

Important Student Information

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. Avoid potential enrollment problems by reading the various publications carefully. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course in which they register unless they officially cancel registration according to the established deadlines.

Non-payment and non-attendance do not constitute an official withdrawal. 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 "Drop/Withdrawal Policy" for more information on the consequences of dropping or withdrawing.

ADMISSION

Degree Seeking Students:

First-year undergraduate students with a strong record of academic achievement who have completed less than 12 hours of college credit after graduation from high school may apply for admission as a freshman. Students must submit high school transcripts, ACT/SAT scores, and a personal statement.

Applications are accepted starting September 1 of the year prior to entry into the program, and new students may begin classes in any semester. In addition to general freshman applicants, UIS has an Honors Program that is a selective program and enrolls about 120 students each year. Eligible students will be contacted by the Honors Program.

Undergraduate transfer students with 12 or more semester hours may apply for admission. Students who have earned less than 30 semester hours must submit the same credentials as students seeking admission as freshmen (including official college transcripts). Students who have completed 30 or more transferable hours must submit official transcripts from all colleges and universities attended. Remedial and developmental courses are not applicable to admission requirements (see "General Education Information"). Applications are accepted on a rolling basis, and new on campus transfer students may begin classes in any semester.

Graduates of regionally accredited Illinois community colleges holding an Associate of Arts, Associate of Science, or Associate of Arts and Science transfer degree may be admitted as

juniors. Graduates of Illinois community colleges holding these degrees are considered to have met all general education requirements. An official transcript from each college and/or university attended must be submitted directly to the Office of Admissions.

Graduate students must apply to UIS and have official transcripts and any required test scores submitted to the Office of Admissions. In addition, some graduate programs may request supplemental admissions documents. Admission to graduate studies may be granted to students who have earned a baccalaureate degree and who have met all specific program requirements and prerequisite courses.

Non-Degree Seeking Students: Students must complete an application and submit it to the Office of Admissions. The undergraduate non-degree student will be asked for clarification of his/her status before exceeding 16 hours; the graduate non-degree student before exceeding 12 hours.

Contact Admissions at 217/206-4UIS (4847) or 888/977-4UIS (4847) for more information.

EMERGENCY INFORMATION

In the event of an unavoidable emergency, students should go to <http://www.uis.edu/emergencies/> to view important emergency information for the campus.

ENROLLMENT TIME STATUS/ VERIFICATION INFORMATION

Students are classified into various time status categories based upon the number of hours in which they are enrolled for a particular semester. In the fall and spring semesters a student is considered to be full-time if enrolled in 12 credit hours (undergraduate) or 9 (graduate), 3/4-time if enrolled in 9-11.99 credit hours (undergraduate) or 7-8.99 (graduate), half-time if enrolled in 6-8.99 credit hours (undergraduate) or 5-6.99 (graduate), and less than half-time if enrolled in .01-5.99 credit hours (undergraduate) or .01-4.99 (graduate). For summer, both undergraduate and graduate students are considered to be full-time if enrolled in 6 credit hours, 3/4-time if enrolled in 5-5.99 credit hours, half-time if enrolled in 3-4.99 credit hours, and less than half-time if enrolled in .01-2.99 credit hours. Students with questions regarding time status or enrollment verifications should contact Records at 217/206-6709.

EVALUATION OF FACULTY ORAL ENGLISH PROFICIENCY

As required by state law and UIS policy, students are asked to evaluate their instructors on oral English proficiency in the classroom. Procedures call for this evaluation to occur twice during the semester.

FINAL EXAM SCHEDULE

Final exams at UIS are scheduled during the last week of the semester. Please consult the following website for the specific dates and times of your final exams:

www.uis.edu/registration/exams/. If a specific class is not included in the list, ask your course instructor for the time and place of the exam.

FINANCIAL ASSISTANCE

Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran benefits. Financial Assistance will only pay for classes required to complete degree requirements in your specified program of study as indicated in the UIS Catalog. Deadlines apply.

FINANCIAL ASSISTANCE FUNDS CANNOT PAY FOR AUDITED CLASSES. For more information, please visit the office website at www.uis.edu/financialaid/, or call 217/206-6724.

Scholarships: Check out the UIS Scholarship website at www.uis.edu/financialaid/scholarships/ to see if you may qualify for one of approximately 169 scholarships available to UIS students each year.

Student Employment: Part-time employment opportunities exist for students continuously enrolled in six or more credit hours. Employment opportunities are posted on CareerConnect. All current UIS students are automatically registered for UIS CareerConnect. Student must access their profiles and upload a valid resume to begin their job search. Students may visit CareerConnect at www.uis.edu/career/.

Veterans Receiving Financial Assistance: These individuals must be certified each semester for benefits by Financial Assistance and must complete a Request for Benefits Form each year. Copies of the form are available at www.uis.edu/financialaid/veterans/. Veterans must notify that office of any changes affecting the amount or disposition of benefits, including changes in address, academic status (withdrawals, added classes, etc.), and number of dependents. **VETERANS CANNOT AUDIT COURSES.** The following require special approval: tutorials, variable-hour courses with no specified meeting time, weekend courses, online courses,

telecourses, and applied study terms. These courses must be approved by an outside agency. There will be a four- to six-week delay in benefits. It is in the student's best interest to apply and **COMPLETE** the application **EARLY**.

GRADUATE CLOSURE REQUIREMENT

Graduate students are required to be continuously enrolled during each semester (excluding summer) once they have begun their graduate closure exercise until that exercise is complete. This requirement means that if you do not finish your closure exercise during the number of hours set forth by your program for the closure course, you will be required to enroll in your program's continuous enrollment course in all subsequent semesters until the exercise is complete.

If a formal leave of absence is approved for a given semester by your graduate program, continuous registration is not required. Failure to obtain a leave of absence will, in most cases, require retroactive registration in the closure exercise for each semester (summer term excluded) in which you were out of compliance. Please note that some programs have specific requirements concerning how you register and complete your closure requirement. Contact your adviser for details on how your program implements this policy.

The time limitation for completing a master's degree is six consecutive years from your first graduate course (excluding prerequisites) taken at UIS in pursuit of that degree, unless you have requested, and the program has granted, a leave of absence. A student must have approval from his/her adviser and program chair to continue working on the degree program after the time limitation has passed.

All pre-dissertation credit earned at UIS that is to be applied toward the completion of the doctorate must be taken within eight consecutive years from the first doctoral course taken at UIS. This does not include prerequisites or closure requirements. Exceptions may be granted on a case-by-case basis.

GRADUATION INFORMATION

Completion of Degree Requirements: All requirements must be completed in order for a student to receive a degree or a certificate. Students should refer to the online catalog for a complete listing of degree/certificate requirements. Degrees/certificates are awarded three times per year, at the end of the spring, summer, and fall semesters. All requirements must be completed by the end of the semester in which the student plans to graduate. Students who do not complete all requirements by the end of the semester for which they initially apply to graduate must wait to receive their degree/certificate

until the end of a subsequent semester during which all requirements are met.

Commencement: A commencement ceremony will be held each May for graduates who received their degrees in the previous summer and fall semesters, and for current spring semester degree candidates.

Eligibility to Participate in Commencement Ceremony: Candidates for Spring 2016

– All students who have submitted a graduation application by February 19 and who will complete all degree requirements by the end of the Spring 2016 semester are eligible to participate in the ceremony (unless otherwise instructed by their academic programs).

Candidates for Summer 2016 – Students who will complete all degree requirements in Summer 2016 will be eligible if BOTH of the following conditions are met:

1. A graduation application must be submitted by February 19.
2. An approved student petition form to participate in commencement must be processed through your program and be on file in the Office of Records and Registration by February 19. Petitions are typically not approved if a student has any incomplete courses or more than 8 hours (undergraduate) or 4 hours (graduate) still to be taken during the summer term.

Applying for Graduation/Indicating Intent to Graduate:

Students planning to earn a degree must indicate their intent to graduate to the Office of Records and Registration by submitting an online graduation application and an approved Graduation Application Signature Form (whether they plan to participate in the commencement ceremony or not). It is important to complete this process by the posted deadline. A mandatory graduation application fee will be charged to each student upon submission of the graduation application.

Instructions pertaining to the graduation application can be found on the Records and Registration website (www.uis.edu/registration/forms/). Students with questions concerning any of the information above or regarding graduation eligibility should contact Graduation at 217/206-7730 or registrar@uis.edu.

IMMUNIZATION REQUIREMENTS*

All students taking at least one credit hour on campus and anyone living in on-campus housing must submit the UIS Required Immunization Information form located at www.uis.edu/healthservices/. The top section of the form must be completed and signed by the student. The lower portion of the form provides documentation of the student's immunizations. **The immunization record must show the month, date, and year of the immunizations. It must be signed by the certifying health care provider and include his/her name and telephone number.** Completion of the form

is required by Illinois law and the University of Illinois Springfield. **Immunization forms must be completed and on file at UIS Health Services** (BSB 20) before 5 p.m. on the 5th day of the summer session and the 10th day of the fall and spring semesters to avoid a non-refundable non-compliance fee.

Students not in compliance will not be allowed to add/drop classes during the semester and will not be able to register for the following semester. Questions concerning this policy should be directed to UIS Health Services at 217/206-6676.

U.S. Citizens: U.S. citizens must provide proof of immunizations against measles, mumps, and rubella (MMR) as well as tetanus/diphtheria/pertussis (DPT, Td, TD or Adult Tdap). Refer to the website at www.uis.edu/healthservices/ for specific instructions regarding when the immunizations should have been given or are due to be given. Proof of the MMR can be provided by the dates of the vaccinations (certified by a health care provider), by the date the disease was diagnosed (certified by a physician), or by lab results proving immunity. Students born before January 1, 1957, are exempt from the MMR requirement. Students taking only online classes are exempt unless they are living in campus housing or will be student teaching as part of their education. Those who will be student teaching must show proof of immunization and a current tuberculosis (TB) test prior to starting student teaching. Students requesting a religious exemption must follow the regulations set forth in the Illinois Administrative Code; Title 77: Public Health, Chapter I: Department of Public Health, Part 694: College Immunization Code. Students who have a medical contraindication must present a statement from their medical provider describing the medical condition that precludes them from receiving immunizations, as well as the length of time the contraindication is expected to continue. General philosophical or moral objection to immunization is **NOT** sufficient for an exemption on religious or medical grounds. Immunization helps to prevent the induction and spread of vaccine-preventable diseases among students living in close quarters and the surrounding community.

International/Non-U.S. Citizens: International students are expected to be in compliance with all of the immunization requirements noted above. The month, day, and year for all immunizations must be clearly stated in the records submitted. Screening for tuberculosis (TB) through a blood test called QuantiFERON Gold (QGG) must be done at UIS Health Services upon arrival. There are no exceptions from the QFG test for students who are not citizens of the United States. Students who have a positive QFG will be evaluated and required to have a chest x-ray. Those who have not obtained a chest x-ray within 10 days from the date it was ordered will be administratively withdrawn from all classes. Students who have

been treated for tuberculosis in their native country, or who were treated because of a positive tuberculin skin test in the past, must bring copies of their medical records with them to UIS Health Services. All medical records must be in English or accompanied by a certified English translation.

*The Health Services staff will work with students to ensure immunization compliance is properly documented. You may contact UIS Health Services at 217/206-6676 if you have questions or need to schedule an appointment.

INSURANCE/WAIVER

All students at UIS enrolled in at least one on-campus or blended course must carry medical/hospital insurance coverage during the fall, spring, and summer semesters. Students enrolled in any non-online class will be automatically assessed THE UIS STUDENT insurance fee. Complete withdrawals made within the first 30 days of classes without the student having used the insurance, or students ordered to active military duty, are eligible for a pro-rated refund of the insurance assessment. Students with equivalent coverage outside of the University's plan may file an online waiver to exempt out, via the link provided on the Student Insurance website. This process must be completed annually. Exemption waivers must be submitted no later than the posted deadline for the applicable semester. Exceptions may include late registering students who may be allowed additional time to submit a waiver.

Please note that students enrolled in only online coursework for a given semester are **ineligible** to participate in the Student Insurance Program.

Questions should be directed to the Office of Human Resources (HRB 30) by calling 217/206-7020.

INTERNATIONAL STUDENT ENROLLMENT

Due to federal reporting regulations, international students **MUST** be enrolled full-time by the 5th day of the summer session and by the 10th day for fall and spring semesters.

NETWORK ID (NET ID) AND E-MAIL INFORMATION

Every enrolled student at UIS is assigned a Network ID (NetID) and e-mail address. The NetID is used to access information technology resources such as online courses, online library databases and journals, and e-mail. E-mail from faculty, the Registrar, and important campus-wide announcements are sent to students via their official (University-assigned) e-mail address. Students are required to check their official e-mail throughout the semester. For questions about NetIDs and student e-mail

accounts, contact the UIS Technology Support Center at 217/206-6000 or toll free within Illinois at 877/847-0443.

NEW STUDENT INFORMATION

Advising – Freshmen and Undecided Students: Advising and registration information for newly entering undergraduates will be mailed to students. Freshmen must see an adviser prior to registering for classes. For more information, students may contact the Office of Advising Services, Information, and Support (OASIS) at 217/206-7471. Freshmen students enrolled in the Honors Program may contact the Capital Scholars Honors Program Office at 217/206-7246.

Advising – Transfer Students: Students transferring in with 30 or more hours of semester credit are assigned a faculty or professional adviser by their academic program. All students are encouraged to contact their assigned faculty or professional adviser or the appropriate academic program administrator before registering. It is best to register as soon as you are eligible. Plan to meet with an adviser from your academic program as early as possible to determine the most appropriate courses in which to register.

International Student Registration: Recently admitted students may register for classes before actually coming to UIS, provided they first provide all necessary documentation. Additional information regarding international student registration can be found on the International Student Services website (www.uis.edu/internationalstudentservices/). Please note that students are academically and financially responsible for any courses for which they register, even if their plans change and they do not attend UIS. All registration changes, including withdrawals, must be officially made using Student Self-Service (www.uis.edu/registration/). Non-attendance or non-payment does **NOT** constitute an official withdrawal. Students should contact the International Student Advisor at 217/206-6678 for additional information.

Orientation: Programs for admitted students will be available before the beginning of each semester. Information about these programs will be mailed to admitted students.

PARKING

All full- and part-time day and night students, as well as faculty and staff, must purchase and display a parking hang tag for the vehicle they park on campus. Parking hang tags are mandatory and must be purchased online at www.uis.edu/parking/. Once the online purchase is complete, the printed confirmation must be taken to the Parking Operations Office, located on the lower level of the Public Affairs Center (PAC 119), to receive the purchased hang tag.

PAYMENTS

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.

PREREQUISITES

Prerequisites, if any, are included in each course description. Students are responsible for completing all prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent students from registering if prerequisites have not been completed. Regardless of whether or not the registration system prevents a student from enrolling in a course, the University will not be responsible for a student's failure to adhere to those prerequisites. Students who have not completed all prerequisites may be administratively withdrawn.

RECORDS POLICY FOR STUDENTS

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their official UIS records, to request corrections, and to limit access to such records. Students have the right to withhold the disclosure of all directory information. For additional information or to complete a non-disclosure form, contact Registration at 217/206-6174.

REGISTRATION

Students should register through Student Self-Service (available through the Records and Registration website – www.uis.edu/registration/). Though all students are encouraged to use Student Self-Service, assistance with the registration process is available by contacting Registration at 217/206-6174.

Audit Grading: The deadline for changing to audit grading is consistent with the last day to withdraw from a course. It is the student's responsibility to contact Registration (217/206-6174) to change one or more courses to audit grading. Full tuition and fees are assessed for audited courses.

Concurrent Enrollment/Registration: Students who plan to enroll for courses on more than one University of Illinois campus must obtain information and forms regarding concurrent enrollment by contacting Registration (217/206-6174).

Intercampus Enrollment/Registration: The Intercampus Enrollment program is intended to give students at one campus of the University of Illinois the opportunity to take advantage of educational opportunities unique to another campus of the University without having to formally transfer. It is not designed to replace concurrent enrollment or transfer. The program also

provides for summer enrollment at another U of I campus should financial aid be required. Students should contact Registration (217/206-6174) for additional information and enrollment forms.

Late Registration: It is the student's responsibility to contact Registration (217/206-6174) to add one or more courses during the late registration period. During late registration instructor approval is required for all courses and late fees apply.

REGISTRATION COURSE INFORMATION

Wait-listed Courses: Selected courses may have a computerized wait list. When enrollment for a wait-listed course reaches the maximum capacity, students may add their names to the wait list using Student Self-Service. Students will be notified by the department of the specific deadline to register if space becomes available and electronic approval has been granted. Decisions for approval are generally made before the beginning of the course. Students should use Student Self-Service to remove their names from wait-listed courses in which they no longer wish to enroll.

Courses Requiring Special Approval: Some courses may have the notation "Instructor Approval Required" or "Departmental Approval Required" beneath the course title. In order to register for these courses, the student must contact the program office or the course instructor to obtain the appropriate permission. The approval must be entered electronically before the student will be allowed to register. Students **MUST OFFICIALLY REGISTER** for these types of courses. Students are **NOT** automatically registered for a course when the electronic permission is entered.

REGISTRATION HOLDS/ ENROLLMENT RESTRICTIONS

Academic Restrictions:

Overloads: Students registering for more than 8 semester hours for summer or 18 semester hours for fall or spring must have approval of their academic programs.

Probation: Students on academic probation must meet with their academic adviser each semester they are on probation. NOTE: Students on probation are restricted to no more than 6 semester hours for summer and 12 semester hours for fall or spring.

Suspension: Students who have been academically suspended from UIS must complete an Appeal of Academic Suspension form to be reinstated. It is the responsibility of the student to file the appeal, which must be approved by the student's adviser, program chair, and academic dean. If approved, the conditions of probation apply (see "Probation").

Non-Academic Restrictions: Students who have "HOLDS" are responsible for clearing them prior to registration. Examples

of holds include parking, library, financial, short-term loan, health, admissions, and program restrictions.

REGISTRATION PRIORITY

Registration priority is generally limited to currently enrolled students. Registration will be determined according to the schedule listed on the calendar associated with the upcoming semester (summer, fall, or spring). Hours are based on courses completed PRIOR to the current semester. Students who do not register on their designated dates may register AFTER designated dates. New students and continuing students not enrolled for the current semester will be allowed to register following the priority registration period.

RELIGIOUS OBSERVANCE POLICY

It is the formal administrative policy of the University of Illinois Springfield to provide reasonable accommodation to the religious observances of individual students with regard to admission, class attendance, and scheduling examinations and course assignments. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the grievance process provided for in the University Student Code.

RESIDENCY

In order to be considered an Illinois resident for tuition purposes, an independent adult must have been a bona fide resident of Illinois for a period of at least one year immediately preceding the beginning (first day) of any term for which he/she registers. Also, the purpose for moving to Illinois must be other than to obtain an education. If your residency status has been determined to be non-resident and you are a U.S. citizen, Permanent Resident Immigrant, refugee, or have political asylum, you may request a review by completing the petition for determination of residency status. Petitions may be obtained from the Office of Admissions or downloaded from the web (www.usp.uillinois.edu/residency.cfm/).

SENIOR LEARNER PROGRAM

Persons aged 62 or over can attend courses on an audit basis and receive an activity card for a small fee, plus a parking fee. Senior

learners are also responsible for all course related fees, including online course fees. Please note that the senior learner fee is non-refundable on or after the official start date of the applicable semester. For more information, contact Registration (217/206-6174).

STUDENT CLASSIFICATION

Undergraduate students are classified into categories based upon the number of hours earned. Freshmen are those students who have earned less than 30 hours of credit, sophomores have earned 30-59.99 credit hours, juniors have earned 60-89.99 credit hours, and seniors have earned 90 or more hours. Graduate students are those working toward a master's or doctoral degree or certificate.

STUDENT SCHEDULES

Students are encouraged to access Student Self-Service (www.uis.edu/registration/) to view or print their class schedule and make necessary changes before the beginning of the appropriate term. Printed schedules will NOT be mailed to students. A student schedule is not a bill.

STUDENT SERVICES

The Division of Student Affairs is comprised of a team of professionals dedicated to the mission of UIS who contribute to the personal and professional development of students. Programs and services offered inspire students to take ownership of self and social responsibility, to become globally aware citizens and appreciate human diversity, and enhance holistic development and the students' overall well-being. "Students First!" is the philosophy that inspires, empowers, and unites us. Information regarding the various departments within Student Affairs can be found online at: <http://www.uis.edu/studentaffairs/departments/>.

UIS CONNECTION

UIS Connection is the student event site for UIS. Its purpose is to get information to students regarding student organizations, campus news, jobs, internships, upcoming events, etc. It's a "one stop shop" for useful information at UIS. Visit the site at: <http://blogs.uis.edu/uisconnection/>.