



# UIS Student Handbook 2017-2018





# 2017-2018 UIS Student Handbook

Welcome to the University of Illinois Springfield!

This online handbook is your 24-7 to reference when you have questions or want more information about academic and student affairs programs, arts and entertainment at UIS, athletics, food and dining, among other areas.

It's not an all-inclusive resource meant to take the place of the university catalogue or other publication, but rather one of many guides for students as they progress toward graduation. You won't find the handbook in print, but feel free to print out one or all pages.

## University of Illinois Board of Trustees

The Board of Trustees is the governing body at the University of Illinois at Urbana-Champaign, Springfield, and Chicago.

It is comprised of 13 members, 11 who have official votes. Nine are appointed by the Governor for terms of six years, and three student trustees (one from Urbana-Champaign, one from UIS, and one from University of Illinois Chicago) are elected by referenda on their campuses for one-year terms.

For more information, visit [Board of Trustees](#).

## Administration

Dr. Susan J. Koch is the chancellor of the University of Illinois Springfield.

### [Meet the Chancellor](#)

The UIS Administration includes three main divisions:

#### [Chancellor's Division](#)

#### [Academic Affairs Division](#)

#### [Student Affairs Division](#)

## Access and Equal Opportunity

### [Access and Equal Opportunity:](#)

#### **An Advocate for Student Success and Well-Being**

Deanie Brown, J.D., is the Associate Chancellor for Access and Equal Opportunity at UIS and is responsible for monitoring campus compliance with non-discrimination policies, receiving complaints of sexual or racial harassment or discrimination, and for developing intercultural competency and awareness. She is also the UIS Title IX Officer.

#### [Affirmative Action Statement](#)

#### [University of Illinois Nondiscrimination Statement](#)

## University of Illinois Ethics Office

### [Ethics Office, University of Illinois](#)

The University Ethics Office is the designated liaison to receive and, as necessary, coordinate and/or refer the investigation of allegations of fraud, waste, abuse, mismanagement, misconduct, or other violations of the [State Officials and Employees Ethics Act](#). In addition, it is responsible for the development and administration of mandatory ethics training for student employees, graduate assistants and other university employees.

## Academic Units, Research and Honors Opportunities

### [Business & Management, College of](#)

Students in the College of Business and Management may earn undergraduate degrees in Accountancy, Business Administration, Economics, Management, and Management information systems.

### [Education & Human Services, College of](#)

The College of Education and Human Services prepares students for careers as social workers, teachers, counselors, administrators, gerontologists, public professionals and researchers.

### [Liberal Arts & Sciences, College of](#)

Liberal arts and sciences degrees can lead directly to a job. History majors may end up in museum work, English majors with a publisher, Communication majors at a newspaper, Computer Science majors with an IT firm, Biology majors with a pharmaceutical firm, Women and Gender Studies minors with a domestic violence shelter, Visual Arts majors in a graphic design department, and virtually any major in teaching.

### [Public Affairs and Administration, College of](#)

The College of Public Affairs and Administration is dedicated to the belief that effective public affairs education, significant public affairs scholarship, and active service to the community will improve government and public policy in Illinois, the nation and the world.

## [Center for State Policy & Leadership](#)

The Center for State Policy and Leadership provides a national stage for scholars, students, policymakers, and citizens to exchange ideas, engage in research, and expand understanding of public policy issues.

## [Graduate Education](#)

Graduate programs include technology, business, communication, public administration, education, science, public health, and the humanities.

## [UIS Brookens Library](#)

**Brookens Library is here to help you succeed!**

**Brookens Library** has a collection of more than 750,000 volumes, including some 60,000 online journals and over 200,000 electronic books, as well government documents, archives and rare books. The library's 150+ databases help you find subject-specific articles, which you can access on campus or off campus with your net id and password. Can't find what you need? We offer interlibrary loan services that will get you necessary books or materials.

### **Take a Study Break at Brookens Library**

The library offers a [popular reading collection](#) for your mobile devices (smart phones and tablets), and has Kindle Fires available for check-out. Brookens also offers a growing feature film collection.

### **Need Research Help? Talk to Your Librarian (TTYL).**

Every department is assigned a librarian. [Research Guides](#) provide specific information for each major on how to get started doing research and our librarians can help you make the most of library's resources and services. We offer one-on-one research consultations both online and in-person. Refer to our Research Guides, find the [subject](#) and contact the librarian for a meeting time convenient for you.

### **Find Your Space**

Whether you prefer to study quietly or collaborate with a group, Brookens has a variety of study spaces to suit your needs. Seating options range from large desks and individual study cubicles to comfortable chairs and sofas. We offer more than 80 computers as well as locations where you can plug-in your own laptops or tablets. Additionally, Wi-Fi is available throughout the building.

## [Capital Scholars Honors Program](#)

### **Honors-Level Program at UIS**

[The Capital Scholars Honors Program](#) is the campus honors program and is open to a select, small number of highly qualified college students. The curriculum is made up of an integrated interdisciplinary core of lower and upper-level honors courses, in addition to other general education and major requirements. The program culminates in a senior-level, student developed, interdisciplinary paper and faculty-panel evaluated paper presentation.

## [Student Technology, Arts & Research Symposium \(STARS\)](#)

### **Coordinators seek arts, research to showcase**

This symposium is one of the many academic endeavors on campus highlighting students' arts and research skills. An application process is involved for this annual event.

# Variety of Academic Support, Tech and Book Services

## [Academic Integrity](#)

**Students should read and become fully aware of the Academic Integrity Policy.**

[What is academic integrity?](#)

[All about plagiarism](#)

[Violation examples](#)

[How do students maintain academic integrity, ensuring honest and genuine college work?](#)

## The Center for Academic Success:

One-stop Academic Support Shop for Students

### [Intensive English Program \(IEP\):](#)

Where international students hone their English speaking, writing skills. With small classes, individualized attention, and cultural activities, this program aims to help international students reach personal and academic goals by helping them better learn the English language.

### [International Programs:](#)

**Exciting Student Study Abroad Opps for Short-Term, Semester, All Year**

Costs of studying abroad are comparable to studying at UIS. There are a variety of ways to pay for studying abroad, including scholarships, financial aid, and loans.

### [Internships and Prior Learning:](#)

**Aligning Academic Credit, Work Experience for Study**

Programs assist students in finding internships and earning academic credit for prior work experience, among other activities.

### [Learning Hub:](#)

**Offering Assistance Through Tutoring, Other Activities**

The Learning Hub staff help students understand what they need to do to improve their assignments.

### [OASIS, Office of Advising Services, Information, and Support: Academic Advising](#)

Staff provide advising for freshmen, some sophomores, and undeclared majors.

## [Bookstore:](#)

**Buy or rent textbooks, purchase UIS apparel, gifts, cards and more in-store and online.**

[Textbooks & Course Materials](#)

[Digital Course Materials](#)

[Cash for Books](#)

[Rental Agreement](#)

## [ITS Client Services](#)

**Call, email, visit, or live chat**

ITS Client Services is the primary point of contact to students, faculty,

and staff for all technology-related questions, concerns, and issues. Our team is made up of student workers as well as professionals, allowing us to offer a wide array of services and resources.

## [WebStore, Software](#)

### **Significant discounts on software applications available**

Students, faculty and staff on all three U of I campuses - Urbana-Champaign, Chicago, and Springfield - are eligible to receive significant discounts on more than 350 software applications and software training courses offered by the U of I WebStore. To see exactly what you're eligible for, please choose a Purchase Type (Personal or Unit) and log in.

# Student Services

## [Health Services](#)

### **Appointments, immunizations, preventive care away from home**

This office provides many services related to the health and well-being of UIS students.

Students with the [UIS Student Insurance \(Academic HealthPlans / Blue Cross Blue Shield of Illinois\)](#) can call an after-hours nurse at 1-800-299-0274 with any medical questions or concerns.

## [UIS Student Insurance](#)

### **UIS student insurance is affordable and high quality**

#### **Insurance Waiver**

The Insurance Waiver for the Academic Year 2017/2018 will open no later than the week of August 21st.

Please allow the Office of Student Insurance processing time to get your information to Academic Health Plans. Your student account *must reflect* the UIS Student Insurance Assessment of \$516 *before* you will be able to login to Academic Health Plans to complete a waiver. If you cannot successfully login on first attempt, please reattempt in 5 days. You will have until the posted deadline of Sept. 25, 2017 to get your waiver submitted and approved.

#### **Coverage Information**

The UIS Student Insurance Plan is an affordable, high-quality insurance program, designed to meet the needs of our students. Any student taking *any* on campus or blended classes is automatically enrolled in student insurance and assessed a fee each semester, with optional coverage for dependents. If you already have insurance through another provider, you must complete a waiver once per academic year.

Students enrolled in only online courses are not eligible for student insurance. The only exception is during the summer term when students who were assessed the student insurance plan during the previous spring semester are allowed to "continue" their coverage even if enrolled only online for summer, or if not taking any courses for summer. To continue their coverage these students must use a separate form, and make payment to the university cashier, as the insurance cannot be automatically assessed to their student account. The office of Student Insurance maintains this coverage continuation form, and posts it only during appropriate times.

#### **Contact Information**

UIS Student Insurance, [studentinsurance@uis.edu](mailto:studentinsurance@uis.edu), is located in HRB 30. Anthony Lozzi is the Human Resources officer for Student Insurance. [alozz2@uis.edu](mailto:alozz2@uis.edu), (217) 206-7237.

## [Career Development Center](#)

### **Prepare - Connect - Succeed**

The Career Development Center leads the campus community in teaching and preparing students for their careers by offering students interactive services, programming and resources. The Career Center supports students in exploring academic majors and career paths, connecting with employers and alumni, gaining relevant skills and experiences, and participating in professional development opportunities. Online and On-campus students are encouraged to begin or continue working with the Career Center Team to develop a career action plan and map out steps to take during their time at UIS that will help them reach their career goals.

## [Counseling Center](#)

### **Free, confidential place to talk**

The Counseling Center, in Room 64 of the Human Resources Building, provides counseling, outreach and psychological consultation to UIS students. Counseling services are free of charge to UIS students who have paid the Health and Counseling Fee.

## [Cox Children's Center](#)

### **Cox Children's Center offers high quality early education and care.**

The mission of the Cox Children's center is "to provide a model of high quality early education and care in a safe, secure, nurturing environment for children of students, employees, and families of the surrounding community."

In addition, the Center environment includes practicum and educational experiences for academic and professional development of UIS students, as well as those from other higher education programs.

## [Disability Services](#)

### **The Office of Disability Services (ODS) provides academic accommodations for students with approved documentation.**

Students are required to register with ODS prior to the beginning of each semester and meet with a Disability Specialist to determine the requested academic accommodations for each course. We work closely with faculty to ensure that the student receives the academic accommodations requested. Students are responsible for keeping the ODS informed of any changes in the requested academic accommodations for a particular course.

## [Diversity Center](#)

### **Serving all students through multi-cultural, social, and educational activities.**

The Diversity Center offers educational and social activities, and events that promote an inclusive, multi-cultural experience. We coordinate the Necessary Steps Mentoring Program, the Black Male Initiative and the Hispanic/Latin@ Initiative; and various cultural and heritage months including Black History Month, Hispanic Heritage Month, and Asian Pacific American Heritage Month. We offer university-wide workshops that expose and combat microaggressions. We work closely with other offices on campus to recruit, support, and retain ethnic minority, first-generation and other underrepresented student populations.

Our space also serves as a student-centered lounge, library, and media lab.

## Financial Assistance

### **Student employment, financial assistance, scholarships, other resources**

Attending and graduating from college cost a lot of money, no doubt about it. But college is also one of the best investments you'll ever make. The student and professional staff members of the Office of Financial Assistance will help you explore a variety of ways to pay for your college education.

## International Student Services

### **Services for students from around the world**

International Student Services offers many services, from helping students with governmental documents to helping sponsor the annual International Festival, which showcases UIS international students and the culture of their home countries.

## LGBTQA (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Allied Resource Office)

### **Education, advocacy, supportive, safe space for lesbian, gay, bisexual, transgender, queer, questioning, and allied students**

The LGBTQA Resource Office sponsors many activities throughout the year, including an annual Coming Out event on the UIS Quad in October, Day of Silence in the spring, small group discussions, arts and entertainment events on campus, and training for Safe Zone Allies.

## Office of New Student Orientation & Parent Relations

### **Office of New Student Orientation & Parent Relations assists in transitions for success and retention**

The Office of New Student Orientation & Parent Relations (NSOPR) at the University of Illinois Springfield assists new students with their transition to the university's academic, social, and cultural community through purposeful programs, services, and resources that provide them a solid foundation for student success and retention. NSOPR also serves families of new and current students with programs and resources that helps them understand and provide support for their student's initial transition to college through to graduation.

All new first-year students are required to participate in two mandatory orientation programs; KickStart, an overnight 2-day program and Launch Week – a three day program that occurs just prior to the first day of classes.

While transfer students are not required to attend an orientation, students that have participated in one of our programs indicate they felt more prepared to start the semester and more knowledgeable about resources and programs available to them.

Graduate Orientation is also not required of new graduate students at UIS. However, student participation in one of our six programs (four for summer/fall admits; two for spring admits) provides students with a great deal of information about available services on campus and makes the transition to the UIS campus much easier. It is a great opportunity to take care of business, meet with staff members, and to become familiar with the campus before classes start.

All new students should visit [our website](#) to download their new student checklist to make sure they do not miss any important deadlines or paperwork that is required or due before enrollment or in the first few days and weeks of school. Some of these processes,

like completing student insurance waivers or submitting proof of immunization, assess a financial penalty or fine if they are not done by the due date. Please contact the Office of NSOPR with any questions or concerns.

## UIS Connection

### **UIS Connection is easy-to-use online resource**

UIS Connection is designed to help students find information about events and organizations on campus, keep track of their individual involvement, and mark their progress toward the completion of co-curricular milestones. UIS Connection also helps student organizations and campus departments manage memberships, create and market events, and track participation in co-curricular events. UIS Connection is available to anyone (students, faculty, and staff) with a UIS NetID and can be accessed at

<http://uisconnection.uis.edu/>

## UIS Police

### **Protecting, serving, and providing safe and secure environment**

The University of Illinois Springfield Police Department is committed to protecting, serving and providing a safe and secure environment in partnership with the campus community. The UIS Police Department is a 24-hour operation. Our police officers have full arrest authority in any county where university property is located. The department has a crime prevention officer and certified instructors for the Rape Aggression Defense (R.A.D.) program. Every member of the campus community can help maintain the safe integrity of the university by taking responsibility for their own safety and the safety of those around them.

- [Report a Crime](#)
- [Campus Safety](#)
  - [Active Threat Information](#)
  - [Crime Prevention](#)
  - [Emergency Telephone Map](#)
  - [Emergency Response Plan](#)
  - [Safety Tips](#)
  - [RAD](#)

### **Electronic Emergency Alert System available**

UIS encourages all students to sign up for the electronic emergency alert system so that they will receive messages and instructions by text and/or email in the event of a campus emergency. [Click here to sign up for the Emergency Notification System.](#)

## Veterans Affairs

### **Welcoming and assisting veterans, military personnel, and their dependents**

## Women's Center

### **Women's Center works to improve status of women in higher education**

The Women's Center works to improve the status of women in higher education by addressing matters of particular concern to women. We promote a campus climate that is safe, healthy, and respectful of all people. The Women's Center offers information, support, advocacy, referrals, and programming on a variety of gender-related issues: sexual violence and harassment, relationship and dating violence, and stalking.



We offer UIS Women's Self-Defense classes and the WhistleStop – info tags, lanyards, and whistles for all students. We also organize and offer empowering and community building events: the global #WhatIReallyReallyWant, the national *It's On Us Pledge Campaign* for ending sexual violence on campuses, *My Dream of Peace*, *10 Paper Cranes to Heal the Violence*, *Take Back the Night*, *One Billion Rising* – and many TGIFridays from Make Dorm Décor, to Goddess Masks to Mehndi Hands and Friends.

## Campus Life

### Athletics

#### **Prairie Stars for all seasons and many sports**

The Department of Athletics' mission and vision include “developing a model NCAA Division II program of excellence that will serve as a source of campus and community pride” as well as “enabling student-athletes to achieve excellence in every aspect of their lives.”

### Food Service

#### **UIS Food Service offers varied menu, affordable meal plans, and catering**

The Food Emporium is located in the lower level of the PAC Building, and is open to the public. Students can use their i-cards there, along with other Food Service operations: Capitol Grille in Founders Hall, Capitol Perks coffee shop off the Sangamon Auditorium lobby, and the Lincoln Residence Hall Grab-N-Go, featuring freshly squeezed juice and ethnic items. SHOP 24, located outside the Lincoln Residence Hall, is also available.

### Residence Life

#### **Department of Residence Life provides Living and Learning Communities**

<http://www.uis.edu/residencelife/forms/>

#### **Living/Learning Communities**

DRL is dedicated to providing and fostering opportunities for students in residence halls, apartments, and townhouses to live in established living/learning communities or other thematic residency options as a means of establishing connections to other students which enhance their overall living environment. Research shows that these affiliations and connections afford greater pathways to retention and eventual graduation. Residents in living/learning or thematic-based communities participate in a number of common academic programs, special activities, and organized events. Specific communities are established according to student interests and departmental needs. For example, while both residence halls are “dry,” communities have been established which focus on Healthy Lifestyles, whereby residents commit to a community-based contract in which they pledge to their fellow residents that they will abstain from alcohol, tobacco, and controlled substances during the academic year. Residents have also established communities which promote sustainability perspectives, holistic wellness, or leadership from a business perspective. **Check the appropriate box on the housing application if you are interested in participation and residency in a particular living/learning or thematic community currently offered.** Current examples include:

**Capital Scholars Honors Program (CSHP)** is a selective undergraduate academic program designed for the first and second

year of the four year experience. CSHP has a residency requirement that requires all honors students to live in Lincoln Residence Hall for their first two years. This unique living learning community provides academic support and advising, collaborative course work, community building events, service learning opportunities, a faculty and residence series, mentoring programs, as well as tutoring and academic studios. In addition, some offices for CSHP academic staff and faculty are located in Lincoln Residence Hall. With possible exception of L4L, participation in CSHP cannot be combined with participation in other Living Learning Communities.

**Leadership for Life Service Program (L4L)** is a service and leadership program with a first year living-learning community located in Lincoln Residence Hall. The purpose of this program is to provide a **positive environment** through which students can take the first steps toward a lifelong commitment to community involvement and engagement. First year students admitted to L4L live together, take a class together, and commit to doing service together. After freshmen year, L4L members continue in the program and have opportunities to take leadership roles in creating and leading service projects. Both CSHP and academically-oriented traditional students may share the L4L lifestyle on this wing. If you would like to be considered for “Leadership for Life” community, check that box on the UIS Housing Application/ Contract and complete [the short online application](#).

**Necessary Steps Mentoring Program (NS)** is a program for First-Generation college students whose parents/guardians have not graduated from a four year college or institution. Necessary Steps is designed to assist in the transition from high school to college, as well as transforming our students into scholars. Students currently reside in Founders Residence Hall on the Necessary Steps Floor. The program provides a designated Computer Room and supportive community that will help students learn and grow. In addition, student will receive opportunities for connection and guidance from an upper-class student Mentor, in collaboration with a Peer Advisor who will assist with program class scheduling and requirements. The program offers academic counsel, social events on and off campus, group discussions, and activities that explore personal interests, educational goals and successes throughout the year. Participation in NS cannot be combined with participation in other Living Learning Communities. **If you'd like to be considered for “Necessary Steps” community, check that box on the UIS Housing application.**

**Pre-Nursing Community** is a new Program being developed for the 2016-2017 academic year for freshman and some sophomore students entering a new joint UIC/UIS academic partnership. The Pre-Nursing Pathway living learning community is designed to offer students interested in pursuing a Nursing degree the opportunity to live together in an academically supportive community learning wing within Founders Residence Hall, with other incoming freshmen students interested in nursing. This LLC offers a residential space focused on academic achievement, career-centered programming, and intensive advising intended to help students successfully complete the pre-requisite courses required to apply for the Nursing Program currently offered through the University of Illinois Chicago, Springfield Regional Campus. Students participating in the Pre-Nursing Pathway LLC will have enhanced access to individualized academic advising in the residence hall, a wide variety of career-centered programming offered by the Nursing department staff, and supplemental instruction and tutoring focused on pre-requisite coursework.

**Students Transitioning for Academic Retention and Success (STARS)** is a living learning community wing in FRH specifically developed to provide increased academic support for entering students seeking to achieve specific academic goals and ongoing academic success throughout college. Students live together, enjoy taking two courses together during the first year, and experience both a freshmen Summer Bridge prior to the start of classes, and a sophomore Summer Bridge during the week following the first year. Each of these components is designed to help students build a strong community, become engaged in campus activities, and achieve academic success. **Select students are invited to participate in STARS upon committing to UIS.** Participation in STARS cannot be combined with participation in other Living Learning Communities.

**Second Year Residential Initiative (SYRI)** is a themed community incorporating all second-year/sophomore students living on-campus, spanning LRH, FRH, and some select West Campus Townhouses directly across the street from those residence halls. Residents living in SYRI will have the opportunity to explore the majors, resources, and student leadership positions UIS provides. SYRI will offer events for residents to mingle with faculty outside the classroom, learn and hone study skills, engage with study abroad programs, prep for internships and other career opportunities, and ensure a successful second year at UIS. **Select students are invited to participate in SYRI throughout the summer semester, based on established criteria and stakeholder input.**

**Sporting the Outdoors** is a themed community in the West Campus Townhouses designed for students who enjoy participating in a wide range of sporting and outdoor activities. Residence Life will promote outdoor activities on campus as well as off campus options. Students can participate in a variety of activities, including hiking, camping, canoeing, rock climbing, kayaking, intramural sports, athletic team support, and more. **Students with junior class status and above may indicate interest in this community by checking box on the Housing application.**

## Campus Recreation

**One program, many activities: Outdoor Adventures, intramurals, fitness, wellness among them**

Fitness training, wellness, intramurals and outdoors programs are among the activities offered by Campus Recreation, housed in The Recreation and Athletics Center.

## Student Life

**Enhancing campus life through student organizations, activities, leadership development, and UIS traditions**

Student Life offers many opportunities to students to get involved with campus clubs and organizations, run for SGA, and more.

### • Student Organizations

## Stars Lounge in PAC

On the lower level of the Public Affairs Center, Stars Lounge offers TV, billiards, video games, soft drinks, sandwiches, and snacks. It is a quick place to grab a bite to eat, stop to relax, study, or attend a campus event held in the Stars Lounge.

## Stars Café in Brookens Library

The Stars Café, in the lower level of Brookens Library, offers a menu that includes pizza, nachos, soft pretzels Bosco sticks, veggie egg rolls, pastries, coffees, and juices.

## Greek Life

**Sororities and fraternities part of Student Life at UIS**

University Greeks help promote academic excellence, social justice and service, sisterhood/brotherhood, and social standards.

## Student Government Association

**SGA serves campus, provides leadership and other opportunities to members**

The Student Government Association is comprised of student officers and senators elected by the UIS student body. They hold regular meetings patterned after professional government meetings of elected officials.

## Volunteering, Volunteer and Civic Engagement Center

**Motto is learning and leading by serving**

The Volunteer Center offers an array of service opportunities on and off-campus to students, faculty, staff and others.

# Culture, Media, Music and Theatre

## ECCE Speaker Series

The *Engaged Citizenship Common Experience (ECCE) Speaker Series* presents events that promote and adhere to the value of engaged citizenship, cultural awareness and respect for diversity. Speaker Series events, which are free and open to the public, feature speakers and activities that exemplify engagement in civic life, enrich our understanding of and promote respect for the diversity of our communities, whether local or global, and inspire everyone to take on their social responsibility. Learn more about the series and see a current list of events [here](#).

## Sangamon Auditorium

**Bringing you live music, theater, dance and Broadway performances; free UIS student tickets for many events**

The 2017-2018 Season has been announced. Click [here](#) for the schedule.

## UIS Music

**Students of many majors participate**

The UIS Music program welcomes students from all majors and colleges within the University to take classes in ethnomusicology, music history, music theory, music technology and music performance.

## UIS Theatre

**Students train and develop as theatre artists in the classroom and in the theatre**

Numerous theatre classes are available for Theatre Majors, Theatre Minors, and for students majoring or minoring in another discipline at UIS. For more information about the current UIS THEATRE season, upcoming crew interviews & auditions, the Theatre Major, the Theatre Minor, Scholarships, etc., please visit [www.uis.edu/theatre/](http://www.uis.edu/theatre/)

## [Foreign and Independent Film Series](#)

### **NPR Illinois, 91.9, and Office of Student Life sponsor the Foreign and Independent Film Series**

The Foreign and Independent Film Series is a NPR Illinois and Student Life sponsored series that hosts a variety of critically acclaimed independent and foreign films in Brookens Auditorium. Admittance is free and open to the public.

## [Visual Arts Gallery](#)

### **Site showcases work of professional and student artists**

The Visual Arts Department extends learning beyond the classroom and studios by sponsoring exhibitions in the UIS Visual Arts Gallery located on the second floor of the Health and Sciences Building. Students attend openings and workshops and gain experience in viewing works by a variety of professional artists. Graduating students will present their senior exhibitions in the gallery.



## [WNPR Illinois | 91.9 UIS](#)

### **Public Radio from the University of Illinois Springfield**

This National Public Radio affiliate offers a variety of news, arts and entertainment, and other programs.

## [Student Newspaper](#)

### **The Journal offers variety of opportunities for students**

*The Journal*, the award-winning student newspaper at UIS, is located in Suite 52 of the Human Resources Building.

We offer student employment opportunities in reporting, editing, photography, layout and design, and distribution, among other areas. In addition, the student newspaper welcomes student calls or e-mails regarding letters-to-the-editor and guest articles.

Call 217-206-NEWS or e-mail [journal@uis.edu](mailto:journal@uis.edu) for more information.

# Taking Care of Business

See the following programs and offices for class registration and records, student accounts, emergency alert systems, financial assistance, and health insurance, among other services.

## [i-card](#)

### **I-card is official UIS identification card**

The i-card serves as an ID card, wallet, and coupon all in one. It provides access to your meal plan, buy food and beverages from vending machines on campus, check out library books, and exercise at recreation facilities. Because students will need their i-cards for many campus services and community conveniences; they are encouraged to carry their i-cards with them at all times.

## [Records and Registration](#)

### **[Records and Registration University/Campus Policies](#)**

**The Office of Records and Registration (also known as the Office of the Registrar) consists of a number of units responsible for a variety of duties.**

## [Commencement Ceremony](#)

## [Degree Audits](#)

## [Graduation \(Degree/Certificate Completion\)](#)

## [Records](#)

## [Registration](#)

## [Tuition/Fees/Assessments \(Costs\)](#)

## [Student Financial Services/Student Accounts \(USFSCO\)](#)

### **USFSCO manages student account transactions**

USFSCO is responsible for managing student account transactions and collecting payments for the University. Students should contact our office if they have questions about their university account balance, charges and/or credits on their student account, payment due date, or need information about making payments to the University. For information about the University payment policy or the 2016-2017 option Payment Plan, [click here!](#)

# Student Policies, Reports and Procedures

**[Alcohol and Other Drugs – A Policy and Resource Guide for UIS Students and Employees \(pdf\)](#)** – A Policy and Resource Guide for Students and Employees at the University of Illinois at Springfield

**[Campus Safety Policy and Resource Guide for UIS Students and Employees \(pdf\)](#)** – The University is committed to providing the safest environment possible for work and study. Part of that commitment involves providing information about campus security to current as well as prospective students and employees. This report, prepared in compliance with the Crime Awareness and Campus Security Act of 1990, outlines the University's security policies and discloses campus crime statistics.

**[Campus Safety Policy For Students with Disabilities \(pdf\)](#)** – The Office of Disability Services (ODS) at the University of Illinois, Springfield provides academic accommodations for students registered in the office who have provided the appropriate documentation to justify the academic accommodations requested. We serve students who register with our office by providing them with resources on campus for their academic success. We are also interested in the safety of our students on campus.

**[Drug and Alcohol Policy](#)** – A complete copy of UIS' drug prevention policy and program may be obtained from either the vice chancellor for Student Affairs or the associate vice president for Human Resources.

**[Parental Notification Policy](#)** – The decision to give parental notification will be based on factors such as the student's prior judicial history, the severity of the alleged incident, and other relevant circumstances.

**[UIS Peer-to-Peer Compliance Plan: Higher Education Opportunity Act \(HEOA\)](#)** – Plan for Combatting the Unauthorized Distribution of Copyrighted Material by Users of UIS Network.

**[UIS Annual Security and Fire Safety Report](#)** – This report includes crime statistics and residence hall fire statistics for the past three



years also includes institutional policies concerning campus security and other crime prevention information. The report is intended to promote your own awareness of safety, to learn about campus resources regarding prevention of and responses to certain incidents and crimes, and to make our safe campus an even safer place.

**Student Code of Conduct** – The Code covers disciplinary action initiated or taken against a student. Disciplinary action may be initiated for proscribed conduct occurring on property owned or controlled by the Campus or conduct in the course of participating in a Campus-sponsored program or project.

**Student Grievance Code** – The Code covers a grievance brought by a student against another member of the Campus community.

**Student Emergency and Referral Procedures** – The University of Illinois expects and encourages students to maintain reasonable care for their own well-being. Students who threaten or attempt suicide, engage in efforts to prepare to commit suicide, or express a preoccupation with suicide are required to attend four sessions of professional assessment at the UIS Counseling Center or with an external licensed mental health professional. Requests to meet the four session requirement through an external licensed mental health professional must be approved by the Counseling Center.

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Report** – Annual Security and Fire Safety Report for 2013 Published in the year 2014 – This information is provided in compliance with federal law, known as the Clery Act, and the Illinois Campus Security Enhancement Act.

## From the Office of Access and Equal Opportunity:

### **UIS Office of Access and Equal Opportunity/Title IX Coordinator –**

The UIS Associate Chancellor for Access and Equal Opportunity helps foster a welcoming campus climate in support of students' success. Access and Equal Opportunity addresses complaints of discrimination, harassment, and sexual misconduct and advises the campus on equity issues and also on accommodations for students, faculty, and staff with disabilities.

Access and Equal Opportunity is a resource for all students, including students of color, international students, nontraditional students, students from rural backgrounds, students with religious interests, and students who are gay, lesbian, and transgender. The Office provides educational awareness and prevention programming and workshops and collaborates with other units on inclusion and diversity, including the Diversity Center, the Office of the Dean of

Students, International Student Services, and the ECCE Program.

The Associate Chancellor for Access and Equal Opportunity is the Americans with Disabilities Act (ADA) Campus Compliance Coordinator and the Title IX Coordinator. Title IX is a UIS policy and U.S. law that includes rights and resources for victims of sexual assault and other sexual misconduct, including sexual harassment, dating and domestic violence, stalking, and rape.

This office receives reports and addresses complaints of Title IX violations and also assists victims with campus and off-campus resources, including scheduling counseling appointments and working with UIS faculty, administrators, and UIS Campus Police to provide interim safety and academic success measures.

**Human Rights Policy** – As an institution dedicated to the improvement of the human condition collectively and individually through higher education, the University of Illinois at Springfield is fully committed to human rights in all of their various forms. This policy of human rights is adopted in pursuit of the realization of this commitment.

**Sexual Harassment Policy** – The University of Illinois at Springfield will not tolerate sexual harassment and is committed to providing and preserving an atmosphere free from harassment in any form. All employees and students have the right to work and study in an environment free from sexual harassment. Sexual harassment is a violation of professional ethics and impedes the primary function of a university.

## Title IX

### **Title IX Coordinator**

- **Emergency Resources**
- **FAQs**
- **Report an Incident**
- **Rights and Options**
- **Title IX and Sexual Misconduct Policy**
- **Title IX Complaint Procedures**
- **Definitions**
- **Training and Prevention**
- **UIS Links**
- **Contact**
- **Site Map**

## Residence Life Community Handbook

The Department of Residence Life's policies and procedures are updated annually and can be found within the **Community Handbook**.

