

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Spring 2018 Policies and Registration Information



www.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 Spring 2018 dynamic course schedule, please visit our website (www.uis.edu/registration/ – “Course Schedules” link).

Directory of Services

SPRING 2018 SEMESTER

Begins:	January 16
Ends:	May 12
Priority registration:	Begins November 6
Open registration:	Begins November 13
Late registration:	After January 22

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, and record/registration. Contact information for these offices can be found below.

Office	Location/Phone	Email Address
Admissions	UHB 1080 / 888-977-4UIS (4847) or 217-206-4UIS (4847)	admissions@uis.edu
Financial Assistance	UHB 1015 / 888-977-4UIS (4847) or 217-206-6724	finaid@uis.edu
Records and Registration (Registration/Records/ Graduation/Degree Audits)	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)	registrar@uis.edu

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 2017 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 2017 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 22, 2018
- Last-Half Course After Mar 25, 2018

Spring Calendar Information

CLASSES AND BREAKS:

- CAMPUS CLOSED**, Martin Luther King Jr. Observance Jan 15, 2018
- Spring Term begins Jan 16, 2018
- First-half courses end/midpoint of semester Mar 10, 2018
- CAMPUS OPEN-no classes**, Spring Break Mar 12-16, 2018
- Last-half courses begin Mar 19, 2018
- Spring Term ends May 12, 2018

GRADUATION/COMMENCEMENT:

- Last day to submit spring graduation application Feb 16, 2018
- Commencement ceremony (for Summer and Fall 2017 and Spring 2018 candidates) May 12, 2018

LAST DAY TO:

- Drop without financial obligation:
 - First-half course Partial withdrawal: Jan 22, 2018; Complete withdrawal: Jan 15, 2018
 - Full-term course Partial withdrawal: Jan 29, 2018; Complete withdrawal: Jan 15, 2018
 - Last-half course Partial withdrawal: Mar 25, 2018; Complete withdrawal: Mar 18, 2018
- Withdraw, change grade option, or change to audit for:
 - First-half course Feb 23, 2018
 - Full-term course Apr 13, 2018
 - Last-half course Apr 27, 2018

OTHER DEADLINES:

- Spring financial aid disbursement Jan 12, 2018
- Last day for all textbook refunds with receipt Jan 19, 2018
- Immunization compliance deadline Jan 29, 2018
- Parking (valid hang tags) must be displayed by 6 pm Jan 29, 2018
- Scholarship deadline (2018-2019) Feb 15, 2018
- Green fee and Student-to-Student Grant waiver deadline Feb 16, 2018
- Deadline to submit online insurance waiver to opt out of University's plan Feb 28, 2018
- Spring 2018 mid-term grades due to the Office of Records and Registration electronically **by Noon** Mar 14, 2018
- Last day to change curriculum (program/major, minor, certificate) for spring semester Apr 13, 2018
- Spring 2018 final grades due to the Office of Records and Registration electronically **by Noon** May 16, 2018

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, 2018. 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 2018

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 10, 2018) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (March 10, 2018).

Last-Half Courses begin and end after the midpoint of the semester (March 10, 2018).

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:**

FULL-TERM	FIRST-HALF	LAST-HALF
Jan 29, 2018	Jan 22, 2018	Mar 25, 2018

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

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	Jan 16-22 †	10% plus pro-rata fee*
Week 2	Jan 23-29 ◆	10% plus pro-rata fee*
Week 3	Jan 30-Feb 4	20% plus pro-rata fee*
Week 4	Feb 5-11	30% plus pro-rata fee*
Week 5	Feb 12-18	30% plus pro-rata fee*
Week 6	Feb 19-25	40% plus pro-rata fee*
Week 7	Feb 26-Mar 4	40% plus pro-rata fee*
Week 8	Mar 5-11	50% plus pro-rata fee*
Week 9	Mar 12-18	60% plus pro-rata fee*
Week 10	Mar 19-23	60% plus pro-rata fee*
Week 11	After Mar 23	No reduction in tuition and fees
	Apr 13	Last day to withdraw, change grading option/change to audit

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

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Jan 16-22 ◆†	Mar 19-25 ◆†	10% plus pro-rata fee*
Week 2	Jan 23-28	Mar 26-Apr 1	30% plus pro-rata fee*
Week 3	Jan 29-Feb 4	Apr 2-8	40% plus pro-rata fee*
Week 4	Feb 5-11	Apr 9-15	50% plus pro-rata fee*
Week 5	Feb 12-16	Apr 16-20	60% plus pro-rata fee*
Week 6	After Feb 16	After Apr 20	No reduction in tuition and fees
	Feb 23	Apr 27	Last day to withdraw, change grading option/change to audit

* 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.

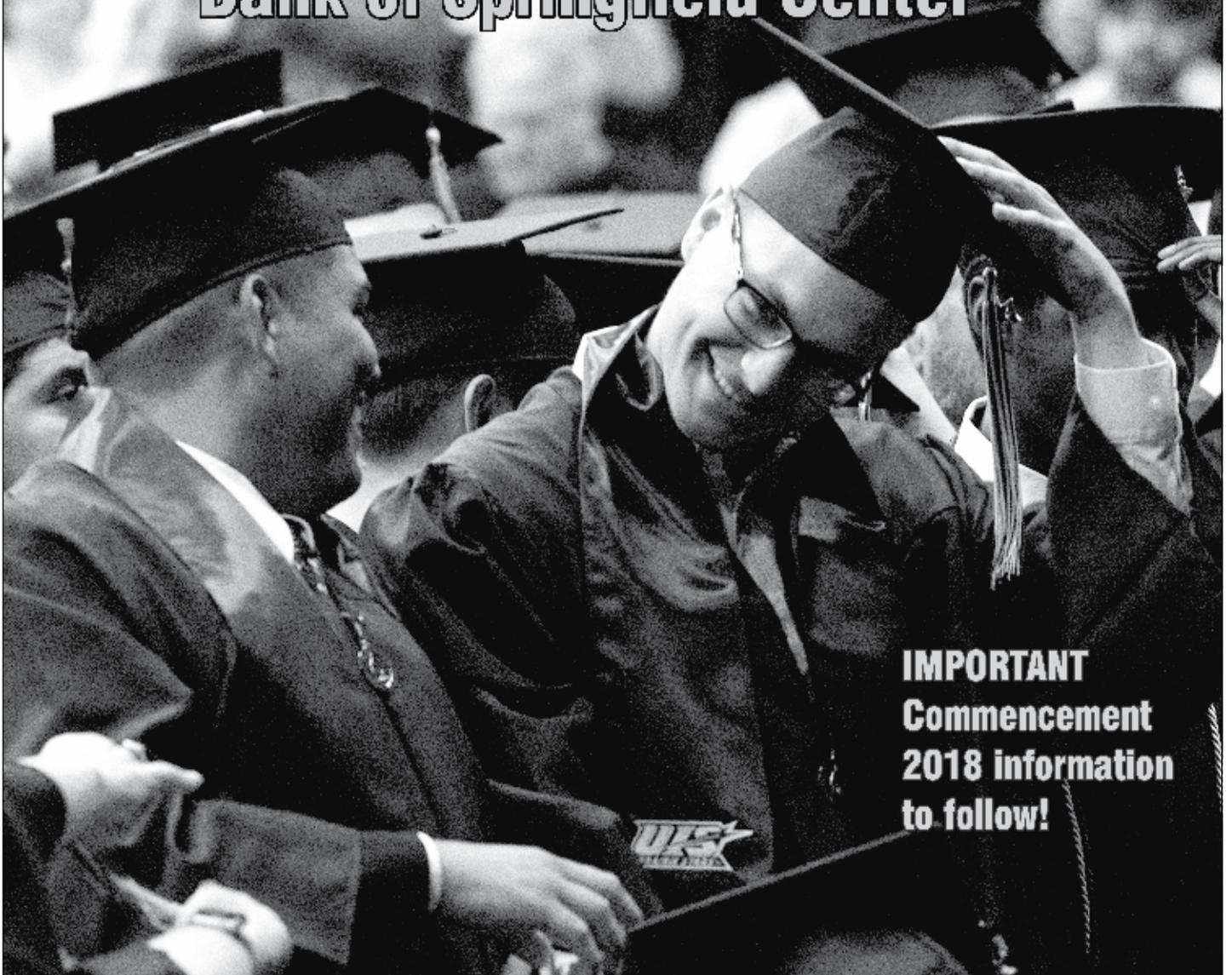
Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.

ATTENTION

Summer 2017, Fall 2017, and
Spring 2018 GRADUATES!

May 12, 2018

Bank of Springfield Center



**IMPORTANT
Commencement
2018 information
to follow!**

www.uis.edu/commencement/

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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.***

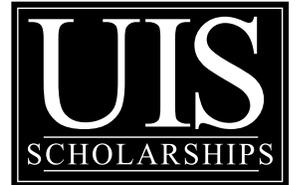
www.uis.edu/commencement/

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**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 150 scholarships that are 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.
- View payment plan enrollment information.
- 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.



**Office of Records and Registration
University of Illinois Springfield
University Hall, Room 1076
One University Plaza, MS UHB 1076
Springfield, IL 62703-5407**

**Nonprofit Org.
U.S. Postage
PAID
Springfield, IL
Permit No. 703**

Register online at www.uis.edu/registration/

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

Spring 2018 semester: January 16 - May 12

Priority Registration: Begins November 6

Open Registration: Begins November 13

Late Registration: After January 22