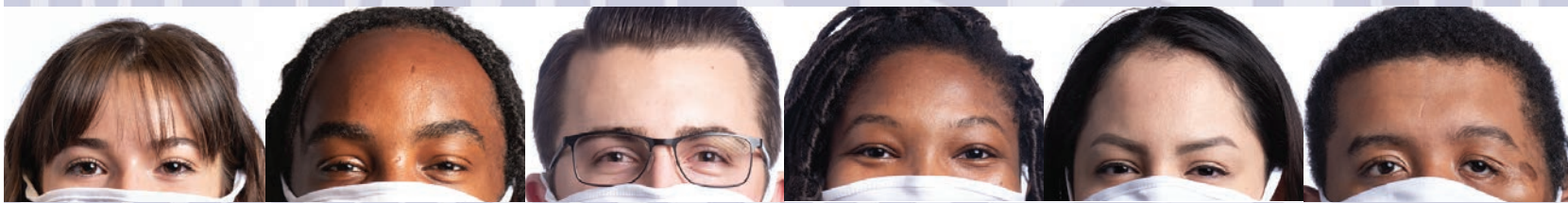


UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

# Summer/Fall 2021 Policies and Registration Information



**[uis.edu/registration](https://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 Summer 2021 and Fall 2021 dynamic course schedules, please visit [uis.edu/registration](https://uis.edu/registration) – “Course Schedules” link.

# Directory of Services

## SUMMER 2021 SEMESTER

<b>Begins:</b>	<b>June 7</b>
<b>Ends:</b>	<b>July 31</b>
<b>Priority registration:</b>	<b>Begins April 5</b>
<b>Open registration:</b>	<b>Begins April 12</b>
<b>Late registration:</b>	<b>After June 10</b>

## FALL 2021 SEMESTER

<b>Begins:</b>	<b>Aug. 20</b>
<b>Ends:</b>	<b>Dec. 11</b>
<b>Priority registration:</b>	<b>Begins April 5</b>
<b>Open registration:</b>	<b>Begins April 12</b>
<b>Late registration:</b>	<b>After Aug. 26</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 admission, financial assistance, orientation, and records/registration. Contact information for these offices can be found below.

<b>Office</b>	<b>Location/Phone</b>	<b>Email Address</b>
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

# Summer Registration, Calendar & Tuition Information

## Summer Registration Information

**REGISTRATION:** 24 hours/day, 7 Days a Week (except Sundays 6 a.m. - Noon) at [uis.edu/registration](https://uis.edu/registration)

### **PRIORITY REGISTRATION: Currently Enrolled Students**

Generally, only students enrolled at UIS for the Spring 2021 semester may register for summer during the week of summer 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 Spring 2021 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for summer (available at [uis.edu/registration](https://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.

First-Half Course	After June 8, 2021
Full-Term Course	After June 10, 2021
Last-Half Course	After July 7, 2021

## Summer Calendar Information

### **CLASSES AND BREAKS:**

Summer Term begins	June 7, 2021
First-Half courses end/midpoint of semester	July 3, 2021
<b>CAMPUS CLOSED</b> , Independence Day Observance	July 5, 2021
Last-Half courses begin	July 6, 2021
Summer Term ends	July 31, 2021

### **GRADUATION:**

Last day to submit summer graduation application	July 5, 2021
Commencement (for Summer and Fall 2021 and Spring 2022 candidates)	May 14, 2022

### **LAST DAY TO:**

Drop without financial obligation:	
First-Half course	Partial withdrawal: June 9, 2021; Complete withdrawal: June 6, 2021
Full-Term course	Partial withdrawal: June 11, 2021; Complete withdrawal: June 6, 2021
Last-Half course	Partial withdrawal: July 8, 2021; Complete withdrawal: July 5, 2021
Withdraw, change grade option, or change to audit for:	
First-Half course	June 25, 2021
Full-Term course	July 16, 2021
Last-Half course	July 23, 2021

### **OTHER DEADLINES:**

Summer financial aid disbursement – subject to change	May 29, 2021
Last day to defer summer application to a future semester	June 6, 2021
Immunization compliance deadline	June 11, 2021
Last day for all textbook refunds with receipt	June 11, 2021
Deadline to submit online insurance waiver to opt out of University's plan	June 15, 2021
Green fee and Student-to-Student Grant fee waiver deadline	June 25, 2021
Last day to change curriculum (program/major, minor, certificate) or submit an application for summer semester	July 16, 2021
Summer 2021 final grades due to the Office of Records and Registration electronically <b>by Noon</b>	Au.g 4, 2021
Scholarship deadline (2022-2023) – subject to change	Feb. 15, 2022

## Summer Tuition Information

**AMOUNTS:** Information pertaining to tuition/fee amounts can be found at [uis.edu/registration](https://uis.edu/registration) (“Tuition” link).

**PAYMENT:** Information pertaining to payment can be found at [uis.edu/registration](https://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).

# Fall Registration, Calendar & Tuition Information

## Fall Registration Information

**REGISTRATION:** 24 hours/day, 7 Days a Week (except Sundays 6 a.m. - Noon) at [uis.edu/registration](http://uis.edu/registration)

### **PRIORITY REGISTRATION: Currently Enrolled Students**

Generally, only students enrolled at UIS for the Spring 2021 semester may register for fall during the week of fall 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 Spring 2021 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for fall (available at [uis.edu/registration](http://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 Course **and** First-Half Course . . . . . After Aug. 26, 2021

Last-Half Course . . . . . After Oct. 24, 2021

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## Fall Calendar Information

### **CLASSES AND BREAKS:**

Fall Term begins . . . . . Aug. 20, 2021

**CAMPUS CLOSED**, Labor Day Holiday . . . . . Sep. 6, 2021

First-Half courses end/midpoint of semester . . . . . Oct. 16, 2021

Last-Half courses begin . . . . . Oct. 18, 2021

Thanksgiving Holiday recess . . . . . Nov. 24-26, 2021

Fall Term ends . . . . . Dec. 11, 2021

### **GRADUATION:**

Last day to submit fall graduation application . . . . . Oct. 4, 2021

Commencement (for Summer and Fall 2021 and Spring 2022 candidates) . . . . . May 14, 2022

### **LAST DAY TO:**

Drop without financial obligation:

First-Half course . . . . . Partial withdrawal: Aug. 26, 2021; Complete withdrawal: Aug. 19, 2021

Full-Term course . . . . . Partial withdrawal: Sep. 2, 2021; Complete withdrawal: Aug. 19, 2021

Last-Half course . . . . . Partial withdrawal: Oct. 24, 2021; Complete withdrawal: Oct. 17, 2021

Withdraw, change grade option, or change to audit for:

First-Half course . . . . . Oct. 1, 2021

Full-Term course . . . . . Nov. 19, 2021

Last-Half course . . . . . Nov. 26, 2021

### **OTHER DEADLINES:**

Fall financial aid disbursement – subject to change . . . . . Aug. 7, 2021

Last day to defer fall application to a future semester . . . . . Aug. 19, 2021

Last day for all textbook refunds with receipt . . . . . Sep. 2, 2021

Immunization compliance deadline . . . . . Sep. 2, 2021

Green fee and Student-to-Student Grant fee waiver deadline . . . . . Sep. 17, 2021

Deadline to submit online insurance waiver to opt out of University's plan . . . . . Sep. 25, 2021

Fall 2021 mid-term grades due to the Office of Records and Registration electronically **by Noon** . . . . . Oct. 20, 2021

Last day to change curriculum (program/major, minor, certificate) or submit an application for fall semester . . . . . Nov. 19, 2021

Fall 2021 final grades due to the Office of Records and Registration electronically **by Noon** . . . . . Dec. 15, 2021

Scholarship deadline (2022-2023) – subject to change . . . . . Feb. 15, 2022

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## Fall Tuition Information

**AMOUNTS:** Information pertaining to tuition/fee amounts can be found at [uis.edu/registration](http://uis.edu/registration) (“Tuition” link).

**PAYMENT:** Information pertaining to payment can be found at [uis.edu/registration](http://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 SUMMER 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 SUMMER COURSES ARE CLASSIFIED INTO THREE CATEGORIES

**Full-Term Courses** begin prior to the midpoint of the semester (July 3, 2021) and end after the mid-point.

**First-Half Courses** begin and end by the midpoint of the semester (July 3, 2021).

**Last-Half Courses** begin and end after the midpoint of the semester (July 3, 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
June 11, 2021	June 9, 2021	July 8, 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	June 7-10 †	10% *
Week 1	June 11 ◆	10% *
Week 2	June 12-20	30% *
Week 3	June 21-27	40% *
Week 4	June 28-July 4	50% *
Week 5	July 5-9	60% *
Week 6	After July 9	No reduction in tuition and fees
	July 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	June 7-8 †	July 6-7 †	10% *8
Week 1	June 9 ◆	July 8 ◆	10% *
Week 2	June 10-13	July 9-11	30% *
Week 3	June 14-16	July 12-14	40% *
Week 4	June 17-20	July 15-18	50% *
Week 5	June 21-22	July 19-20	60% *
Week 6	After June 22	After July 20	No reduction in tuition and fees
	June 25	July 23	Last day to withdraw, change grading option/change to audit

\* A pro-rata fee is not assessed to students who withdraw during the summer semester.

† 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.**



# DROP/WITHDRAWAL POLICY FALL 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 FALL COURSES ARE CLASSIFIED INTO THREE CATEGORIES

**Full-Term Courses** begin prior to the midpoint of the semester (Oct. 16, 2021) and end after the mid-point.

**First-Half Courses** begin and end by the midpoint of the semester (Oct. 16, 2021).

**Last-Half Courses** begin and end after the midpoint of the semester (Oct. 16, 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
Sep. 2, 2021	Aug. 26, 2021	Oct. 24, 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	Aug. 20-26 †	10% <b>plus</b> pro-rata fee*
Week 2	Aug. 27-Sep. 2 ◆	10% <b>plus</b> pro-rata fee*
Week 3	Sep. 3-12	20% <b>plus</b> pro-rata fee*
Week 4	Sep. 13-19	30% <b>plus</b> pro-rata fee*
Week 5	Sep. 20-26	30% <b>plus</b> pro-rata fee*
Week 6	Sep. 27-Oct. 3	40% <b>plus</b> pro-rata fee*
Week 7	Oct. 4-10	40% <b>plus</b> pro-rata fee*
Week 8	Oct. 11-17	50% <b>plus</b> pro-rata fee*
Week 9	Oct. 18-24	60% <b>plus</b> pro-rata fee*
Week 10	Oct. 25-29	60% <b>plus</b> pro-rata fee*
Week 11	After Oct. 29 Nov. 19	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

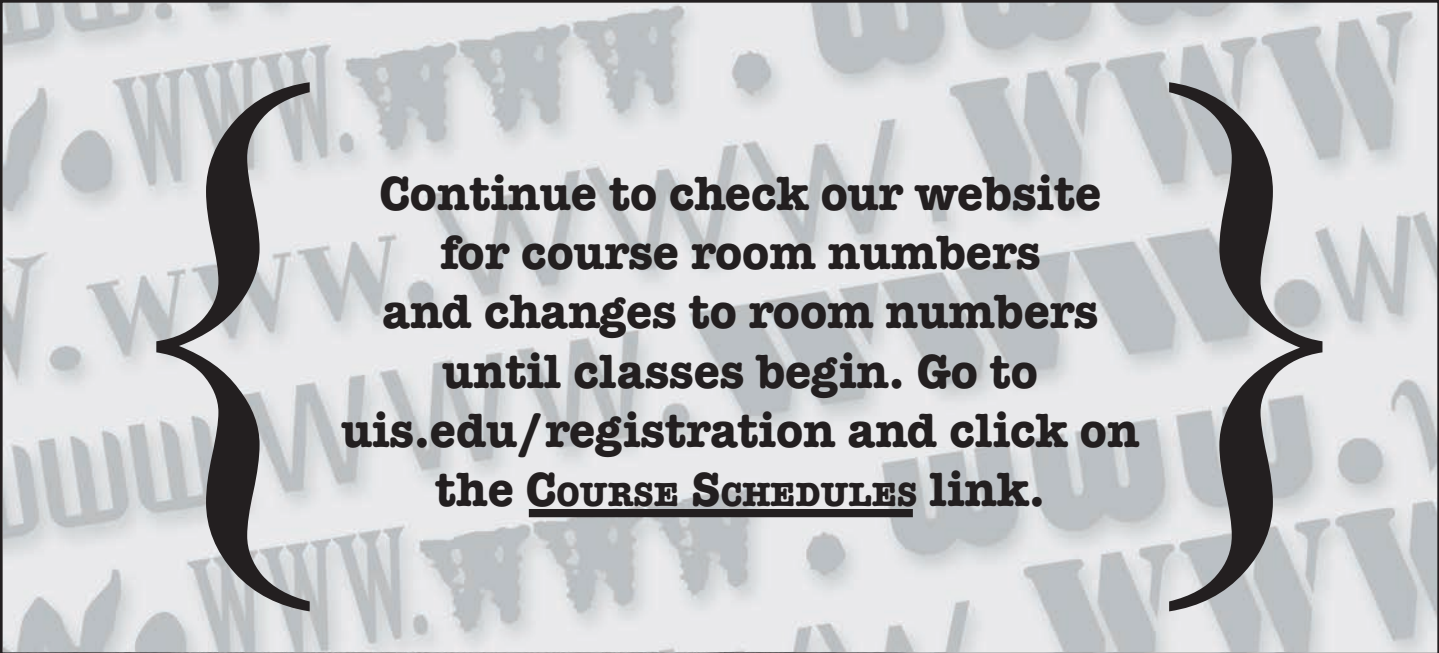
Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Aug. 20-26 ◆ †	Oct. 18-24 ◆ †	10% <b>plus</b> pro-rata fee*
Week 2	Aug. 27-Sep. 5	Oct. 25-31	30% <b>plus</b> pro-rata fee*
Week 3	Sep. 6-12	Nov. 1-7	40% <b>plus</b> pro-rata fee*
Week 4	Sep. 13-19	Nov. 8-14	50% <b>plus</b> pro-rata fee*
Week 5	Sep. 20-24	Nov. 15-19	60% <b>plus</b> pro-rata fee*
Week 6	After Sep. 24 Oct. 1	After Nov. 19 Nov. 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.**



**Continue to check our website  
for course room numbers  
and changes to room numbers  
until classes begin. Go to  
[uis.edu/registration](http://uis.edu/registration) and click on  
the COURSE SCHEDULES link.**



Concerned about the  
costs of college?

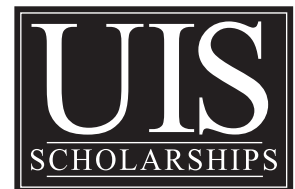
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Did you know that there are lots of ways to  
supplement the cost of your college education?

Check out the UIS Scholarships website at  
**[uis.edu/financialaid/scholarships](http://uis.edu/financialaid/scholarships)**

to see if you qualify for one of many  
scholarships

available to UIS  
students each year.



UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD



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

**Register online at [uis.edu/registration](https://uis.edu/registration)**

**Available 7 days a week, 24 hours/day (except Sundays, 6 a.m.-Noon)**

**Summer 2021 semester: June 7-July 31**

**Priority registration: April 5-11**

**Open registration: April 12-June 10**

**Late registration: After June 10**

**Fall 2021 semester: Aug. 20-Dec. 11**

**Priority registration: April 5-11**

**Open registration: April 12-Aug. 26**

**Late Registration: After Aug. 26**