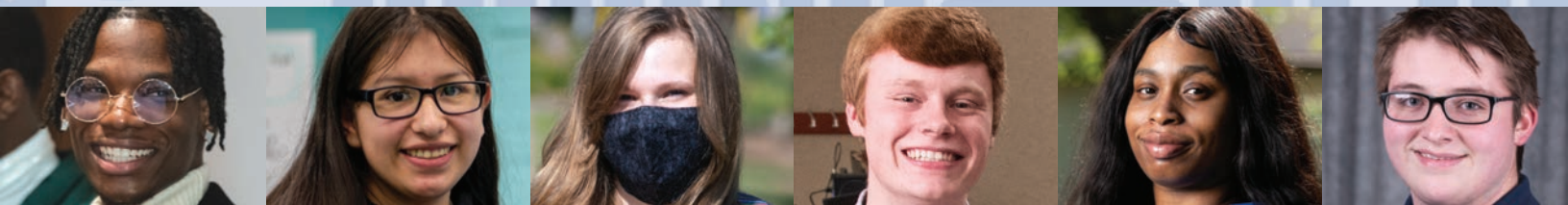


UNIVERSITY OF
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SPRINGFIELD

Spring 2021 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 2021 dynamic course schedule, please visit uis.edu/registration – “Course Schedules” link.

Directory of Services

SPRING 2021 SEMESTER

Begins:	Jan. 19
Ends:	May 15
Priority registration:	Begins Nov. 2
Open registration:	Begins Nov. 9
Late registration:	After Jan. 25

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 2020 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 2020 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. 25, 2021
- Last-Half Course After March 28, 2021

Spring Calendar Information

CLASSES AND BREAKS:

- CAMPUS CLOSED**, Martin Luther King, Jr. Day Jan 18, 2021
- Spring Term begins Jan. 19, 2021
- First-half courses end/midpoint of semester March 13, 2021
- CAMPUS OPEN-no classes**, Spring Break March 15-19, 2021
- Last-half courses begin March 22, 2021
- Spring Term ends May 15, 2021

GRADUATION/COMMENCEMENT:

- Last day to submit spring graduation application Feb. 19, 2021
- Commencement (for Summer and Fall 2020 and Spring 2021 candidates) May 15, 2021

LAST DAY TO:

- Drop without financial obligation:
 - First-half course Partial withdrawal: Jan. 25, 2021; Complete withdrawal: Jan. 18, 2021
 - Full-term course Partial withdrawal: Feb. 1, 2021; Complete withdrawal: Jan. 18, 2021
 - Last-half course Partial withdrawal: March 28, 2021; Complete withdrawal: March 21, 2021
- Withdraw, change grade option, or change to audit for:
 - First-half course Feb. 26, 2021
 - Full-term course April 16, 2021
 - Last-half course April 30, 2021

OTHER DEADLINES:

- Spring financial aid disbursement Jan. 9, 2021
- Last day for all textbook refunds with receipt Feb. 1, 2021
- Immunization compliance deadline Feb. 1, 2021
- Green fee and Student-to-Student Grant waiver deadline Feb. 12, 2021
- Scholarship deadline (2021-22) Feb. 15, 2021
- Deadline to submit online insurance waiver to opt out of University's plan Feb. 28, 2021
- Spring 2021 mid-term grades due to the Office of Records and Registration electronically **by Noon** March 17, 2021
- Last day to change curriculum (*program/major, minor, certificate*) or submit an application for spring semester April 16, 2021
- Spring 2021 final grades due to the Office of Records and Registration electronically **by Noon** May 19, 2021

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: Visit <https://paymybill.uillinois.edu/> for 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 2021

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 13, 2021) and end after the midpoint.

First-Half Courses begin and end by the midpoint of the semester (March 13, 2021).

Last-Half Courses begin and end after the midpoint of the semester (March 13, 2021).

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
Feb. 1, 2021	Jan. 25, 2021	March 28, 2021

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. 19–25 †	10% plus pro-rata fee*
Week 2	Jan. 26–Feb. 1 ♦	10% plus pro-rata fee*
Week 3	Feb. 2–7	20% plus pro-rata fee*
Week 4	Feb. 8–14	30% plus pro-rata fee*
Week 5	Feb. 15–21	30% plus pro-rata fee*
Week 6	Feb. 22–28	40% plus pro-rata fee*
Week 7	March 1–7	40% plus pro-rata fee*
Week 8	March 8–14	50% plus pro-rata fee*
Week 9	March 15–21	60% plus pro-rata fee*
Week 10	March 22–26	60% plus pro-rata fee*
Week 11	After March 26	No reduction in tuition and fees
	April 16	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. 19–25 ♦†	March 22–28 ♦†	10% plus pro-rata fee*
Week 2	Jan. 26–31	March 29–April 4	30% plus pro-rata fee*
Week 3	Feb. 1–7	April 5–11	40% plus pro-rata fee*
Week 4	Feb. 8–14	April 12–18	50% plus pro-rata fee*
Week 5	Feb. 15–19	April 19–23	60% plus pro-rata fee*
Week 6	After Feb. 19	After April 23	No reduction in tuition and fees
	Feb. 26	April 30	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. Alternative drop/withdrawal policies may apply to courses offered outside of the traditional dates listed in the UIS Academic Calendar. For questions or assistance, students should contact the Office of Records and Registration (registrar@uis.edu).

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UIS-Alert Emergency Notification System

Set up your UIS-Alert Emergency Notifications. Students can create their profile by visiting www.uis.edu/emergencies/uis-alert/. Students can add multiple mobile phones, voice only lines, and email addresses if parents or family members would also like to receive UIS-Alert Emergency Notifications. Please note the student has to set this up and will need to log on with their UIS NetId and password.

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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.



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

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Register online at uis.edu/registration

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

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