

Important information for new Communication majors and minors

1. It's recommended you see an advisor to help you set up your first semester of classes; however, you do not need an adviser's permission or signature to register for classes.
2. If you have a registration "hold" you should contact the UIS registrar's office to determine the problem.
3. Any student who is on probation or suspension for any semester needs to devise a personal and realistic plan to improve his/her GPA. With rare exception, the department follows the UIS guidelines to restrict the number of hours students make take while on probation and to require students to sit out for two semesters if suspended.
4. The procedure for student grievances with any one class or professor is that the student should first discuss the problem with the professor of the course. If the problem is severe and cannot be resolved with one's professor, please contact the Department Chair.
5. Early in your last semester, follow the directions for graduating from UIS at <http://www.uis.edu/registration/degreecompletion>. Also, contact the Communication Department secretary at (217) 206- 6790 and arrange to take the "exit exam." This exam is used only for internal statistical purposes. Your score on the exam will not determine whether you graduate or not. However, you are required to complete this exam before taking your graduation contract (see the link above) to the department's Program Information Coordinator, Andy Egizi, at aegiz1@uis.edu.
6. Please note when registering for courses that you should contact the professor of the course if a class is full or needs instructor approval to register.