

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Summer/Fall 2023 Policies and Registration Information



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 Summer 2023 and Fall 2023 dynamic course schedules, please visit uis.edu/registrar – “Course Schedules” link.

Directory of Services

SUMMER 2023 SEMESTER

Begins: June 5
Ends: July 29
Priority registration: Begins April 3
Open registration: Begins April 10
Late registration: After June 8

FALL 2023 SEMESTER

Begins: Aug. 25
Ends: Dec. 16
Priority registration: Begins April 3
Open registration: Begins April 10
Late registration: After Aug. 31

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
Admissions 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

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/registrar

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2023 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 2023 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/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.

First-Half Course After June 6, 2023

Full-Term Course After June 8, 2023

Last-Half Course After July 4, 2023

Summer Calendar Information

CLASSES AND BREAKS:

Summer Term begins June 5, 2023

CAMPUS CLOSED, Juneteenth June 19, 2023

First-Half courses end/midpoint of semester July 1, 2023

Last-Half courses begin July 3, 2023

CAMPUS CLOSED, Independence Day July 4, 2023

Summer Term ends July 29, 2023

GRADUATION:

Last day to submit summer graduation application July 3, 2023

Commencement (for Summer and Fall 2023 and Spring 2024 candidates) May 11, 2024

LAST DAY TO:

Drop without financial obligation:

First-Half course Partial withdrawal: June 7, 2023; Complete withdrawal: June 4, 2023

Full-Term course Partial withdrawal: June 9, 2023; Complete withdrawal: June 4, 2023

Last-Half course Partial withdrawal: July 5, 2023; Complete withdrawal: July 2, 2023

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

First-Half course June 23, 2023

Full-Term course July 14, 2023

Last-Half course July 21, 2023

OTHER DEADLINES:

Summer financial aid disbursement – subject to change May 27, 2023

Last day to defer summer application to a future semester June 4, 2023

Immunization compliance deadline June 9, 2023

Last day for all textbook refunds with receipt June 23, 2023

Green fee and Student-to-Student Grant fee waiver deadline June 23, 2023

Last day to change curriculum (program/major, minor, certificate) or submit an application for summer semester July 14, 2023

Summer 2023 final grades due to the Office of Records and Registration electronically **by Noon** Aug. 2, 2023

Scholarship deadline (2024-2025) – subject to change Feb. 15, 2024

Summer Tuition Information

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

PAYMENT: Information pertaining to payment can be found at 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).

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/registrar

PRIORITY REGISTRATION: Currently Enrolled Students

Generally, only students enrolled at UIS for the Spring 2023 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 2023 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/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.

Full-Term Course **and** First-Half Course After Aug. 31, 2023

Last-Half Course After Oct. 29, 2023

Fall Calendar Information

CLASSES AND BREAKS:

Fall Term begins Aug. 25, 2023

CAMPUS CLOSED, Labor Day Holiday Sep. 4, 2023

First-Half courses end/midpoint of semester Oct. 21, 2023

Last-Half courses begin Oct. 23, 2023

Thanksgiving Holiday recess Nov. 22-24, 2023

Fall Term ends Dec. 16, 2023

GRADUATION:

Last day to submit fall graduation application Oct. 2, 2023

Commencement (for Summer and Fall 2023 and Spring 2024 candidates) May 11, 2024

LAST DAY TO:

Drop without financial obligation:

First-Half course Partial withdrawal: Aug. 31, 2023; Complete withdrawal: Aug. 24, 2023

Full-Term course Partial withdrawal: Sep. 8, 2023; Complete withdrawal: Aug. 24, 2023

Last-Half course Partial withdrawal: Oct. 29, 2023; Complete withdrawal: Oct. 22, 2023

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

First-Half course Oct. 6, 2023

Full-Term course Nov. 24, 2023

Last-Half course Dec. 1, 2023

OTHER DEADLINES:

Fall financial aid disbursement – subject to change Aug. 15, 2023

Last day to defer fall application to a future semester Aug. 24, 2023

Last day for all textbook refunds with receipt Sep. 8, 2023

Immunization compliance deadline Sep. 8, 2023

Green fee and Student-to-Student Grant fee waiver deadline Sep. 15, 2023

Fall 2023 mid-term grades due to the Office of Records and Registration electronically **by Noon** Oct. 25, 2023

Last day to change curriculum (program/major, minor, certificate) or submit an application for fall semester Nov. 24, 2023

Fall 2023 final grades due to the Office of Records and Registration electronically **by Noon** Dec. 20, 2023

Scholarship deadline (2024-2025) – subject to change Feb. 15, 2024

Fall Tuition Information

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

PAYMENT: Information pertaining to payment can be found at 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 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 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 SUMMER UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (July 1, 2023) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (July 1, 2023).

Last-Half Courses begin and end after the midpoint of the semester (July 1, 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	FIRST-HALF	LAST-HALF
June 9, 2023	June 7, 2023	July 5, 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	June 5-8 †	10% *
Week 1	June 9 ◆	10% *
Week 2	June 10-18	30% *
Week 3	June 19-25	40% *
Week 4	June 26-July 2	50% *
Week 5	July 3-7	60% *
Week 6	After July 7	No reduction in tuition and fees
	July 14	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 5-6 †	July 3-4 †	10% *
Week 1	June 7 ◆	July 5 ◆	10% *
Week 2	June 8-11	July 6-9	30% *
Week 3	June 12-14	July 10-12	40% *
Week 4	June 15-18	July 13-16	50% *
Week 5	June 19-20	July 17-18	60% *
Week 6	After June 20	After July 18	No reduction in tuition and fees
	June 23	July 21	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 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 FALL UIS COURSES ARE CLASSIFIED INTO THREE CATEGORIES

Full-Term Courses begin prior to the midpoint of the semester (Oct. 21, 2023) and end after the mid-point.

First-Half Courses begin and end by the midpoint of the semester (Oct. 21, 2023).

Last-Half Courses begin and end after the midpoint of the semester (Oct. 21, 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	FIRST-HALF	LAST-HALF
Sep. 8, 2023	Aug. 31, 2023	Oct. 29, 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	Aug. 25-31 †	10% plus pro-rata fee*
Week 2	Sep. 1-8 ♦	10% plus pro-rata fee*
Week 3	Sep. 9-17	20% plus pro-rata fee*
Week 4	Sep. 18-24	30% plus pro-rata fee*
Week 5	Sep. 25-Oct. 1	30% plus pro-rata fee*
Week 6	Oct. 2-8	40% plus pro-rata fee*
Week 7	Oct. 9-15	40% plus pro-rata fee*
Week 8	Oct. 16-22	50% plus pro-rata fee*
Week 9	Oct. 23-29	60% plus pro-rata fee*
Week 10	Oct. 30-Nov. 3	60% plus pro-rata fee*
Week 11	After Nov. 3 Nov. 24	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. 25-31 ♦ †	Oct. 23-29 ♦ †	10% plus pro-rata fee*
Week 2	Sep. 1-10	Oct. 30-Nov. 5	30% plus pro-rata fee*
Week 3	Sep. 11-17	Nov. 6-12	40% plus pro-rata fee*
Week 4	Sep. 18-24	Nov. 13-19	50% plus pro-rata fee*
Week 5	Sep. 25-29	Nov. 20-24	60% plus pro-rata fee*
Week 6	After Sep. 29 Oct. 6	After Nov. 24 Dec. 1	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/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/financial-aid/types-aid/scholarships
to see if you qualify for one of many
scholarships
available to UIS
students each year.



UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Office of Records and Registration

University Hall, Room 1076

One University Plaza, MS UHB 1076

Springfield, IL 62703-5407

Register online at uis.edu/registrar

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

Summer 2023 semester: June 5–July 29

Priority registration: April 3–9

Open registration: April 10–June 8

Late registration: After June 8

Fall 2023 semester: Aug. 25–Dec. 16

Priority registration: April 3–9

Open registration: April 10–Aug. 31

Late Registration: After Aug. 31