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 2013 and Fall 2013 dynamic course schedules, please visit our website (www.uis.edu/registration – “Course Schedules” link).
## Directory of Services

### SUMMER 2013 SEMESTER

<table>
<thead>
<tr>
<th>Office</th>
<th>Location/Phone</th>
<th>Function/Comment</th>
<th>Regular Hours</th>
<th>Extended Hours</th>
<th>Dates Extended Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising</td>
<td>BRK 472 206-7471</td>
<td>Undergraduate academic advising for freshmen and undecided majors. Additional information is available online (<a href="http://www.uis.edu/advising">www.uis.edu/advising</a>).</td>
<td>M-F 8:30-5</td>
<td>By Appointment</td>
<td>By Appointment</td>
</tr>
<tr>
<td>Bookstore</td>
<td>FRH 164 206-6766</td>
<td>“Last day for all textbook refunds with receipt is 6/7/13 (summer) and 8/30/13 (fall).”</td>
<td>SM: M-R 9-2; F 9-1</td>
<td>To Be Posted</td>
<td>To Be Posted</td>
</tr>
<tr>
<td>Degree Audits</td>
<td>UHB 1076 206-8216</td>
<td>“General degree audit information; assist with questions regarding DARSweb for students and curriculum (program/major, minor, certificate) changes. Deadline to change curriculum: 7/12/13 (summer); 11/22/13 (fall).”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Informational Technology Services</td>
<td>UHB 180 – Media Services (206-6550) HSB 110 – TSC Help Desk (206-6000) UHB 2000 – UIS Computer Lab (206-7100)</td>
<td>“The Technology Support Center (TSC) is the primary point of contact for technology questions, problems, and issues. This service is available to all UIS faculty, staff, and enrolled students. Media Services monitors and maintains campus computer labs, smart classrooms, and the Conference Center.”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Graduation</td>
<td>UHB 1076 206-7730</td>
<td>“General graduation information; assist with questions regarding applying for graduation and spring commencement. Summer application deadline: 7/1/13. Fall application deadline: 10/7/13.”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Health Services</td>
<td>BSB 20 206-6676</td>
<td>“Immunization documents required by 6/7/13 (summer) and 9/9/13 (fall) for students born 1957 or later and all international students. International students please see “Immunization” section. Students not in compliance by the appropriate deadline date will be charged a non-refundable fee.”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>HBC 1 206-6190</td>
<td>“Manages on-campus housing (residence halls and apartments).”</td>
<td>SM: M-F 8:30-8, Sat Noon-4, Sun 4-8 FL: M-F 8:30-Midnight, Sat 10-6, Sun 12-8</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>i-card (Student I.D.)</td>
<td>PAC 124 206-7718</td>
<td>“Cards required for library/gym use and other services on campus. State-issued valid photo I.D. required; students must be registered for at least one course to obtain an i-card. A non-photo card will be mailed to students enrolled in an online degree program at the beginning of their first semester. All cards are activated upon registration every semester to allow access to services.”</td>
<td>M-F 8:30-5</td>
<td>M-R 9-6</td>
<td>SM: 6/3 - 6/7, FL: 8/19-8/22, 8/26 - 8/30</td>
</tr>
<tr>
<td>Insurance</td>
<td>HRC 30 206-6652</td>
<td>“Petitions for exemption from the UIS Student Insurance Plan are due 6/7/13 (summer) and 9/27/13 (fall). Dependent insurance enrollment forms are due by 6/15/13 (summer) and 9/27/13 (fall). Forms are available from Human Resources and on the student insurance website (<a href="http://www.uis.edu/insurance).%E2%80%9D">www.uis.edu/insurance).”</a></td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Library</td>
<td>BRK 200 206-6605</td>
<td>“Clear library holds. Monday-Friday, 9-3. Library holds must be cleared before first day of term.”</td>
<td>Hours posted: library.uis.edu</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Peoria Center</td>
<td>309-999-4US (4847)</td>
<td>“Assistance for students attending classes in Peoria. Address: 120 ICC Perley Blvd., 115 SW Adams, Peoria, IL 61635”</td>
<td>SM: M-R 8-6, F 8-2 FL: M-R 8-6, F 8-5-30</td>
<td>M-R 8:30-6</td>
<td>M-R 8:30-6</td>
</tr>
<tr>
<td>Records</td>
<td>UHB 1076 206-6709 “Toll-free” 888-977-4US (4847)</td>
<td>“General records information; questions pertaining to transcripts, grades, and enrollment/degree verifications.”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Registration</td>
<td>UHB 1076 206-6174 “Toll-free” 888-977-4US (4847)</td>
<td>“General registration and tuition/fee assessment information; assist with questions regarding Student Self-Service. Waive Student-to-Student Grant fee.”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Student Financial Services (Cashier)</td>
<td>PAC 184 206-6738</td>
<td>“Tuition and fees are due 6/28/13 for summer and 9/28/13 for fall. For additional billing and payment options and methods, visit our website at <a href="http://paymybill.uis.edu.%E2%80%9D">http://paymybill.uis.edu.”</a></td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Student Financial Services (Student Accounts)</td>
<td>PAC 182 206-6727</td>
<td>“Questions about financial holds, student billing activity, and refunds. Visit our website at <a href="http://paymybill.uis.edu">http://paymybill.uis.edu</a> for billing dates, due dates, payment options, authorized payer information, payment plan enrollment, and much more.”</td>
<td>M-F 8:30-5</td>
<td>M-R 8:30-6</td>
<td>SM: 6/3 - 6/6, FL: 8/19-8/22, 8/26 - 8/29</td>
</tr>
<tr>
<td>Student Self-Service</td>
<td><a href="http://www.uis.edu/registration">www.uis.edu/registration</a></td>
<td>“Register, change class schedule, grading option, drop a class, be removed from a wait list, view registration holds, and view/print class schedule.”</td>
<td>24 hours/day Seven days a week (except Sun 6 AM - Noon)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

Only students enrolled at UIS for the Spring 2013 semester may register for summer during the week of summer priority registration. Generally, registration priority will be given in the order listed below. Hours are based on courses completed PRIOR to the Spring 2013 semester. You can view the exact day and time you can register for courses (referred to as your time ticket) on or after March 15 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 4, 2013
- Full-Term Course: After June 6, 2013
- Last-Half Course: After July 2, 2013

Summer Calendar Information

CLASSES AND BREAKS:

- Summer Term begins: June 3, 2013
- First-Half courses end/midpoint of semester: June 29, 2013
- Last-Half courses begin: July 1, 2013
- CAMPUS CLOSED, Independence Day Observance: July 4, 2013
- Summer Term ends: July 27, 2013

GRADUATION:

- Last day to submit summer graduation application: July 1, 2013
- Commencement ceremony (for Summer and Fall 2013 and Spring 2014 candidates): May 17, 2014

LAST DAY TO:

- Drop without financial obligation:
  - First-Half course: Partial withdrawal: June 5, 2013; Complete withdrawal: June 2, 2013
  - Full-Term course: Partial withdrawal: June 7, 2013; Complete withdrawal: June 2, 2013

- Withdraw, change grade option, or change to audit for:
  - First-Half course: June 21, 2013
  - Full-Term course: July 12, 2013
  - Last-Half course: July 19, 2013

OTHER DEADLINES:

- Summer financial aid disbursement: May 31, 2013
- Immunization compliance deadline: June 7, 2013
- Insurance enrollment deadline for dependents: June 15, 2013
- Last day to submit insurance petition for exemption: June 15, 2013
- Parking hang tag must be displayed by: June 17, 2013
- Student-to-Student Grant fee waiver deadline: June 28, 2013
- Last day to change curriculum (program/major, minor, certificate) for summer semester: July 12, 2013
- Summer 2013 final grades due to the Office of Records and Registration electronically by Noon: July 31, 2013

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

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 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
Only students enrolled at UIS for the Spring 2013 semester may register for fall during the week of fall priority registration. Generally, registration priority will be given in the order listed below. Hours are based on courses completed PRIOR to the Spring 2013 semester. You can view the exact day and time you can register for courses (referred to as your time ticket) on or after March 15 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 1, 2013
- Last-Half Course ................................................................................................. After Oct 27, 2013

Fall Calendar Information

CLASSES AND BREAKS:
Fall Term begins ....................................................... Aug 26, 2013
CAMPUS CLOSED, Labor Day Holiday ...................................... Sep 2, 2013
First-Half courses end/midpoint of semester ...................................... Oct 19, 2013
Last-Half courses begin ................................................... Oct 21, 2013
Thanksgiving Holiday recess ................................................ Nov 25-29, 2013
Fall Term ends .................................................................................. Dec 21, 2013

GRADUATION:
Last day to submit fall graduation application ........................................ Oct 7, 2013
Commencement ceremony (for Summer and Fall 2013 and Spring 2014 candidates) ..................... May 17, 2014

LAST DAY TO:
Drop without financial obligation:
- Full-Term course ................................................................. Partial withdrawal: Sep 9, 2013; Complete withdrawal: Aug 25, 2013

Withdraw, change grade option, or change to audit for:
- First-Half course ........................................................................ Oct 4, 2013
- Full-Term course ........................................................................ Nov 22, 2013
- Last-Half course ........................................................................ Nov 29, 2013

OTHER DEADLINES:
Fall financial aid disbursement ......................................................... Aug 23, 2013
Immunization compliance deadline ................................................... Sep 9, 2013
Parking hang tag must be displayed by ................................................ Sep 9, 2013
Insurance enrollment deadline for dependents .................................. Sep 27, 2013
Last day to submit insurance petition for exemption ...................... Sep 27, 2013
Student-to-Student Grant fee waiver deadline .............................. Sep 27, 2013
Fall 2013 mid-term grades due to the Office of Records and Registration electronically by Noon ........................ Oct 23, 2013
Last day to change curriculum (program/major, minor, certificate) for fall semester ....................... Nov 22, 2013
Fall 2013 final grades due to the Office of Records and Registration electronically by Noon ................ Dec 26, 2013

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

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 2013

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 (June 29, 2013) and end after the mid-point.
First-Half Courses begin and end by the midpoint of the semester (June 29, 2013).
Last-Half Courses begin and end after the midpoint of the semester (June 29, 2013).

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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Full-Term Dates</th>
<th>Percentage of Tuition and Fees Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TERM</td>
<td>June 7, 2013</td>
<td>10% *</td>
</tr>
<tr>
<td>FIRST-HALF</td>
<td>June 5, 2013</td>
<td>10% *</td>
</tr>
<tr>
<td>LAST-HALF</td>
<td>July 3, 2013</td>
<td>10% *</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Full-Term Dates</th>
<th>Percentage of Tuition and Fees Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>June 3-6 †</td>
<td>10% *</td>
</tr>
<tr>
<td>Week 1</td>
<td>June 7 ◆</td>
<td>10% *</td>
</tr>
<tr>
<td>Week 2</td>
<td>June 8-16</td>
<td>30% *</td>
</tr>
<tr>
<td>Week 3</td>
<td>June 17-23</td>
<td>40% *</td>
</tr>
<tr>
<td>Week 4</td>
<td>June 24-30</td>
<td>50% *</td>
</tr>
<tr>
<td>Week 5</td>
<td>July 1-5</td>
<td>60% *</td>
</tr>
<tr>
<td>Week 6</td>
<td>After July 5</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>July 12</td>
<td>Last day to withdraw, change grading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>option/change to audit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time Period</th>
<th>First-Half Dates</th>
<th>Last-Half Dates</th>
<th>Percentage of Tuition and Fees Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>June 3-4 †</td>
<td>July 1-2 †</td>
<td>10% *</td>
</tr>
<tr>
<td>Week 1</td>
<td>June 5 ◆</td>
<td>July 3 ◆</td>
<td>10% *</td>
</tr>
<tr>
<td>Week 2</td>
<td>June 6-9</td>
<td>July 4-7</td>
<td>30% *</td>
</tr>
<tr>
<td>Week 3</td>
<td>June 10-12</td>
<td>July 8-10</td>
<td>40% *</td>
</tr>
<tr>
<td>Week 4</td>
<td>June 13-16</td>
<td>July 11-14</td>
<td>50% *</td>
</tr>
<tr>
<td>Week 5</td>
<td>June 17-18</td>
<td>July 15-16</td>
<td>60% *</td>
</tr>
<tr>
<td>Week 6</td>
<td>After June 18</td>
<td>After July 16</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>June 21</td>
<td>July 19</td>
<td>Last day to withdraw, change grading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>option/change to audit</td>
<td></td>
</tr>
</tbody>
</table>

* 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 2013

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 19, 2013) and end after the mid-point.
First-Half Courses begin and end by the midpoint of the semester (Oct 19, 2013).
Last-Half Courses begin and end after the midpoint of the semester (Oct 19, 2013).

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:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Full-Term Dates</th>
<th>Percentage of Tuition and Fees Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Aug 26-Sep 1</td>
<td>10% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 2</td>
<td>Sep 2-9</td>
<td>10% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 3</td>
<td>Sep 10-15</td>
<td>20% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sep 16-22</td>
<td>30% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 5</td>
<td>Sep 23-29</td>
<td>30% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 6</td>
<td>Sep 30-Oct 6</td>
<td>40% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 7</td>
<td>Oct 7-13</td>
<td>40% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 8</td>
<td>Oct 14-20</td>
<td>50% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 9</td>
<td>Oct 21-27</td>
<td>60% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 10</td>
<td>Oct 28-Nov 1</td>
<td>60% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 11</td>
<td>After Nov 1</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>Nov 22</td>
<td>Last day to withdraw, change grading option/change to audit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time Period</th>
<th>First-Half Dates</th>
<th>Last-Half Dates</th>
<th>Percentage of Tuition and Fees Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Aug 26-Sept 1</td>
<td>Oct 21-27</td>
<td>10% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 2</td>
<td>Sep 2-8</td>
<td>Oct 28-Nov 3</td>
<td>30% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 3</td>
<td>Sep 9-15</td>
<td>Nov 4-10</td>
<td>40% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sep 16-22</td>
<td>Nov 11-17</td>
<td>50% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 5</td>
<td>Sep 23-27</td>
<td>Nov 18-22</td>
<td>60% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 6</td>
<td>After Sep 27</td>
<td>After Nov 22</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>Oct 4</td>
<td>Nov 29</td>
<td>Last day to withdraw, change grading option/change to audit</td>
</tr>
</tbody>
</table>

* 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.
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. Avoid potential enrollment problems by reading the various publications carefully. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course in which they register unless they officially cancel registration according to the established deadlines.

NON-PAYMENT AND NON-ATTENDANCE DO NOT CONSTITUTE AN OFFICIAL WITHDRAWAL. 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 “Drop/Withdrawal Policy” for more information on the consequences of dropping or withdrawing.

ADMISSION

Degree Seeking Students:

First-year undergraduate students with a strong record of academic achievement who have completed less than 12 hours of college credit after graduation from high school may apply for admission as a freshman. Students must submit high school transcripts, ACT/SAT scores, and a personal statement. Applications are accepted starting September 1 of the year prior to entry into the program, and new students may begin classes in any semester. In addition to general freshman applicants, UIS has an Honors Program that is a selective program and enrolls about 80 students each year. Students interested in the Honors Program will submit the same application as the freshmen, but may be asked to supply additional credentials.

Undergraduate transfer students with 12 or more semester hours may apply for admission. Students who have earned less than 30 semester hours must submit the same credentials as students seeking admission as freshmen (including official college transcripts). Students who have completed 30 or more transferable hours must submit official transcripts from all colleges and universities attended. Remedial and developmental courses are not applicable to admission requirements (see “General Education Information”). Applications are accepted on a rolling basis, and new on campus transfer students may begin classes in any semester.

Graders of regionally accredited Illinois community colleges holding an Associate of Arts, Associate of Science, or Associate of Arts and Science transfer degree may be admitted as juniors. Graduates of Illinois community colleges holding these degrees are considered to have met all general education requirements. An official transcript from each college and/or university attended must be submitted directly to the Office of Admissions.

Graduate students must apply to UIS and have official transcripts and any required test scores submitted to the Office of Admissions. In addition, some graduate programs may request supplemental admissions documents. Admission to graduate studies may be granted to students who have earned a baccalaureate degree and who have met all specific program requirements and prerequisite courses.

Non-Degree Seeking Students:

Students must complete an application and submit it to the Office of Admissions. The undergraduate non-degree student will be asked for clarification of his/her status before exceeding 16 hours; the graduate non-degree student before exceeding 12 hours.

Contact Admissions at 217/206-4UIS (4847) or 888/977-4UIS (4847) for more information.

EMERGENCY WEBSITE INFORMATION

In the event that the UIS website is temporarily unavailable due to an unavoidable emergency, students should go to http://www.uis.edu/uisEmergencyWebsite to view the emergency website for the campus.

ENROLLMENT TIME STATUS/VERIFICATION INFORMATION

Students are classified into various time status categories based upon the number of hours in which they are enrolled for a particular semester. In the fall and spring semesters a student is considered to be full-time if enrolled in 12 credit hours (undergraduate) or 9 (graduate), half-time if enrolled in 6-11.99 credit hours (undergraduate) or 5-8.99 (graduate), and less than half-time if enrolled in .01-5.99 (undergraduate) or .01-4.99 (graduate). For summer, both undergraduate and graduate students are considered to be full-time if enrolled in 6 credit hours, half-time if enrolled in 3-5.99 credit hours, and less than half-time if enrolled in .01-2.99 credit hours. Students with questions regarding time status or enrollment verifications should contact Records at 217/206-6709.

EVALUATION OF FACULTY ORAL ENGLISH PROFICIENCY

As required by state law and UIS policy, students are asked to evaluate their instructors on oral English proficiency in the classroom. Procedures call for this evaluation to occur twice during the semester.

FINAL EXAM SCHEDULE

Final exams at UIS are scheduled during the last week of the semester. Please consult the following website for the specific dates and times of your final exams: www.uis.edu/registration (click on the “Final Exam Schedules” link). If a specific class is not included in the list, ask your course instructor for the time and place of the exam.

FINANCIAL ASSISTANCE

Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran benefits. Financial Assistance will only pay for classes required to complete degree requirements in your specified program of study as indicated in the UIS Catalog. Deadlines apply. FINANCIAL ASSISTANCE FUNDS CANNOT PAY FOR AUDITED CLASSES. For more information, please visit the office website at www.uis.edu/financialaid, or call 217/206-6724.

Scholarships: Check out the UIS Scholarship website at www.uis.edu/financialaid/scholarships to see if you may qualify for one of approximately 130 scholarships available to UIS students each year.

Student Employment: Part-time employment opportunities exist for students continuously enrolled in six or more credit hours. Employment opportunities are posted on CareerConnect. All current UIS students are automatically registered for UIS CareerConnect. Student must access their profile and upload a valid resume to begin their job search. Students may visit CareerConnect at www.uis.edu/career.

Veterans Receiving Financial Assistance: These individuals must be certified each semester for benefits by Financial Assistance and must complete a Request for Benefits Form each year. Copies of the form are available at www.uis.edu/financialaid/veterans. Veterans must notify the office of any changes affecting the amount or disposition of benefits, including changes in address, academic status (withdrawals, added classes, etc.), and number of dependents. VETERANS CANNOT AUDIT COURSES. The following require special approval: tutorials, variable-hour courses with no specified meeting time, weekend courses, online courses, telecourses, and applied study terms. These courses must be approved by an outside agency. There will be a four- to six-week delay in benefits. It is in the student’s best interest to apply and COMPLETE the application EARLY.

GENERAL EDUCATION INFORMATION

The general education requirements for UIS consist of courses in written and oral communication, mathematics, natural science, social science and humanities. Students who enroll at UIS with fewer than 30 college credits are responsible for Freshman Seminar and Comparative Societies courses that fulfill requirements in the categories previously listed, as well as for 6 hours of general education math. There are also university-specific requirements entitled Engaged Citizenship Common Experience (ECCE) courses. Transfer students who have general education deficiencies must fulfill these requirements before graduation. Alternative Admission students must meet these requirements before they are fully admitted; therefore, UIS courses taken to satisfy general education deficiencies may not be counted toward graduation for Alternative Admission students. See www.uis.edu/generaleducation for more information.

GRADUATE CLOSURE REQUIREMENT

Graduate students are required to be continuously enrolled during each semester (excluding summer) once they have begun their graduate closure exercise until that exercise is complete. This requirement means that if you do not finish your
closure exercise during the number of hours set forth by your program for the closure course, you will be required to enroll in your program's continuous enrollment course in all subsequent semesters until the exercise is complete.

If a formal leave of absence is approved for a given semester by your graduate program, continuous registration is not required. Failure to obtain a leave of absence will, in most cases, require retroactive registration in the closure exercise for each semester (summer term excluded) in which you were out of compliance. Please note that some programs have specific requirements concerning how you register and complete your closure requirement. Contact your adviser for details on how your program implements this policy.

The time limitation for completing a master's degree is six consecutive years from your first graduate course (excluding prerequisites) taken at UIS in pursuit of that degree, unless you have requested, and the program has granted, a leave of absence. A student must have approval from his/her adviser and program chair to continue working on the degree program after the time limitation has passed.

All pre-dissertation credit earned at UIS that is to be applied toward the completion of the doctorate must be taken within eight consecutive years from the first doctoral course taken at UIS. This does not include prerequisites or core requirements. Exceptions may be granted on a case-by-case basis.

GRADUATION INFORMATION
Completion of Degree Requirements: All requirements must be completed in order for a student to receive a degree or a certificate. Students should refer to the online catalog for a complete listing of degree/certificate requirements.

Degrees/certificates are awarded three times per year, at the end of the spring, summer, and fall semesters. All requirements must be completed by the end of the semester in which the student plans to graduate. Students who do not complete all requirements by the end of the semester for which they initially apply to graduate must wait to receive their degree/certificate until the end of a subsequent semester during which all requirements are met.

Commencement: A commencement ceremony will be held each May for graduates who received their degrees in the previous summer and fall semesters, and for current spring semester degree candidates.

Applying for Graduation/Indicating Intent to Graduate: Students planning to earn a degree must indicate their intent to graduate to the Office of Records and Registration by submitting an online graduation application and an approved Graduation Application Signature Form (whether they plan to participate in the commencement ceremony or not). It is important to complete this process by the posted deadline. A mandatory graduation application fee will be charged to each student upon submission of the graduation application. Instructions pertaining to the graduation application can be found on the Records and Registration website (www.uis.edu/registration/forms). Students with questions concerning any of the information above or regarding graduation eligibility should contact Graduation at 217/206-7730 or registrar@uis.edu.

IMMUNIZATION REQUIREMENTS*
All students taking at least one credit hour on campus and anyone living in on-campus housing must submit the UIS Required Immunization Information form located at www.uis.edu/healthservices. The top section of the form must be completed and signed by the student. The lower portion of the form provides documentation of the student’s immunizations. The immunization record must show the month, date, and year of the immunizations. It must be signed by the certifying health care provider and include his/her name and telephone number. Completion of the form is required by Illinois law and the University of Illinois at Springfield. Immunization forms must be completed and on file in the Health Services Office (BSB 20) before 5 p.m. on the 5th day of the summer session and the 10th day of the fall and spring semesters to avoid a non-refundable non-compliance fee.

Students not in compliance will not be allowed to add/drop classes during the semester and will not be able to register for the following semester. Questions concerning this policy should be directed to the Health Services Office at 217/206-6676.

U.S. Citizens: U.S. citizens must provide proof of immunizations against measles, mumps, and rubella (MMR) as well as tetanus/diphtheria/pertussis (DPT, Td, TD or Adult Tdap). Refer to the website at www.uis.edu/healthservices for specific instructions regarding when the immunizations should have been given or are due to be given. Proof of the MMR can be provided by the dates of the vaccinations (certified by a health care provider), by the date the disease was diagnosed (certified by a physician), or by lab results proving immunity. Students born before January 1, 1957, are exempt from the MMR requirement. Students taking only online classes are exempt unless they will be student teaching as part of their education. Those who will be student teaching must show proof of immunization and a current tuberculosis (TB) test prior to starting student teaching. Students requesting a religious exemption must follow the regulations set forth in the Illinois Administrative Code; Title 77: Public Health, Chapter I: Department of Public Health, Part 694: College Immunization Code. Students who have a medical contraindication must present a statement from their medical provider describing the medical condition that precludes them from receiving immunizations, as well as the length of time the contraindication is expected to continue. General philosophical or moral objection to immunization is NOT sufficient for an exemption on religious or medical grounds. Immunization helps to prevent the induction and spread of vaccine-preventable diseases among students living in close quarters and the surrounding community.

International/Non-U.S. Citizens: International students are expected to be in compliance with all of the immunization requirements noted above. The month, day, and year for all immunizations must be clearly stated in the records submitted. Screening for tuberculosis (TB) through a blood test called QuantiFERON Gold (QGG) must be done at the Health Services Office upon arrival. There are no exceptions from the QFG test for students who are not citizens of the United States. Students who have a positive QFG will be evaluated and required to have a chest x-ray. Those who have not obtained a chest x-ray within 10 days from the date it was ordered will be administratively withdrawn from all classes. Students who have been treated for tuberculosis in their native country, or who were treated because of a positive tuberculin skin test in the past, must bring copies of their medical records with them to the Health Services Office. All medical records must be in English or accompanied by a certified English translation.

*Health Services will be converting to an Electronic Medical Record (EMR) system prior to the Fall 2013 semester. The immunization requirements will not change during this time but the mechanism for recording the immunizations will be different. Students will be kept informed via UIS email of changes and Health Services Office staff will work with student to ensure immunization compliance is properly documented. You can contact the Health Services Office at 217/206-6676 if you have questions or need to schedule an appointment.

INSURANCE/PETITION FOR EXEMPTION
All students at UIS enrolled in one or more on-campus courses must carry medical/hospital insurance coverage during the fall, spring, and summer semesters. STUDENTS ENROLLED IN ANY NON-ONLINE CLASS WILL BE AUTOMATICALLY ASSESSED THE UIS STUDENT INSURANCE FEE. Students with equivalent coverage outside of the University’s plan may file a Student Insurance Petition for Exemption Waiver Form and provide hard-copy proof of other coverage to have the fee removed from his/her account and to prevent future assessments. The petition for exemption will remain in effect until the student does not respond to a periodic request to confirm that he/she has continued coverage by another health plan or until the student requests reinstatement to the plan.

Exemptions must be filed no later than the posted date for the applicable semester. Students who register for classes after the exemption deadline will also be automatically assessed an insurance fee. These students will have 5 business days to exempt themselves from the insurance fee. Dependents are eligible for coverage; enrollment forms for dependents must also be submitted by the established deadline each semester.

Please note that online learners (those enrolled in only online courses for a given semester) are ineligible to participate in the Student Insurance Program. Also, note that the insurance fee is non-refundable on or after the official start date of the applicable semester. Exceptions are complete withdrawals made within the first 30 days of classes without having used insurance and students ordered to active military duty. In these cases, a student is eligible for a pro-rated refund. Questions should be directed to the Office of Human Resources (HRB 30) by calling 217/206-6670.

INTERNATIONAL STUDENT ENROLLMENT
Due to federal reporting regulations, international students MUST be enrolled full-time by the 5th day of the summer session and by the 10th day for fall and spring semesters.
NETWORK ID (NET ID) AND E-MAIL INFORMATION
Every enrolled student at UIS is assigned a Network ID (NetID) and e-mail address. The NetID is used to access information technology resources such as online courses, online library databases and journals, and e-mail. E-mail from faculty and important campus-wide announcements are sent to students via their official (University-assigned) e-mail address. For more information about NetIDs and how to access student e-mail accounts, direct a web browser to www.uis.edu/its/netid or call the UIS Technology Support Center at 217/206-6000 or toll free within Illinois at 877/847-0443.

NEW STUDENT INFORMATION
Advising – Freshmen and Undecided Students: Advising and registration information for newly entering undergraduates will be mailed to students. Freshmen must see an adviser prior to registering for classes. For more information, students may contact the Undergraduate Academic Advising Center at 217/206-7471. Freshmen students enrolled in the Honors Program may contact the Capital Scholars Honors Program Office at 217/206-7246.

Advising – Transfer Students: Students transferring in with 30 or more hours of semester credit are assigned a faculty or professional adviser by their academic program. All students are encouraged to contact their assigned faculty or professional adviser or the appropriate academic program administrator before registering. It is best to register as soon as you are eligible. Plan to meet with an adviser from your academic program as early as possible to determine the most appropriate courses in which to register.

International Student Registration: Recently admitted students may register for classes before actually coming to UIS, provided they first provide all necessary documentation. Additional information regarding international student registration can be found on the International Student Services website (www.uis.edu/internationalstudentcenters). Please note that students are academically and financially responsible for any courses for which they register, even if their plans change and they do not attend UIS. All registration changes, including withdrawals, must be officially made using Student Self-Service (www.uis.edu/registrar). Non-attendance or non-payment does NOT constitute an official withdrawal. Students should contact the International Student Advisor at 217/206-6678 for additional information.

Orientation: Programs for admitted students will be available before the beginning of each semester. Information about these programs will be mailed to admitted students.

PARKING
All full- and part-time day and night students, as well as faculty and staff, must purchase and display a parking hang tag 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 hang tags are mandatory and must be purchased online at www.uis.edu/parking. Once the online purchase is complete, the printed confirmation must be taken to the Parking Operations Office, located on the lower level of the Public Affairs Center (PAC 119), to receive the purchased hang tag.

PREREQUISITES
Prerequisites, if any, are included in each course description. Students are responsible for completing all prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent students from registering if prerequisites have not been completed. Regardless of whether or not the registration system prevents a student from enrolling in a course, the University will not be responsible for a student’s failure to adhere to those prerequisites. Students who have not completed all prerequisites may be administratively withdrawn.

RECORDS POLICY FOR STUDENTS
In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their official UIS records, to request corrections, and to limit access to such records. Students have the right to withhold the disclosure of all directory information. For additional information or to complete a non-disclosure form, contact Registration at 217/206-6174.

REGISTRATION
Students should register through Student Self-Service (available through the Records and Registration website – www.uis.edu/registrar). Though all students are encouraged to use Student Self-Service, assistance with the registration process is available by contacting Registration at 217/206-6174.

Audit Grading: The deadline for changing to audit grading is consistent with the last day to withdraw from a course. It is the student’s responsibility to contact Registration (217/206-6174) to change one or more courses to audit grading. Full tuition and fees are assessed for audited courses.

Concurrent Enrollment/Registration: Students who plan to enroll for courses on more than one University of Illinois campus must obtain information and forms regarding concurrent enrollment by contacting Registration (217/206-6174).

Intercampus Enrollment/Registration: The Intercampus Enrollment Program is intended to give students at one campus of the University of Illinois the opportunity to take advantage of educational opportunities unique to another campus of the University without having to formally transfer. It is not designed to replace concurrent enrollment or transfer. The program also provides for summer enrollment at another U of I campus should financial aid be required. Students should contact Registration (217/206-6174) for additional information and enrollment forms.

Late Registration: It is the student’s responsibility to contact Registration (217/206-6174) to add one or more courses during the late registration period. During late registration instructor approval is required for all courses and late fees apply.

REGISTRATION COURSE INFORMATION
Wait-listed Courses: Selected courses may have a computerized wait list. When enrollment for a wait-listed course reaches the maximum capacity, students may add their names to the wait list using Student Self-Service. Students will be notified by the department of the specific deadline to register if space becomes available and electronic approval has been granted. Decisions for approval are generally made before the beginning of the course. Students should use Student Self-Service to remove their names from wait-listed courses in which they no longer wish to enroll.

Courses Requiring Special Approval: Some courses may have the notation “Instructor Approval Required” or “Departmental Approval Required” in the course title. In order to register for these courses, the student must contact the program office or the course instructor to obtain the appropriate permission. The approval must be entered electronically before the student will be allowed to register. Students MUST OFFICIALLY REGISTER for these types of courses. Students are NOT automatically registered for a course when the electronic permission is entered.

REGISTRATION HOLDS/ENROLLMENT RESTRICTIONS
Academic Restrictions:
Overloads: Students registering for more than 8 semester hours for summer or 18 semester hours for fall or spring must have approval of their academic programs.

Probation: Students on academic probation must meet with their academic adviser each semester they are on probation. NOTE: Students on probation are restricted to no more than 6 semester hours for summer and 12 semester hours for fall or spring.

Suspension: Students who have been academically suspended from UIS must complete an Appeal of Academic Suspension form to be reinstated. It is the responsibility of the student to file the appeal, which must be approved by the student’s adviser, program chair, and academic dean. If approved, the conditions of probation apply (see “Probation”).

Non-Academic Restrictions: Students who have “HOLDS” are responsible for clearing them prior to registration. Examples of holds include parking, library, financial, short-term loan, health, admissions, and program restrictions.

REGISTRATION PRIORITY
Registration priority is limited to currently enrolled students. Registration will be determined according to the schedule listed on the calendar associated with the upcoming semester (summer, fall, or spring). Hours are based on courses completed PRIOR to the current semester. Students who do not register on their designated dates may register AFTER designated dates. New students and continuing students not enrolled for the current semester will be allowed to register following the priority registration period.

RELIGIOUS OBSERVANCE POLICY
It is the formal administrative policy of the University of Illinois Springfield to provide reasonable accommodation to the religious observances of individual students with regard to admission, class attendance, and scheduling examinations and course assignments. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the grievance process provided for in the University Student Code.
RESIDENCY
In order to be considered an Illinois resident for tuition purposes, an independent adult must have been a bona fide resident of Illinois for a period of at least one year immediately preceding the beginning (first day) of any term for which he/she registers. Also, the purpose for moving to Illinois must be other than to obtain an education. If your residency status has been determined to be non-resident and you are a U.S. citizen, Permanent Resident Immigrant, refugee, or have political asylum, you may request a review by completing the petition for determination of residency status. Petitions may be obtained from the Office of Admissions or downloaded from the web (www.usp.illinois.edu/residency.cfm).

SENIOR LEARNER PROGRAM
Persons aged 62 or over can attend courses on an audit basis and receive an activity card for a small fee, plus a parking fee. Senior learners are also responsible for all course related fees, including online course fees. Please note that the senior learner fee is non-refundable on or after the official start date of the applicable semester. For more information, contact Registration (217/206-6174).

STUDENT CLASSIFICATION
Undergraduate students are classified into categories based upon the number of hours earned. Freshmen are those students who have earned less than 30 hours of credit, sophomores have earned 30-59.99 credit hours, juniors have earned 60-89.99 credit hours, and seniors have earned 90 or more hours. Graduate students are those working toward a master’s or doctoral degree or certificate.

STUDENT SCHEDULES
Students are encouraged to access Student Self-Service (www.uis.edu/registration) to view or print their class schedule and make necessary changes before the beginning of the appropriate term. Printed schedules will NOT be mailed to students. A student schedule is not a bill.

STUDENT SERVICES
Auditorium: For information about performances, contact the Ticket Office (217/206-6160). Students receive up to 50% off select performances. For space availability for the Studio Theatre or Auditorium, contact the Events Manager (217/206-6150). PAC level 3.

Career Development Center: The CDC is a comprehensive, one stop career center working diligently to: partner with students early in their studies to develop tailored, realistic career strategies and obtainable goals; inspire students to make informed decisions and to enhance employability skills, while engaging in the process of career development; teach students to create meaningful opportunities to obtain real-world experience in order to prepare for the workforce transition; keep abreast of current employment and labor market trends in the global workforce and disseminate information to students; publicize career opportunities and work in partnership with recruiters to expand available job and internship opportunities; deliver services in an accessible manner to all UIS students via in-person and distance methods; and provide exclusive online career resources, career assessments, and GRE/LSAT/GMAT online test prep packages. Contact the CDC by phone (217/206-6508), email (careerservices@uis.edu), web (www.uis.edu/career) or visit the office (SAB 50).

Center for Teaching and Learning: Professionals provide face-to-face and online instruction in accounting, biology, chemistry, economics, mathematics, statistics, and writing or in general academic development. BRK 460 (217/206-6503). Resources are available online at www.uis.edu/ctl and e-mail assistance is also available (ctl@uis.edu).

Child Care Center: Generally, children six weeks through five years are accepted. The summer camp enrolls children ages 5 to 13. Families who meet income eligibility guidelines and who are working and/or in school may qualify for assistance with tuition. Call for fees, application information, and to verify current openings. Center hours are Monday through Friday, 7:15 AM-5:30 PM. An appointment is necessary to complete enrollment. Child Care Center (217/206-6610).

Counseling Center: Confidential, personal counseling for individuals, couples, and groups; psychoeducational workshops; crisis intervention. HRB 64 (217/206-7122).

Disability Services: Academic support services for students with documented disabilities. Services include testing accommodations (e.g., extended time, distraction-free environment, scribes and readers), adaptive technology, interpreters, note takers, and alternate format. Application and documentation required to initiate services. HRB 80 (217/206-6666 (ODS) or 217/206-6668 (Voice/TYY at lab)). Adaptive technology computer laboratory located in HRB 93.

Diversity Center: The goal of the Diversity Center is to foster a supportive environment for students to live, learn and grow as active members of the academic community and as individuals. The Diversity Center is dedicated to developing understanding of differences through educational, cultural, and social programming activities and to assist in the recruitment, transition, and retention of ethnic minority and underrepresented students at UIS. The Diversity Center promotes intercultural dialogue and other initiatives to create a campus climate that welcomes diversity, eliminates divisions, intolerance, and stereotyping. SLB 22 (217/206-6333 voice), (217/206-7252 fax). Evening appointments are available by request. Additional information and office hours are available online (www.uis.edu/diversitycenter).

Food Service: Food Emporium is located in the Public Affairs Center, Level 1 (217/206-6768) and is open M-R 7:30 AM-8 PM, Friday 7:30 AM-6 PM, Saturday and Sunday 11:30 AM-2:45 PM and 3:45-6 PM. Capitol Grille at Founders Hall is open 11 AM-2 PM and 6 PM-12 AM M-R, 6 PM-12 AM Friday, Saturday, and Sunday during the fall and spring semesters. Capitol Perks is located in the Public Affairs Center, Level 2, in the Sangamon Auditorium lobby and is open M-R 8:30 AM-6:15 PM and Friday 8:30 AM-3 PM during the fall and spring semesters. LRH Grab-N-Go is located in the Lincoln Residence Hall and the hours of operation are Sunday-Thursday 12 PM-6:30 PM.

Health Services: ** Health Services operates as your primary care provider while on campus and provides services similar to those you would receive from a clinic or health care provider at home. The Health Services Office is open Monday through Friday from 8:30 AM-5 PM. You may call 217/206-6676 at any time during those hours to make an appointment. Students who would like an appointment on the same day can call between 8:30 and 9:30 AM to schedule “open appointment” times available that day. Health Services is staffed by two nurse practitioners and two part-time physicians. All care is completely confidential. The Health Services Office is located in the Business Services Building (SB), Room 20.

** Health Services will be converting to an Electronic Medical Record (EMR) system prior to the Fall 2013 semester. When fully implemented, students will be able to schedule appointments themselves at designated times. More information will be made available to students when self-scheduling becomes available. Call 217/206-6676 to schedule an appointment or if you have questions.

International Student Services: Provides support services and programming for international students at UIS. Detailed information on our services can be found on our website (www.uis.edu/internationalstudentservices) or by contacting our office in HRB 52 (217/206-6678, iss@uis.edu).

LGBTQA Resource Office: The office provides a safe, supportive environment to lesbian, gay, bisexual, queer, questioning, and allied students. Additionally, the office staff advocate on behalf of LGBTQQA students and educates the UIS community through various programmatic initiatives. SLB 22 (217/206-8316, lgbtq@uis.edu). Additional information and office hours are available online (www.uis.edu/LGBTQ).

Student Life: Working closely with all student populations, the Office of Student Life strives to increase student involvement in the UIS experience. The Office emphasizes empowerment of individual students including graduate students, international students, adults re-entering higher education, and commuter students as well as the 90+ student organizations. Resources and assistance are provided to students interested in events, student organizations, student government, The Journal (student newspaper), and leadership. Also oversees the Stars Lounge (located in the Student Life Building) and the Student Organization Center (SLB 16). For more information about Student Life, visit the office (SAB 20) or call 217/206-6665.

Vice Chancellor for Student Affairs: Support and assistance in any way possible. See our website (www.uis.edu/studentaffairs) for more information. UHB 1071 (217/206-6581).

Women’s Center: The Women’s Center educates the campus community about gender-related issues, addresses matters of particular concern for women, and promotes a campus climate that is safe, healthy, and respectful of all people. The Center promotes awareness, prevention, and intervention for sexual assault and dating/domestic violence through such initiatives as Rape Aggression Defense (RAD) training, WhistleSTOP program, Take Back the Night, Consent is Sexy Luau, One Billion Rising, TGI Fridays, various workshops, and speakers. Visit our office in SLB 15, call us at 217/206-7173, or email us at womenscenter@uis.edu.
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 close to 130 scholarships that are available to UIS students each year.

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

- Pay your student account bill online with e-check, Discover, MasterCard and American Express! (There is a 2.4% convenience fee for credit card transactions.)
- View your account information monthly.
- Authorize individuals to view your account and pay on your account.
- Direct deposit enrollment for refund of credit balances.
- View payment plan enrollment information.
- Please visit us at: http://paymybill.uillinois.edu.
- Email us at: USFSCOHelp@uillinois.edu.
Register online at www.uis.edu/registration
Available 7 days a week, 24 hours/day (except Sundays, 6 a.m.-Noon)

Summer 2013 semester: June 3 - July 27
  Priority registration: April 1-7
  Open registration: April 8 - June 6
  Late registration: After June 6

Fall 2013 semester: August 26 - December 21
  Priority registration: April 1-7
  Open registration: April 8 - September 1
  Late Registration: After September 1