

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

# Spring 2019 Policies and Registration Information



[www.uis.edu/registration/](http://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 2019 dynamic course schedule, please visit our website ([www.uis.edu/registration/](http://www.uis.edu/registration/) – “Course Schedules” link).

# Directory of Services

## SPRING 2019 SEMESTER

<b>Begins:</b>	<b>January 14</b>
<b>Ends:</b>	<b>May 11</b>
<b>Priority registration:</b>	<b>Begins November 5</b>
<b>Open registration:</b>	<b>Begins November 12</b>
<b>Late registration:</b>	<b>After January 20</b>

## 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.

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
New Student Orientation and Parent Relations	SAB 60 / 217-206-8181	UISOrientation@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/](http://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/](http://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:
  - First-half course . . . . . Feb 22, 2019
  - 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
- Last day to change curriculum (program/major, minor, certificate) for spring semester . . . . . Apr 12, 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/](http://www.uis.edu/registration/) (“Tuition” link).

**PAYMENT:** Information pertaining to payment can be found at [www.uis.edu/registration/](http://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/](http://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 mid-point.

**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

#### 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 28, 2019	Jan 20, 2019	Mar 24, 2019

### 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 14-20 †	10% <b>plus</b> pro-rata fee*
Week 2	Jan 21-28 ◆	10% <b>plus</b> pro-rata fee*
Week 3	Jan 29-Feb 3	20% <b>plus</b> pro-rata fee*
Week 4	Feb 4-10	30% <b>plus</b> pro-rata fee*
Week 5	Feb 11-17	30% <b>plus</b> pro-rata fee*
Week 6	Feb 18-24	40% <b>plus</b> pro-rata fee*
Week 7	Feb 25-Mar 3	40% <b>plus</b> pro-rata fee*
Week 8	Mar 4-10	50% <b>plus</b> pro-rata fee*
Week 9	Mar 11-17	60% <b>plus</b> pro-rata fee*
Week 10	Mar 18-22	60% <b>plus</b> pro-rata fee*
Week 11	After Mar 22 Apr 12	No reduction in tuition and fees 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 14-20 ◆†	Mar 18-24 ◆†	10% <b>plus</b> pro-rata fee*
Week 2	Jan 21-27	Mar 25-31	30% <b>plus</b> pro-rata fee*
Week 3	Jan 28-Feb 3	Apr 1-7	40% <b>plus</b> pro-rata fee*
Week 4	Feb 4-10	Apr 8-14	50% <b>plus</b> pro-rata fee*
Week 5	Feb 11-15	Apr 15-19	60% <b>plus</b> pro-rata fee*
Week 6	After Feb 15 Feb 22	After Apr 19 Apr 26	No reduction in tuition and fees 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

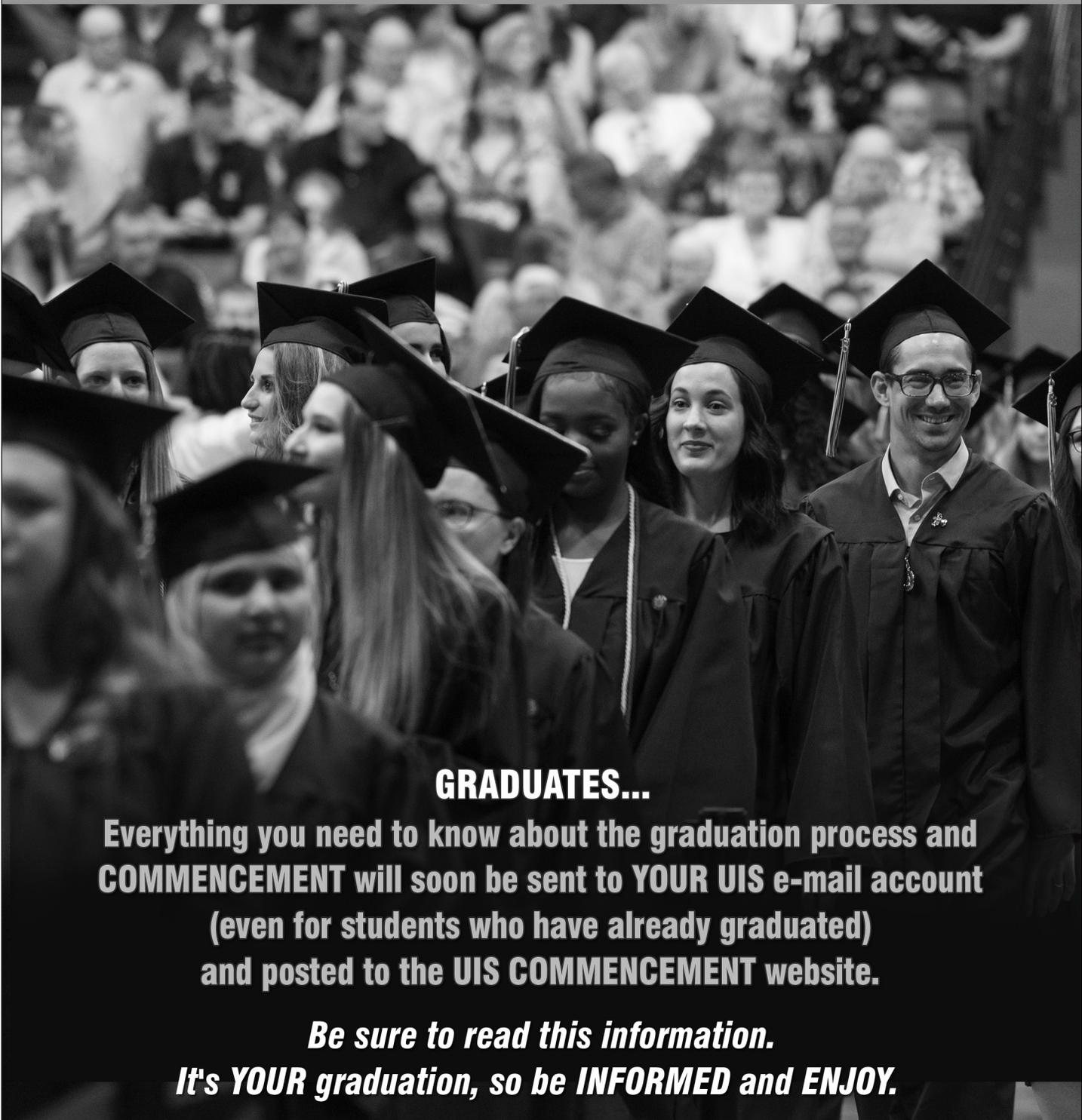
Summer 2018, Fall 2018, and  
Spring 2019 GRADUATES!

**May 11, 2019**  
**Bank of Springfield Center**

**IMPORTANT**  
**Commencement**  
**2019 information**  
**to follow!**

[www.uis.edu/commencement/](http://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/](http://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/](http://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 cost of your college education? Check out the UIS Scholarships website at [www.uis.edu/financialaid/scholarships/](http://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](mailto: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.  
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Springfield, IL  
Permit No. 703**

**Register online at [www.uis.edu/registration/](http://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**