

# Directory of Services

## SPRING 2025 SEMESTER

<b>Begins:</b>	<b>Jan. 13*</b>
<b>Ends:</b>	<b>May 10</b>
<b>Priority registration:</b>	<b>Begins Nov. 4</b>
<b>Open registration:</b>	<b>Begins Nov. 11</b>
<b>Late registration:</b>	<b>After Jan. 19</b>

*\*Intersession classes begin Dec. 16*

## 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 and Retention Management

Please contact the offices within Enrollment and Retention 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
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
Records and Registration (Registration, Records, Graduation & Degree Audits)	UHB 1076 / 888-977-4UIS(4847) or 217-206-6174	registrar@uis.edu