

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Spring 2020 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 Spring 2020 dynamic course schedule, please visit uis.edu/registration – “Course Schedules” link.

Directory of Services

SPRING 2020 SEMESTER

Begins:	Jan. 13
Ends:	May 9
Priority registration:	Begins Nov. 4
Open registration:	Begins Nov. 11
Late registration:	After Jan. 19

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 is below.

Office	Location/Phone	Email Address
Admission	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	UHB 1080 / 217-206-8181	UISorientation@uis.edu
Records and Registration (Applications/Evaluations, Registration, Records and Graduation)	UHB 1076 / 888-977-4UIS (4847) or 217-206-6174	registrar@uis.edu

Spring Registration, Calendar & Tuition Information

Spring Registration Information

REGISTRATION: 24 hours/day, 7 days/week (except Sundays, 6 a.m. to noon) **By web:** uis.edu/registration

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Fall 2019 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 2019 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after Nov. 1 by logging into Student Self-Service for spring (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 **and** First-Half Course After Jan. 19, 2020
- Last-Half Course After March 22, 2020

Spring Calendar Information

CLASSES AND BREAKS:

- Spring Term begins Jan. 13, 2020
- CAMPUS CLOSED**, Martin Luther King Jr. Observance Jan 20, 2020
- First-half courses end/midpoint of semester March 7, 2020
- CAMPUS OPEN-no classes**, Spring Break March 9-13, 2020
- Last-half courses begin March 16, 2020
- Spring Term ends May 9, 2020

GRADUATION/COMMENCEMENT:

- Last day to submit spring graduation application Feb. 21, 2020
- Commencement (for Summer and Fall 2019 and Spring 2020 candidates) May 9, 2020

LAST DAY TO:

- Drop without financial obligation:
 - First-half course Partial withdrawal: Jan. 19, 2020; Complete withdrawal: Jan. 12, 2020
 - Full-term course Partial withdrawal: Jan. 27, 2020; Complete withdrawal: Jan. 12, 2020
 - Last-half course Partial withdrawal: March 22, 2020; Complete withdrawal: March 15, 2020
- Withdraw, change grade option, or change to audit for:
 - First-half course Feb. 21, 2020
 - Full-term course April 10, 2020
 - Last-half course April 24, 2020

OTHER DEADLINES:

- Spring financial aid disbursement Jan. 10, 2020
- Last day for all textbook refunds with receipt Jan. 24, 2020
- Immunization compliance deadline Jan. 27, 2020
- Parking (valid hang tags) must be displayed by 6 p.m. Jan. 27, 2020
- Green fee and Student-to-Student Grant waiver deadline Feb. 7, 2020
- Scholarship deadline (2020-21) Feb. 15, 2020
- Deadline to submit online insurance waiver to opt out of University's plan Feb. 28, 2020
- Spring 2020 mid-term grades due to the Office of Records and Registration electronically **by Noon** March 11, 2020
- Last day to change curriculum (program/major, minor, certificate) for spring semester April 10, 2020
- Spring 2020 final grades due to the Office of Records and Registration electronically **by Noon** May 13, 2020

Spring 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: Spring tuition, fees and assessments are due Feb. 28, 2020. 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 2020

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 COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (March 7, 2020) and end after the midpoint.

First-Half Courses begin and end by the midpoint of the semester (March 7, 2020).

Last-Half Courses begin and end after the midpoint of the semester (March 7, 2020).

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. 27, 2020	Jan. 19, 2020	March 22, 2020

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. 13-19 †	10% plus pro-rata fee*
Week 2	Jan. 20-27 ◆	10% plus pro-rata fee*
Week 3	Jan. 28-Feb. 2	20% plus pro-rata fee*
Week 4	Feb. 3-9	30% plus pro-rata fee*
Week 5	Feb. 10-16	30% plus pro-rata fee*
Week 6	Feb. 17-23	40% plus pro-rata fee*
Week 7	Feb. 24-March 1	40% plus pro-rata fee*
Week 8	March 2-8	50% plus pro-rata fee*
Week 9	March 9-15	60% plus pro-rata fee*
Week 10	March 16-20	60% plus pro-rata fee*
Week 11	After March 20 April 10	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. 13-19 ◆†	March 16-22 ◆†	10% plus pro-rata fee*
Week 2	Jan. 20-26	March 23-29	30% plus pro-rata fee*
Week 3	Jan. 27-Feb 2	March 30-April 5	40% plus pro-rata fee*
Week 4	Feb. 3-9	April 6-12	50% plus pro-rata fee*
Week 5	Feb. 10-14	April 13-17	60% plus pro-rata fee*
Week 6	After Feb. 14 Feb. 21	After April 17 April 24	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 2019, Fall 2019, and Spring 2020 GRADUATES!

May 9, 2020 • Bank of Springfield Center

IMPORTANT

Commencement 2020 information to follow!

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 email 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.***

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
uis.edu/registration and click on
the [COURSE SCHEDULES](#) link.**

Concerned about the costs of college?

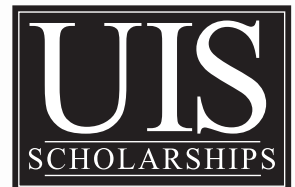
Did you know that there are lots of ways to
supplement the cost of your college education?

Check out the UIS Scholarships website at
uis.edu/financialaid/scholarships

to see if you qualify for one of many
scholarships

available to UIS

students each year.



 UNIVERSITY OF ILLINOIS SYSTEM

UNIVERSITY STUDENT FINANCIAL SERVICES
AND CASHIER OPERATIONS

**explore your payment options at
paymybill.uillinois.edu**

Contact USFSCO: usfscohelp@uillinois.edu | (217) 206-6727



**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 uis.edu/registration

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

Spring 2020 semester: Jan. 13 – May 9

Priority Registration: Begins Nov. 4

Open Registration: Begins Nov. 11

Late Registration: After Jan. 19