses can only be added by contacting Registration.

- Full-Term **and** First-Half Course After Jan 23, 2017
- Last-Half Course After Mar 26, 2017

Spring Calendar Information

CLASSES AND BREAKS:

- CAMPUS CLOSED**, Martin Luther King Jr. Observance Jan 16, 2017
- Spring Term begins. Jan 17, 2017
- First-half courses end/midpoint of semester Mar 11, 2017
- CAMPUS OPEN-no classes**, Spring Break. Mar 13-17, 2017
- Last-half courses begin Mar 20, 2017
- Spring Term ends May 13, 2017

GRADUATION/COMMENCEMENT:

- Last day to submit spring graduation application Feb 17, 2017
- Commencement ceremony (for Summer and Fall 2016 and Spring 2017 candidates). May 13, 2017

LAST DAY TO:

- Drop without financial obligation:
 - First-half course Partial withdrawal: Jan 23, 2017; Complete withdrawal: Jan 16, 2017
 - Full-term course Partial withdrawal: Jan 30, 2017; Complete withdrawal: Jan 16, 2017
 - Last-half course Partial withdrawal: Mar 26, 2017; Complete withdrawal: Mar 19, 2017
- Withdraw, change grade option, or change to audit for:
 - First-half course Feb 24, 2017
 - Full-term course. Apr 14, 2017
 - Last-half course Apr 28, 2017

OTHER DEADLINES:

- Spring financial aid disbursement. Jan 13, 2017
- Last day for all textbook refunds with receipt Jan 20, 2017
- Immunization compliance deadline Jan 30, 2017
- Parking (valid hang tags) must be displayed by 6 pm Jan 31, 2017
- Scholarship deadline (2017-2018) Feb 15, 2017
- Student-to-Student Grant waiver deadline. Feb 17, 2017
- Deadline to submit online insurance waiver to opt out of University's plan Feb 28, 2017
- Spring 2017 mid-term grades due to the Office of Records and Registration electronically **by Noon** Mar 15, 2017
- Last day to change curriculum (program/major, minor, certificate) for spring semester Apr 14, 2017
- Spring 2017 final grades due to the Office of Records and Registration electronically **by Noon** May 17, 2017

Spring Tuition Information

AMOUNTS: Information pertaining to tuition/fee amounts can be found at www.uis.edu/registration/ (“Tuition” link).

PAYMENT: Information pertaining to payment can be found at www.uis.edu/registration/ (“Tuition” link). Payments can be made online at <https://apps.uillinois.edu/selfservice/>.

PAYMENT DUE DATE: Spring tuition, fees, and assessments are due Feb 28, 2017. Visit <https://paymybill.uillinois.edu/> for additional details regarding due dates and payment options.

WITHDRAWALS AND REFUNDS: The amount owed depends on the official date of the last drop/withdrawal. See **Drop/Withdrawal Policy** for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).

DROP/WITHDRAWAL POLICY SPRING SEMESTER 2017

STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current policies and registration information booklet. 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 catalog for more information on the consequences of dropping or withdrawing.**

All withdrawals from courses must be made using Student Self-Service (www.uis.edu/registration/). 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 date, as listed below.

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 specified deadlines. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at 217/206-6174.

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (March 11, 2017) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (March 11, 2017).

Last-Half Courses begin and end after the midpoint of the semester (March 11, 2017).

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 dynamic course schedule.

PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES

DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

Partial withdrawals are made according to the following schedule. **THERE WILL BE NO REFUND FOR A PARTIAL WITHDRAWAL AFTER THESE DATES:**

FULL-TERM	FIRST-HALF	LAST-HALF
Jan 30, 2017	Jan 23, 2017	Mar 26, 2017

COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES

DROPPING ALL HOURS FOR THE SEMESTER

The amount owed depends on the official date of the last drop/withdrawal. Adjustments for tuition and fees for **complete** withdrawals are made according to the following table.

DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	Jan 17-23 †	10% plus pro-rata fee*
Week 2	Jan 24-30 ◆	10% plus pro-rata fee*
Week 3	Jan 31-Feb 5	20% plus pro-rata fee*
Week 4	Feb 6-12	30% plus pro-rata fee*
Week 5	Feb 13-19	30% plus pro-rata fee*
Week 6	Feb 20-26	40% plus pro-rata fee*
Week 7	Feb 27-Mar 5	40% plus pro-rata fee*
Week 8	Mar 6-12	50% plus pro-rata fee*
Week 9	Mar 13-19	60% plus pro-rata fee*
Week 10	Mar 20-24	60% plus pro-rata fee*
Week 11	After Mar 24 Apr 14	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF AND LAST-HALF COURSES

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Jan 17-23 ◆†	Mar 20-26 ◆†	10% plus pro-rata fee*
Week 2	Jan 24-29	Mar 27-Apr 2	30% plus pro-rata fee*
Week 3	Jan 30-Feb 5	Apr 3-9	40% plus pro-rata fee*
Week 4	Feb 6-12	Apr 10-16	50% plus pro-rata fee*
Week 5	Feb 13-17	Apr 17-21	60% plus pro-rata fee*
Week 6	After Feb 17 Feb 24	After Apr 21 Apr 28	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

* The pro-rata fee is \$50.

† After these dates, registration requires instructor permission, late fees apply (a one-time \$25 fee – **subject to change**), and courses can only be added by contacting Registration.

◆ A grade of **W** will be recorded on the transcript for courses dropped after these dates.

Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.

ATTENTION

Summer 2016, Fall 2016, and
Spring 2017 GRADUATES!

May 13, 2017

Prairie Capital Convention Center

IMPORTANT
Commencement
2017 Ceremony
information
to follow!

www.uis.edu/commencement/

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GRADUATES...

**Everything you need to know about the graduation process and
COMMENCEMENT will soon be sent to YOUR UIS e-mail account
(even for students who have already graduated)
and posted to the UIS COMMENCEMENT website**

***Be sure to read this information.
It's YOUR graduation, so be INFORMED and ENJOY.***

www.uis.edu/commencement/

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**Continue to check our website
for course room numbers
and changes to room numbers
until classes begin. Go to
www.uis.edu/registration/ and
click on the **COURSE SCHEDULES** link.**

Concerned about the costs of college?

Did you know that there are lots of ways to supplement the costs of your college education? Check out the UIS Scholarship website at www.uis.edu/financialaid/scholarships/ to see if you may qualify for one of over 150 scholarships that are available to UIS students each year.



**Pay your bill ONLINE at
<https://apps.uillinois.edu/selfservice/>**



- To learn more about billing, payment options, and due dates, visit the USFSCO website at <http://paymybill.uillinois.edu>.
- Pay your student account online with e-check or credit card. (There is a 2.4% convenience fee for all credit card transactions.)
- View your account information monthly.
- Authorize individuals to view and pay your student account online.
- Direct deposit enrollment for refund of credit balances.
- View payment plan enrollment information.
- Email us at: USFSCOHelp@uillinois.edu.

Payments returned for non-sufficient funds or any other reason are subject to penalties and must be repaid with guaranteed funds within 5 business days of notification. In addition, students who present payment that is subsequently returned will be denied future registration until their delinquent student account balance has been paid with guaranteed funds.



**Office of Records and Registration
University of Illinois Springfield
University Hall, Room 1076
One University Plaza, MS UHB 1076
Springfield, IL 62703-5407**

**Nonprofit Org.
U.S. Postage
PAID
Springfield, IL
Permit No. 703**

Register online at www.uis.edu/registration/

Available 7 days a week, 24 hours/day (except Sundays, 6 a.m.-Noon)

Spring 2017 semester: January 17 - May 13

Priority Registration: Begins November 7

Open Registration: Begins November 14

Late Registration: After January 23