

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Summer/Fall 2020 Policies and Registration Information



uis.edu/registration

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

To view the Summer 2020 and Fall 2020 dynamic course schedules, please visit uis.edu/registration – “Course Schedules” link.

Directory of Services

SUMMER 2020 SEMESTER

Begins: June 1
Ends: July 25
Priority registration: Begins April 6
Open registration: Begins April 13
Late registration: After June 4

FALL 2020 SEMESTER

Begins: Aug. 24
Ends: Dec. 12
Priority registration: Begins April 6
Open registration: Begins April 13
Late registration: After Aug. 30

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.

Office	Location/Phone	Email Address
Admission	UHB 1080 / 888-977-4UIS (4847) or 217-206-4UIS (4847)	admissions@uis.edu
Financial Assistance	UHB 1015 / 888-977-4UIS (4847) or 217-206-6724	finaid@uis.edu
New Student Orientation and Parent Relations	UHB 1080 / 217-206-8181	UISOrientation@uis.edu
Records and Registration (Applications/Evaluations, Registration, Records and Graduation)	UHB 1076 / 888-977-4UIS (4847) or 217-206-6174	registrar@uis.edu

Summer Registration, Calendar & Tuition Information

Summer Registration Information

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

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2020 semester may register for summer during the week of summer priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed **PRIOR** to the Spring 2020 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for summer (available at uis.edu/registration – click the “**Register Now!**” link and follow the directions given). Students who do not register on their designated dates may register **AFTER** designated dates.

- Degree-seeking graduate standing (degree must be posted)
- Senior standing (90 or more semester hours posted)
- Junior standing (60 or more semester hours posted)
- Freshman or Sophomore standing (less than 60 semester hours posted), Non-Degree, and other currently enrolled students

LATE REGISTRATION:

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

First-Half Course	After June 2, 2020
Full-Term Course	After June 4, 2020
Last-Half Course	After June 30, 2020

Summer Calendar Information

CLASSES AND BREAKS:

Summer Term begins	June 1, 2020
First-Half courses end/midpoint of semester	June 27, 2020
Last-Half courses begin	June 29, 2020
CAMPUS CLOSED , Independence Day Observance	July 3, 2020
Summer Term ends	July 25, 2020

GRADUATION:

Last day to submit summer graduation application	July 6, 2020
Commencement (for Summer and Fall 2020 and Spring 2021 candidates)	May 15, 2021

LAST DAY TO:

Drop without financial obligation:

First-Half course	Partial withdrawal: June 3, 2020; Complete withdrawal: May 31, 2020
Full-Term course	Partial withdrawal: June 5, 2020; Complete withdrawal: May 31, 2020
Last-Half course	Partial withdrawal: July 1, 2020; Complete withdrawal: June 28, 2020

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

First-Half course	June 19, 2020
Full-Term course	July 10, 2020
Last-Half course	July 17, 2020

OTHER DEADLINES:

Summer financial aid disbursement – subject to change	May 26, 2020
Last day to defer summer application to a future semester	May 31, 2020
Immunization compliance deadline	June 5, 2020
Last day for all textbook refunds with receipt	June 5, 2020
Parking (valid hang tags) must be displayed by	6 p.m. June 15, 2020
Deadline to submit online insurance waiver to opt out of University's plan	June 15, 2020
Green fee and Student-to-Student Grant fee waiver deadline	June 26, 2020
Last day to change curriculum (program/major, minor, certificate) or submit an application for summer semester	July 10, 2020
Summer 2020 final grades due to the Office of Records and Registration electronically by Noon	July 29, 2020
Scholarship deadline (2021-2022) – subject to change	Feb. 15, 2021

Summer Tuition Information

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

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

PAYMENT DUE DATE: Summer tuition, fees and assessments are due June 28, 2020. Visit <http://paymybill.uillinois.edu/> for additional details regarding due dates and payment options.

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

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

Fall Registration, Calendar & Tuition Information

Fall Registration Information

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

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2020 semester may register for fall during the week of fall priority registration. Registration priority is typically given in the order listed below (although exceptions are made for certain groups of students such as those with documented disabilities, military service members, and veterans). Hours are based on courses completed **PRIOR** to the Spring 2020 semester. You can view the exact day and time you can register for courses (referred to as your **time ticket**) on or after April 1 by logging into Student Self-Service for fall (available at uis.edu/registration – click the “**Register Now!**” link and follow the directions given). Students who do not register on their designated dates may register **AFTER** designated dates.

Degree-seeking graduate standing (degree must be posted)

Senior standing (90 or more semester hours posted)

Junior standing (60 or more semester hours posted)

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

LATE REGISTRATION:

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

Full-Term Course **and** First-Half Course After Aug. 30, 2020

Last-Half Course After Oct. 25, 2020

Fall Calendar Information

CLASSES AND BREAKS:

Fall Term begins Aug. 24, 2020

CAMPUS CLOSED, Labor Day Holiday Sep. 7, 2020

Fall Break Oct. 16, 2020

First-Half courses end/midpoint of semester Oct. 17, 2020

Last-Half courses begin Oct. 19, 2020

Thanksgiving Holiday recess Nov. 26-27, 2020

Fall Term ends Dec. 12, 2020

GRADUATION:

Last day to submit fall graduation application Oct. 5, 2020

Commencement (for Summer and Fall 2020 and Spring 2021 candidates) May 15, 2021

LAST DAY TO:

Drop without financial obligation:

First-Half course Partial withdrawal: Aug. 30, 2020; Complete withdrawal: Aug. 23, 2020

Full-Term course Partial withdrawal: Sep. 4, 2020; Complete withdrawal: Aug. 23, 2020

Last-Half course Partial withdrawal: Oct. 25, 2020; Complete withdrawal: Oct. 18, 2020

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

First-Half course Oct. 2, 2020

Full-Term course Nov. 20, 2020

Last-Half course Nov. 27, 2020

OTHER DEADLINES:

Fall financial aid disbursement – subject to change Aug. 15, 2020

Last day to defer fall application to a future semester Aug. 23, 2020

Last day for all textbook refunds with receipt Sep. 4, 2020

Immunization compliance deadline Sep. 4, 2020

Parking (valid hang tags) must be displayed by 6 p.m. Sep. 8, 2020

Green fee and Student-to-Student Grant fee waiver deadline Sep. 25, 2020

Deadline to submit online insurance waiver to opt out of University’s plan Sep. 25, 2020

Fall 2020 mid-term grades due to the Office of Records and Registration electronically **by Noon** Oct. 21, 2020

Last day to change curriculum (program/major, minor, certificate) or submit an application for fall semester Nov. 20, 2020

Fall 2020 final grades due to the Office of Records and Registration electronically **by Noon** Dec. 16, 2020

Scholarship deadline (2021-2022) – subject to change Feb. 15, 2021

Fall Tuition Information

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

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

PAYMENT DUE DATE: Fall tuition, fees and assessments are due Sep. 28, 2020. Visit <http://paymybill.uillinois.edu/> for additional details regarding due dates and payment options.

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

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

DROP/WITHDRAWAL POLICY SUMMER SEMESTER 2020

STUDENT RESPONSIBILITY

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

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

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

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (June 27, 2020) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (June 27, 2020).

Last-Half Courses begin and end after the midpoint of the semester (June 27, 2020).

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

PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

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

FULL-TERM	FIRST-HALF	LAST-HALF
June 5, 2020	June 3, 2020	July 1, 2020

COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING ALL HOURS FOR THE SEMESTER

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

DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	June 1-4 †	10% *
Week 1	June 5 ◆	10% *
Week 2	June 6-14	30% *
Week 3	June 15-21	40% *
Week 4	June 22-28	50% *
Week 5	June 29-July 3	60% *
Week 6	After July 3 July 10	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF AND LAST-HALF COURSES

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	June 1-2 †	June 29-30 †	10% *
Week 1	June 3 ◆	July 1 ◆	10% *
Week 2	June 4-7	July 2-5	30% *
Week 3	June 8-10	July 6-8	40% *
Week 4	June 11-14	July 9-12	50% *
Week 5	June 15-16	July 13-14	60% *
Week 6	After June 16 June 19	After July 14 July 17	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

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

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

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

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

DROP/WITHDRAWAL POLICY FALL SEMESTER 2020

STUDENT RESPONSIBILITY

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

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

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

ALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (Oct. 17, 2020) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (Oct. 17, 2020).

Last-Half Courses begin and end after the midpoint of the semester (Oct. 17, 2020).

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

PARTIAL WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING SOME BUT NOT ALL HOURS FOR THE SEMESTER

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

FULL-TERM	FIRST-HALF	LAST-HALF
Sep. 4, 2020	Aug. 30, 2020	Oct. 25, 2020

COMPLETE WITHDRAWALS BASED UPON THREE CATEGORIES DROPPING ALL HOURS FOR THE SEMESTER

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

DEADLINES FOR COMPLETE WITHDRAWALS – FULL-TERM COURSES

Time Period	Full-Term Dates	Percentage of Tuition and Fees Charged
Week 1	Aug. 24-30 †	10% plus pro-rata fee*
Week 2	Aug. 31-Sep. 4 ◆	10% plus pro-rata fee*
Week 3	Sep. 5-13	20% plus pro-rata fee*
Week 4	Sep. 14-20	30% plus pro-rata fee*
Week 5	Sep. 21-27	30% plus pro-rata fee*
Week 6	Sep. 28-Oct. 4	40% plus pro-rata fee*
Week 7	Oct. 5-11	40% plus pro-rata fee*
Week 8	Oct. 12-18	50% plus pro-rata fee*
Week 9	Oct. 19-25	60% plus pro-rata fee*
Week 10	Oct. 26-30	60% plus pro-rata fee*
Week 11	After Oct. 30 Nov. 20	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

DEADLINES FOR COMPLETE WITHDRAWALS – FIRST-HALF AND LAST-HALF COURSES

Time Period	First-Half Dates	Last-Half Dates	Percentage of Tuition and Fees Charged
Week 1	Aug. 24-30 ◆ †	Oct. 19-25 ◆ †	10% plus pro-rata fee*
Week 2	Aug. 31-Sep. 6	Oct. 26-Nov. 1	30% plus pro-rata fee*
Week 3	Sep. 7-13	Nov. 2-8	40% plus pro-rata fee*
Week 4	Sep. 14-20	Nov. 9-15	50% plus pro-rata fee*
Week 5	Sep. 21-25	Nov. 16-20	60% plus pro-rata fee*
Week 6	After Sep. 25 Oct. 2	After Nov. 20 Nov. 27	No reduction in tuition and fees Last day to withdraw, change grading option/change to audit

* The pro-rata fee is \$50.

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

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

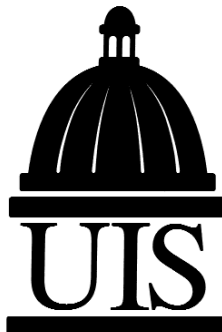
Students enrolled in more than one course who eventually drop all courses, but in more than one time period, are charged at the higher rate for all courses.

**Continue to check our website
for course room numbers
and changes to room numbers
until classes begin. Go to
uis.edu/registration 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/financialaid/scholarships**](http://uis.edu/financialaid/scholarships) to see if you qualify for one of many scholarships available to UIS students each year.





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

Register online at uis.edu/registration

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

Summer 2020 semester: June 1-July 25

Priority registration: April 6-12

Open registration: April 13-June 4

Late registration: After June 4

Fall 2020 semester: Aug. 24-Dec. 12

Priority registration: April 6-12

Open registration: April 13-Aug. 30

Late Registration: After Aug. 30