An Overview of UIS Student Services & Resources

Students First!

Advising Services, Information, and Support (OASIS), Office of

OASIS serves entering first year students (except for students in the Capital Scholars Honors Program), pre-nursing Students, and undecided students. Professional academic advisors help students determine courses each semester to complete general education requirements and prepare for a major course of study. They also monitor student progress and connect students with other services on campus.

In addition, Oasis provides:

- Four-year **advising guides** for all undergraduate majors and minors
- Two-year planning for **pre-nursing** students
- **STARS** Academic Success coach
- t in their beginning classes. Scores from the placement exams give a more precise indicator of skill level, thereby allowing placement in courses for which they are best prepared.
- **UIS Navigate** is an app that students can use to organize their academic life. Students will be able to schedule appointments with their academic advisor, faculty members, appointments with campus resources like tutoring, explore career options, set reminders, review holds, and more. The app is free.
- **Peer Advisor/Peer Mentor Program** provides additional support to help new students transition into college life through individual and small group interactions with a peer leader. Students who are decided about a major are assigned a Peer Mentor who helps guide appropriate decision-making about courses and career paths related to that major.

Hours of Operation:
Monday–Thursday: 8:30 a.m. to 5 p.m.
Friday: 8:30 a.m. to 4:30 p.m.

Contact: Brookens Library Building, Room 461 (academic side)
Phone: (217) 206-7471
Email: uisuac@uis.edu
www.uis.edu/advising

Athletics

The mission of the Athletics Department is to shape our student-athletes into productive, service-minded leaders and to center the athletics experience on academic achievement, pursuits of championships, and community outreach.

The University of Illinois Springfield sponsors 17 intercollegiate varsity sports, as well as Cheerleading, and is a proud member of NCAA Division II and the Great Lakes Valley Conference.

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Contact: UIS Athletics
The Recreation and Athletics Center (TRAC)
Phone: (217) 206-6674
http://www.uisprairiestars.com/index.aspx
Bookstore
The UIS Bookstore is your source for team apparel, gifts and accessories for women, men and kids. Buy online, free in-store pickup. Services offered by the bookstore include:

- Textbook Sales
- Textbook Rentals
- Digital Textbooks
- UIS Apparel
- School and Office Supplies
- Gift and School Spirit Items
- Current and Popular Best Selling Books
- Computer and Technology Items
- Sundries

Hours of Operation (when classes are in session):
Monday–Thursday: 9 a.m. to 6 p.m.
Friday: 9 a.m. to 3 p.m.

Contact: Founders Residence Hall (through summer 2018)
Public Affairs Center, 1st Floor (starting Fall 2018)
Phone: (217) 206-6766
http://www.bkstr.com/illinoisspringfieldstore/home
Efollett.com for 24/7 shopping and ordering on-line.

Campus Recreation
Campus Recreation provides programs, services, facilities and employment opportunities designed to promote the awareness and benefits of lifetime health and recreation. Our staff encourage life-long learning and leadership development and support making responsible choices to enhance each individual's well-being.

Campus Recreation offers:
- The Recreation and Athletic Center (TRAC) which has basketball, volleyball, pickleball/badminton, racquetball, and squash courts, an elevated running track, and cardio/weight training areas
- Outdoor Adventure trips
- Intramural sports, which are offered at no cost to all students
- Outdoor fields and courts, 9-hole miniature golf course, and sand volleyball at Rec Park
- 18-hole disc golf course
- Fitness Classes, personal training, cooking demo’s, and annual Wellness Fair
- Team building on the challenge course

Hours of operation when classes are in session fall/spring semester:
Monday–Thursday: 6 a.m. to 11 p.m.
Friday: 6 a.m. to 9 p.m.
Saturday: 10 a.m. to 9 p.m.
Sunday: 1 p.m. to 11 p.m.

Contact: TRAC
Main Office: (217) 206-7103
Front Desk: (217) 206-6658
Email: campusrec@uis.edu
http://www.uis.edu/campusrec/
Career Development Center
The Career Development Center provides comprehensive career planning services to undergraduate, graduate, and online students. The Career Center works in partnership with students throughout their time at UIS to develop career strategies and teach students how to create meaningful real-world opportunities and experiences that will enhance their opportunities after graduation.

Personalized services are provided through:
- Career Counseling and Career Advising
- Resume and Cover Letter Critiques
- Online Career Planning Systems and extensive resources
- Support through our Career Suite Open Hours
- Job shadowing and informational interviewing with professionals and alumni
- Workshops, career fairs and career “field trips” to potential employers
- Access to UIS CareerConnect, our online internship and job board
- Interactions with recruiters on-campus
- Customized opportunities related to your career goals created in partnership with your Career Counselor

Hours of Operation:
Monday-Friday: 8:30 a.m. to 5 p.m.

Contact: Student Affairs Building, Room 50
Phone: (217) 206-6508
Email: careerservices@uis.edu
www.uis.edu/career/

Counseling Center

The Counseling Center provides confidential counseling to address the personal concerns of students in a safe and private environment. The Center facilitates the academic progress of students by providing counseling and outreach programming that address issues of concern to students including stress and time management, depression, anxiety, alcohol and substance abuse, conflict resolution, communication skills and relationship concerns. The Counseling Center staff helps students build confidence, gain insight, and make changes to assist them in being successful as students and in their personal lives.

Counseling services are free of charge to UIS students that have paid the Health and Counseling Fee.
Services include:
- Individual Counseling for UIS students
- Couples and Group Counseling
- Personal Development Workshops
- Psychological Assessment
- Crisis Intervention

Hours of Operation: Monday–Friday: 8:30 a.m. to 5 p.m.
For after-hours crisis intervention, call (217) 206-7122 to talk with the counselor on duty.

Contact: Human Resources Building, Room 64
Phone: (217) 206-7122
Email: counseling@uis.edu
www.uis.edu/counselingcenter/

Dean of Students

The Dean of Students provides the oversight of various Student Affairs offices and for the student services of:
- Advocacy and Assistance
- Community Standards and Student Conduct
- Student Handbook

Contact: Founders Residence Hall 178
Phone: (217) 206-8211
Dining Services

Campus Food Service welcomes you to this unique food court located in the Student Union. If you find the choices overwhelming, we’ll consider that a compliment.

Our facilities include:

- The Food Studio is our main dining room open seven days a week during the fall and spring semesters, and Monday through Fridays during breaks and summer sessions. To learn about what is included, please visit http://www.uis.edu/foodservice/facilities/.
- Starbucks – Located on the 2nd floor of the Student Union, this is a full service Starbucks, accepting UIS Dining Dollars (depending on the item), campus cash, cash, major credit cards, and Starbucks gift cards. This franchise is not currently accepting the Starbucks app payments nor online ordering.

Meal Plans - UIS offers several meal plans to meet our students’ needs. Students SAVE 8.5% on every purchase from their meal plan. On campus residents with a meal plan do not pay sales tax. To learn more about our meal plans, please visit http://www.uis.edu/foodservice/mealplans/. Meal plans can be requested by filling out a form at the i-Card office (Public Affairs Center, room 124). Meal plans can be changed up until the 10th day of classes in the fall and spring semester. Meal plans roll over from fall to spring semester, but do not roll over year to year.

Campus Cash – is another line of debit credit that students can add to their i-Card. It is easy to do online from the i-Card website http://go.uis.edu/UISiCard.

Contact: Student Union, room 201
Phone: (217) 206-7740
www.uis.edu/foodservice/

Disability Services

The Office of Disability Services is the central service that provides students with academic accommodations for disability services at the University of Illinois Springfield. A full-time Director provides leadership to staff, which includes two specialists to provide accommodations and serve other disability related needs to the UIS community. We encourage you to visit our website and make contact with one of the Disability Specialists in our office at any time.

We provide academic support services to students with disabilities that include:
- Priority Registration
- Peer Note Takers
- Alternative Format Text Conversion
- ASL Interpreters
- Alternative Seating Arrangements
- Adaptive Technology Training
- Computer Lab
- Extended time on exams.
- Quiet distraction free environment for taking exams.

Contact: Human Resources Building, Room 80
Phone (voice): (217) 206-6666
Phone (TDD): (217) 206-6668
Email: ods@uis.edu
www.uis.edu/disabilityservices/

Diversity Center

The Diversity Center provides a forum for students with a common bond to unify and support each other, and share cultural achievements with the university community. The Diversity Center provides educational and social opportunities on campus to represent and advocate for all diverse students. The Center’s goal is to increase the recruitment and enrollment efforts for other traditionally underrepresented populations, including African American, Native American, Hispanic/Latinx, International, LGBTQ, and all diverse students. Additionally, our lounge provides students with a space for studying, watching TV, holding meetings, working at our computer workstations, and printing up to 10 pages/day for free.
In short, the Diversity Center is a cultural, educational, and social entity on campus to represent and advocate for the concerns and challenges of all students.

Programs and Services include:
- Necessary Steps Mentoring Program for first generation students;
- Hispanic/Latinx Initiative and Black Male Initiative which serve to increase, encourage, and support the inclusion and educational success of students of color, particularly Hispanic/Latinx and African-American males;
- Heritage Month Programs and Awareness Weeks;
- Cultural Diversity Events and Workshops;
- National Coalition Building Institute (NCBI);
- Stereotype and Bias Reduction Workshops;
- Advising and Mentoring;
- Soup and Conversations, Pan y Café, and DiversiTeas

Contact: Student Life Building, Room 22
Phone: (217) 206-6333
Email: diversity@uis.edu
Facebook: UIS Diversity Center
www.uis.edu/diversitycenter/

Financial Assistance

The Office of Financial Assistance aspires to ensure access to and affordability of a UIS education. We are committed to making every effort within our means to help all students secure the funds to attend UIS. We will guide you through the financial aid application process and will be available to assist you every step along the way, ensuring that every student has the opportunity to succeed at UIS.

Contact: University Hall 1015
Phone: (217) 206-6724
Fax: (217) 206-7376
Email: finaid@uis.edu
www.uis.edu/financialaid/apply/
FAFSA: www.fafsa.ed.gov
Scholarship Applications: www.uis.edu/financialaid/scholarships/

Gender and Sexuality Student Services

Gender and Sexuality Student Services, is a resource for all UIS students, including those that are lesbian, gay, bisexual, pansexual, fluid, transgender, genderqueer, queer, questioning, intersex, asexual, and their supportive heterosexual allies (LGBTQIA+)! As part of the Division of Student Affairs, we work closely with other entities in the division to provide the most appropriate service and support to students.

Among our services, we offer a mentor program for new LGBTQIA+ first year, transfer, and graduate students that pairs these students with returning upper-classmates. The goal of this program is to assist new students to develop a social network at UIS, learn about campus resources, attend group socials, and to have a place to ask questions about campus life. All students, regardless of sexual or gender identity, are welcome! Register at: www.uis.edu/lgbtq/programs/mentor/

Contact: Student Life Building, Room 22
Phone: (217) 206-8316
Email: gss@uis.edu
www.uis.edu/gendersexualitystudentservices/
Facebook: www.facebook.com/GSSUIS
Twitter: twitter.com/UISGSS
SnapChat: www.snapchat.com/add/gssuis GSSUIS
Health Services

Health Services supports the mission of UIS by providing cost effective, comprehensive, accessible, professional health care. We provide preventive services and resources that support participation in health care, enabling individuals to recognize health as a comprehensive state over which they have control. Health Services provides quality care that is accessible and confidential. We provide treatment for acute injuries and illnesses; allergy, Tdap, seasonal flu shots and other immunizations; women’s health exams; birth control; sexual health testing and counseling; physician consultation and routine physicals.

Health Services Online Patient Portal Access: https://patient-uis.medicatconnect.com

Student Immunization Requirements/Records. Students have until the 10th day of classes in the Fall/Spring semester or the 5th day of classes in the Summer to submit immunization records/proof of immunizations. Failure to provide proof of immunization by the deadline results in the assessment of an immunization non-compliance fee, as well as a hold restricting course registration for future semesters. Please review our policies www.uis.edu/healthservices and submission requirements https://apply.uis.edu/apply/status online or contact our office by phone or email uishealthservice@uis.edu.

Contact: Business Services Building, Room 20
Phone: (217) 206-6676
Fax: (217) 206-7779
www.uis.edu/healthservices/

i-Card

The i-Card is the official University of Illinois identification card. Students use their i-Cards to pay for meals, borrow library books, access campus facilities, and more. Your i-Card serves as an ID card, wallet, and coupon all in one. You'll need your i-Card for many campus services and community conveniences, so carry yours with you at all times.

i-Card uses:
1. Meal plans – Use your i-Card to access your meal plan, provided by UIS Food Service. To get a meal plan, complete a Meal Plan Agreement form and submit it at the ID Center. Check your meal plan balance at icardwallet.uis.edu or at the ID Center.

2. Identification and access - Swiping or scanning your i-Card helps campus units confirm your current status. You must identify yourself for the following services:
   - Library use - Students have borrowing privileges at Brookens Library.
   - Door access - Persons receive access as needed.
   - Recreation - Students assessed the General fee swipe their i-Card to use Campus Recreation facilities.

3. Campus Cash debit account: Carry your i-Card and carry less cash! You may check your Campus Cash balance or add money to your account at icardwallet.uis.edu or by visiting the ID Center. Use Campus Cash to pay for:
   - Food and beverages - at UIS dining locations and vending machines,
   - Laundry - use washers and dryers in the Residential, on-campus laundry rooms.
   - Photocopying - at convenience copiers.
   - Printing - at UIS computing facilities. Students are allotted $25 in printing funds each calendar year, if they run out they can add more.
   - Textbooks and supplies at the UIS Bookstore

4. PNC Bank account - Springfield students, you may bank with your i-card if you open a Virtual Wallet Student account and link your i-Card to it.

5. Discounts – Show your i-Card to save money
   - Athletics event discounts - Students receive free admission to regular season games and discounts on conference and playoff Athletics events tickets.
   - Performing arts event discounts - Students may buy discounted tickets to events at Sangamon Auditorium.
   - Shopping and service discounts - i-Card Perks are discounts that local merchants offer to University i-Card holders.

Hours: Monday – Friday, 8:30 a.m. – 5 p.m.
International Programs (Study Abroad)

The office offers many study abroad opportunities which include: short-term study programs such as our long standing exchange program in Ashikaga, Japan and our new programs in England, Taiwan and Vietnam; full semester and year-long exchange programs in Australia, Japan, the United Kingdom, China, France, Spain, Denmark, The Netherlands, Korea, and Mexico; and a means to take advantage of study abroad programs offered by other universities and program providers including exchange opportunities in 55 countries through our membership in the International Student Exchange Program. We can help you study almost anywhere!

International Programs has also been involved with a variety of international initiatives that have included international online education, such as our **on-line exchange program** in Political Science with the University of Colima in Mexico, collaborative efforts with universities located outside the USA and the development of multi/dua degree programs.

Contact:
Brookens Library Building, Room 483
Phone: (217) 206-8319 / (217) 206-8318
E-mail: intprog@uis.edu
http://www.uis.edu/internationalprograms/

International Student Services

The Office of International Student Services serves as a key resource to the UIS community by assisting international students and the faculty and staff of UIS in understanding and complying with U.S. immigration laws. It also works to ensure that the University as a whole maintains compliance with all regulations governing its ability to enroll international students.

- Advises international students, their dependents, and University departments on compliance with U.S. immigration laws and regulations.
- Recommends and approves immigration benefits.
- Verifies, tracks, and submits visa immigration notifications through the Student and Exchange Visitor Information System (SEVIS), as required by the U.S. Department of Homeland Security.
- Advises on adjustment to U.S. society and American culture, academic concerns and community resources.
- Processes I-20s, travel signatures, and letters needed for employment, maintaining status, social security numbers, and other immigration related matters.
- Conducts workshops and orientation sessions for international students and UIS departments.

Office hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Contact: Human Resources Building, Room 10
Phone: (217) 206-6678
Email: iss@uis.edu
www.uis.edu/internationalstudentservices/

Internships and Prior Learning (IPL)

IPL consists of 3 programs: Internships, Prior Learning Assessment, and Service-Learning. All 3 of these programs can allow you to earn ECCE Engagement credits and/or fulfill degree program requirements.

- **Internship Services** enables students to get real-world experience in their area of study. Students earn credit by completing the Internship Course concurrently with a field experience: either an internship or project.
- **Prior Learning Assessment** gives students an opportunity to earn credit for past college-level learning. Students earn credit by developing a portfolio about their experiences.
- **Service-Learning** courses allow students to engage with the community and develop an understanding of civic responsibility by providing community service to non-profit agencies as part of their coursework. This program
currently sponsors the Social Responsibility and Leadership Development Minor, which complements any UIS major.

Office hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Contact: Brookens Library, 482 (academic entrance)
Phone: (217) 206-6640
Email: ipl@uis.edu
https://www.uis.edu/cas/ipl/

**The Learning Hub**

The Learning Hub’s mission is to help all UIS students succeed in their academic coursework. Our staff are pledged to nurture students academically using tried and true approaches to teaching and learning. The Learning Hub offers students support with their reading, writing, mathematics, science, and business courses.

A part of the Center for Academic Success, The Hub offers help to students in improving skills including

- Writing
- Math and Statistics
- Accounting and Economics
- Computer Science
- Science
- Academic study skills
- And through a peer tutoring program, virtually any subject taught on the campus

Contact: Brookens Library Building, Room 460
Phone: (217) 206-6503
Email: thehub@uis.edu
http://www.uis.edu/thelearninghub/

**Parking Operations**

Parking Hangtags are **Mandatory** for all students for any vehicle they park on campus. Parking maps, regulations, and the hang tag application may be found on the Parking Operation’s Office website www.uis.edu/parking. Parking hang tags must be purchased online. They cannot be purchased at the Parking Operation's Office.

The parking services online form opens prior to the beginning of each semester for purchasing hangtags:

- summer semester – after May 15;
- fall semester – after August 1;
- spring semester – after January 5.

These dates are approximate and dependent on the Parking Operations Office. The vehicle license plate number and the make, model, year and color of the vehicle(s) is required to complete the online hang tag application.

After you have purchased your hang tag online you can go to the Parking Operation's Office with a photo ID to pick it up. The Parking Operation's Office provides extended business hours at the beginning of the fall and spring semesters (see website for more details). Parking hang tags must be displayed as instructed.

Contact: Business Services Building, room 43
Phone: (217) 206-8502
Email: parking@uis.edu
http://www.uis.edu/parking/
Records and Registration

The University of Illinois at Springfield’s Office of Records and Registration (also known as the Office of the Registrar) consists of a number of units responsible for a variety of duties.

These units include:

- Registration (including course registration, catalog/schedule maintenance, and tuition/fee assessment);
- Records (including the issuance of official UIS transcripts, enrollment/degree verifications, and grade changes),
- Graduation (including the awarding of all degrees and associated diplomas), and
- Degree Audits (including the articulation of incoming courses and the evaluation of all degrees in progress).

Contact: University Hall, Room 1076
(217) 206-6174 Registration
(217) 206-6709 Records
(217) 206-7730 Graduation
(217) 206-8216 Degree Audits
Email: registrar@uis.edu
www.uis.edu/registration/

Residence Life (On-Campus Housing)

A lot of living, learning, and leading occur in our four distinctive campus communities. Every year, more than 1,100 students choose from among four diverse living options – suite-style residence halls or townhouses, apartments, and family housing (limited availability). Our contemporary facilities are fully furnished, well maintained, and fun living/learning communities.

The perks of UIS Residence Life include:

- Inclusive, supportive student-oriented community environments
- High-speed Internet access in every room with wireless connection campus-wide
- Cable TV system (115 channels) offering premium content: HBO/Cinemax with streaming options; multiple sports, movies, science, arts, international programming
- Abundant parking close to your residence
- Conveniently located near the bookstore, classrooms, food service, laundry services, the library, and the Sangamon Mass Transit District (SMTD) downtown shuttle stops
- ADA accessibility options
- Statistically, one of the safest campuses in Illinois
- All utility costs included in each semester bill

Education, socialization, self-discovery, and community building experiences are readily available through a variety of designed programs, planned social events, organized learning communities, academic support services, and spontaneous functions organized by Resident Assistants. Our goal is to intentionally connect you with other residents, while providing supportive academic and social environments which complement and complete your overall residential campus experience at UIS!

Contact:
Homer Butler Commons, Room 1
Phone: (217) 206-6190
Email: reslife@uis.edu
www.uis.edu/residencelife/

Student Affairs - Offices of:

- Vice Chancellor of Student Affairs
- Assistant Vice Chancellor Student Affairs/Executive Director of Auxiliary Services
- Executive Director of the UIS Student Union
- Dean of Students
- Assistant Vice Chancellor for Student Engagement
- Assistant to the Vice Chancellor
- Administrative Aide to the Vice Chancellor
The Division of Student Affairs is a team of professionals dedicated to the mission of UIS that contributes to the personal and professional development of students. Programs and services offered inspire students to take ownership of self and social responsibility, to become globally aware citizens and appreciate human diversity, and enhance holistic development and the students' overall well-being. “Students First!” is the philosophy that inspires, empowers and unites us. Our programs, services, and facilities assist students in their transition to campus life and help them to navigate and complete the college experience and to derive the greatest value and pleasure from their time at UIS.

Contact: Founders Residence Hall FRH 171 Phone: (217) 206-6581 
Email: cryan1@uis.edu
www.uis.edu/studentaffairs/

**Student Life**

Student Life serves as a resource for all students, enabling them to engage in, contribute to, and benefit from the UIS community. Student Life initiates programs and activities that enhance the student experience and further the university’s mission of providing uniquely student-centered educational experiences both in and out of the classroom through active learning, meaningful research and impactful civic engagement that prepares graduates to contribute fully to society.

Student Life provides support to:
- More than 80 student clubs
- Leadership Programs
- Student Government Association (SGA)
- Greek Life
- Student Activities Committee (SAC)
- Student Organization Funding Association (SOFA)
- Greek Life
- A variety of campus-wide social events and traditions, including Welcome Week, Homecoming, and Springfest

Contact: Student Union, Student Leadership Center (Union 103) 
Phone: (217) 206-4762 
Email: soc@uis.edu
www.uis.edu/studentlife/

**Student Union (Union, The Stu)**

The UIS Student Union is the social heart of campus for students. In this signature building, so full of light and activity, students interact with each other and with faculty, staff, and visitors, creating a vibrant and thriving focal point for life at UIS. The Departments of Student Life, Volunteer & Civic Engagement, Dining Services, and the Student Union administration office are all located in the Student Union. The Union offers students lounge/study spaces, a gaming room, and electronic charging stations. Two conferences rooms and a ballroom that can be subdivided into small rooms are on the 2nd and 3rd floors. The main campus eatery, The Food Studio and the Sports Grille are located on the first floor and a full service Starbucks is available on the second floor.

Hours of operation when classes are in session fall/spring semester (see Dining Services for servery hours):
Monday - Friday 7:30 a.m. – 12 a.m.  
Saturday/Sunday 10:30 a.m. – 12 a.m.

Contact: Student Union, UNION 
Phone: 217-206-4782 
Email: studentunion@uis.edu
http://www.uis.edu/studentunion/
Title IX Coordinator/Office of Access and Equal Opportunity

The UIS Associate Chancellor for Access and Equal Opportunity helps foster a welcoming campus climate in support of students’ success. Access and Equal Opportunity addresses complaints of discrimination, harassment, and sexual misconduct and advises the campus on equity issues and also on accommodations for students, faculty, and staff with disabilities.

Access and Equal Opportunity is a resource for all students, including students of color, international students, nontraditional students, students from rural backgrounds, students with religious interests, and students who are gay, lesbian, and transgender. The Office provides educational awareness and prevention programming and workshops and collaborates with other units on inclusion and diversity, including the Diversity Center, the Office of the Dean of Students, International Student Services, and the ECCE Program.

The Associate Chancellor for Access and Equal Opportunity is the Americans with Disabilities Act (ADA) Campus Compliance Coordinator and the Title IX Coordinator. Title IX is a UIS policy and U.S. law that includes rights and resources for victims of sexual assault and other sexual misconduct, including sexual harassment, dating and domestic violence, stalking, and rape.

This office receives reports and addresses complaints of Title IX violations and also assists victims with campus and off-campus resources, including scheduling counseling appointments and working with UIS faculty, administrators, and UIS Campus Police to provide interim safety and academic success measures.

Title IX Coordinator
Public Affairs Building, PAC 491
Phone: (217) 206-9999
titleix@uis.edu

Access and Equal Opportunity
Public Affairs Building, PAC 491
Email: aeo@uis.edu

University Student Financial Services & Cashier Operations (USFSCO)

USFSCO is the central billing and payment unit of the University of Illinois. The office serves students at all three of the U of I universities. USFSCO includes both the Cashier Operations (Bursar) Office and the Student Billing Office. USFSCO helps students and their authorized payers with questions regarding student billing, authorized payers, payment options, due dates, refunds, 1098T reporting, and financial literacy. We encourage students to enroll into direct deposit for any refund the student may receive. In addition, we encourage students to set up their parent/guardian as an authorized payer. We have a website specifically designed for our new students. This website is: https://paymybill.uillinois.edu/new_students/ToDoList.

Hours of Operation:
Monday – Friday: 8:30 a.m. to 5 p.m.
(Closed 12:30 - 1:30 p.m. for lunch hour)

Cashier’s Window Hours of Operation: 9 a.m. – 4 p.m. (closed 12:30 – 1:30 p.m.)

Contact:
Lower Level Public Affairs Center (PAC) 184
Phone: (217) 206-6727
Email: usfscohelp@uillinois.edu
https://paymybill.uillinois.edu/
Veterans Affairs

Veterans and Military Personnel are a vital part of our student community and we are here to assist you. The Office of Student Veterans Affairs serves to: connect student veterans and service members with campus resources, to assist student veterans through the required campus processes, and to provide military/veteran specific programming as well as opportunities to integrate into the larger UIS community. Please be sure to make use of the Military & Veterans Lounge located in the Performing Arts Center (PAC) 117 and to connect with the Military and Veterans Club at UIS.

If you need assistance in the process of verifying credits through Records and Registration, completing a benefits process with Financial Assistance, attaining academic advising through OASIS or your major department, finding academic support through the Learning Hub, seeking accommodations through the Office of Disability Services, developing your career path with the Career Development Center, or connecting with the Counseling Center, we are here to help make those efforts as straight forward as possible.

Contact: Mark Dochterman
Assistant Vice Chancellor for Student Engagement
Founders Residence Hall, Room 175
Phone: (217) 206-VETS (8387)
Email: veterans@uis.edu
www.uis.edu/veterans/

Volunteer and Civic Engagement Center

The mission of the Volunteer & Civic Engagement Center is to provide all students, faculty, and staff at University of Illinois Springfield with opportunities to learn and lead by serving in the community. Our office provides large-scale, one-time service opportunities as well as weekly service opportunities, with transportation provided, throughout the semester. We also help students locate ongoing service opportunities related to their major or personal interest. The center:

- oversees the Leadership for Life program,
- advises Red Cross Club, Alternative Spring Break, Habitat for Humanity Club, and UIS Dance Marathon, all of which are open to any UIS Student,
- is the home of the UIS Cares Food Pantry, and the UIS Deputy Registrar of Voting.

Service opportunities involving minors or based in schools require background check. The background check for weekly projects with School District 186 requires a state issued ID or passport, but does not exclude individuals based on citizenship status. If Volunteer Center sponsored projects, other than those in schools, require a background check, the requirements of that background check process will be included in the description of the event as posted on UIS Connection. The Volunteer & Civic Engagement Center is happy to assist any student that has concerns about a background check process for a service opportunity not directly supported by our office. Students may confidentially inquire about the requirements of a particular background check process before submitting the form.

Contact: Student Leadership Center, Student Union 103
Phone: (217) 206-7716
Email: volunteer@uis.edu
www.uis.edu/volunteer/

Women’s Center

The Women’s Center provides support, information and referrals on sexual, dating, and relationship violence for all people in the UIS community. The Women’s Center advocates, educates, and provides support services for all students, and works for the advancement of safety and equity on campus and beyond. The Women’s Center creates a warm environment and an engaged community for social, academic, and life success.

The Women’s Center focuses on:

- Educating and responding to personal violence – with a special emphasis on sexual violence, dating violence, and stalking: awareness, prevention and response.
- Personal and community safety events including Take Back the Night, WhistleStop, the Clothesline Project, and Rape Aggression Defense (RAD) for Women.

Contact: Student Life Building (SLB) 15
Phone: (217) 206-7173
Email: womenscenter@uis.edu
www.uis.edu/womenscenter/
Facebook: UISWomensCenter