

## 2009 SUMMER SESSION

4-week Session: May 18-June 12

8-week session: June 15-August 7

### REGISTRATION INFORMATION

The following information serves as a guide to ensure that you register for classes correctly and your registration goes smoothly. Please read it carefully. On the right-hand side of the page is an easy reference diagram to finding this information throughout the Summer Session website.

## VIEW THE SUMMER COURSES

For an easy-to-view list of courses offered this coming summer, go to the online Summer Course list on the Summer Session website. You'll be able to see what courses are offered in the 4-week session and those in the 8-week session. For complete course information, including the days and times when classes meet, check the online Schedule of Classes.

The campus is currently revising the online Schedule of Classes so that students will easily be able to view courses in each session. However, until this revision is completed please be aware that the online Schedule may not list the 4-week and 8-week sessions separately. To determine in what session a course is offered, look at the individual course listing.\*

- **4-week session courses will specify "Meets 18-May-09 – 12-Jun-09"**
- **8-week session courses will specify "Meets 15-Jun-09 – 05-Aug-09"**

\* A few summer courses have meeting dates that are different than those listed above. If you have questions, contact the department offering the course.

Summer Session Only students can register after Open Registration begins on April 27. If you want to track seat availability in a course before this date, you can do so from the Summer Session website.

## GET READY TO REGISTER

Below is a list of things you need to consider as you select your summer courses.

### Academic Advising and Course Transferability

Summer Session Only students (including Intercampus Registrants) are not required to receive academic advising at UIC prior to registering. However, you should check with your home school advisor to make sure the courses you plan to take will transfer back to your home institution. If your advisor requires official course descriptions or syllabi, you can access them through the Summer Session website.

### Course Prerequisites

A number of courses have prerequisites, which are included in the online Schedule of Classes. Course prerequisites apply to enrollment of all students, *including Summer Session Only students*, so please check the Schedule of Classes first before registering.


Certain courses with prerequisites require a special override for you to register. You can check which courses require an override on the Summer Session website or contact the Summer Session Office. For all other courses with prerequisites, you should be able to register normally. We encourage you to bring a copy of your transcript to the first day of class in case the instructor requests verification that you have met the prerequisites. *The instructor can drop you from the course after the beginning of the summer session if you do not have the prerequisites.*

For more information, visit:

[www.summer.uic.edu](http://www.summer.uic.edu)

and click through the path below

#### COURSES

 [2009 Courses](#)

- or -

 [Course Schedule](#)

- or -

 [Availability of Seats](#)

#### COURSES

 [Course Descriptions & Syllabi](#)

#### VISITING STUDENTS

 [Registering](#)

 [Course Prerequisites](#)

### QUESTIONS? THE SUMMER SESSION OFFICE IS HERE TO HELP...

Call the Summer Session Office at (312) 996-9099 or toll-free at (800) 625-2013, or send an email to [summer@uic.edu](mailto:summer@uic.edu).

### ❑ Restricted Courses

Enrollment in restricted courses is limited to students meeting certain criteria, such as a specific college or major. Restrictions are listed in the online Schedule. If a course indicates that there are restrictions but the list of eligible student groups includes “Summer Session” or “School of Continuing Studies,” the course is available to Summer Session Only students. If you have questions about your qualifications for a course, please contact the academic department offering the course. If you need any assistance, please contact the Summer Session Office.

### ❑ Placement Tests

Summer Session Only students are not required to take placement tests in order to register even though the course listing in the online Schedule of Classes may indicate this. However, you are responsible for determining if you are in the proper course. An instructor may advise you to change courses if you have registered for an inappropriate level. The placement test is also available as an option for students who would like to take it. If you have any questions, please call the Summer Session Office or speak to the instructor on the first day of class.

**Note:** If you have been admitted to UIC in the fall, you may be required to take placement tests in order to register for fall courses. Please contact your college for more information.

#### VISITING STUDENTS



[Registering](#)



[Restricted Courses](#)

#### VISITING STUDENTS



[Placement Test Requirements](#)

## REGISTERING FOR COURSES

You can register online through a system called [Student Self-Service](#). Below are basic instructions on how to do so. For more detailed instructions, go to the Summer Session website.

### ❑ Setting up Your Login IDs and Passwords for Registration

In order to register for courses, you must set up two IDs with passwords: a NetID and an Enterprise ID. You will need to refer to information in the enclosed Notice of Admission letter when you activate your NetID. Detailed instructions on setting up your logins can be found on the Summer Session website. Please be sure to hold on to your login information, as you will need it to access various services throughout the semester, as well as checking your grades and requesting transcripts at the end of the semester.

**UIUC and UIS students:** You will be able to use the same Enterprise ID and password that you use on your home campus, but you should still activate your UIC NetID to allow you to use UIC campus computing services such as the computer labs, UIC email, and Blackboard.

**Previous UIC students:** You may have already set up one or both of your logins. If you need to set up either or forgot your login information, please refer to the online instructions for setting up your logins.

#### VISITING STUDENTS



[Registering](#)



[Activating Your Logins](#)

### ❑ Time Ticket: Your Appointment to Register Online

Summer Session Only students can only register once Open Registration begins. Each student is assigned an appointment to register (Time Ticket) which tells you the earliest date and time you can register online. Time Tickets are available online in Student Self-Service. For viewing instructions, see the next section “Registering Online through Student Self-Service.” Online registration is available 24 hours a day, except Sundays from 6:00 a.m. to 12:00 p.m. according to the following schedule:

	4-week Session	8-week Session
Open Registration	April 27 – May 17	April 27 – June 14
Late Registration	May 18 – 20	June 15 – 19

#### NEED HELP REGISTERING?

Call the Registration Help Line: (312) 996-8600

Monday - Friday, 8:30 am - 5:00 pm

## □ Registering Online through Student Self-Service

- Go to the Summer Session website, [www.summer.uic.edu](http://www.summer.uic.edu). Select “Visiting Students,” then “Registering,” then click on “How to Register.”
- Select “Student Self-Service,” then “Student & Faculty Self-Service” and click on “University of Illinois at Chicago (UIC).”
- Login with your Enterprise ID and password.
- On the main menu, select “Registration & Records,” then “Registration.” Click on “Registration Eligibility” to view your Time Ticket and to check your registration eligibility.
- To register, select “Summer 2009 – Chicago” for the term and then use the “Look-up or Select Classes” link to search and enroll in your desired summer courses. If you wish to narrow your search to courses in the 4-week session, select “Summer Session 1” in the field labeled “Part of Term.” If you wish to narrow your search to courses in the 8-week session, select “Summer Session 2.” Follow the instructions on the screen to register for courses you want.
- If you do not select anything or if you select “All” for Part of Term in the “Look-up or Select Classes” page, your search results will include all sections of a course offered in both the 4-week and 8-week sessions. You will need to pay attention to the “Date” of each section to identify when it meets. Courses in the 4-week session will have a date range of “5/18 - 06/12” and courses in the 8-week session will specify “06/15 - 08/05.”
- After you have registered, be sure to view your schedule. We recommend printing a copy for your records.

## □ Possible Obstacles to Registration: Registration Holds

You could encounter certain obstacles while registering for courses:

**Financial Hold:** A financial hold means that you owe the University money. You will need to pay the amount owed before you will be able to register. Please consult the “Holds” section of the online summer registration policies and procedures for information on payment procedures on the Summer Session website.

**Immunization Hold:** If you previously attended UIC and have an incomplete medical record, you may encounter a hold while registering. You will need to clear the hold with the Office of Medical Immunization Records. Please consult the “Holds” section of the online summer registration policies and procedures on the Summer Session website for more information.

**Advising Hold:** If you have been admitted to UIC as a new student in the fall, an advising hold might prevent you from registering for summer courses. Please contact the Summer Session Office for assistance.

**Other Hold:** If you encounter any other registration hold, please call the Registration Help Line at (312) 996-8600.

## □ More Registration Policies and Procedures

You can find more detailed information regarding registration, including tuition and fees information, drop and withdrawal policies and procedures, and tuition refunds on the Summer Session website.

## □ Payment and Academic Obligations

Registration and assignment to courses obligates you to pay all tuition and fees for those courses as well as any additional costs that may result from the University’s efforts to obtain payment. Billing statements are only available online at the beginning of every month. Payment is due on the 28th day of each month. Please refer to the online summer registration policies and procedures for detailed information regarding the UIC withdrawal policy and refund deadlines for the term. ***If you are enrolled in the 4-week session, you are financially responsible for any credit hours in which you are enrolled in that session beyond Monday, May 18, 2009. If you are enrolled in the 8-week session, you are financially responsible for any credit hours in which you are enrolled in that session beyond Monday, June 15, 2009.***

### VISITING STUDENTS



[Registering](#)



[Registration Policies and Procedures](#)



[UIC Registration Policies and Procedures](#)



[Holds](#)

### VISITING STUDENTS



[Registering](#)



[Registration Policies and Procedures](#)

### NOTE ON HEALTH INSURANCE COVERAGE

All students are automatically enrolled in *CampusCare*, UIC’s student health benefit program, which is covered by a fee assessed along with other tuition and fees. Students with comparable health insurance coverage may opt out of the program by the waiver deadline, **June 1, 2009**. This deadline is the same for all students registered in summer courses, regardless whether they are in the 4-week session or the 8-week session or both.

For more information, select “Visiting Students” then “Health Insurance Waiver” on the Summer Session website, or go to the *CampusCare* website at [www.uic.edu/hsc/campuscare/](http://www.uic.edu/hsc/campuscare/) and click on “Waive Coverage.”