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

To view the Spring 2019 dynamic course schedule, please visit our website (www.uis.edu/registration/ – “Course Schedules” link).
SPRING 2019 SEMESTER
Begins: January 14
Ends: May 11
Priority registration: Begins November 5
Open registration: Begins November 12
Late registration: After January 20

Need help? Wondering who to contact?

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

Extended Hours

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

Special Assistance – Enrollment Management

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

<table>
<thead>
<tr>
<th>Office</th>
<th>Location/Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>UHB 1080 / 888-977-4UIS (4847) or 217-206-4UIS (4847)</td>
<td><a href="mailto:admissions@uis.edu">admissions@uis.edu</a></td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>UHB 1015 / 888-977-4UIS (4847) or 217-206-6724</td>
<td><a href="mailto:finaid@uis.edu">finaid@uis.edu</a></td>
</tr>
<tr>
<td>New Student Orientation and Parent Relations</td>
<td>SAB 60 / 217-206-8181</td>
<td><a href="mailto:UISOrientation@uis.edu">UISOrientation@uis.edu</a></td>
</tr>
<tr>
<td>Records and Registration (Registration/Records/Graduation/Degree Audits)</td>
<td>UHB 1076 / 888-977-4UIS (4847) or 217-206-6174 (Registration) or 217-206-6709 (Records) or 217-206-7730 (Graduation) or 217-206-8216 (Degree Audits)</td>
<td><a href="mailto:registrar@uis.edu">registrar@uis.edu</a></td>
</tr>
</tbody>
</table>
Spring Registration, Calendar & Tuition Information

Spring Registration Information

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

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Fall 2018 semester may register for spring during the week of spring priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed PRIOR to the Fall 2018 semester. You can view the exact day and time you can register for courses (referred to as your time ticket) on or after November 1 by logging into Student Self-Service for spring (available at www.uis.edu/registration/ – click the “Register Now!” link and follow the directions given). Students who do not register on their designated dates may register AFTER designated dates.

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

LATE REGISTRATION:

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

- Full-Term and First-Half Course .................................................. After Jan 20, 2019
- Last-Half Course ....................................................................... After Mar 24, 2019

Spring Calendar Information

CLASSES AND BREAKS:

- Spring Term begins ................................................................. Jan 14, 2019
- CAMPUS CLOSED, Martin Luther King Jr. Observance ......... Jan 21, 2019
- First-half courses end/midpoint of semester ...................... Mar 9, 2019
- CAMPUS OPEN-no classes, Spring Break ......................... Mar 11-15, 2019
- Last-half courses begin ......................................................... Mar 18, 2019
- Spring Term ends ................................................................. May 11, 2019

GRADUATION/COMMENCEMENT:

- Last day to submit spring graduation application ............. Feb 15, 2019
- Commencement (for Summer and Fall 2018 and Spring 2019 candidates) ......................................................... May 11, 2019

LAST DAY TO:

Drop without financial obligation:
- First-half course ................................................................. Partial withdrawal: Jan 20, 2019; Complete withdrawal: Jan 13, 2019
- Full-term course ................................................................. Partial withdrawal: Jan 28, 2019; Complete withdrawal: Jan 13, 2019
- Last-half course ................................................................. Partial withdrawal: Mar 24, 2019; Complete withdrawal: Mar 17, 2019

Withdraw, change grade option, or change to audit for:
- Full-term course ................................................................. Apr 12, 2019
- Last-half course ................................................................. Apr 26, 2019

OTHER DEADLINES:

- Spring financial aid disbursement ...................................... Jan 11, 2019
- Last day for all textbook refunds with receipt .................... Jan 25, 2019
- Immunization compliance deadline .............................. Jan 28, 2019
- Parking (valid hang tags) must be displayed by ............... 6 pm Jan 28, 2019
- Green fee and Student-to-Student Grant waiver deadline ... Feb 8, 2019
- Scholarship deadline (2019-2020) ....................................... Feb 15, 2019
- Deadline to submit online insurance waiver to opt out of University’s plan ................................................................. Feb 28, 2019
- Spring 2019 mid-term grades due to the Office of Records and Registration electronically by Noon .......... Mar 13, 2019
- Spring 2019 final grades due to the Office of Records and Registration electronically by Noon .......... May 15, 2019

Spring Tuition Information

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

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

PAYMENT DUE DATE: Spring tuition, fees, and assessments are due Feb 28, 2019. Visit https://paymybill.uillinois.edu/ for additional details regarding due dates and payment options.

WITHDRAWALS AND REFUNDS: The amount owed depends on the official date of the last drop/withdrawal.

See Drop/Withdrawal Policy for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).
DROP/WITHDRAWAL POLICY
SPRING SEMESTER 2019

STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current policies and registration information booklet. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course for which they register unless they officially cancel registration according to the established deadlines. Students receiving financial assistance must contact the Office of Financial Assistance PRIOR to dropping a course or withdrawing from the University to determine the effect on the student’s financial aid award for the semester. Please refer to the catalog for more information on the consequences of dropping or withdrawing.

All withdrawals from courses must be made using Student Self-Service (www.uis.edu/registration/). Non-attendance or non-payment does NOT constitute an official withdrawal. Students who change sections, add, and/or drop will be charged full tuition and fees for every transaction according to the date, as listed below.

The date you officially drop/withdraw will affect the amount you owe and/or the amount to be refunded and may affect the grade on your transcript. A course officially dropped after the add/drop period will have a grade of “W” on the transcript. A failing grade will be assigned and calculated in the grade-point average for courses not dropped by specified deadlines. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at 217/206-6174.

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (March 9, 2019) and end after the midpoint.
First-Half Courses begin and end by the midpoint of the semester (March 9, 2019).
Last-Half Courses begin and end after the midpoint of the semester (March 9, 2019).

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

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>Jan 14-20 †</td>
<td>10% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 2</td>
<td>Jan 21-28 ◆</td>
<td>10% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 3</td>
<td>Jan 29-Feb 3</td>
<td>20% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 4</td>
<td>Feb 4-10</td>
<td>30% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 5</td>
<td>Feb 11-17</td>
<td>30% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 6</td>
<td>Feb 18-24</td>
<td>40% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 7</td>
<td>Feb 25-Mar 3</td>
<td>40% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 8</td>
<td>Mar 4-10</td>
<td>50% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 9</td>
<td>Mar 11-17</td>
<td>60% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 10</td>
<td>Mar 18-22</td>
<td>60% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 11</td>
<td>After Mar 22</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>Apr 12</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>Jan 14-20 †</td>
<td>Mar 18-24 ◆</td>
<td>10% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 2</td>
<td>Jan 21-27</td>
<td>Mar 25-31</td>
<td>30% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 3</td>
<td>Jan 28-Feb 3</td>
<td>Apr 1-7</td>
<td>40% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 4</td>
<td>Feb 4-10</td>
<td>Apr 8-14</td>
<td>50% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 5</td>
<td>Feb 11-15</td>
<td>Apr 15-19</td>
<td>60% plus pro-rata fee*</td>
</tr>
<tr>
<td>Week 6</td>
<td>After Feb 15</td>
<td>After Apr 19</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>Feb 22</td>
<td>Apr 26</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.
GRADUATES...
Everything you need to know about the graduation process and COMMENCEMENT will soon be sent to YOUR UIS e-mail account (even for students who have already graduated) and posted to the UIS COMMENCEMENT website.

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

www.uis.edu/commencement/
Concerned about the cost of college?

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

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

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

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

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

Spring 2019 semester: January 14 - May 11

Priority Registration: Begins November 5

Open Registration: Begins November 12

Late Registration: After January 20