New Graduate Student Checklist

Things to Do After You Are Admitted

☐ Claim Your NetID at [go.uis.edu/UISNetID](http://go.uis.edu/UISNetID) in order to access the UIS Student Enterprise portal for course registration and other university functions. You will use your UIN which was in your acceptance letter and the token that was emailed to you by the UIS Admissions Office to set up your NetID. Make note of the NetId (which is also your UIS email and Enterprise logon) and the password you created. Bring them with you to Orientation. After you set up your NetID you can check your UIS e-mail at webmail.uis.edu using your NetID and password you just created.

☐ Your Home at UIS with Residence Life. A large piece of the UIS experience is living on campus with Residence Life. All UIS students are welcome to make their home on-campus. If you are interested in living on campus, submit your $250.00 Housing Security Deposit using our [Housing Security Deposit Payment Information Form](http://go.uis.edu/housingdep).  
  a. Residence Life will send a link to your online Application/Contract to your UIS email, once your Housing Security Deposit has been paid;  
  b. Read the Terms and Conditions;  
  c. Review the [on-campus housing options](http://go.uis.edu/on-campus-housing);  
  d. Complete your online Housing Application/Contract, be sure to click “I Agree” to apply your electronic signature.

Additional information about assignments and move-in dates will be communicated to you through your UIS email. If you have questions call (217) 206-6190 during regular business hours 8:30 a.m. – 5 p.m., email reslife@uis.edu, or visit the website www.uis.edu/residencelife/.

☐ Advising. Meet with an advisor prior to coming to Graduate Orientation. Contact your major department if you do not know who your advisor is. Graduate Program Advisors will not be available at Transfer/Graduate Orientation.

☐ Register for Classes. The second Monday of November and April are the first day of open course registration for Spring and Summer/Fall semesters respectively. New Students can access The Office of Records & Registration website at [go.uis.edu/CourseRegistration](http://go.uis.edu/CourseRegistration) for information on dates and course schedules. Once you have been advised you can register for classes online. You can view a video on course registration at [go.uis.edu/onlineregistration](http://go.uis.edu/onlineregistration).

☐ Apply for a Graduate Assistantship or Graduate Public Service Internship (GPSI).

  *Graduate Assistantships* provide students with graduate-level experiences for about 20 hours a week during the academic year. Some of these assistantships also offer their graduate students work during semester and summer breaks. Application information for GA positions is available at [go.uis.edu/GradAssistantships](http://go.uis.edu/GradAssistantships).

  *Graduate Public Service Internships/Illinois Legislative Staff Interns* affords top flight graduate students with the opportunity integrate the academic classroom with real world learning. Graduate public service interns are involved in developing public policy, development of governmental effectiveness, and mentoring to enhance their leadership potential. Application information is available at [go.uis.edu/GPSI](http://go.uis.edu/GPSI). For questions email: gaprog@uis.edu.

☐ Orientation. Visit [go.uis.edu/GradStudentOrientation](http://go.uis.edu/GradStudentOrientation) to register for orientation. It’s FREE and convenient one-stop shopping to get everything done at once.

These items have financial or registration penalties if you miss the deadlines

☐ Student Immunization Requirement. Students have until the 10th day of the semester in the Fall/Spring semester and until the 5th day of the semester if enrolling in summer to submit their UIS Immunization Form and copies of 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 registration hold. Detailed information regarding the immunization requirements may be obtained by calling Health Services at (217) 206-6676 or from their website [http://www.uis.edu/healthservices](http://www.uis.edu/healthservices).
**Student Insurance and Waiver Requirement** for Students with Insurance or Covered by a Spouse, Parent, or Guardian’s Plan. All students (except for students enrolled exclusively in on-line majors) who are registered for one credit hour or more of classes at UIS are automatically assessed the semester student insurance fee unless they have completed a waiver online and provided proof of private health insurance. The portal for the health insurance waiver generally opens the week before classes start each semester. Due dates are listed on the waiver page. Students are only required to waive the insurance coverage one time per school plan year. An academic year runs from August 16th through August 15th. Office hours for the Office of Human Resources/Student Insurance are 8:30 a.m. until 5:00 p.m. Monday through Friday. For more details about the insurance plan, the waiver and the deadline email: studentinsurance@uis.edu, call (217) 206-7237 or (217) 206-7020, or visit the website at [http://www.uis.edu/humanresources/studentinsurance/](http://www.uis.edu/humanresources/studentinsurance/).

**Student Accounts, Direct Deposit and Billing Plans.** The University of Illinois does not issue paper statements of student billing. Once a month, the University of Illinois emails students and Authorized Payers, reminding them to view their student account for recent activity and to pay the amount due by the due date. The student account is available online for students and Authorized Payers to view and print, and includes all student account transactions such as: payments received, charges, and credits for tuition, fees, and housing.

- Due date for payment of fall tuition is September 28th
- Due date for payment of spring semester is February 28th;
- Due date for payment of summer semester is June 28th.

Prior to the start of the semester, please enroll into Direct Deposit for any refunds you might receive. You will need your bank account and routing information to complete this online form. You can complete this step during Orientation.

For more information regarding student accounts, and payment options (including payment plans) visit the University Student Financial Services & Cashier Operations website at [paymybill.uillinois.edu](http://paymybill.uillinois.edu), email usfscohelp@uillinois.edu, or call (217) 206-6727. USFSCO is open M-F 8:30 am – 12:30 pm; 1:30 pm – 5:00 pm (unless the campus is closed for a holiday). Failure to pay accounts on time will result in late fees and a registration hold.

**New Student Sexual Assault Awareness Prevention Online Education.** The University of Illinois mandates that all new students to its campuses complete its online educational program on Student Sexual Assault Awareness and Prevention. All University Illinois students will be required to complete this very important program to ensure their awareness early in the first semester they are enrolled. Watch your UIS email. You will be sent an email from the Vice Chancellor for Student Affairs, Dr. Clarice Ford with information and the link to the online education training. New students must complete this online program before the deadline that is set for each semester’s incoming students. New students who fail to complete this online education will have a hold placed on their account and will be unable to add/drop classes or register for the next semester until the program is completed.

**Things to Do Once You Have Registered for Classes**

- **Campus Employment.** Log into Career Connect. Set up your Career Connect profile. Create your resume and upload it to your Career Connect. Apply for campus jobs. Students can begin applying for campus jobs if they have registered for classes after:
  - July 1 (students enrolling fall)
  - January 1 (students enrolling in spring)
  - May 15 (students enrolling in summer)

- **Sign up for Rave - Emergency Notification App** ([http://www.uis.edu/police/](http://www.uis.edu/police/)) and review the UIS Police website for safety and security information and tips.

- **Get Your ID Card (i-Card).** The i-Card is the official University of Illinois identification card. Cardholders use the i-Card for library services, door access, dining, copying, printing, and a variety of other University services. Obtain your ID card at the ID Center in the Student Affairs Building (SAB), room 30 (phone 217-206-7718). Bring photo identification (e.g. driver’s license, passport) with you to obtain your i-Card. Additional information is available on the web. You can have your i-Card picture taken and pick up your i-Card up during your Orientation program or anytime the office is open during regular business hours.
Parking Hang Tags. 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 Operations 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 office is located in the Business Services Building (BSB) room 43 (Building 2 on the campus map). See their website for current and extended business hours at the beginning of the fall and spring semesters. Parking hang tags must be displayed as instructed.