

# 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)<br>or 217-206-4UIS (4847)   | admissions@uis.edu     |
| Financial Assistance  | UHB 1015 / 888-977-4UIS (4847)<br>or 217-206-6724  | finaid@uis.edu         |
| New Student Orientation<br>and Parent Relations                                 | SAB 60 / 217-206-8181  | UISOrientation@uis.edu |
| Records and Registration<br>(Registration/Records/<br>Graduation/Degree Audits) | UHB 1076 / 888-977-4UIS (4847)<br>or 217-206-6174 (Registration)<br>or 217-206-6709 (Records)<br>or 217-206-7730 (Graduation)<br>or 217-206-8216 (Degree Audits) | registrar@uis.edu      |