

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

# Spring 2023 Policies and Registration Information



**[uis.edu/registrar](https://uis.edu/registrar)**

Course schedule information is available exclusively online to reduce printing costs and to provide our students with the most recent and accurate schedule information available.

To view the Spring 2023 dynamic course schedule, please visit [uis.edu/registrar](https://uis.edu/registrar) – “Course Schedules” link.

# Directory of Services

## SPRING 2023 SEMESTER

<b>Begins:</b>	<b>Jan. 17*</b>
<b>Ends:</b>	<b>May 13</b>
<b>Priority registration:</b>	<b>Begins Nov. 7</b>
<b>Open registration:</b>	<b>Begins Nov. 14</b>
<b>Late registration:</b>	<b>After Jan. 23</b>

*\*Intersession classes begin Dec. 12*

## Need help? Wondering who to contact?

Visit the UIS online directory (<http://uisapp.uis.edu/directory/>) to search by faculty/staff name, department or phone number. You can also call 217-206-6600 to speak with the campus operator during regular business hours.

## Extended Hours

Regular office hours are posted on most departmental websites. Some departments offer extended hours during certain times in the semester to assist students with a variety of issues. In addition, some areas offer extended hours by appointment or post alternative hours on their respective websites.

## Special Assistance – Enrollment Management

Please contact the offices within Enrollment Management with questions related to admission, financial assistance, orientation, and records/registration. Contact information for these offices can be found below.

<b>Office</b>	<b>Location/Phone</b>	<b>Email Address</b>
Admission	UHB 1080 / 888-977-4UIS(4847) or 217-206-4UIS(4847)	admissions@uis.edu
Admission Processing	UHB 1080 / 888-977-4UIS(4847) or 217-206-7960 (Applications) or 217-206-8216 (Evaluations)	admprocessing@uis.edu
Financial Assistance	UHB 1015 / 888-977-4UIS(4847) or 217-206-6724	finaid@uis.edu
New Student Orientation and Parent Relations	UHB 1080 / 217-206-8181	UISorientation@uis.edu
Records and Registration (Registration, Records, Graduation & Degree Audits)	UHB 1076 / 888-977-4UIS(4847) or 217-206-6174	registrar@uis.edu

# Spring Registration, Calendar & Tuition Information

## Spring Registration Information

**REGISTRATION:** 24 hours/day, 7 days/week (except Sundays, 6 a.m. to Noon) By web: [uis.edu/registrar](https://uis.edu/registrar)

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

Generally, only students enrolled at UIS for the Fall 2022 semester may register for spring during the week of spring priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members and veterans). Hours are based on courses completed **PRIOR** to the Fall 2022 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after Nov. 1 by logging into Student Self-Service for spring (available at [uis.edu/registrar](https://uis.edu/registrar)—click the “Register Now!” link and follow the directions given). Students who do not register on their designated dates may register **AFTER** designated dates.

Degree-seeking graduate standing (degree must be posted)

Senior standing (90 or more semester hours posted)

Junior standing (60 or more semester hours posted)

Freshman or Sophomore standing (less than 60 semester hours posted), non-degree and other currently enrolled students

### **LATE REGISTRATION:**

After the following dates, instructor approval is required to register for all courses, late fees apply and courses can only be added by contacting Registration.

Intersession Course ..... After Dec. 14, 2022

Full-Term and First-Half Course ..... After Jan. 23, 2023

Last-Half Course ..... After March 26, 2023

## Spring Calendar Information

### **CLASSES AND BREAKS:**

Intersession Classes Begin ..... Dec. 12, 2022

**CAMPUS CLOSED**, Martin Luther King, Jr. Day ..... Jan. 16, 2023

Spring Term begins ..... Jan. 17, 2023

First-half courses end/midpoint of semester ..... March 11, 2023

**CAMPUS OPEN – no classes**, Spring Break ..... March 13-17, 2023

Last-half courses begin ..... March 20, 2023

Spring Term ends ..... May 13, 2023

### **GRADUATION/COMMENCEMENT:**

Last day to submit spring graduation application ..... Feb. 17, 2023

Commencement (for Summer and Fall 2022 and Spring 2023 candidates) ..... May 13, 2023

### **LAST DAY TO:**

Drop without financial obligation:

Intersession course ..... Partial withdrawal: Dec. 14, 2022; Complete withdrawal: Dec. 11, 2022

First-half course ..... Partial withdrawal: Jan. 23, 2023; Complete withdrawal: Jan. 16, 2023

Full-term course ..... Partial withdrawal: Jan. 30, 2023; Complete withdrawal: Jan. 16, 2023

Last-half course ..... Partial withdrawal: March 26, 2023; Complete withdrawal: March 19, 2023

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

Intersession course ..... Jan. 4, 2023

First-half course ..... Feb. 24, 2023

Full-term course ..... April 14, 2023

Last-half course ..... April 28, 2023

### **OTHER DEADLINES:**

Spring financial aid disbursement – subject to change ..... Jan. 7, 2023

Last day to defer spring application to a future semester ..... Jan. 16, 2023

Immunization compliance deadline ..... Jan. 30, 2023

Last day for all textbook refunds with receipt ..... Feb. 3, 2023

Scholarship deadline (2023-24) – subject to change ..... Feb. 15, 2023

Green fee and Student-to-Student Grant waiver deadline ..... Feb. 17, 2023

Deadline to submit online insurance waiver to opt out of University's plan ..... Feb. 28, 2023

Spring 2023 mid-term grades due to the Office of Records and Registration electronically **by Noon** ..... March 15, 2023

Last day to change curriculum (*program/major, minor, certificate*) or submit an application for spring semester ..... April 14, 2023

Spring 2023 final grades due to the Office of Records and Registration electronically **by Noon** ..... May 17, 2023

## Spring Tuition Information

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

**PAYMENT:** Information pertaining to payment can be found at [uis.edu/registrar](https://uis.edu/registrar) (“Tuition & Fees” link). Payments can be made online at <https://apps.uillinois.edu/selfservice/>.

**PAYMENT DUE DATE:** Visit <https://paymybill.uillinois.edu/> for details regarding due dates and payment options.

**WITHDRAWALS AND REFUNDS:** The amount owed depends on the official date of the last drop/withdrawal.

See Drop/Withdrawal Policy for information on Complete Withdrawals (dropping all hours for the semester) and Partial Withdrawals (dropping some but not all hours for the semester).

# DROP/WITHDRAWAL POLICY SPRING SEMESTER 2023

## STUDENT RESPONSIBILITY

Students are responsible for knowing and adhering to the policies, deadlines and procedures contained in the catalog and current policies and registration information booklet. Students may receive credit only for those courses for which they are properly registered and will assume academic and financial responsibility for any course for which they register unless they officially cancel registration according to the established deadlines. **Students receiving financial assistance must contact the Office of Financial Assistance PRIOR to dropping a course or withdrawing from the University to determine the effect on the student's financial aid award for the semester. Please refer to the catalog for more information on the consequences of dropping or withdrawing.**

All withdrawals from courses must be made using Student Self-Service (uis.edu/registrar). Non-attendance or non-payment does NOT constitute an official withdrawal. Students who change sections, add and/or drop will be charged full tuition and fees for every transaction according to the date, as listed below.

The date you officially drop/withdraw will affect the amount you owe and/or the amount to be refunded and may affect the grade on your transcript. A course officially dropped after the add/drop period will have a grade of "W" on the transcript. A failing grade will be assigned and calculated in the grade-point average for courses not dropped by specified deadlines. ONLY the individual student may make changes to his/her class schedule. For more information, contact Registration at 217-206-6174.

## ALL SPRING UIS COURSES ARE CLASSIFIED INTO FOUR CATEGORIES

**Full-Term Courses** begin prior to the midpoint of the spring semester (March 11, 2023) and end after the midpoint.

**Interession Courses** begin prior to the start of the spring semester, but after the end of the prior fall semester.

**First-Half Courses** begin and end by the midpoint of the semester (March 11, 2023).

**Last-Half Courses** begin and end after the midpoint of the semester (March 11, 2023).

Any courses that do not fit into the categories above by definition (e.g., courses designated with "To Be Arranged" days/times) are considered to be full-term courses, unless otherwise indicated in the dynamic course schedule.

## PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES

### DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

Partial withdrawals are made according to the following schedule. **THERE WILL BE NO REFUND FOR A PARTIAL WITHDRAWAL AFTER THESE DATES:**

FULL-TERM	INTERSESSION	FIRST-HALF	LAST-HALF
Jan. 30, 2023	Dec. 14, 2022	Jan. 23, 2023	March 26, 2023

## COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES

### DROPPING ALL HOURS FOR THE SEMESTER

The amount owed depends on the official date of the last drop/withdrawal. Adjustments for tuition and fees for **complete** withdrawals are made according to the following table.

### DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	Jan. 17–23 †	10% <b>plus</b> pro-rata fee*
Week 2	Jan. 24–30 ♦	10% <b>plus</b> pro-rata fee*
Week 3	Jan. 31–Feb. 5	20% <b>plus</b> pro-rata fee*
Week 4	Feb. 6–12	30% <b>plus</b> pro-rata fee*
Week 5	Feb. 13–19	30% <b>plus</b> pro-rata fee*
Week 6	Feb. 20–26	40% <b>plus</b> pro-rata fee*
Week 7	Feb. 27–March 5	40% <b>plus</b> pro-rata fee*
Week 8	March 6–12	50% <b>plus</b> pro-rata fee*
Week 9	March 13–19	60% <b>plus</b> pro-rata fee*
Week 10	March 20–24	60% <b>plus</b> pro-rata fee*
Week 11	After March 24	No reduction in tuition and fees
	April 14	Last day to withdraw, change grading option/change to audit

### DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF, INTERSESSION AND LAST-HALF COURSES

Time Period	Interession Dates	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Dec. 12–14 ♦†	Jan. 17–23 ♦†	March 20–26 ♦†	10% <b>plus</b> pro-rata fee*
Week 2	Dec. 15–18	Jan. 24–29	March 27–April 2	30% <b>plus</b> pro-rata fee*
Week 3	Dec. 19–21	Jan. 30–Feb. 5	April 3–9	40% <b>plus</b> pro-rata fee*
Week 4	Dec. 22–25	Feb. 6–12	April 10–16	50% <b>plus</b> pro-rata fee*
Week 5	Dec. 26–30	Feb. 13–17	April 17–21	60% <b>plus</b> pro-rata fee*
Week 6	After Dec. 30	After Feb. 17	After April 21	No reduction in tuition and fees
	Jan. 4	Feb. 24	April 28	Last day to withdraw, change grading option/change to audit

\* The pro-rata fee is \$50.

† After these dates, registration requires instructor permission, late fees apply (a one-time \$25 fee – **subject to change**) and courses can only be added by contacting Registration.

♦ A grade of W will be recorded on the transcript for courses dropped after these dates.

Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.



# Reinventing POSSIBLE

The world is changing, and we're not just keeping up. We are **Reinventing Possible** as thought and action leaders for the future.

We meticulously reviewed and renewed our academic programs to leverage **current job market trends** and needs to address gaps in higher education that will improve our community and world.

The result of this multi-year process: exciting **new programs** and an **innovative approach** to the college experience to prepare ambitious change-makers of the future.



[uis.edu/possible](https://uis.edu/possible)

# Turn your phone into a personal safety device.

Download the **FREE** Rave Guardian safety app to check in with family, friends, campus safety, or others you trust to help you stay safe both on and off campus.

## With this app you can:



**Set a Safety Timer** – Notify people you trust to check in on you if you are alone or in an unfamiliar place.



**Manage & Message Your Guardians** – Invite family, friends, or others to be your Guardian, and communicate with them within the app as needed.



**Easy Emergency Communication** – Call safety officials directly for help if you are in trouble and send text tips – including photos – if you see something suspicious.

## Download Rave Guardian Today!



 **iPhone**

Scan the QR code now or search **Rave Guardian** in the App Store.



 **Android**

Scan the QR code now or search **Rave Guardian** in the Google Play Store.



## UIS-Alert Emergency Notification System

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

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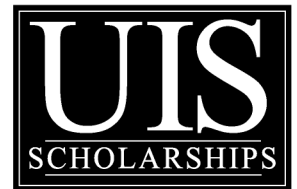


Rave Guardian

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

## Concerned about the costs of college?

Did you know that there are lots of ways to  
supplement the cost of your college education?  
Check out the UIS Scholarships website at  
**[uis.edu/cost-aid/scholarships](http://uis.edu/cost-aid/scholarships)**  
to see if you qualify for one of many  
scholarships  
available to UIS  
students each year.



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

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

**Spring 2023 semester: Jan. 17 — May 13**

**Priority Registration: Begins Nov. 7**

**Open Registration: Begins Nov. 14**

**Late Registration: After Jan. 23**