

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Summer/Fall 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 Summer 2017 and Fall 2017 dynamic course schedules, please visit our website (www.uis.edu/registration/ – “Course Schedules” link).

Directory of Services

SUMMER 2017 SEMESTER

Begins: June 5
Ends: July 29
Priority registration: Begins April 3
Open registration: Begins April 10
Late registration: After June 8

FALL 2017 SEMESTER

Begins: August 28
Ends: December 16
Priority registration: Begins April 3
Open registration: Begins April 10
Late registration: After September 3

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. Some departments offer extended hours during certain times in the semester to assist students with a variety of issues. In addition, some areas offer extended hours by appointment or post alternative hours on their respective websites.

Special Assistance – Enrollment Management

Please contact the offices within Enrollment Management with questions related to admissions, financial assistance, and records/registration. Contact information for these offices can be found below.

Office	Location/Phone	Email Address
Admissions	UHB 1080 / 888-977-4UIS (4847) or 217-206-4UIS (4847)	admissions@uis.edu
Financial Assistance	UHB 1015 / 888-977-4UIS (4847) or 217-206-6724	finaid@uis.edu
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

Summer Registration, Calendar & Tuition Information

Summer 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 Spring 2017 semester may register for summer during the week of summer 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 Spring 2017 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for summer (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.

- First-Half Course After June 6, 2017
- Full-Term Course After June 8, 2017
- Last-Half Course After July 4, 2017

Summer Calendar Information

CLASSES AND BREAKS:

- Summer Term begins June 5, 2017
- First-Half courses end/midpoint of semester July 1, 2017
- Last-Half courses begin July 3, 2017
- CAMPUS CLOSED**, Independence Day July 4, 2017
- Summer Term ends July 29, 2017

GRADUATION:

- Last day to submit summer graduation application July 3, 2017
- Commencement ceremony (for Summer and Fall 2017 and Spring 2018 candidates) May 12, 2018

LAST DAY TO:

- Drop without financial obligation:
 - First-Half course Partial withdrawal: June 7, 2017; Complete withdrawal: June 4, 2017
 - Full-Term course Partial withdrawal: June 9, 2017; Complete withdrawal: June 4, 2017
 - Last-Half course Partial withdrawal: July 5, 2017; Complete withdrawal: July 2, 2017
- Withdraw, change grade option, or change to audit for:
 - First-Half course June 23, 2017
 - Full-Term course July 14, 2017
 - Last-Half course July 21, 2017

OTHER DEADLINES:

- Summer financial aid disbursement June 2, 2017
- Immunization compliance deadline June 9, 2017
- Last day for all textbook refunds with receipt June 9, 2017
- Deadline to submit online insurance waiver to opt out of University's plan June 15, 2017
- Parking (valid hang tags) must be displayed by 6 p.m. June 19, 2017
- Green fee and Student-to-Student Grant fee waiver deadline June 30, 2017
- Last day to change curriculum (program/major, minor, certificate) for summer semester July 14, 2017
- Summer 2017 final grades due to the Office of Records and Registration electronically **by Noon** August 2, 2017
- Scholarship deadline (2018-2019) Feb 15, 2018

Summer 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 for summer term tuition, fees, and assessments is June 28, 2017. Visit <http://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).

Fall Registration, Calendar & Tuition Information

Fall 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 Spring 2017 semester may register for fall during the week of fall 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 Spring 2017 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for fall (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 Course **and** First-Half Course After Sep 3, 2017
- Last-Half Course After Oct 29, 2017

Fall Calendar Information

CLASSES AND BREAKS:

- Fall Term begins Aug 28, 2017
- CAMPUS CLOSED**, Labor Day Holiday Sep 4, 2017
- Fall Break Oct 20, 2017
- First-Half courses end/midpoint of semester Oct 21, 2017
- Last-Half courses begin Oct 23, 2017
- Thanksgiving Holiday recess Nov 23-24, 2017
- Fall Term ends Dec 16, 2017

GRADUATION:

- Last day to submit fall graduation application Oct 2, 2017
- Commencement ceremony (for Summer and Fall 2017 and Spring 2018 candidates) May 12, 2018

LAST DAY TO:

- Drop without financial obligation:
 - First-Half course Partial withdrawal: Sep 3, 2017; Complete withdrawal: Aug 27, 2017
 - Full-Term course Partial withdrawal: Sep 11, 2017; Complete withdrawal: Aug 27, 2017
 - Last-Half course Partial withdrawal: Oct 29, 2017; Complete withdrawal: Oct 22, 2017
- Withdraw, change grade option, or change to audit for:
 - First-Half course Oct 6, 2017
 - Full-Term course Nov 24, 2017
 - Last-Half course Dec 1, 2017

OTHER DEADLINES:

- Fall financial aid disbursement Aug 25, 2017
- Last day for all textbook refunds with receipt Sep 1, 2017
- Immunization compliance deadline Sep 11, 2017
- Parking (valid hang tags) must be displayed by 6 p.m. Sep 11, 2017
- Green fee and Student-to-Student Grant fee waiver deadline Sep 22, 2017
- Deadline to submit online insurance waiver to opt out of University's plan Sep 25, 2017
- Fall 2017 mid-term grades due to the Office of Records and Registration electronically **by Noon** Oct 25, 2017
- Last day to change curriculum (program/major, minor, certificate) for fall semester Nov 24, 2017
- Fall 2017 final grades due to the Office of Records and Registration electronically **by Noon** Dec 20, 2017
- Scholarship deadline (2018-2019) Feb 15, 2018

Fall 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 for fall term tuition, fees, and assessments is September 28, 2017. Visit <http://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 SUMMER 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 (July 1, 2017) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (July 1, 2017).

Last-Half Courses begin and end after the midpoint of the semester (July 1, 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
June 9, 2017	June 7, 2017	July 5, 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	June 5-8 †	10% *
Week 1	June 9 ◆	10% *
Week 2	June 10-18	30% *
Week 3	June 19-25	40% *
Week 4	June 26-July 2	50% *
Week 5	July 3-7	60% *
Week 6	After July 7 July 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	June 5-6 †	July 3-4 †	10% *
Week 1	June 7 ◆	July 5 ◆	10% *
Week 2	June 8-11	July 6-9	30% *
Week 3	June 12-14	July 10-12	40% *
Week 4	June 15-18	July 13-16	50% *
Week 5	June 19-20	July 17-18	60% *
Week 6	After June 20 June 23	After July 18 July 21	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

* A pro-rata fee is not assessed to students who withdraw during the summer semester.

† 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.

DROP/WITHDRAWAL POLICY FALL 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 (Oct 21, 2017) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (Oct 21, 2017).

Last-Half Courses begin and end after the midpoint of the semester (Oct 21, 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
Sep 11, 2017	Sep 3, 2017	Oct 29, 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	Aug 28-Sep 3 †	10% plus pro-rata fee*
Week 2	Sep 4-11 ◆	10% plus pro-rata fee*
Week 3	Sep 12-17	20% plus pro-rata fee*
Week 4	Sep 18-24	30% plus pro-rata fee*
Week 5	Sep 25-Oct 1	30% plus pro-rata fee*
Week 6	Oct 2-8	40% plus pro-rata fee*
Week 7	Oct 9-15	40% plus pro-rata fee*
Week 8	Oct 16-22	50% plus pro-rata fee*
Week 9	Oct 23-29	60% plus pro-rata fee*
Week 10	Oct 30-Nov 3	60% plus pro-rata fee*
Week 11	After Nov 3 Nov 24	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	Aug 28-Sep 3 ◆ †	Oct 23-29 ◆ †	10% plus pro-rata fee*
Week 2	Sep 4-10	Oct 30-Nov 5	30% plus pro-rata fee*
Week 3	Sep 11-17	Nov 6-12	40% plus pro-rata fee*
Week 4	Sep 18-24	Nov 13-19	50% plus pro-rata fee*
Week 5	Sep 25-29	Nov 20-24	60% plus pro-rata fee*
Week 6	After Sep 29 Oct 6	After Nov 24 Dec 1	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.

**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% service 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)**

Summer 2017 semester: June 5-July 29

Priority registration: April 3-9

Open registration: April 10-June 8

Late registration: After June 8

Fall 2017 semester: August 28-December 16

Priority registration: April 3-9

Open registration: April 10-September 3

Late Registration: After September 3