Summer/Fall 2021
Policies and Registration Information

uis.edu/registration

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

To view the Summer 2021 and Fall 2021 dynamic course schedules, please visit uis.edu/registration – “Course Schedules” link.
Directory of Services

SUMMER 2021 SEMESTER

Begins: June 7
Ends: July 31
Priority registration: Begins April 5
Open registration: Begins April 12
Late registration: After June 10

FALL 2021 SEMESTER

Begins: Aug. 20
Ends: Dec. 11
Priority registration: Begins April 5
Open registration: Begins April 12
Late registration: After Aug. 26

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 admission, 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>Admission</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</td>
<td>UHB 1080 / 217-206-8181</td>
<td><a href="mailto:UISorientation@uis.edu">UISorientation@uis.edu</a></td>
</tr>
<tr>
<td>and Parent Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records and Registration</td>
<td>UHB 1076 / 888-977-4UIS (4847) or 217-206-6174</td>
<td><a href="mailto:registrar@uis.edu">registrar@uis.edu</a></td>
</tr>
<tr>
<td>(Applications/Evaluations,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration, Records and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation)</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) at uis.edu/registration

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2021 semester may register for summer during the week of summer priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed PRIOR to the Spring 2021 semester. You can view the exact day and time you can register for courses (referred to as your time ticket) on or after April 1 by logging into Student Self-Service for summer (available at 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 8, 2021
Full-Term Course ............................................................... After June 10, 2021
Last-Half Course ................................................................. After July 7, 2021

Summer Calendar Information

CLASSES AND BREAKS:

- Summer Term begins ......................................................... June 7, 2021
- First-Half courses end/midpoint of semester ....................... July 3, 2021
- CAMPUS CLOSED, Independence Day Observance ............. July 5, 2021
- Last-Half courses begin ...................................................... July 6, 2021
- Summer Term ends ........................................................... July 31, 2021

GRADUATION:

- Last day to submit summer graduation application ............... July 5, 2021
- Commencement (for Summer and Fall 2021 and Spring 2022 candidates) ...................................................... May 14, 2022

LAST DAY TO:

- Drop without financial obligation:
  - First-Half course ......................................................... Partial withdrawal: June 9, 2021; Complete withdrawal: June 6, 2021
  - Full-Term course ......................................................... Partial withdrawal: June 11, 2021; Complete withdrawal: June 6, 2021
  - Last-Half course .......................................................... Partial withdrawal: July 8, 2021; Complete withdrawal: July 5, 2021

- Withdraw, change grade option, or change to audit for:
  - First-Half course .......................................................... June 25, 2021
  - Full-Term course .......................................................... July 16, 2021
  - Last-Half course ........................................................... July 23, 2021

OTHER DEADLINES:

- Summer financial aid disbursement – subject to change ........................................................... May 29, 2021
- Last day to defer summer application to a future semester ......................................................... June 6, 2021
- Immunization compliance deadline ......................................................................................... June 11, 2021
- Last day for all textbook refunds with receipt ............................................................................ June 11, 2021
- Deadline to submit online insurance waiver to opt out of University’s plan ................................. June 15, 2021
- Green fee and Student-to-Student Grant fee waiver deadline .................................................. June 25, 2021
- Last day to change curriculum (program/major, minor, certificate) or submit an application for summer semester ......................................................... July 16, 2021
- Summer 2021 final grades due to the Office of Records and Registration electronically by Noon ......................................................... Aug 4, 2021
- Scholarship deadline (2022-2023) – subject to change ................................................................. Feb. 15, 2022

Summer Tuition Information

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

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

PAYMENT DUE DATE: Visit https://paymybill.uislinois.edu/ for details regarding due dates and payment options.

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

See Drop/Withdrawal Policy for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).
## Fall Registration Information

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

**PRIORITY REGISTRATION: Currently Enrolled Students**

Generally, only students enrolled at UIS for the Spring 2021 semester may register for fall during the week of fall priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed PRIOR to the Spring 2021 semester. You can view the exact day and time you can register for courses (referred to as your time ticket) on or after April 1 by logging into Student Self-Service for fall (available at 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 Aug. 26, 2021
- Last-Half Course: After Oct. 24, 2021

## Fall Calendar Information

### CLASSES AND BREAKS:

- Fall Term begins: Aug. 20, 2021
- **CAMPUS CLOSED,** Labor Day Holiday: Sep. 6, 2021
- First-Half courses end/midpoint of semester: Oct. 16, 2021
- Last-Half courses begin: Oct. 18, 2021
- Thanksgiving Holiday recess: Nov. 24-26, 2021
- Fall Term ends: Dec. 11, 2021

### GRADUATION:

- Last day to submit fall graduation application: Oct. 4, 2021
- Commencement (for Summer and Fall 2021 and Spring 2022 candidates): May 14, 2022

### LAST DAY TO:

- Drop without financial obligation:

- Withdraw, change grade option, or change to audit for:
  - First-Half course: Oct. 1, 2021
  - Full-Term course: Nov. 19, 2021
  - Last-Half course: Nov. 26, 2021

### OTHER DEADLINES:

- Fall financial aid disbursement – subject to change: Aug. 7, 2021
- Last day to defer fall application to a future semester: Aug. 19, 2021
- Last day for all textbook refunds with receipt: Sep. 2, 2021
- Immunization compliance deadline: Sep. 2, 2021
- Green fee and Student-to-Student Grant fee waiver deadline: Sep. 17, 2021
- Deadline to submit online insurance waiver to opt out of University's plan: Sep. 25, 2021
- Fall 2021 mid-term grades due to the Office of Records and Registration electronically by Noon: Oct. 20, 2021
- Last day to change curriculum (program/major, minor, certificate) or submit an application for fall semester: Nov. 19, 2021
- Fall 2021 final grades due to the Office of Records and Registration electronically by Noon: Dec. 15, 2021
- Scholarship deadline (2022-2023) – subject to change: Feb. 15, 2022

## Fall Tuition Information

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

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

**PAYMENT DUE DATE:** Visit https://paymybill.uillinois.edu/ for details regarding due dates and payment options.

**WITHDRAWALS AND REFUNDS:** The amount owed depends on the official date of the last drop-withdrawal. See Drop/Withdrawal Policy for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).
DROP/Withdrawal Policy
Summer Semester 2021

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 (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 Summer Courses Are Classified Into Three Categories

Full-Term Courses begin prior to the midpoint of the semester (July 3, 2021) and end after the midpoint.
First-Half Courses begin and end by the midpoint of the semester (July 3, 2021).
Last-Half Courses begin and end after the midpoint of the semester (July 3, 2021).

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>First-Half Dates</th>
<th>Last-Half Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>June 7-10</td>
<td>June 1-7</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>June 11</td>
<td>June 12-20</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>June 21-27</td>
<td>June 28-July 4</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>July 5-9</td>
<td>After July 9</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>After July 16</td>
<td>July 23</td>
<td></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.

<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 7-8</td>
<td>July 6-7</td>
<td>10% *</td>
</tr>
<tr>
<td>Week 2</td>
<td>June 9</td>
<td>July 8</td>
<td>10% *</td>
</tr>
<tr>
<td>Week 3</td>
<td>June 10-13</td>
<td>July 9-11</td>
<td>30% *</td>
</tr>
<tr>
<td>Week 4</td>
<td>June 14-16</td>
<td>July 12-14</td>
<td>40% *</td>
</tr>
<tr>
<td>Week 5</td>
<td>June 17-20</td>
<td>July 15-18</td>
<td>50% *</td>
</tr>
<tr>
<td>Week 6</td>
<td>After June 22</td>
<td>After July 20</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>June 25</td>
<td>July 23</td>
<td>Last day to withdraw, change grading option/change to audit</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 2021

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 (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 according to the date, as listed below. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at 217-206-6174.

ALL UIS FALL COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (Oct. 16, 2021) and end after the mid-point.
First-Half Courses begin and end by the midpoint of the semester (Oct. 16, 2021).
Last-Half Courses begin and end after the midpoint of the semester (Oct. 16, 2021).

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

These Dates:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Full-Term Dates</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. 20-26 †</td>
<td>Aug. 26, 2021</td>
<td>Oct. 24, 2021</td>
<td>10% pro-rata fee*</td>
</tr>
<tr>
<td>Week 2</td>
<td>Aug. 27-Sep. 2  ◆</td>
<td>Sep. 3-12</td>
<td>Oct. 4-10</td>
<td>10% pro-rata fee*</td>
</tr>
<tr>
<td>Week 3</td>
<td>Sep. 13-19</td>
<td>Sep. 20-26</td>
<td>Oct. 11-17</td>
<td>20% pro-rata fee*</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sep. 27-Oct. 3</td>
<td>Oct. 18-24</td>
<td>Oct. 25-29</td>
<td>30% pro-rata fee*</td>
</tr>
<tr>
<td>Week 5</td>
<td>Oct. 4-10</td>
<td>Oct. 25-29</td>
<td>Oct. 29-31</td>
<td>40% pro-rata fee*</td>
</tr>
<tr>
<td>Week 6</td>
<td>Oct. 11-17</td>
<td>Nov. 1-7</td>
<td>Nov. 26</td>
<td>50% pro-rata fee*</td>
</tr>
<tr>
<td>Week 7</td>
<td>Oct. 18-24</td>
<td>Nov. 8-14</td>
<td>Nov. 19</td>
<td>60% pro-rata fee*</td>
</tr>
<tr>
<td>Week 8</td>
<td>Oct. 25-29</td>
<td>Nov. 15-19</td>
<td>Nov. 24</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td>Week 9</td>
<td>After Oct. 29</td>
<td>Nov. 26</td>
<td></td>
<td>Last day to withdraw, change grading</td>
</tr>
<tr>
<td>Week 10</td>
<td>Nov. 19</td>
<td></td>
<td></td>
<td>option/change to audit</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<tr>
<td>Week 1</td>
<td>Aug. 20-26 ◆ †</td>
<td>Oct. 18-24 ◆ †</td>
<td>10% pro-rata fee*</td>
</tr>
<tr>
<td>Week 2</td>
<td>Aug. 27-Sep. 5</td>
<td>Oct. 25-31</td>
<td>30% pro-rata fee*</td>
</tr>
<tr>
<td>Week 3</td>
<td>Sep. 6-12</td>
<td>Nov. 1-7</td>
<td>40% pro-rata fee*</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sep. 13-19</td>
<td>Nov. 8-14</td>
<td>50% pro-rata fee*</td>
</tr>
<tr>
<td>Week 5</td>
<td>Sep. 20-24</td>
<td>Nov. 15-19</td>
<td>60% pro-rata fee*</td>
</tr>
<tr>
<td>Week 6</td>
<td>After Sep. 24</td>
<td>After Nov. 19</td>
<td>No reduction in tuition and fees</td>
</tr>
<tr>
<td></td>
<td>Oct. 1</td>
<td>Nov. 26</td>
<td>Last day to withdraw, change grading</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.
Concerned about the costs 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 uis.edu/financialaid/scholarships to see if you qualify for one of many scholarships available to UIS students each year.
Register online at uis.edu/registration
Available 7 days a week, 24 hours/day (except Sundays, 6 a.m.-Noon)

Summer 2021 semester: June 7-July 31
Priority registration: April 5-11
Open registration: April 12-June 10
Late registration: After June 10

Fall 2021 semester: Aug. 20-Dec. 11
Priority registration: April 5-11
Open registration: April 12-Aug. 26
Late Registration: After Aug. 26