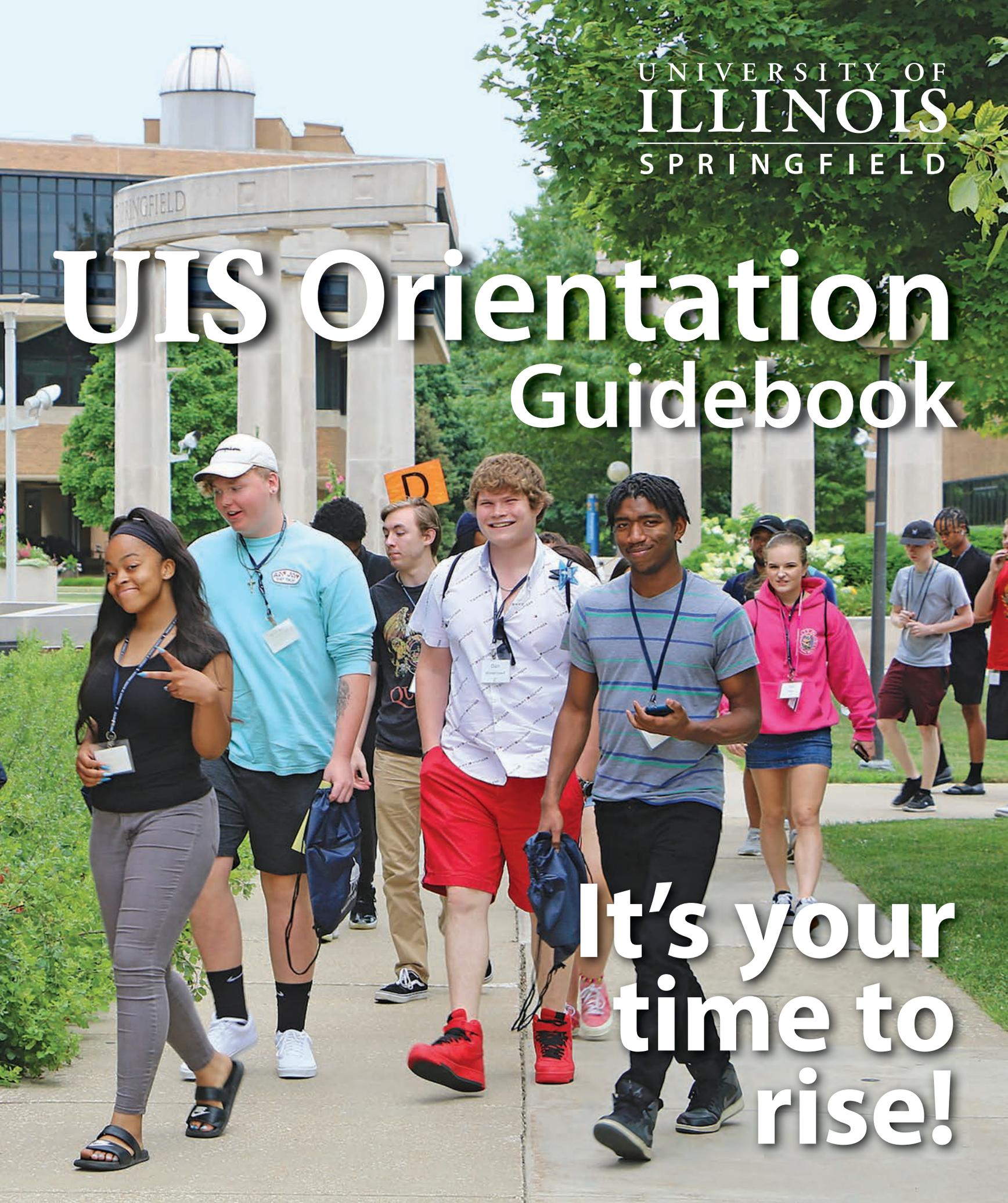


UNIVERSITY OF  
ILLINOIS  
SPRINGFIELD

# UIS Orientation Guidebook



It's your  
time to  
rise!



# UIS

## Orientation Guidebook 2021-2022



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# Academic Calendar

## Fall Semester 2021

August 20	Full-Term and First-Half Classes Begin
September 6	Labor Day, Campus Closed
October 16	Mid-Point
October 18	Half Classes Begin
October 20	Mid-Term Grading Deadline
November 24-26	Thanksgiving Recess
December 4	Last Day of Classes
December 6-11	Finals Week
December 11	Semester Ends
December 15	Final Grading Deadline

## Spring Semester 2022

January 17	Martin Luther King, Jr. Day, Campus Closed
January 18	Full-Term and First-Half Classes Begin
March 12	Mid-Point
March 14-18	Spring Recess
March 16	Mid-Term Grading Deadline
March 21	Last-Half Classes Begin
May 7	Last Day of Classes
May 9-14	Finals Week
May 14	Semester Ends/Commencement
May 18	Final Grading Deadline

## Summer Semester 2022

June 6	Full-Term and First-Half Classes Begin
July 2	Mid-Point
July 4	Independence Day, Campus Closed
July 5	Last-Half Classes Begin
July 30	Semester Ends
August 3	Final Grading Deadline

## Have questions? Contact Us

Health Services  
217-206-6676 | [uishealthservice@uis.edu](mailto:uishealthservice@uis.edu)

University Bursar Customer Service  
217-206-6727 | [bursarhelp@uillinois.edu](mailto:bursarhelp@uillinois.edu)

Financial Aid Office  
217-206-6724 | [finaid@uis.edu](mailto:finaid@uis.edu)

# Student Accounts, Billing, Direct Deposit, and Payment Plans

## New Student and Parent “To-Do” List

Review our website at <https://paymybill.uillinois.edu/> to become familiar with all our services and policies. The New Student Checklist can be found on our website.

1. Learn how to access the student account: <https://paymybill.uillinois.edu/Access>
2. Students can set up parents as an “Authorized Payer.” We can only discuss the student account with the student and the “Authorized Payer.”
3. The student needs to enroll in Direct Deposit for student account refunds.
4. Explore optional student account Payment Plans: <https://paymybill.uillinois.edu/payments/PaymentPlan>
5. Note the fall, spring, and summer due dates on your calendar.
  - Fall = September 28
  - Spring = February 28
  - Summer = June 28
6. Check your University assigned email account often for important messages from the University.
7. Answers to Top Questions can be found at: <https://paymybill.uillinois.edu/resources/TopQuestions>.

## Setting Up an Authorized Payer

Instructions for the Student:

- <https://paymybill.uillinois.edu/access>
- Select Student Self Service
- Select appropriate campus link
- Enter NetID and Password and click “Login”
- Select Account Billing Information
- Read and click on each box and click “Continue”
  - Select “UI-Pay”
  - Select “Authorize Payers”
  - Select “Add New”
  - Enter Authorize Payer’s name, email address and create a login name.

Website for Authorized Payers:  
<https://quikpayasp.com/uillinois/campus/tuition/authorized.do>

## Enrolling in Direct Deposit

Instructions for the Student:

- Follow top 6 bullet items above
- Select “Direct Deposit”
- Select “Direct Deposit Enrollment”

Any U.S. checking or savings account can be used for Direct Deposit. *Note:* enrolling in direct deposit requires two factor authentication (2FA).

## Viewing Your Student Account & Making Online Payments

At the beginning of each month, students will receive an email to their University email address, and authorized payers will receive an email reminding them to view their Student Account for activity. It is the student’s responsibility to monitor their official University email account on a regular basis. The University accepts both e-checks and credit card payments online through UI-Pay.

- <https://paymybill.uillinois.edu/access>
- Select Student Self Service
- Select appropriate campus link
- Enter NetID and Password and click “Login”
- Select Account Billing Information
- Read and click on each box and click “Continue”
  - Select “UI-Pay”
  - Select the “Make Payment” icon

- Enter the payment amount, then select the payment method.

An e-check is an electronic withdrawal from a checking or savings account at a domestic (U.S.) bank account.

Credit cards are accepted for payment. All credit card transactions will be assessed a 2.4% service fee.

## Payments By Mail

Mailed payments should be sent at least 7–10 business days prior to the due date. The student’s name and UIN must be written on the check. A payment stub printed from the “View & Pay Accounts” screen should be included to ensure proper credit. Payments may be mailed to the following location:

University of Illinois Payment Center  
Student A/R  
28393 Network Place  
Chicago, IL 60673-1283

*Please note:* Scholarship payments should be sent directly to the UIS Office of Financial Assistance.

# Tuition & Fees

Tuition assessment is based upon an hourly rate and the year the student was admitted. Students are billed the below fees based upon full-time or part-time status. Additional tuition and fee information can be found at: [uis.edu/registration/registration](https://uis.edu/registration/registration).

## Mandatory Fees

**Service Fee:** This fee provides support for a variety of co-curricular and extracurricular activities and services benefiting the student population.

**General Fee:** A fee comprised of debt service, facility renewal and replacement funds, campus administrative charges, and general University overhead charges.

**Health Fee:** This fee is divided between Campus Health Services and the Counseling Center and supports annual operations of both services.

### Academic Facilities Maintenance Fund

**Assessment:** An assessment to support deferred maintenance and facility renovations for academic buildings.

### Campus and Library Technology

**Assessment:** This assessment supports the library to help pay for access to online journals and other materials and to Information Technology Services to help pay for servers, internet access, smart classrooms, etc.

# Student Insurance

## Notice on Student Health Insurance

Students, do you know your student account will be automatically billed each semester for the UIS Student Health Insurance Plan fee? Fall 2021 fee is \$947. Spring 2022 fee is \$947. Summer 2022 fee is \$498.

If students have provable private insurance and do not want UIS Student Insurance please submit an online waiver at <https://uis.myahpcare.com/waiver>. The waiver must be submitted by the posted deadline per semester. Save confirmation number during submission as it will be the only record of proof!

The Office of Student Insurance will communicate open enrollment and waiver periods through uis.edu email. Important information including fee schedule, coverage dates, waiver deadlines and benefit information (including optional dental) is available on the website.

**Questions** regarding student insurance should be directed to the Student Insurance Office at 217-206-7020 or visit [uis.edu/humanresources/studentinsurance](https://uis.edu/humanresources/studentinsurance)

**Student Insurance Fee:** The Insurance Plan provides worldwide coverage for our students. For further details regarding student insurance, please visit the UIS Student Insurance website at: [uis.edu/humanresources/studentinsurance](https://uis.edu/humanresources/studentinsurance).

**Student-to-Student Grant Fee:** This fee provides financial support to undergraduate and graduate students who demonstrate high financial need. This fee can be waived by contacting Records and Registration by their posted deadline each semester.

**Green Fee:** This fee provides funding necessary to improve our campus commitment to environmental sustainability. This fee can be waived by contacting Records and Registration by their posted deadline each semester. Full-time students only.

**Student Union Fee:** Along with private funding, this fee provides support for the UIS Student Union.

## Student Insurance

Students may file for an exemption from the health insurance fee if they can provide proof of alternative coverage. The form for exemption is found at <https://uis.myahpcare.com/waiver>. **Please note**—there is a deadline each semester to exempt out of the student insurance.





# Cost of Attendance for Undergraduates (2021-22)

Costs in this example based on 15 hours (see [go.uis.edu/EstimatedCost](https://go.uis.edu/EstimatedCost))

<b>Tuition</b>	\$316.75 /credit hour (in state) guaranteed rate for 4 years (\$4,751/semester) \$637.25 /credit hour (out-of-state) guaranteed rate for 4 years (\$9,559/semester)
<b>Fees</b>	\$1,209 /semester for Freshmen (enrolled in 15 hours), OR \$1,559 /semester for Honors Freshmen (enrolled in 15 hours) <i>*includes Honors Program Fee</i>
<b>Insurance</b>	\$947 /semester
<b>Housing</b>	\$3,805 /semester (residence hall)
<b>Board</b>	\$1,400, \$1,675 or \$2,100/semester based on student meal plan
<b>Books/supplies</b>	\$600.00 estimated/semester

Indirect costs included in the estimated total cost of attendance are \$450 for transportation and \$900 for personal miscellaneous expenses per semester.

Direct Cost	Freshmen	Honors
Tuition	\$ 9,502	\$ 9,502
Fees	\$ 2,418	\$ 3,118
Room	\$ 7,610	\$ 7,610
Board <i>(based on \$1400 per semester meal plan)</i>	\$ 2,800	\$ 2,800
Books	\$ 1,200	\$ 1,200
<b>Total</b>	<b>\$ 23,530</b>	<b>\$ 24,230</b>

*Tuition, fees, and assessments are all charged based upon a student's primary UIS curriculum. Tuition, fee, and assessment amounts are estimates. Actual costs are determined when a student registers for classes each semester and are based on factors such as student level, residency, credit hours, and miscellaneous course fees. Additional tuition, fee and assessment information can be found online.*

# Tuition Smarter

## Tuition Smarter.

Monthly payments that fit your life.

Your school partners with Nelnet Campus Commerce to let you pay your tuition and fees over time, making college more affordable.



**Convenient**



**Secure**



**Affordable**

See reverse side to learn more and enroll today!



### Payment Methods

- Automatic bank payment (ACH)
- Credit card (2.4% service fee assessed per payment)

### Cost to Participate

- \$40 nonrefundable enrollment fee per semester (Fall & Spring)
- \$30 fee if a payment is returned

### Simple Steps to Enroll

- Visit [paymybill.uillinois.edu](http://paymybill.uillinois.edu) for enrollment instructions

### Target Dates to Enroll By:

**Fall 2021** Enrollment available on June 1, 2021

#### Payments processed on the 20th of the month

Dates of Enrollment	Number of payments	Months of payments	Enrollment fee
June 1-June 19	6	June-November	\$40
June 20-July 19	5	July-November	\$40
July 20-Aug 19	4	August-November	\$40
Aug 20-Sept 19	3	September-November	\$40
*Sept 20-Sept 28	2	October & November	\$40

\*33% payment of student account balance required at the time of enrollment for the 2 month plan

**Spring 2022** Enrollment available on November 1, 2021

#### Payments processed on the 20th of the month

Dates of Enrollment	Number of payments	Months of payments	Enrollment fee
Nov 1-Dec 19	6	December-May	\$40
Dec 20-Jan 19	5	January-May	\$40
Jan 20-Feb 19	4	February-May	\$40
*Feb 20-Feb 28	3	March-May	\$40

\*25% payment of student account balance required at the time of enrollment for the 3 month plan

A minimum balance of \$500 is required to establish a Payment Plan



**UNIVERSITY OF ILLINOIS SYSTEM**  
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[paymybill.uillinois.edu](http://paymybill.uillinois.edu)

For additional help, please call us at 866.506.4637



## Financial Assistance Facts

1. You **MUST have a 2021-2022 Free Application for Federal Student Aid (FAFSA) form on file** with the UIS Office of Financial Assistance in order to have any aid, including scholarships, disbursed to your account.
2. All students who wish to receive financial assistance must make sure they have provided their social security number to the university on their Admission application. If you have not done so already, then you need to provide a photocopy of your social security card and valid ID to the Admission Office.
3. **All** correspondence from the Office of Financial Assistance will be sent to the student's UIS email account. It is very important that students check their UIS email account at least once a week. Respond to all correspondence from the Office of Financial Assistance expeditiously. Time is always of the essence and failure to meet deadlines can have dire financial aid consequences.
4. You must complete Federal Direct Entrance Loan Counseling and a Master Promissory Note (MPN) to receive your Federal Direct Loan funds. Go to the **Financial Aid website** or directly to The Department of Education's **Studentaid.gov** page to complete these requirements as quickly as possible. You will need your FSA id and password to log-in.
5. Make certain to sign up for direct deposit at **<http://paymybill.uillinois.edu/DirectDeposit>**. This will expedite the receipt of any refunds which you may be eligible to receive for the fall, spring and summer semesters.
6. Due to the Family Educational Rights and Privacy Act (FERPA), the UIS Office of Financial Assistance staff cannot discuss details of a student's financial aid package with anyone except the student. Unless the student is present with his/her parent, we cannot discuss financial aid matters with parents. Please note that for your protection, inquiries regarding specific monetary amounts of financial assistance will not be given over the telephone, even to the student.
7. Our web address is **[uis.edu/financialaid](http://uis.edu/financialaid)**. Please visit this site and review the information.
8. As a reminder, please note that there are indirect cost components included in the estimated cost of attendance that appear on your financial aid offer notification. Indirect cost items will never be charged to the student by the university. The indirect cost components include books/supplies, transportation and personal/miscellaneous expenses. For students who are commuting and will not be living in on-campus housing, you will also see estimated room and board in indirect costs.
9. All grants, waivers and/or scholarships proceeds will be disbursed to your student account, beginning the week before the start of classes each term if your financial aid file is complete. Refunds will be issued the Friday before the start of classes each term for eligible students.
10. Don't drop a course or withdraw from the University without speaking to a Financial Aid Advisor. Read the **UIS Satisfactory Academic Progress policy** brochure which is also available on our website under Guide to Financial Aid.
11. If you are interested in working on campus, you may search CareerConnect for available positions. CareerConnect may be accessed by going to: **[uis.edu/career/students/careerconnect](http://uis.edu/career/students/careerconnect)**. This site will direct you to all the current job listings with a complete description of the position and pay rate. Beginning July 1st, all incoming fall students will have access to CareerConnect 72 hours after registering for classes. To apply students will need to upload a resume into CareerConnect for the career counselors to review and approve. Once their resume has been approved the student can start applying for any current job posting.



# Dining Services and i-card

## The Food Studio

Campus Food Service welcomes you to this unique food court located on the first floor of the Student Union.

### Our main dining room is open seven days a week.

Monday–Thursday 7:30 a.m.–8 p.m.  
 Friday 7:30 a.m.–6 p.m.  
 Saturday & Sunday 11:30 a.m.–2:45 p.m.;  
 3:45–6 p.m.

### Chef's Table & World Flavors:

Monday–Thursday 11 a.m.–2 p.m.  
 Friday 11 a.m.–2 p.m.; 4:30–6 p.m.  
 closed weekends

### Union Griddle and Grab-N-Go:

Monday–Friday 11 a.m.–close

### Deli, Pizzeria and Salad Bar:

Monday–Friday 11 a.m.–close

## Inside the Food Studio

**Beverages:** Soda, coffee, tea, and more.

**Chef's Table:** Roast beef, chicken, potatoes and all the comfort foods of home.

**Deli / Salad Bar:** Sandwiches, deli trimmings, soup, and salad bar.

**Express:** Grab-N-Go food—fruit, sandwiches, salads, yogurt, ice cream, bottled beverages and milk. Everything you need when you're in a hurry.

**The Union Griddle:** All of your favorites for breakfast, lunch, dinner and snacks: eggs, bacon, pancakes, burgers, steaks, chicken breasts, fries, nachos, pretzels and more!

**Pizzeria:** 14" pizzas or by-the-slice goodness.

**World Flavors:** Have your meal cooked right in front of you. Build your own skillet toss, quesadilla, or burrito—pick your favorite ingredients.

## Meal Plans and Campus Cash

**Meal plans** can be used only for food and beverage purchases. **Campus Cash** buys food and drink too, but it also covers service and retail purchases across UIS. Think copying, printing, laundry, concessions, tickets at Sangamon Auditorium, and supplies from the UIS Bookstore.

### Swipe and go with your i-card!

With a meal plan and Campus Cash, you don't need to carry a debit card, credit card, or cash. Both accounts are linked to your i-card, so you just swipe it to pay. When you have meal plan funds, they are debited first for food and beverage purchases. When you don't have a meal plan or you buy something other than food or drink, Campus Cash is debited.

### Get started

Stop by the ID Center (info at bottom) before the semester starts to choose your meal plan. Meal plans are billed to your student account. While you're there, you can fund your Campus Cash account with cash, credit, or debit.

*continued...*

### Monitor and manage accounts

What's your meal plan balance? How much Campus Cash do you have? Watch the register or vending display after each purchase to see the latest info, or visit [icardwallet.uis.edu](http://icardwallet.uis.edu).

### Online access

[icardwallet.uis.edu](http://icardwallet.uis.edu) is a secure, mobile-friendly site you can use 24x7 to check your meal plan(s) and Campus Cash balances. You can also fund your Campus Cash account using any major credit card. There's a \$5 minimum deposit.

### Questions? Answers!

The ID Center administers meal plans and Campus Cash. If you have questions, call or stop by.

#### ID Center

Student Affairs Building 30  
Open: Mon–Fri 8:30 a.m.–5 p.m.  
217-206-7718  
[icardcenter@uis.edu](mailto:icardcenter@uis.edu)  
[www.icard.uillinois.edu](http://www.icard.uillinois.edu)



### Starbucks Coffee

A full-service Starbucks is located on the mezzanine of the Student Union. Hours during the fall and spring semesters are: Monday–Thursday 8:30 a.m.–7 p.m. and Friday 8:30 a.m.–6 p.m.

## Choose your Meal Plan →

Home on the weekends?  
That's a five-day "eating week."

Home for the holidays only?  
That's a seven-day "eating week."

	Signature plan \$2,100/sem.	Gold plan \$1,675/sem.	Silver plan \$1,400/sem.
Cost per day			
7 day week	\$19.26	\$15.36	\$12.84
5 day week	\$26.58	\$21.20	\$17.72



# Student Services and Resources



## Athletics

The mission of the Athletics Department is to shape our student-athletes into productive, service-minded leaders and to center the athletics experience on academic achievement, pursuits of championships, and community outreach.

UIS sponsors 17 intercollegiate varsity sports, as well as Cheerleading, and is a proud member of NCAA Division II and the Great Lakes Valley Conference.

### Men's Sports

Baseball  
Basketball  
Cross Country  
Golf  
Soccer  
Tennis  
Indoor & Outdoor  
Track & Field

### Women's Sports

Basketball  
Cross Country  
Golf  
Soccer  
Softball  
Tennis  
Indoor & Outdoor  
Track & Field  
Volleyball

*Contact:* UIS Athletics  
The Recreation and Athletics Center (TRAC)  
217-206-6674  
[www.uispraiaristars.com](http://www.uispraiaristars.com)

## Bookstore

The UIS Bookstore is your source for team apparel, gifts and accessories for women, men, and kids. Buy online, free in-store pickup. Services offered by the bookstore include:

- Textbook Sales & Rentals
- Digital Textbooks
- UIS Apparel
- School and Office Supplies
- Gift and School Spirit Items
- Computer and Technology Items
- Sundries

*Hours:* Monday–Friday 9 a.m.–3 p.m.  
Summer 2021 hours are likely to change due to slow customer traffic and construction on the PAC building, so please contact the bookstore first.

*Contact:* Bookstore  
Public Affairs Center, 1st Floor  
217-206-6766  
[www.bkstr.com/illinoisspringfieldstore/home](http://www.bkstr.com/illinoisspringfieldstore/home)  
[Efollett.com](http://Efollett.com) for 24/7 shopping and ordering on-line

## Campus Recreation

Campus Recreation provides programs, services, facilities, and employment opportunities designed to promote the awareness and benefits of lifetime health and recreation. Our staff encourage life-long learning and leadership development and support making responsible choices to enhance each individual's well-being.

Campus Recreation offers:

- The Recreation and Athletic Center (TRAC) which has basketball, volleyball, pickleball/badminton, racquetball, and squash courts, an elevated running track, and cardio/weight training areas

- Outdoor Adventure trips
- Intramural sports, which are offered at no cost to all students
- Outdoor fields and courts, 9-hole miniature golf course, and sand volleyball at Rec Park
- 18-hole disc golf course
- Fitness Classes, personal training, cooking demos, and annual Wellness Fair
- Team building on the challenge course

*Hours* (Fall & Spring semesters):  
 Monday–Thursday: 6 a.m.–11 p.m.  
 Friday 6 a.m.–9 p.m.  
 Saturday 10 a.m.–9 p.m.  
 Sunday 1 p.m.–9 p.m.

*Contact:* TRAC  
 Main Office: 217-206-7103  
 Front Desk: 217-206-6658  
 campusrec@uis.edu  
 www.uis.edu/campusrec

## Career Development Center

The Career Development Center provides comprehensive career planning services to undergraduate, graduate, and online students. The Career Center works in partnership with students throughout their time at UIS to develop career strategies and teach students how to create meaningful real-world opportunities and experiences that will enhance their opportunities after graduation. Personalized services are provided through:

- Career Counseling and Career Advising
- Resume and Cover Letter Critiques
- Online Career Planning Systems and extensive resources
- Support through our Career Suite Open Hours
- Job shadowing and informational interviewing with professionals and alumni
- Workshops, career fairs and career “field trips” to potential employers
- Access to UIS CareerConnect, our online internship and job board
- Interactions with recruiters on-campus
- Customized opportunities related to your career goals created in partnership with your Career Counselor

*Hours:* Monday–Friday 8:30 a.m.–5 p.m.

*Contact:* Student Affairs Building, Room 50  
 217-206-6508  
 careerservices@uis.edu  
 uis.edu/career

## Center for Academic Success & Advising (CASA)

CASA serves entering first year students (except for students in the Capital Scholars Honors Program), pre-nursing Students, and undecided students. Professional academic advisors help students determine courses each semester to complete general education requirements and prepare for a major course of study. They also monitor student progress and connect students with other services on campus.

In addition, CASA provides:

- Four-year advising guides for all undergraduate majors and minors
- Two-year planning for pre-nursing students
- STARS Academic Success coach
- Depending on ACT/SAT scores, some students may be required to complete a placement exam. Scores from the placement exams give a more precise indicator of skill level, thereby allowing placement in courses for which they are best prepared.
- Peer Advisor/Peer Mentor Program provides additional support to help new students transition into college life through individual and small group interactions with a peer leader. Students who are decided about a major are assigned a Peer Mentor who helps guide appropriate decision-making about courses and career paths related to that major.

*Hours:* Monday–Thursday 8:30 a.m.–5 p.m.  
 Friday 8:30 a.m.–4:30 p.m.

Online appointments available during traditional and nontraditional office hours.

*Contact:* Brookens Library, Room 461  
 (academic side of building)  
 217-206-7471  
 uisuaac@uis.edu  
 uis.edu/advising

## Counseling Center

The Counseling Center provides confidential counseling to address the personal concerns of students in a safe and private environment. Counseling sessions are available in person or by telehealth. The Center facilitates the academic progress of students by providing counseling and outreach programming that address issues of concern to students including stress and time management, depression,

anxiety, alcohol and substance abuse, conflict resolution, communication skills and relationship concerns. The Counseling Center staff helps students build confidence, gain insight, and make changes to assist them in being successful as students and in their personal lives.

Counseling services are free of charge to UIS students that have paid the Health and Counseling Fee. Services include:

- Individual Counseling for UIS students
- Couples and Group Counseling
- Personal Development Workshops
- Crisis Intervention

*Hours:* Monday–Friday 8:30 a.m.–5 p.m.  
 Extended hours offered on an individual basis. For after-hours crisis intervention, call 217-206-7122 to talk with the counselor on duty.

*Contact:* Human Resources Building, Room 64  
 217-206-7122  
 counseling@uis.edu  
 uis.edu/counselingcenter  
 Facebook: @UISCounselingCenter  
 Instagram: @uiscounselingcenter

## Dean of Students

The Dean of Students provides the oversight of various Student Affairs offices and for the student services of:

- Advocacy and Assistance
- Community Standards and Student Conduct
- Student Handbook

*Contact:* Founders Residence Hall, Room 178  
 217-206-8211

## Dining Services

Campus Food Service welcomes you to this unique food court located in the Student Union. If you find the choices overwhelming, we'll consider that a compliment.

Our facilities include:

- The Food Studio is our main dining room open seven days a week during the fall and spring semesters, and Monday through Fridays during breaks and summer sessions. To learn about what is included, please visit [uis.edu/foodservice/](http://uis.edu/foodservice/) facilities.
- Starbucks – Located on the 2nd floor of the Student Union, this is a full-service

Starbucks, accepting UIS Dining Dollars (depending on the item), campus cash, cash, major credit cards, and Starbucks gift cards. This franchise is not currently accepting the Starbucks app payments nor online ordering.

**Meal Plans** – UIS offers several meal plans to meet our students' needs. Students SAVE 9.75% on every purchase from their meal plan. On campus residents with a meal plan do not pay sales tax. To learn more about our meal plans, please visit [uis.edu/foodservice/mealplans](http://uis.edu/foodservice/mealplans). Meal plans can be requested by filling out a form at the i-card office (Student Affairs Building, room 30). Meal plans can be changed up until the 10th day of classes in the fall and spring semester. Meal plans roll over from fall to spring semester, but do not roll over year to year.

**Campus Cash** – is another line of credit that students can add to their i-card. It is easy to do online from the i-card website [go.uis.edu/UISiCard](http://go.uis.edu/UISiCard).

*Contact:* Student Union, Room 202  
217-206-7740  
[uis.edu/foodservice](http://uis.edu/foodservice)

## Disability Services

The Office of Disability Services is the central service that provides students with academic accommodations for disability services at UIS. A full-time Director provides leadership to staff, which includes two specialists to provide accommodations and serve other disability related needs to the UIS community. We encourage you to visit our website and a Disability Specialist in our office at any time.

We provide academic support services to students with disabilities that include:

- Priority Registration
- Peer Note Takers
- Alternative Format Text Conversion
- ASL Interpreters
- Alternative Seating Arrangements
- Adaptive Technology Training
- Computer Lab
- Extended time on exams.
- Quiet distraction free environment for taking exams.

*Contact:* Human Resources Building, Room 80  
Voice: 217-206-6666  
TDD: 217-206-6668  
[ods@uis.edu](mailto:ods@uis.edu)  
[uis.edu/disabilityservices](http://uis.edu/disabilityservices)

## Diversity Center

The Diversity Center offers educational opportunities, social activities, and events that promote an inclusive, intersectional, and multicultural experience. In the unit, there are many entities housed to deliver a well-rounded student experience. We coordinate an array of programs with the Women's Center, Gender & Sexuality Student Services (GSSS), Greek Life/Affairs, the Necessary Steps Mentoring Program for First-Generation College Students (NSMP), the Men of Color Initiative, and the Hispanic/LatinX Initiative. Along with various support services within the center, we also coordinate many cultural and heritage months/weeks, including Black History Month, Hispanic/LatinX Heritage Month, Queertober, and Women's History Month, to name a few. Additionally, we provide advocacy and support to the campus community by offering university-wide

workshops/trainings that expose and combat macroaggressions and microaggressions rooted in privilege and oppression, educate about self-defense, bystander intervention, critical consciousness around group and identity development, consent, conflict resolution, and cultural sensitivity that reduces bias, just to name a few. We work closely with other offices on campus for coalition building to ensure this happens often. Moreover, some of our coalition endeavors allow us to collaborate and assist in recruiting, retention, and persistence efforts towards graduation for ethnic minority, first-generation, and other underrepresented student populations. Much of the work we do helps us, as a campus, realize and work towards a campus climate, where #equityoverinjustice is not just a moniker but also a movement and lifestyle. Lastly, but equally as important, our space serves as a student-centered lounge, library, and media lab where students can come to relax, study, and meet new people.

In short, in an overarching fashion, the Diversity Center (with the Women's Center and Gender & Sexuality Student Services entities) is a cultural, educational, and social entity on campus to represent and advocate for the concerns and challenges of all students.

Programs and Services include, but are not limited to:

- Women's Center ([www.uis.edu/womenscenter](http://www.uis.edu/womenscenter))
- Gender & Sexuality Student Services – GSSS ([uis.edu/gendersexualitystudent-services](http://uis.edu/gendersexualitystudent-services))
- Greek Life/Affairs ([uis.edu/greeklife](http://uis.edu/greeklife))
- Necessary Steps Mentoring Program for first generation students



- LGBTQIA+ Peer Mentor Program
- Hispanic/Latinx Initiative and Men of Color Initiative which serve to increase, encourage, and support the inclusion and educational success of students of color, particularly Hispanic/Latinx and African-American males
- Heritage Month Programs and Awareness Weeks: IT'S ON US Week, Trans Visibility Week, Sexual Assault Awareness Month (SAAM)
- Cultural Diversity Events and Workshops
- End-of-the-Year Specialty Celebrations: Black & LatinX Graduation; Lavender Graduation
- National Coalition Building Institute (NCBI).

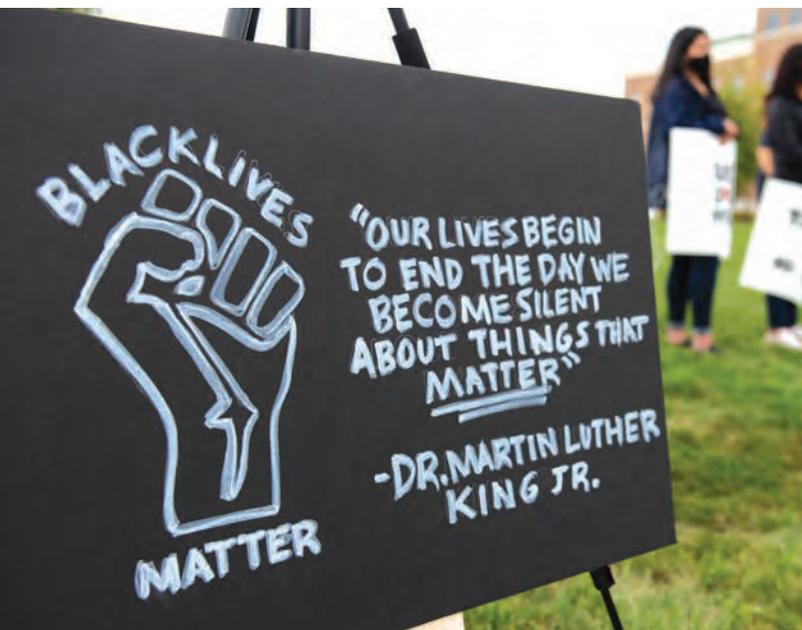
- Stereotype and Bias Reduction Workshops.
- (Virtual) Campus Vibe-Checks that provide healing and community spaces promoting self-awareness and belongingness.
- Mentoring Inclusion, Connection opportunities: Soup and Conversations, Pan y Café, and DiversiTeas, LGBTTea, Fluidity, Rise Up, Black Women of Excellence

*Contact:* Student Life Building, Room 22  
217-206-6333  
diversity@uis.edu  
Facebook: UIS Diversity Center  
uis.edu/diversitycenter

## Financial Assistance

The Office of Financial Assistance aspires to ensure access to and affordability of a UIS education. We are committed to making every effort within our means to help all students secure the funds to attend UIS. We will guide you through the financial aid application process and will be available to assist you every step along the way, ensuring that every student has the opportunity to succeed at UIS.

*Contact:* University Hall 1015  
217-206-6724 | Fax 217206-7376  
finaid@uis.edu  
uis.edu/cost-aid  
uis.edu/financialaid/scholarships  
FAFSA: www.fafsa.ed.gov



## Gender and Sexuality Student Services

Gender and Sexuality Student Services presents educational, cultural, and social opportunities for all students to challenge intolerance and promote affirmation in an effort to create a more inclusive and affirming campus climate for minoritized sexual and gender identities (LGBTQIA+); LGBTQIA+ includes, but is not limited to, lesbian, gay, bisexual, pansexual, trans\*, genderqueer, queer, questioning, intersex, and asexual students. As part of the Division of Student Affairs, we work closely with others in the division to provide the most appropriate service and support to students.

Among our services, we offer a mentor program for new LGBTQIA+ students, as well as students seeking additional support navigating their personal journey, that pairs these students with returning and affirming LGBTQIA+ students and their allied peers. The goal of this program is to assist students in developing a social network at UIS, learn about campus resources, attend group socials, and to have a place to ask questions about campus life. All students, regardless of sexual or gender identity, are welcome! Register in advance to learn about the first event: [go.uis.edu/mentor](http://go.uis.edu/mentor)

*Contact:* Student Life Building, Room 22  
217-206-8316

[gss@uis.edu](mailto:gss@uis.edu)  
[uis.edu/gendersexualitystudentservices](http://uis.edu/gendersexualitystudentservices)  
Facebook: [www.facebook.com/GSSUIS](http://www.facebook.com/GSSUIS)  
Twitter: [twitter.com/UISGSS](https://twitter.com/UISGSS)  
Snap Chat: [www.snapchat.com/add/gssuis](http://www.snapchat.com/add/gssuis)  
TikTok: GSSUIS

## Health Services

Health Services supports the mission of UIS by providing cost effective, comprehensive, accessible, professional health care. We provide preventive services and resources that support participation in health care, enabling individuals to recognize health as a comprehensive state over which they have control. Health Services provides quality

care that is accessible and confidential. We provide treatment for acute injuries and illnesses; allergy, seasonal flu shots and other immunizations; women's health exams; birth control; sexual health testing and counseling; physician consultation and routine physicals.

*Health Services Online Patient Portal Access:*  
[go.uis.edu/patientportal](http://go.uis.edu/patientportal)

### **Student Immunization Requirements/**

**Records.** Failure to provide proof of immunizations by the deadline results in the assessment of an immunization non-compliance fee, as well as a hold restricting course registration for future semesters. Please review our policies [uis.edu/healthservices](http://uis.edu/healthservices) and submission requirements [apply.uis.edu/apply/status](http://apply.uis.edu/apply/status), [go.uis.edu/patientportal](http://go.uis.edu/patientportal) online, contact our office by phone or email.

Health Services recognizes the need to offer appointment options to receive care from our providers. We can provide appointments both in the office and using the online telehealth site, Doxyme.com. Doxyme.com delivers a comfortable, secure, and private option for online care. To make either type of appointment, please call our office to discuss your options.

*Contact:* Business Services Building, Room 20  
217-206-6676 | Fax 217-206-7779  
[www.uis.edu/healthservices](http://www.uis.edu/healthservices)  
[go.uis.edu/patientportal](http://go.uis.edu/patientportal)  
[apply.uis.edu/apply/status](http://apply.uis.edu/apply/status)

### **i-card**

The i-card is the official University of Illinois identification card. Students use their i-card to pay for meals, borrow library books, access campus facilities, and more. Your i-card serves as an ID card, wallet, and coupon all in one. You will need your i-card for many campus services and community conveniences, so carry yours with you at all times.

#### **i-card uses:**

1. **Meal plans** – Use your i-card to access your meal plan, provided by UIS Food Service. To get a meal plan, complete a Meal Plan Agreement form and submit it via email at [IDCenter@uis.edu](mailto:IDCenter@uis.edu). Check your meal plan balance at [icardwallet.uis.edu](http://icardwallet.uis.edu) or at the ID Center.

2. **Identification and access** – Swiping or scanning your i-card helps campus units confirm your current status. You must identify yourself for the following services:
  - Library use – Students have borrowing privileges at Brookens Library.
  - Door access – Persons receive access as needed.
  - Recreation – Students assessed the General fee swipe their i-card to use Campus Recreation facilities
3. **Campus Cash debit account** – Carry your i-card and carry less cash! You may check your Campus Cash balance or add money to your account at [icardwallet.uis.edu](http://icardwallet.uis.edu) or by visiting the ID Center. Use Campus Cash to pay for:
  - Food and beverages – at UIS dining locations and vending machines,
  - Photocopying – at convenience copiers.
  - Printing – at UIS computing facilities. Students are allotted \$25 in printing funds each calendar year, if they run out, they can add more.
  - Textbooks and supplies at the UIS Bookstore
4. **PNC Bank account** – Springfield students, you may bank with your i-card if you open a Virtual Wallet Student account and link your i-card to it.
5. **Discounts** – Show your i-card to save money
  - Athletics event discounts – Students receive free admission to regular season games and discounts on conference and playoff Athletics events tickets.
  - Performing arts event discounts – Students may buy discounted tickets to events at the Performing Arts Center.
  - Shopping and service discounts – i-card Perks are discounts that local merchants offer to University i-card holders.

*Hours:* Monday–Friday 8:30 a.m.–5 p.m.

*Contact:* Student Affairs Building, Room 30  
217-206-7718  
[icardcenter@uis.edu](mailto:icardcenter@uis.edu)  
[icardnet.uillinois.edu/public](http://icardnet.uillinois.edu/public)

### **International Student Services**

The Office of International Student Services serves as a key resource to the UIS community by assisting international students and the faculty and staff of UIS in understanding and complying with U.S. immigration laws. It also works to ensure that the University as a whole maintains compliance with all regulations governing its ability to enroll international students.

- Advises international students, their dependents, and University departments on compliance with U.S. immigration laws and regulations.
- Recommends and approves immigration benefits.
- Verifies, tracks, and submits visa immigration notifications through the Student and Exchange Visitor Information System (SEVIS), as required by the U.S. Department of Homeland Security.
- Advises on adjustment to U.S. society and American culture, academic concerns, and community resources.
- Processes I-20s, travel signatures, and letters needed for employment, maintaining status, social security numbers, and other immigration related matters.
- Conducts workshops and orientation sessions for international students and UIS departments.

*Hours:* Monday–Friday 8:30 a.m.–5 p.m.

*Contact:* Human Resources Building, Room 10  
217-206-6678  
[iss@uis.edu](mailto:iss@uis.edu)  
[uis.edu/internationalstudentservices](http://uis.edu/internationalstudentservices)

### **Internships and Prior Learning**

IPL consists of 3 programs: Internships, Prior Learning Assessment, and Service-Learning. These programs allow students to earn academic credit through experiential learning opportunities.

- Internships enables students to obtain real-world experience in their area of study. Students earn credit by enrolling in a course concurrently with a field experience: either an internship or project.
- Prior Learning Assessment gives students an opportunity to earn credit for previous college-level learning experiences.



Students earn credit by developing a portfolio about their experiences.

- Service-Learning courses allow students to engage with the community and develop an understanding of civic responsibility by providing community service to non-profit agencies as part of their coursework.

*Hours:* Monday–Friday 8:30 a.m.–5 p.m.  
(Contact for remote-working information.)

*Contact:* Brookens Library, Room 482  
(academic entrance)  
217-206-6640  
ipl@uis.edu  
uis.edu/ipl

## The Learning Hub

The Learning Hub’s mission is to help all UIS students succeed in their academic coursework. Our staff are pledged to nurture students academically using tried and true approaches to teaching and learning. The Learning Hub offers students support with their reading, writing, mathematics, computer science, science, and business courses.

A part of the Center for Academic Success, The Hub offers help to students in improving skills including:

- Writing
- Math and Statistics
- Accounting and Economics
- Computer Science
- Science
- Academic study skills
- And through a peer tutoring program, virtually any subject taught on the campus

*Hours:* Monday–Thursday 8:30 a.m.–7 p.m.  
Friday 8:30 a.m.–4:30 p.m.

*Contact:* Brookens Library, Room 460  
217-206-6503  
thehub@uis.edu  
uis.edu/thelearninghub

## Military and Veterans Affairs

Military Connected Students (veterans, military personnel, and dependents of disabled veterans) are a vital part of our student community, and we are here to assist you. UIS Veterans Affairs serves as a resource to military connected students by assisting in the completion of campus processes, providing programming specific to military connected students, and supporting opportunities to integrate into the larger UIS community. If you need assistance with the use of educational benefits at UIS, please be sure to contact our Certifying Official in the Office of Financial Assistance (finaid@uis.edu, 217-206-6724). We hope you will make use of the Military & Veterans Lounge located in the Performing Arts Center (PAC) 117 and connect with the Military and Veterans Club at UIS (which can be found on the UIS Connection platform).

If you need assistance in the process of verifying credits through Records and Registration, attaining academic advising through CASA or your major department, finding academic support through the Learning Hub, seeking accommodations through the Office of Disability Services, developing your career path with the Career Development Center, or connecting with the Counseling Center, we are here to help make those efforts as straightforward as possible.

*Contact:* Mark Dochterman, Assistant Vice Chancellor for Student Engagement and Veterans Services Coordinator  
Founders Residence Hall, Room 175  
217-206-VETS (8387)  
veterans@uis.edu  
uis.edu/veterans

## Parking Operations

All Students must obtain and display a current parking hang tag to park a vehicle on university property. Parking maps, regulations, and the hang tag application may be found on the Parking Operation’s Office website [uis.edu/parking](http://uis.edu/parking). Parking hang tags must be purchased online. They cannot be purchased at the Parking Operations Office.

The parking services online form opens prior to the beginning of each semester for purchasing hangtags:

- Fall semester – after August 15;
- Spring semester – after January 5

These dates are approximate and may vary. Visit the Parking Operation’s website for any revisions to these dates. The vehicle license plate number and the make, year and color of the vehicle(s) is required to complete the online parking hang tag application.

After you have purchased your parking hang tag online you can pick it up from the Parking Operations Office. You must present a photo ID in addition to your printed receipt when picking up your parking hang tag. Parking Operations is available at the Student Union on select dates and times for students to pick up parking hang tags. Visit the Parking Operation’s website for updates to its schedule

of events. Parking hang tags must be displayed as instructed.

*Contact:* Business Services Building, Room 43  
217-206-8502  
parking@uis.edu  
uis.edu/parking

## Records and Registration

The Office of Records and Registration (also known as the Office of the Registrar) consists of a number of units responsible for a variety of duties. These units include: Applications/Evaluations (including processing admission application paperwork and the evaluation of all credentials and degrees in progress), Registration (including course registration, catalog/schedule maintenance, and tuition/fee assessment), Records (including the issuance of official UIS transcripts, enrollment/degree verifications, and grade changes), and Graduation (including the awarding of all degrees and associated diplomas).

*Contact:* University Hall, Room 1076  
217-206-6174  
registrar@uis.edu  
uis.edu/registration

## Residence Life (On-Campus Housing)

A lot of living, learning, and leading occur in our four distinct on-campus communities. Every year, more than 1,100 students choose from among four diverse living options—suite-style residence halls, townhouses, apartments, and family housing (limited availability). Our contemporary facilities are fully furnished, well maintained, and fun living/learning communities.

The perks of living on-campus with UIS Residence Life include:

- Inclusive, supportive student-oriented community environments
- High-speed Internet access in every room with wireless connection campus-wide
- Free laundry for all on-campus residents
- Abundant parking close to your residence
- Conveniently located near the bookstore, classrooms, food service, laundry services, the library, and the Sangamon Mass Transit District downtown shuttle stops
- ADA accessibility options
- All utility costs included in each semester housing charges
- Statistically, we are one of the safest campuses in Illinois
- Statistically, student who live on-campus hold higher GPAs than those who live off-campus

Education, socialization, self-discovery, and community building experiences are readily available through a variety of designed programs, planned social events, organized learning communities, academic support services, and spontaneous functions organized by Resident Assistants. Our goal is to intentionally connect you with other residents, while providing supportive academic and social environments which complement and complete your overall residential campus experience at UIS!

Residence Life looks forward to welcoming each of you to your home at UIS!

*Contact:* Homer Butler Commons  
217-206-6190  
reslife@uis.edu  
uis.edu/residencelife

## Student Affairs

- Vice Chancellor of Student Affairs
- Executive Director of Auxiliary Services
- Dean of Students
- Assistant Vice Chancellor for Student Engagement
- Executive Assistant to the Vice Chancellor

The Division of Student Affairs is a team of professionals dedicated to the mission of UIS that contributes 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. Our programs, services, and facilities assist students in their transition to campus life and help them to navigate and complete the college experience and to derive the greatest value and pleasure from their time at UIS.

*Contact:* Founders Residence Hall, Room 171  
217-206-6581  
vcsa@uis.edu  
uis.edu/studentaffairs

## Student Life

Student Life serves as a resource for all students, providing opportunities for them to engage in, contribute to, and benefit from the UIS and Springfield community. Student Life cultivates programs and initiatives that enhances the student's college experience and furthers the university's mission of providing uniquely student-centered educational experiences both in and out of the classroom.



Through leadership programs, campus-wide social events and traditional events like Fall & Spring Welcome, Homecoming, Springfest and Late-Night Breakfast. Student Life works alongside student leaders to promote academic success and community on the UIS campus.

Student Life provides support to more than 60 student clubs that range in the categories of:

- Academic/Honorary
- Cultural/Diversity
- Political/Advocacy
- Social Greek
- Sport Clubs
- Religious/Spiritual
- Volunteer/Service
- Student Government Association (SGA)
- Student Activities Committee (SAC)
- Student Organization Funding Association (SOFA)

*Contact:* Student Union, Student Leadership Center (Union 103)  
217206-4762  
studentlife@uis.edu  
uis.edu/studentlife

## Student Union (Union, The Stu)

The UIS Student Union is the social heart of campus for students. In this signature building, so full of light and activity, students interact with each other and with faculty, staff, and visitors, creating a vibrant and thriving focal point for life at UIS. The Departments of Student Life, Volunteer & Civic Engagement, Dining Services, and the Student Union administration office are all located in the Student Union. The Union offers students lounge/study spaces, a gaming room, and electronic charging stations. The Union has two conference rooms and a ballroom that can be subdivided into smaller spaces. The main campus eatery, The Food Studio and the Sports Grille are located on the first floor and a Starbucks is also located in the Student Union.

*Contact:* Student Union  
217-206-4782  
studentunion@uis.edu  
uis.edu/studentunion

## Study Away Programs (formerly International Programs)

Study Away Programs offers many study away opportunities which include: short-term study programs such as our long standing exchange program in Ashikaga, Japan and our new programs in England, Taiwan and Vietnam; full semester and year-long exchange programs in Australia, Japan, the United Kingdom, China, France, Spain, Ireland, Denmark, The Netherlands, Korea, and Mexico; and a means to take advantage of study abroad programs offered by other universities and program providers including exchange opportunities in 55 countries through our membership in the International Student Exchange Program. UIS is also a member of the National Student Exchange program which offers study away opportunities across the USA and Canada. We can help you study almost anywhere!

Study Away Programs has also been involved with a variety of international initiatives that have included international on-line education, such as our on-line exchange program in



Political Science with the University of Colima in Mexico, collaborative efforts with universities located outside the USA and the development of multi/dual degree programs.

*Contact:* Brookens Library, Room 483  
217-206-8319  
intprog@uis.edu  
uis.edu/studyaway

## Title IX Coordinator/Office of Access and Equal Opportunity

The UIS Associate Chancellor for Access and Equal Opportunity helps foster a welcoming campus climate in support of students' success. Access and Equal Opportunity addresses complaints of discrimination, harassment, and sexual misconduct and

advises the campus on equity issues and also on accommodations for students, faculty, and staff with disabilities.

Access and Equal Opportunity is a resource for all students, including students of color, international students, nontraditional students, students from rural backgrounds, students with religious interests, and students

who are gay, lesbian, and transgender. The Office provides educational awareness and prevention programming and workshops and collaborates with other units on inclusion and diversity, including the Diversity Center, the Office of the Dean of Students, International Student Services, and the ECCE Program.

The Associate Chancellor for Access and Equal Opportunity is the Americans with Disabilities Act (ADA) Campus Compliance Coordinator and the Title IX Coordinator. Title IX is a UIS policy and U.S. law that includes rights and resources for victims of sexual assault and other sexual misconduct, including sexual harassment, dating and domestic violence, stalking, and rape.

This office receives reports and addresses complaints of Title IX violations and also assists victims with campus and off-campus resources, including scheduling counseling appointments and working with UIS faculty, administrators, and UIS Campus Police to provide interim safety and academic success measures.

**View UIS Policy at:** [uis.edu/titleix](http://uis.edu/titleix)

*Contact:* Title IX Coordinator  
Human Resources Building, Room 52  
217-206-9999  
[titleix@uis.edu](mailto:titleix@uis.edu)

Access and Equal Opportunity  
Human Resources Building, Room 52  
[aeo@uis.edu](mailto:aeo@uis.edu)

## University Bursar

University Bursar is the central billing and payment unit of the University of Illinois. The office serves students at all three of the U of I universities. University Bursar includes both the Cashier Operations (Bursar) Office and the Student Billing Office. University Bursar helps students and their authorized payers with questions regarding student billing, authorized payers, payment options, due dates, refunds, 1098T reporting, and financial

literacy. We encourage students to enroll into direct deposit for any refund the student may receive. In addition, we encourage students to set up their parent/guardian as an authorized payer. We have a website specifically designed for our new students. This website is: [paymybill.uillinois.edu/new\\_students/university\\_bursar\\_checklist](http://paymybill.uillinois.edu/new_students/university_bursar_checklist)

*Contact:* Public Affairs Center, Room 184  
217-206-6727  
[bursarhelp@uillinois.edu](mailto:bursarhelp@uillinois.edu)  
[paymybill.uillinois.edu](http://paymybill.uillinois.edu)

## Volunteer and Civic Engagement Center

The mission of the Volunteer & Civic Engagement Center is to provide all students, faculty, and staff at University of Illinois Springfield with opportunities to learn and lead by serving in the community. Our office provides large-scale, one-time service opportunities as well as weekly service opportunities, with transportation provided, throughout the semester. We also help students locate ongoing service opportunities related to their major or personal interest. The center:

- oversees the Leadership for Life program,
- advises Red Cross Club, Alternative Spring Break, Habitat for Humanity Club, and UIS Dance Marathon, all of which are open to any UIS Student,
- is the home of the UIS Cares Food Pantry, and the UIS Deputy Registrar of Voting.

Service opportunities involving minors or based in schools require background check. The background check for weekly projects with School District 186 requires a state issued ID or passport but does not exclude individuals based on citizenship status. If Volunteer Center sponsored projects, other than those in schools, require a background check, the requirements of that background check process will be included in the description of the event as posted on UIS Connection. The Volunteer & Civic

Engagement Center is happy to assist any student that has concerns about a background check process for a service opportunity not directly supported by our office. Students may confidentially inquire about the requirements of a particular background check process before submitting the form.

*Contact:* Student Leadership Center,  
Student Union 103  
217-206-7716  
[volunteer@uis.edu](mailto:volunteer@uis.edu)  
[uis.edu/volunteer](http://uis.edu/volunteer)

## Women's Center

The Women's Center exists to provide programming and support for students across a wide range of issues that relate to gender, equity, and justice. Our comprehensive, intersectional, and welcoming approach to the community allows for uplift for individuals of any background and women-identified students and their allies to feel protected and adequately represented. Our programming and services cover a variety of topics, needs, and special interests that allow for community and engagement to manifest. These programs and services cover, but are not limited to, violence against women, women's empowerment, women's health, and other identities that are plagued by systematic oppression. Overall, the approach of the UIS Women's Center is intended to be intersectional, recognizing that not all of those who may identify as women experience life the same way.

Some traditional events put on by the Women's Center include: Bystander Intervention week, healthy relationship workshops, Women's History Month, Take Back the Night, and other monthly special interest events.

*Contact:* Student Life Building, Room 15  
217-206-7173  
[womenscenter@uis.edu](mailto:womenscenter@uis.edu)  
[uis.edu/womenscenter](http://uis.edu/womenscenter)  
Facebook: UISWomenCenter



Get registered.  
Get online.  
Get your software.

Registered UIS students, faculty, and staff receive free and deeply discounted software through U of I WebStore. To see what you're eligible for, login at

**webstore.illinois.edu**



uofiwebstore



WEBSTORE

URBANA • CHAMPAIGN  
CHICAGO • SPRINGFIELD

# Brookens Library

Yes, you can study and check out books at the library. But that's not all, you can also...

- Learn how to do college-level research
- Meet with a group to study or prepare a project
- Use a computer, print, and scan
- Borrow popular movies for free
- Freely download popular eBooks and eAudiobooks to your mobile device
- Access research databases online 24/7
- Borrow books from other libraries
- Get scared silly at the Annual Haunted Library in October



## Tips for Prairie Star parents

Not all students will share these feeling or experiences, and it might not be 'right on schedule.' But research supports this cycle of emotions and events, so being familiar with the possibilities can prepare you for conversations with your student.

### Fall semester

Two primary concerns about adjustment to college life are "Can I succeed academically?" and "Will I find friends?" Once the adrenaline of Orientation subsides, the excitement of

being in a new environment with new people can fade into anxiety about coursework, homesickness, and stress about new relationships.

All of this newness and stimulation can be overwhelming or exciting – sometimes both at once. Don't panic if your child calls home with transition concerns sometime within the first six weeks of school. The road to independence and autonomy can be rocky-be sure your new student knows they have your support. Sometimes the number of choices open to the student can be taxing to students used to the structure of high school and home: Shall I sleep, watch a movie, or exercise?

What shall I wear today sweats or pajamas? Homework or PlayStation?

### September

- Homesickness/loneliness
- Experimenting with new freedoms
- Wondering how/if s/he'll "fit in"
- Values crises
- Excitement over friends/activities
- Book buying sticker shock
- Preconceptions of college life challenged
- Feelings of academic inadequacy
- Anxiety over first tests and papers

Things may seem to settle down as campus becomes familiar and less threatening. Lifelines

are maintained courtesy of smartphones and social media. Fall Break and Family Weekend can be highly anticipated opportunities for students to touch base with family and friends from home and to enjoy a little TLC.

#### October

- Loneliness
- Relationship concerns
- Finding balance between social life and academics
- Facing choices to use alcohol/other drugs
- Disappointment in early grades
- Money concerns
- Roommate conflicts
- Frustration with professors
- Anxiety about mid-terms
- Becoming over-extended

Breaks carry their own complications for students used to deciding their own schedule. Will midterm grades set a happy tone? Students may be excited to see their old high school friends. This is also a time for the reveal—as parents get to see for the first time the physical manifestations of their child’s journey of developing their identity in different hairstyles, clothes, and food choices. Breaks and holidays are also a great opportunity to host students who are a long way from home. If your student knows someone who is unable to go home during these times, consider “adopting” them for the occasion and help alleviate some of the feelings that go with being far from home.

#### November/December

- Wondering when they will fit in
- Missing holiday preparations at home
- Worries about returning home for break
- Making travel arrangements
- Stress over spring registration
- Winter colds and illness
- Money concerns
- Worries about grades
- End of the semester social activities
- Final papers and exams

### **Winter Break**

The first days of break, parents may find that their students have “crashed.” After a hectic round of exams and social activities, the idea of “vegging” out in front of the TV might be very appealing. For families celebrating holidays and other family traditions, there may be some disappointment that their new student may not be up to the rigor of

family time. Other challenges that might be faced may be the family rules of curfew and approved social activities. Your student might also be grappling with the changes in themselves and their friends and wonder about their friendships, old and new.

### **Spring Semester**

After a month at home with friends, family, and pets, students may find the return to college in January harder than arriving in August. While homesickness surfaces right after break, students more readily fall into a positive routine with roommates and others in their social network. Students may feel more confident with their college tasks, though time management might continue to be an issue. Those that did not do as well as they expected the first semester, might buckle down with a renewed commitment. Others may be rethinking their career goals.

#### January/February

- Getting back into routine
- Homesickness
- Valentine’s depression
- Bad weather/cabin fever
- Desire to get involved in campus life
- Pressure to improve grades
- Housing and roommate decisions for next year

The cold and bleak winter months may find students in lengthy conversations that challenge and explore beliefs and values, as they discover new aspects of their identity. Spring Break arrives just in time to ease the cabin fever of February. Many students begin to explore life outside the classroom and join clubs and other campus activities.

#### March

- Anxiety over Spring Break plans
- “Freshmen 15” becomes apparent
- Money concerns
- Midterms stress
- Applications due for leadership positions
- Spring fever sets in
- Relationship stress
- Summer job stress

As the day warms up, so do many students thoughts about what they will be doing over Summer Break. The weeks from break until finals go by in a blur. Students are caught up in the end of the semester activities of choosing rooms and roommates for the next

year, as well as their classes.

#### April/May

- Good weather distractions
- Concerns about grades
- Excitement or concern about moving back home
- Anxiety over missing college friends, adjustments with high school friends
- Finals
- Packing and storage

### **How Parents Can Help**

- Understand that stress is a natural response to change.
- Be familiar with campus resources – encourage your student to seek support.
- Do keep the lines of communication open – stay in touch, make a date to talk with one another.
- Don’t minimize your students concerns – be willing to listen.
- Don’t rush in to save the day – respect your student’s new independence. Trust them to make good decisions. Empower her/him by processing options without dictating responses or rushing to solve their problems for them.
- Do keep perspective – understand that your student is still developing their identity as a person and “trying on” new thoughts, ideas, and possibilities, as well as hairstyles and clothing.
- Don’t give ultimatums by insisting on commitment to activities, major, or career now – share your child’s enthusiasm for new interests and activities. Encourage her to get involved.
- Understand that the expectations for college work are much different than high school – it may be challenging for your new student to get used to the ambiguity of the classroom. Though their opinions are valued, new students are often frustrated by professors who ask them to reflect or react on what they like or do not like about a subject; to provide examples to support their ideas; and to present reasoned arguments to support their thesis. The tradition of the liberal arts is to analyze and evaluate the subjects that they are engaged in and formulate views on the subject that are confidently grounded in scholarship. Students at UIS will engage in this process repeatedly over their four years and will be well served by this experience.



# UIS Abbreviations & Lingo

**Advising (Undergraduate)** – Center for Academic Success and Advising (CASA). Information on registration and advising for first year, sophomore, and undeclared transfer students. Capital Honors Scholars (CAP) program advises first-year and sophomore CAP students.

**BC or HCOM** – Homer Butler Commons. Where the Residence Life Office is located.

**BRK** – Brookens houses the Library; classrooms; the Center for Student Success, The Learning Hub, Advising Services & Information Support, Internships & Prior Learning, and International Programs); The College of Education & Human Services, ITs; COLRs; and Brookens Auditorium. There are two main entrances to the building—one takes you into the library the other to the academic side of the building.

**BSB** – Business Services Building houses Health Services and Parking Services.

**Brookens Auditorium** – An auditorium and large lecture hall that is easily accessible from the Tunnels that connect PAC, Brookens Library, and HSB. Lots of campus events are held in Brookens. Located on the 1st floor of Brookens Library.

**Canvas** – Canvas Online learning management system with course materials, tests, quizzes, discussion boards, and grades.

**CAP** – Capital Scholars Honors Program. The CAP Honors Program brings together intellectually strong students with talented, dedicated faculty to create a unique academic environment within the greater UIS community. Offices are located on the 1st Floor of LRH.

**Cashier's Office** Also known as University Bursar. Handles general student account payments. Located on the 1st Floor of PAC.

**COLRS (Center for Online Learning, Research and Service)** Manages online learning courses and majors at UIS. Located in the Brookens Library.

**Commuter Student** – A student who lives at home and commutes to campus, aka Off-Campus Living Student.

**East** – East Campus Apartments are for upperclassmen, graduate students, and students with families.

**ECCE** – pronounced êh-chay (Engaged Citizenship Common Experience) is part

of the General Education Requirement and is designed to help students become aware of their roles in a complex, interdependent set of communities. ECCE categories promote cultural awareness and engagement experiences.

**FAFSA** – Free Application for Federal Student Aid. FAFSA is used to determine eligibility for financial aid, scholarships, and work-study.

**FRH** – Founders Residence Hall. Housing many sophomore students, the pre-Nursing Living Learning community, and the Offices of the Vice Chancellor for Student Affairs, the Dean of Students, and the Assistant Vice Chancellor for Engagement and Veteran's Services.

**FYS** – First-Year Seminar or Freshman Seminar is a student's introduction to college and provides a crucial vehicle through which students will develop strong academic skills and habits.

**FERPA** – The Family Educational Rights and Privacy Act is a federal law that protects the accessibility and privacy of student records. To complete a FERPA waiver to allow parents/guardians access to academic

information and more information about FERPA regulations contact the Office of Records and Registration at [go.uis.edu/ferpa](http://go.uis.edu/ferpa).

**Food Studio** – The main dining venue for campus. Meal plans, Campus Cash, major credit cards and cash are accepted to purchase a la carte items from breakfast to burgers and sandwiches, salads, stir fry, hot entrees, desserts and beverages. Located on the 1st Floor of the Union.

**GER** – General Education Requirement. General education is based on two main principles: life-long learning and engaged citizenship. The UIS General Education Curriculum helps students gain skills and knowledge needed for the twenty-first century and complements all of our 23 degree programs. Courses in the program are divided into two categories:

- Lower division courses in written communication, oral communication, science, math, humanities, and social sciences. These courses provide a foundation of knowledge and skills that are crucial for a broad liberal arts education.
- Engaged Citizenship Common Experience (ECCE)

**Gen Ed** – General Education course

**GPA** – Grade Point Average

**IT Help Desk (ITS)** – For help with computers, Wi-Fi, UIS apps, viruses, training, laptop loan, and more. The ITS Helpdesk is located on the lower level of Brookens Library. Email: [techsupport@uis.edu](mailto:techsupport@uis.edu); phone: 6TECH (217-206-8324).

**HRB** – Human Resources Building. In addition to UIS Human Resources, The Counseling Center, Disability Services, Testing Services, and International Student Services are all located in HRB.

**HSB** – Health Science Building

**i-card** – Student Identification Card. Carry it with you at all times. You will need it to access into halls, library card, ECCE attendance swiping, meal plans/campus cash, etc.

**Learning Hub** or The Hub Offers one-on-one tutoring in math, writing, reading, computer science, science, and study skills. Hosts student workshops on study skills.

**Lost & Found** – Looking for something you misplaced or found something that you want to turn in? Try the Parking Services office in BSB 43 or the Student Union desk. Found a lost i-card? Turn it in to the i-Card Office PAC 124 or Campus Police (after business hours).

**LRH** – Lincoln Residence Hall. Residence for first-year freshmen. The CAP Honors program offices are on the 1st floor. The learning communities for Stars, Necessary Steps, CAP, and L4L are in LRH.

**NESSIE** – Human Resources web site for new hire forms (Nessie New Hire) and updating of employment information.

**On-Campus Living Student** a student who lives on campus in university housing: one of the residence halls, townhomes, or apartments. Also known as Residential students.

**PAC** – Public Affairs Center. In addition to classrooms, administrative offices, The Performing Arts Center which includes Sangamon Auditorium and the Studio Theatre; the PAC also houses the University Bursar and the Bookstore.

**PDB** – Police Department Building. The PDB is located in a white house at 2285 Eliza Farnham Drive across from Brookens Library near the pond.

**Quad or The Quad** – A quadrangular space or rectangle of lawn that is surrounded by four current buildings: The Public Affairs Center (PAC), University Hall Building (UHB), the Health Sciences Building (HSB), and the Student Union. Many events are held on the Quad through the early fall and late spring semesters.

**RA** – Resident Assistant. RAs work for Residence Life. RAs are available to students for questions about on-campus housing, Residence Life, living on campus, academic and campus resources, and roommate relationships.

**RHB** – Rehearsal Hall, Room B. In the Visual & Performing Arts Building (VPA).

**Ring Road** – The road that goes around the University on the east side.

**SAB** – Student Affairs Building. Home to the UIC College of Nursing Program at UIS classrooms and offices, the Career Development Center and i-Card Center.

**SAC** – Student Activities Committee. A student organization that coordinates activities on campus. Located in the Student Leadership Center in the Student Union.

**SGA** – Student Government Association. Located in the Student Leadership Center in the Student Union.

**SLB** – Student Life Building. Home to the Diversity Center, Gender & Sexuality Student Services, The Women's Center, the Offices and classrooms for the Department of Exercise Science, and the SLB Gym.

**SPH** – Spencer House. This used to be the residence of Sangamon State/UIS chancellors. Now it is home to the UIS Challenge Course operated by Campus Recreation. The Cross County course runs through the Spencer House grounds.

**Sangamon Auditorium** – A 1,500 seat auditorium that has live concerts, Broadway shows, and entertainment throughout the year. Students receive discounted tickets to events. Tickets can be purchased at the Performing Arts Center Ticket Booth off the lobby near. Located in the Public Affairs Center (PAC).

**Student Union** – Home to the Offices of Student Life and Volunteer & Civic Engagement, Dining Services, the Food Studio, Starbucks, conference rooms, a multipurpose ballroom, gaming consoles, and spots galore to relax, socialize, or do homework.

**Tear Drop** – Tear shaped road/parking area north along PAC. If you enter campus from 11th Street take Ernest Hemingway Drive and it will lead you directly into the Tear Drop.

**TEP** – Teacher Education Program

**TRAC** – The Recreation and Athletics Center  
(see information under An Overview of  
UIS Student Services & Resources).

**UHB** – University Hall is home to the  
College of Business, College of Liberal Arts  
& Sciences, classrooms, computer labs,  
and the Enrollment Management Offices:  
The Office of Financial Assistance, the

Admission Office, Records & Registration,  
and New Student Orientation & Parent  
Relations.

**UIN** – University Identification Number.  
This 9-digit number is a student's unique  
identifier and used on many university  
documents. The UIN is needed to generate  
the student's NetID and webmail account.

**UNI** – University Course

**VPA** – Visual & Performing Arts building.  
Home to the Departments of Art, Theatre,  
and Music, art studios, music practice  
rooms, Rehearsal Hall, Room B, and  
classrooms.

**West or The Townhouses** – West Campus  
Townhouses are for upperclassmen,  
graduate students and international  
students.



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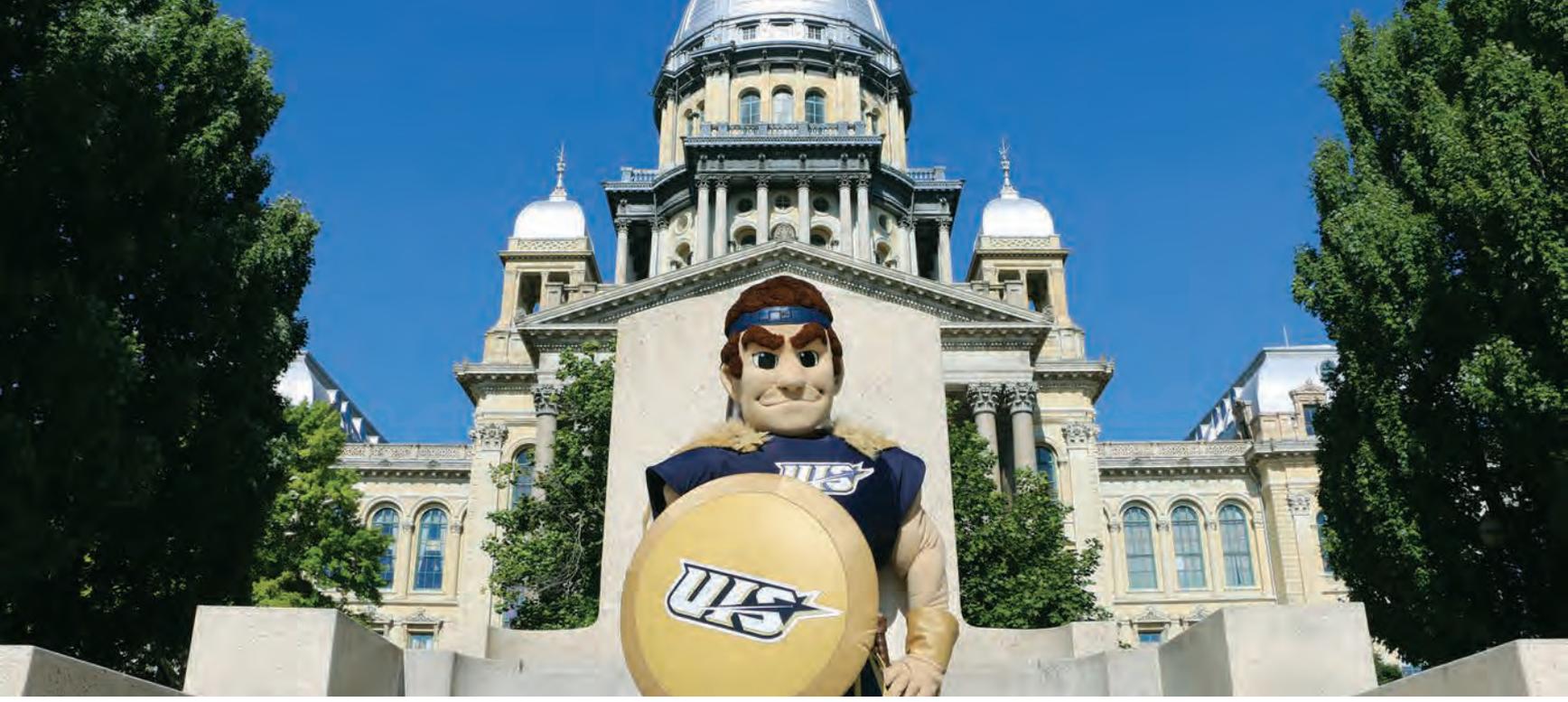
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## UIS History & Facts

1970 – UIS was founded as Sangamon State. Sangamon State was founded in September 28, 1970 (the first classes were held that day).

SSU was known as an upper-division college—a three-year institution, a capstone to the state’s community college system. SSU offered classes for juniors, seniors and graduate students. There were no freshmen or sophomores.

Karen Hasara was the second person in line to register for classes. She was later a state senator, served as the first female Mayor of Springfield, and became the first UIS alumna on the University of Illinois Board of Trustees. In 2019, she was presented with an honorary doctorate of humane letters during the UIS Commencement in recognition of her inspirational leadership, public service, and contributions to her community.

SSU’s curriculum was built around four University Programs:

- Communication in a Technological Society (CTS)
- Work, Leisure, Poverty, and Power
- Justice and the Social Order (JSO)
- Environments and People (ENP)

The first president of SSU, was Dr. Robert C. Spencer. The Spencer’s lived in what is now the Cox Children’s Center.

1971 – In December, the first students graduated from SSU, although the first ceremony wasn’t until 1972.

1971 – During the spring semester, Professor Gus Stevens was criticized by a state senator for wearing a hat “in the presence of ladies.” Stevens responded by organizing the first “Floppy Hat Day” inviting students, faculty, and staff to join him in wearing floppy hats.

1971 – Baseball was established as the first SSU sports team.

1972 – SSU had classes downtown in the Leland Building.

1973 – Author Alex Haley appeared on campus as part of Black Awareness Week sponsored by SSU Black Student Union.

1975 – Singer Bobby McFerrin was a Peer Group Counselor.

1976 – Brookens Library was the first permanent building on campus – dedicated in May. This moved the library from

building F, which is now the Student Affairs Building.

1978 – Dr. Alex B. Lacy Jr. became SSU’s second president in September. His vision for SSU included seeing the campus be at center stage for the study of government, politics, and public policy.

1978 – The University Observatory was dedicated on the roof of Brookens Library. The first “Star Party” was held.

1980 – The first on-campus student housing opened in August. The Public Affairs Center, the second permanent campus building opened in September.

1981 – Sangamon Auditorium held its first performance – Hal Holbrook in “Mark Twain Tonight!”

1984 – Dr. Durward Long, became SSU’s third president in July.

1986 – The Soccer Team won the first of three NAIA National Championship.

1991 – Dr. Naomi B. Lynn became the fourth president of SSU and then subsequently the first UIS Chancellor in 1995.



- 1992 – The Health & Sciences Building opens
- 1995 – Sangamon State University became part of the University of Illinois system. The last SSU commencement was held in May of 1995.
- 1996 – UIS held its first homecoming (SSU held sponsored homecoming events in 1977, 1990, and 1994).
- 1999 – The Capital Scholars Honors program was created.
- 2001 – Richard D. Ringeisen became the second UIS Chancellor in April.
- 2001 – UIS welcomed its first freshman class in August, with the advent of the Capital Scholars Honors Program. 116 students moved into the first residence hall—Lincoln Residence Hall.
- 2004 – University Hall opens. Construction of UHB resulted in a planned quadrangle of landscaping bordered on the east of the new building.
- 2005 – The UIS Colonnade was completed and designated as the symbolic center of campus and the head of the new Quad.
- 2006 – UIS became a four-year university with the arrival of freshmen admitted to the general education curriculum.
- 2007 – The Recreation and Athletics Center (TRAC) is dedicated!
- 2007 – UIS alumna Dana Perino becomes White House Press Secretary to President

Georgy W. Bush. Perino graduated in 1995 with an MA in Public Affairs Reporting.

2008 – Founders Residence Hall opens to house 132 freshmen. The partially completed building was named in honor of all those men and women who are recognized as SSU founders. *Fun Fact:* Founders Residence Hall has a green roof – covered in 26,000 feet of soil and sedum that acts as insulation for the building, reducing heating and cooling costs.

2010 – UIS Athletics becomes a member of NCAA Division II. *Fun Fact:* UIS participates in the Great Lakes Valley Conference (GLVC).

2010 – 63 foreign flags were placed in the Public Affairs Center representing the countries from which international students had to travel to attend UIS over the past 40 years.

2010 – UIS/SSU celebrates its 40th Anniversary.

2011 – Dr. Susan J. Koch becomes third Chancellor of UIS.

2018 – The Student Union opens in January.

### About UIS

UIS's official colors are UIS Blue and White. UIS Gold is a secondary color and used in Athletics.

Mascot: Orion

*Fun Fact:* In Greek mythology, Orion the Hunter, was placed in the heavens by Zeus, in what is now the Orion Constellation.

Nickname: Prairie Stars

UIS' promise is Leadership Lived. An inherent promise the university makes and keeps to its constituents and is centered around 4 Core Attributes:

- Teaching-Focused Academic Experience
- An Abundance of Opportunities to Collaborate
- A Right-sized, Supportive Community
- A Tradition of Educating Public Servants and Leaders

As of fall 2020 UIS had:

- 4,146 students (2,654 or 64% are undergraduates)
- 63.9% of undergraduate students attend classes full-time;
- 78% of students are from Illinois;
- 207 full-time and 133 part-time faculty;
- 85+ student clubs and organizations
- 833 students living in campus housing;
- More than 44,000 living alumni located throughout the world;
- 30 bachelor's degrees, 20 master's degrees, 1 doctoral program. Online students: 1,540

### Who Are The Campus Streets Named For?

Most of the streets at UIS are named after writers who were born, or lived in Illinois during their lifetime.

Nelson Algren (1909-1981) Lane – Best known for his novel turned movie *Man with the Golden Arm*. Algren grew up in the North and South side of Chicago and attended U of I (Urbana-Champaign) where he wrote for the campus newspaper.

Gwendolyn Brooks (1917-2000) Lane – Named after the Pulitzer-Prize winning

poet, teacher and Poet Laureate of Illinois. Gwendolyn Brooks lived in Chicago attending 4 different racially diverse schools which gave her insights into the racial dynamics of the city that influenced her writing. She was 13 when her first poem was published.

Theodore Dreiser (1871-1945) Lane – Known mostly as a novelist and journalist, Dreiser wrote poetry and short stories. He worked as a reporter for the Chicago *Globe* in the late 1800s. His work was often controversial because he challenged moral codes with his writings on sex, prostitution, promiscuity, lynching, murder, and characters that triumphed even though they were involved in morally compromising situations.

Eliza Farnham (1815-1864) Drive – Novelist, feminist, and abolitionist, Farnham lived in Illinois for six years. She wrote about her experiences in *Pekin in Life in the Prairie Land*. She was an advocate for women in prison and in her later life helped destitute women to emigrate to the American west, helping them find new homes.

Edna Ferber (1885-1968) Lane – Fans of movies from the 30s, 40s, and 50s

will know Ferber's work that became blockbuster movies: *Show Boat*, *Cimarron*, and *Giant*. The Pulitzer-Prize winning Ferber was a novelist, short story writer, and playwright who lived for a short period of time in Chicago, Illinois.

Ernest Hemingway (1899-1961) Drive – The Nobel Prize winner and author of some of America's great classics was born and raised in Oak Park, Illinois and later lived and worked in Chicago.

Vachel Lindsay (1879-1931) Drive – A native son of Springfield, Illinois, Lindsay became famous as "the Prairie Troubadour." A poet and performance artist, he published his poetry in pamphlets, which he read in a singing chant, and sold to people as he walked from town to town, through much of the eastern and midwestern United States. His childhood home at 603 South Fifth Street is maintained by the Illinois Historic Preservation Agency and is open to the public.

Edgar Lee Masters (1868-1950) Drive – Lee was a poet, biographer and attorney (who shared a practice with Clarence Darrow). Lee grew up in Lewistown, IL and was influenced by the Spoon River and Oak

Hill Cemetery. He wrote *Lincoln: the Man*, a biography of Abraham Lincoln in 1931.

William Maxwell (1908-2000) Lane – American editor and author who wrote short stories and novels about small-town life in the American Midwest in the early 20th century. Maxwell taught English at the University of Illinois before joining the staff of *The New Yorker*.

Carl Sandburg (1878-1967) Lane – Sandburg was a three time Pulitzer Prize winning writer and poet. He was born and raised in Galesburg, IL and later lived in Chicago, Evanston, and Elmhurst, IL. His second volume of *Abraham Lincoln: The Prairie Years* was recognized with his first Pulitzer Prize for History in 1940.

Richard Wright (1908-1960) Drive – Wright and his family moved to Chicago as a young man to escape the Jim Crow south. His childhood in Mississippi and life in Chicago heavily influenced his award-winning writing about the lives of African American citizens and racism in America.

## Looking forward to Fall 2021!

First Year Student  
Move-In — Aug. 16

Returning Student  
Move-In — Aug. 18

First Day of Classes &  
Campus Picnic — Aug. 20

Involvement Expo — Aug. 24

Foot in the Door Fair — Aug. 26

College Socials — Aug. 27

Prairie Star 5K — Aug. 28

RecPalooza — Sept. 1

Homecoming weekend —  
Sept. 30–Oct. 3

## SAVE THE DATE

**Aug. 16 - Residence Hall Move In**

**Aug. 17–19**

**First Year Programs**

*Get to know campus resources for a  
successful transition to college*

**Aug. 20 - First Day of Classes**

UNIVERSITY OF  
ILLINOIS  
SPRINGFIELD  
**FALL  
WELCOME**  
August 16–29

For Updates and More Information [go.uis.edu/FallWelcome](https://go.uis.edu/FallWelcome)

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## UIS-Alert Emergency Notification System

Set up your UIS-Alert Emergency Notifications. Students can create their profile at [uis.edu/emergencies/uis-alert](http://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 Notifications. Please note the student has to set this up and will need to log on with their UIS NetId and password.





# UNIVERSITY OF ILLINOIS SPRINGFIELD

