UIS Environmental Studies Graduate Student Quick Start Guide

Important Links

- Newly admitted students must complete the Intent to Enroll form found in their Slate account. If this is not complete, students will be unable to enroll.

- You will receive a Notification of Acceptance email from the University regarding your UIN and activation token. If you have not received your UIN and activation token, contact Admissions Office at 217-206-4847 or (admissions@uis.edu). You need your UIN and activation token to create your ID that will grant you access to UIS systems (email, canvas, registration, etc.). It is important to **establish your UIS email account as soon as possible**, as it is the primary mode of communication for both the University and the Environmental Studies Program

- Review the curriculum requirements for your MS concentration in the UIS Catalog and then contact your faculty advisor for course recommendations.(If you do not know your faculty advisor, please contact ens@uis.edu.)

- Sign up for graduate student orientation (online and on-campus): https://www.uis.edu/orientation/transfer-graduate-orientation

- Find ENS courses using the Dynamic Course Schedule: https://ui2web4.apps.uillinois.edu/BANPROD4/bwckschd.p_disp_dyn_sched

- Enroll in courses at https://www.uis.edu/registrar/registration

- Once you are registered, your courses will appear in UIS Canvas (https://uispringfield.instructure.com/) on the first day of classes. Familiarize yourself with the content on the course website and contact your instructor if you have questions.

- View and purchase your required textbooks at https://www.bkstr.com/illinoisspringfieldstore/shop/textbooks-and-course-materials.

- You can also view your bill at (www.usfsco.uillinois.edu).

- The UIS Brookens Library (https://library.uis.edu/). Our library has excellent electronic databases and loan resources available to online students. Stephen McMinn is the Environmental Studies Librarian, and he may be reached at hmcmi3@uis.edu or 217.206.8452.

- The Learning Hub at (https://www.uis.edu/learning-hub) has online tutoring and handouts for writing, reading, study, and math skills.

- The Center for Online Learning, Research, and Service (COLRS) at (http://www.uis.edu/colrs/) has extensive tutorials on many commonly used software packages.

- Questions regarding financial aid should be directed to the UIS Office of Financial Assistance (https://www.uis.edu/cost-aid) or call 217.206.6724.

- Contact the UIS Information Technology Services for problems with web mail, Canvas, and wireless access: (www.uis.edu/its/techsupport/), techsupport@uis.edu or toll free at (877) 847.0443.

- Student ID information can be found at I-Card services: www.icard.uillinois.edu/.

- UIS student housing: http://www.uis.edu/residencelife/.

- Food Services: https://www.uis.edu/foodservice/.

- Immunization requirements and health services: http://www.uis.edu/healthservices/.

- Parking regulations and tag purchases: http://www.uis.edu/parking/

- Disability Services: http://www.uis.edu/disabilityservices/

- If you ever have any questions or concerns, please contact ens@uis.edu.

Registering for Classes

Before trying to register for the upcoming semester, please review the checklist below to be sure you have everything you will need to successfully register for classes.

- ✓ PRIOR TO REGISTERING, you MUST **establish/know your NetID & password**. The NetID and password is created via the activation token within the Notification of Acceptance email from Admissions. Ensure that you have received your Notification of Acceptance email from the University regarding your UIN and activation token. The activation token is needed to establish your Net ID which will grant you access to registration, your official UIS email, and Canvas accounts. If you have not received your activation token contact Admissions at 217.206.4847, (Toll Free 888.977.4847), or email admissions@uis.edu

- ✓ PRIOR TO REGISTERING, you **MUST be considered active** in our computer system. Continuing UIS students who did not attend UIS in at least one of the previous three semesters (summer is considered a semester) must contact Registration (217.206.6174) to have their record reactivated before they can register. This can also be done online: https://www.uis.edu/registrar/registration/continuing-students. All newly admitted graduate, transfer, and non- degree students are considered active and are able to register.

- ✓ PRIOR TO REGISTERING, you MUST have a **Registration Time Ticke**t. A "Time Ticket" is the earliest day/time you will be able to register online for a given semester. Time tickets are assigned automatically by the system. Students who do not register on their designated date may register anytime after the designated date. Following the steps below will show your Time Ticket. If you have questions, please contact Registration at (217.206.6174 or registrar@uis.edu

- ✓ **Checking Your Time Ticket**
  Go to Enterprise Applications page (https://apps.uillinois.edu/). Click on the Student & Faculty Self-Service link.
  Select UIS by clicking on the University of Illinois at Springfield (UIS) link.
  Enter your NetID and password that you have established via an activation token from Admissions.
  Click on the Registration & Records link, followed by the Registration link.
  The Registration Eligibility link will show your Time Ticket, as well as holds, academic standing, and other information.

- ✓ **Registering for Classes**

  Go to the Records and Registration home page: https://www.uis.edu/registrar/registration
  Scroll down and click on Register Now! Button.
  Select the semester you will begin your studies (Spring, Summer, Fall).
  Click on "Click here to REGISTER" link below step 3.
  You will be directed to the Enterprise Applications page. Click on the Student & Faculty Self-Service link.
  Select UIS by clicking on the University of Illinois at Springfield (UIS) link.

Enter your NetID and password that you have established via an activation token from Admissions.
Click on the Registration & Records link, followed by the Registration link.
Click on the Add/Drop Classes link to add or drop classes. The Registration Eligibility link will show you holds, academic standing, and time ticket information.

✓ As you proceed through the registration process, please keep in mind the following important points:

- Be sure to always enter the appropriate CRN (Course Reference Number) whenever it is requested.
- Once you have logged into the registration system, feel free to click on the "Help" key for further clarification and contact information (note: the "Help" key is located in the upper right-hand corner of each page). The "Help" functionality is especially useful on screens displaying information regarding holds.

- If you experience problems or have questions not addressed above, please feel free to contact Registration (217.206.6174) or by email (registrar@uis.edu).

- Graduate Sections - Some ENS courses have both graduate (B) and undergraduate (A) sections; **graduate students should register for the 4-credit graduate B section.**

- Online Students - Please remember that **100% online students should only register for 100% online courses.** (Online courses/sections are noted as "Online" in the Schedule Type in the course schedule.

Tracking Your Progress

University of Illinois at Springfield students can view their degree audit report through DARS Web for Students. **This report is an unofficial audit of degree progress** and includes all completed courses, as well as those currently in progress.

The self-generated web audit does NOT take the place of regular academic advising sessions. It should NOT be used to make decisions about future course selections, but should instead be used as a tool for degree planning. It is the student's responsibility to confirm official degree progress by consulting with an academic advisor in his/her designated degree program. In addition, please note the following:
- Degree audits will list day-old data. Since they are not live reports, changes made to a student's record (e.g. dropping a course) are not immediately reflected.
- Transfer course articulations may be incomplete if a student runs an audit for a degree program that is not his/her currently designated program in our system.

LOGGING IN:
Click on **Enter DARSweb for Students** at the link below. Then enter your NetID and password. (http://www.uis.edu/registration/graduation/degreeaudits/).

AUDIT REQUEST PAGE:
To run an audit, click **Audits** in the DARSweb menu, then select **Request NewAudit**. There are two options available for running audits:
1. Run Default Programs Listed
The default degree program reflects a student's current degree program and catalog year as stored in our database. Click the
Submit a New Audit button to run an audit based upon the default program information.

2. Run Selected Program
This option allows a student to run a degree audit for a program that differs from the value currently stored in our database. Click the button next to this option, then select the desired degree program and associated catalog year. Click the **Submit a New Audit** button to run the audit for the chosen program/catalog year. The audit page will "jump" as it processes. Once processed, the **Refresh List** button should be clicked (note: this will refresh the new audit and allow it to be seen). The **Open Audit** button should then be selected to view the new audit.

General Tips for Success

ATTENDING CLASS:
On the first day of the semester, you will be able to login to your class on the University's Learning Management System, Canvas (https://uispringfield.instructure.com/). Here, you will find a list of classes for which you are registered. Once you click on the course, you will enter the virtual classroom. It is here that you will find all necessary information about your course and instructor. Here are a few tips for being a successful online student:

1. Check your UIS email and Canvas every day.

   This is the primary mode of communication from your instructor and the university. It is very important that you are checking in consistently.

2. Contact your advisor.

   If you have not already done so, contact your advisor and begin working on your education plan. Your advisor is here to guide you through your academic journey and communication with this person is paramount to your success.

3. Time Management.

   Online courses require just as much time as face-to-face courses. Online students typically must work around the rest of their lives- full-time jobs, kids, family activities- on top of being a student. A great way to structure your life to include class is to make a plan. Check your syllabus before your course kicks off, and commit to due dates on your calendar. Then, designate study times for each class, and stick to them.
   Always look ahead, not just one day, but six weeks. This will help you maximize your time.

4. Speak Up.

   If you are struggling or falling behind, don't stay silent. Whether it is your instructor, the online coordinator, or other resources on this campus, there are people who want and can help you succeed. You are not alone in your journey, so please speak up!

Good luck in your first semester as a graduate student at the University of Illinois Springfield.

We are happy you're here!