

**The University of Illinois at Chicago
College of Applied Health Sciences
Undeclared Student Handbook
2019-2020**

**COLLEGE OF
APPLIED HEALTH
SCIENCES**



Revised 11/16/2019

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College Contacts

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College Policies

The following statements define general academic policies of the College of Applied Health Sciences, and include the procedures involving determination of academic probation and failure and channels for appeal of adverse decisions.

Class Attendance

It is expected that students will attend all lectures and laboratory sessions. Prompt and regular attendance is required for all scheduled activities. An absence may be excused if it is unavoidable or justified. The student is responsible for notifying the academic program each day that he or she will be absent from class, prior to the absence when possible. Excused absences will generally be given if a student has a documented serious illness or if there is a death of a family member.

Unexcused absences may be reflected in the course grade in a manner determined by the course instructors and in accordance with the policies of the university. Students with unexcused absences may be asked to leave the program. Students should consult their program handbooks for additional information.

Religious Holidays

The faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the faculty member by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester.

In such cases, the students shall notify the faculty member at least five days in advance of the date when he/she will be absent. The faculty member shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those students in attendance. If the student feels aggrieved, he/she may request remedy through the campus grievance procedure.

*For a list of identified religious holidays, please visit: oae.uic.edu/religious-calendar. Please note that this list is not exhaustive.

Academic Performance

It is required that students of the college achieve a minimum level of academic performance to maintain good academic standing with the university and college. This standard is a 2.0 GPA for both institutional, cumulative, and semester grades which is assessed after grades roll in the fall and spring semesters. Academic programs may require a minimum grade of C or a higher overall GPA for entry into **select programs and/or** entry into specific courses.

Blackboard Learn

Many instructors utilize an on-line learning system to manage their course. Blackboard Learn is a web application that allows the creation, administration, tracking, and delivery of digital content via course sites. This type of application is also referred to as a Learning Management System or LMS. At UIC, Blackboard Learn course sites are used in three main ways:

1. For the enhancement of face-to-face instruction
2. As an important component of content delivery for blended courses
3. As a core element delivering and assessing learning in online courses

Students can access their Blackboard site via the UIC homepage or their my.UIC portal. In addition, Lynda.com offers faculty, staff, and students at UIC unlimited access to a vast library of high-quality, video tutorials always available 24/7 for convenient, self-paced learning.

Grading Scale

The grading scale at UIC is based on a 4.0 system.

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

Most courses use the traditional grading scale, but some courses may be graded on a Satisfactory/Unsatisfactory (S/U) scale. In addition to the grades above, there are other possible grades that may be assigned. No credit will be earned when a grade of "U" is assigned.

I – Incomplete

Course work is incomplete when a student fails to submit all required assignments or is absent from the final examination. Incomplete course work will normally result in a failing grade if it is not completed within the designated time limit, usually one year or less. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due.

When assigning an "I" grade, the instructor and student must document the specific work that must be completed and the timeline for completion. In resolving the "I," the student may not register for the course a second time. When the student submits the work, the instructor will grade it and change the "I" to the appropriate grade via the online grade change form. If after one year the requirements of the incomplete course have not been met, the grade will automatically be converted to an "F."

DFR – Deferred

"DFR" – Deferred grades may be assigned by an instructor for seminar, independent study, or other courses which require extensive work beyond the term. Once all work for the course is completed, a final grade will be assigned.

NR – Not Reported

A "NR" – Not Reported grade is entered when no grade is submitted for a student enrolled in a course. A student who is assigned a "NR" should contact their instructor to determine why the grade was not reported.

Repeating Courses

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. The College of Applied Health Sciences requires students to discuss any plan to repeat a course with their academic advisor before they register to repeat the course.

Courses with A or B grades may not be repeated. Normally, courses with a C grade may not be repeated. Courses with D or F grades may be repeated once without written permission. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. Only one registration for the course counts toward the total number of credits required for graduation. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

To repeat a course more than once requires written permission from the student's college dean. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should consult their college before repeating a course.

Grade Resolution

Should a student wish to contest a grade, the student should first attempt to resolve the grading issue directly with their instructor. If the grade concerns have not been resolved, the student should then consult the undergraduate program director for the program offering the course. If the grade dispute has not been resolved, then students may consider pursuing a formal grievance. Students can refer to the [Academic Grievances](#) section of the handbook for additional details.

Grades and Academic Records

Students may view their grades through the my.UIC portal. Grades are typically posted by the Friday after final exam week. Students can monitor their academic records including grades earned per semester, semester and cumulative grade point averages, and academic standing through the my.UIC portal. Should a student need official documentation of grades earned, official transcripts can be ordered through the Office of the Registrar. See the following link for additional details https://registrar.uic.edu/student_records/transcripts.

Advising

Responsibilities of the Academic Advisor

- To be knowledgeable about the program(s) for which he/she is advising.
- To inform you of degree requirements.
- To communicate and emphasize your responsibility for satisfying desired degree.
- To either assist you in career planning or to refer you to campus resources for such assistance.
- To assist you in your freshman year with developing a well-planned exploratory program to facilitate your choice of major and career.
- To be familiar with published academic rules and regulations of the University and to maintain an up-to-date academic advising reference file containing current program area, college, and University materials pertinent to advising.
- To help you plan a suitable schedule of classes, at least one semester in advance.
- To inform you of the advisor's and your own responsibilities in the academic advising process.
- To discuss your academic performance and its implications.
- To refer you to appropriate sources of information and services.
- To utilize university resources, including student information systems and the degree audit system, in the course of advising.
- To determine if other advisors are assisting his/her students, and, if so, to coordinate with them regularly.

Responsibilities of the Student

- To obtain the requirements for the chosen college and major and to use them to monitor your progress toward fulfilling degree requirements.
- To be aware that primary responsibility for selecting courses and meeting degree requirements is yours. The advisor can suggest, recommend, and remind you of rules and requirements, but you have primary responsibility for meeting program and degree requirements.
- To know how to contact your advisor and make appointments.
- To inform the advisor of changes in your plans and changes in your life which directly affect academic performance and educational goals (e.g., finances, job, health, academic problems, as well as changes in academic and career goals).
- To plan a suitable schedule of classes at least one semester in advance with the help of your advisor.
- To be familiar with the published rules and regulations of the University.
- To discuss your academic performance and its implications with your advisor.
- To follow up on referrals made by your advisor.
- To maintain personal records regarding academic program, progress, performance, and advising.
- To meet with an advisor at least once a semester.

Advising Requirements

All students are expected to meet with their academic advisor at least once each term. Each term you will have an advising hold placed on your registration until you have met with your academic advisor. Students who are on probation status must meet regularly with their academic advisor (See Academic Probation Rules).

Advising Appointments

All advising appointments are scheduled through the my.uic.edu Portal through iAdvise. Go to the "Advising" tab in your portal and click iAdvise and find your primary assigned advisor in your "network." While you are required to schedule your appointment at least once a semester, you are welcome to make as many appointments as you like.

Advising Location

The primary location of our Advising team is located on West Campus in the Applied Health Sciences Building (AHSB) room 516 Student Affairs Office Suite. The exact address is 1919 West Taylor Street, Chicago IL 60608.

About once a week your advisor will host appointment offerings on East campus in the Physical Education Building (PEB) inside the Academic Support and Achievement program (ASAP), the AHS support center. This room is located on the 3rd floor of PEB and the address is 901 West Roosevelt Road Chicago IL 60608.

For locations information for either appointments and drop-in advising, check iAdvise which is found on your my.uic.edu portal.

Drop-In Advising

Academic advisors host drop-in advising hours during high need advising periods throughout the academic year. Typically, during the 16-week semester, drop in hours will be hosted in weeks 1 & 2 to account for last minute schedule adjustments during the drop/add period and again in weeks 10 to meet with students who may need to discuss the withdrawal from a single class for a W grade before the deadline. Additional times may be offered as time permits. The times and dates for Drop-in Hours can be found on the AHS website.

Unexpected Advising Visits

Outside of the designated drop-in advising appointment times, you will need to meet with your academic advisor in a scheduled appointment. Advising appointments must be scheduled online for your assigned academic advisor through iAdvise. Go to the Advising tab in your my.uic.edu portal and click on iAdvise to schedule your appointment. Advisors do not typically schedule same-day appointments. If you show up without a scheduled advising appointment, you are not guaranteed to be able to meet with an academic advisor that day. Please call the Student Affairs office at 312-996-2079 to inquire about the possibility of same-day advising. Our office is located at Suite 516 in AHSB and our hours are 8:30 a.m. through 4:30 p.m., Monday through Friday.

Please keep in mind that mid-semester required advising, and long-term course planning require a scheduled appointment. During peak advising periods (i.e. mid-semester check-in), appointment spots are in high demand and students will not be seen without a scheduled advising appointment.

Student No-Shows

If you fail to show up for your scheduled appointment without notifying your academic advisor, your appointment will be recorded as a no-show. After three "no-show" appointments have been recorded, you will not be able to schedule an appointment until after you have email or phone contact with your academic advisor. If you attempt to schedule an appointment after three "no-show" appointments and before you have communicated with your advisor, your appointment will be canceled.

When you miss your advising appointment, you risk having to sign up for classes later than your designated registration time. When you fail to meet for a scheduled appointment, you are also denying fellow students the opportunity to be advised. Please be courteous when scheduling and canceling appointments.

Academic Standards and Policies

Dean's List

Each semester the Dean's List honors the academic excellence of students enrolled in the college's undergraduate programs. Students must be full-time and earn at least 12 semester hours of letter grades in his or her respective department to be eligible. Students must also earn a semester grade point average of 3.50/4.00 or higher.

University Honors

The college recognizes and conforms with the campus-wide honors program. University Honors are awarded to graduating students whose UIC grade point average falls within the following honors categories:

- Summa cum laude: 3.90 and above
- Magna cum laude: 3.75 to 3.89
- Cum laude: 3.50 to 3.74

The college reserves the right to make permanent adjustments to the list of students receiving Latin Honors based on final semester grade point average.

Academic Probation Rules

Academic probation designates the status of a student who has failed to attain the acceptable level of academic achievement as defined below:

1. An overall grade point average of 2.00/4.00 in all courses designated as professional course work or an academic major offered by the department in which the student is enrolled;
2. A grade point average of 2.00/4.00 for each semester completed in the College of Applied Health Sciences;
3. A cumulative grade point average of 2.00/4.00 following matriculation into the College of Applied Health Sciences;
4. Satisfactory attainment of competencies prescribed and published for any particular course.

Academic probation at UIC cannot be removed by course work from other colleges or universities, including programs of the Springfield and Urbana-Champaign campuses. Removal from probationary status is dependent upon earning a minimum 2.00 grade point average (GPA) during the probation semester, and in subsequent terms achieving a grade point average that is sufficiently above 2.00 to maintain a GPA of 2.00 or above for all work in the College of Applied Health Sciences.

Dismissal Rules

The College of Applied Health Sciences reserves the right to terminate a student's enrollment. When dismissed, a student is ineligible to enroll at the university for subsequent semesters. Such action will be initiated when the faculty of the program in which the student is enrolled deems it inadvisable for the student to continue toward completion of the course of study. The conditions contributing to this determination by the faculty may include but are not limited to:

1. Failure to meet the college's minimum grade point average standard 2.00/4.00, or the program minimum requirements which can include a higher overall GPA (refer to program student handbook);
2. Failure to meet the conditions of probation;
3. Failure to meet the conditions specified at the time of admission;
4. Failure to earn any credit in a semester;
5. Inadequate achievement and maintenance of professional performance, including performance during instruction in clinical sequences, personal deportment, and character deemed inconsistent with ethical standards of behavior for members of the health professions;
6. Unsatisfactory progress toward completion of AHS degree requirements;

7. Failure to maintain additional professional program standards as outlined in the specific program student handbook.

Petitions

Students may file a written petition with their individual program director to request an exception to college policies. The program director will make a recommendation to the college for granting or denying the request. Petitions are generally only approved for exceptional cases. The general petition form is available on the AHS website: <https://ahs.uic.edu/inside-ahs/student-resources/advising/>.

Major Selection Process

The formal process to apply for/declare a major within AHS or another college at UIC is called an Intercollege Transfer (ICT). ICT application deadlines and timelines for acceptance vary. The earliest term of enrollment into a respective major would be after you have been enrolled for 1 semester and earned grades from UIC. If you have a major in mind, you can learn more by visiting: <http://ict.uic.edu/>

Credit Hour Policy for Declaring A Major

Undeclared students are encouraged to actively explore and declare a major within the first year of enrollment in AHS.

- For Transfer students admitted to our college as undeclared, declaring a major must be done no later than week 12 of the 2nd enrolled semester.
- For First-Year students admitted to our college as undeclared, declaring a major must be done no later week 12 of the 4th semester enrolled or upon completion of 60 hours at the institution.

If a student has not declared a major, a registration hold will be placed on your account. If a student is not selected into a major of choice an alternative major must be identified in order to remove registration holds for continued enrollment. The lack of major declaration can be considered insufficient progress toward a degree and may constitute grounds for dismissal if not submitted in a timely manner.

Double Major, Double Degrees, and Second Bachelor's Degree

Double Major

This option is not available in the College of Applied Health Sciences. Students interested in completing multiple degrees in the college should follow the instructions under the *Double Degrees* section below.

Double Degrees

Double degrees consist of two bachelor's degrees completed concurrently. Students seeking two bachelor's degrees concurrently must formally request acceptance into the second-degree program. Students must complete a minimum of 30 semester hours beyond those required for the first degree and all requirements for each of the degree programs as specified by the college and major department. All students interested in double degrees should discuss this option with an advisor.

Double degrees are not permitted when there is substantial course overlap between the first and second degrees. Students who plan to earn two degrees concurrently in separate colleges must choose a primary college (the college of record), enroll at the university through that college, and then follow one of the relevant procedures below.

1. For the Disability and Human Development, Kinesiology, and Rehabilitation Sciences programs, students should obtain written acceptance into the program by submitting the Double Degrees request, which can be found online on the [College of Applied Health Science website](#). Students must meet the same prerequisite requirements as other intercollege transfer students before being accepted for a double degree.
2. For the Health Information Management or Nutrition programs, students should apply to and be admitted to the program following the same procedures as all other applicants. Acceptance will be for the fall term only for the Nutrition programs and campus-based Health Information Management program.

AHS students who want to complete a second degree in another college should consult that college to determine the options available and applicable rules. AHS students who want to complete a second degree in AHS should follow one of the procedures listed above. Students who obtain double degrees receive a diploma for each degree. No more than two bachelor's degrees may be awarded concurrently.

Second Bachelor's Degree

Students who have already earned a bachelor's degree at UIC or another institution are required to follow the same application procedures as all other applicants in order to pursue a second bachelor's degree. Students must complete all requirements for the second degree as specified by the college and the major department, including a minimum of 30 semester hours beyond those required for the first degree. The UIC enrollment residence requirement must also be met, i.e., the last 30 semester hours for the second degree must be taken at UIC. A second bachelor's degree is not permitted when there is substantial course overlap between the first and second degrees.

Professional and Behavioral Expectations

Professionalism

Students in the College of Applied Health Sciences are expected to uphold the professional standards of their individual programs and the university. Students should conduct themselves in an appropriate manner in all interactions with professors, office staff, fellow students, and any patients and/or research subjects. Abusive language, verbal outbursts, offensive written communications, or discriminatory remarks or actions will not be tolerated. Students displaying non-professional behavior will be counseled, and if warranted, will be subject to disciplinary action. In addition, scheduled appointments with faculty/staff must be kept or rescheduled in advance.

Student Disciplinary Policy

The University of Illinois at Chicago (UIC) community includes students, staff, faculty, and others who have a vested interest in the University. Members of our community pride themselves on academic, personal, and professional excellence, and value integrity, accountability, and respect. The Student Disciplinary Policy underscores the pride and the values that define our community while providing UIC students with a framework to guide their actions and behaviors. As members of the UIC community, students assume obligations of academic performance and conduct reasonably imposed by the institution and consistent with its objectives and mission. UIC students and Registered Student Organizations are expected to act in accordance with University policies, rules, and regulations, and local, state and federal laws. Students should be aware that they are responsible not only for their behavior, but also for the impact of their actions. Copies of the Student Disciplinary Policy are available from the Office of the Dean of Students (DOS) and online at Dos.uic.edu.

Academic Integrity

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community -- students, staff, faculty, administrators -- share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to the Student Disciplinary Policy.

Academic dishonesty includes, but is not limited to:

- Cheating
- Bribes, Favors, Threats
- Grade Tampering
- Fabrication
- Examination by Proxy
- Non-Original Works
- Facilitating Academic Dishonesty/Plagiarism

Academic Grievances

The Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC. The Student Academic Grievance procedures may only be used by students to address a complaint during their enrollment at UIC and must be related to an academic decision made about them by faculty, staff, administrator or committee at the University of Illinois at Chicago. The formal student grievance procedures can be found at the following link along with relevant timelines, forms, and instructions for proceeding with a grievance. Students in the College of Applied Health Sciences should call the AHS Student Affairs Office at 312-996-2079 if they have additional questions or visit

<https://policies.uic.edu/educational-policy/student-academic-grievance-policy/>

Non-Discrimination Policy Statement

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms. The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

This nondiscrimination policy applies to admissions, employment, access to and treatment in University programs and activities. University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. UIC's Office for Access and Equity is the office charged with reviewing and addressing complaints of harassment and/or discrimination. For more information, please visit the UIC Policy on Policies website at policies.uic.edu/uic-policylibrary/access-and-equity/nondiscrimination-policystatement/

Open Expression

The University of Illinois at Chicago, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The existence of the free exchange of ideas and the expression of dissent within the university community are indications of intellectual vitality and social awareness. Freedom of speech in this context will include all forms of communication and artistic expression as well as the freedom to listen, watch, protest, or otherwise participate in such communication ("open expression").

Implicit in these freedoms is the right to demonstrate in a peaceful and non-disruptive manner. The university affirms the right of members of the university community to assemble and demonstrate peaceably and expects that those who enjoy these freedoms must also accept responsibility for their open expression activities. To promote the free exchange of ideas, the University of Illinois at Chicago acknowledges the right of members of the university community to distribute visual communications and to speak publicly on campus, subject to the reasonable time, place and manner restrictions set forth in this policy.

The university affirms that the substance or the nature of the views expressed is not an appropriate basis for any restriction of an assembly or a demonstration. As such, the content neutral rules set forth in this policy are intended to protect the rights of those involved in these activities, others in the university community, and the institution from unreasonable disruption. The policy is not intended, nor shall it be used by the university, for prior review of any communication. The use of the university grounds and/or facilities does not imply acceptance or endorsement by the university of the views expressed as part of any open expression activity. The university reserves the right to amend this policy as appropriate.

For more information, please visit the UIC Policy on Policies page at policies.uic.edu/uic-policylibrary/student-affairs.

Prohibition of Sex Discrimination, Sexual Harassment, and Sexual Misconduct

UIC is committed to providing an educational and work environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as "sexual misconduct"). UIC prohibits and will not tolerate sexual misconduct of or by students, employees, patients, or visitors. UIC will take prompt and fair action to eliminate such conduct, prevent its recurrence, and remedy its effects through interim protective measures and accommodations, equitable investigations, and disciplinary processes. Employees and students in violation of this policy may face sanctions up to and including termination or expulsion. The Office for Access and Equity, through its Title IX Coordinator, has the authority to conduct investigations, to determine when there have been violations of this policy based on the standard of preponderance of evidence, and then make recommendations in accordance with the relevant University policies for students, employees, patients, or visitors.

UIC encourages good faith reports of sexual misconduct and prohibits retaliation against any person who reports sexual misconduct and/or who participates in a Title IX investigation or resultant disciplinary process. All employees are considered to be “Responsible Employees” with the authority and responsibility to report Sexual Misconduct to University Officials. Employees who are exempted from this reporting requirement are professional or pastoral counselors who provide work-related mental-health counseling, campus advocates who provide confidential victim assistance, and employees who are otherwise prohibited by law from disclosing information received in the course of providing professional care and treatment.

For more information on how to report, visit:

- Office of Access and Equity: oe.uic.edu
- Office of the Dean of Students: dos.uic.edu
- UIC Police Department: police.uic.edu

Registration and Enrollment

Academic Load

Students are generally encouraged to enroll for fifteen (15) credits per semester during the fall and spring terms. Twelve (12) credit hours is considered full-time during the fall and spring semesters, and six (6) hours is considered full-time during the summer semester. Students are permitted to register for up to eighteen (18) credit hours per semester. If a student would like to register for more than eighteen (18) credits, they must request advisor approval in order to exceed the credit hour limit.

Registering for Courses

Students are assigned a “time ticket” through the my.UIC portal with the earliest date and time at which they can register for the next semester. For continuing students, registration for the fall and summer terms begins in late March/early April, and registration for the spring term begins in early November.

Students are encouraged to check for any advising holds prior to their assigned time ticket to ensure that they can register as early as possible. Registration holds such as financial, Title IX, and advising holds can prevent a student from registering, so students are strongly encouraged to view their hold information prior to scheduled time ticket to ensure timely registration. Registration is completed through the my.UIC portal.

Adding/Dropping Courses

Registration occurs through the tenth day (2nd Friday) of the fall and spring semesters (and through the fifth day of the summer term) through the my.UIC portal. Any registration changes after this date must be approved and submitted by your academic advisor and/or your program director. Students can request to drop an individual course up through the end of the tenth week of the fall and spring semester. (Please visit the academic calendar for registration deadlines for eight week and summer courses. https://registrar.uic.edu/registration/policies_procedures.html)

Term Withdrawal

A Term Withdrawal is used if you wish to withdraw from all registered courses for the current term. The Online Term Withdrawal is not used if you wish to withdraw from an individual course, while remaining registered in other courses for the current term. A Term Withdrawal is only effective for the current term and will not constitute a cancellation of any future term registrations. If you wish to not be registered for a future term, please be sure to cancel all registrations by logging into your my.UIC.edu and drop all future term registrations. Students are academically and financially responsible for all classes registered.

If a student withdraws from all of their classes prior to the tenth day of instruction, the student will receive a 100% refund of all tuition and fees. Students can request a term withdrawal through the last day of instruction (prior to final exam week). Withdrawn “W” grades will be listed on a student’s transcript on their academic record for the semester. Depending on the week in the term that the student requests a withdrawal, a partial refund of tuition and some fees may be given. Refer to the prorated refund schedule at the following link for additional details: https://registrar.uic.edu/financial_matters/refund_schedule.html

Before withdrawing from a term at the University of Illinois at Chicago, you should contact your UIC college or school advisor to discuss the possible implications of a Term Withdrawal. For more information please visit: <https://registrar.uic.edu/registration/term-withdrawal.html>.

Canceling Registration

In order for a student to cancel their registration and receive a 100% refund of tuition and fees, the student must drop all of their classes and select the “Cancel Registration” option through the Student Self-Service menu in the my.

UIC portal during the add/drop period. Students should refer to Registrar's website these deadline dates: http://registrar.uic.edu/registration/policies_procedures.html . Petitions for a cancellation of registration after this period will only be considered for extenuating circumstances.

Registration Helpline

Students who are experiencing trouble with registering for courses can contact the Registration helpline in the Registrar's Office at 312-996-8600. The Help Line is open Monday through Friday from 8:30am – 5:00pm. Students can also contact the AHS Office of Student Affairs at 312-996-2079 for assistance.

Credit/No Credit Request

Only students in good academic standing may elect to take a course under the credit/no credit option. Students on academic probation and those whose status is undetermined (meaning no prior UIC GPA) at the time at which they request the option are not eligible. The credit/no credit option is only an option for elective courses and must not be used for courses required for the degree or that are prerequisites for required courses. If a student earns a passing grade for the course, in general, this is a grade of "D" or higher, a grade of Credit – "CR" will be noted on the transcript. Students should consult with their advisor to determine the minimum grade necessary to earn credit for individual courses. If a failing grade is earned, a grade of No Credit – "NC" will be posted on the transcript. If a student wishes to take a course as credit/no credit, a request must be submitted by the tenth day of the fall and spring semesters. No requests will be approved after this date. A limit of 21 semester hours may be earned with the Credit/No Credit option, and no more than one course per semester.

Transfer Credit

All transfer credit will be reviewed and evaluated upon a student's admission to UIC. Students who wish to attend another institution during their time at UIC must receive prior approval from their academic advisor and/or their program director to ensure that there will be no interruption in residency requirements and that courses that are transferrable to the student's degree will be completed.

Leave of Absence

Students can be away from the university for one semester without being enrolled. If a student will be away for more than one semester, excluding the summer term, the student will need to reapply to the university to continue his or her enrollment. In some cases, such as an illness or other extenuating circumstance, a student may request a leave of absence for a period of more than one semester. Students who wish to consider this option must speak with their academic advisor and/or program director for approval of a leave. If a leave is approved, a student will not need to reapply to their program in order to continue their enrollment in a future term.

Military Leave

Students who have been called to U.S. Military service or anticipate being called are entitled to certain rights. Students who are leaving for or returning from U.S. Military Service should speak with the Student Veteran Affairs Office and with the Veteran's Registration Coordinator in the Office of Records and Registration both of which are located in the Student Services Building - 1200 West Harrison. Additional details for undergraduate student veterans can be found at the following link https://registrar.uic.edu/registration/withdrawal_military_undergrad.html

FERPA (Federal Educational Rights and Privacy Act)

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the University cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the express written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes. View the complete [UIC Student Records Policy here - https://registrar.uic.edu/campus_policies/records_policy.html](https://registrar.uic.edu/campus_policies/records_policy.html).

Students may grant any third party (e.g., spouse, parent and/or sponsor) permission to access their financial aid records by completing the FERPA Release Form and returning it to the Office of Student Financial Aid (OSFA). Please visit the [Forms](#) section of the OSFA website for the current FERPA Release Form. For release of educational records, student must follow up with individual offices for their FERPA release forms. A FERPA release must be signed for each office for which a third party is requesting records access.

Student Contact Information

my.UIC portal

The my.UIC portal is a valuable tool for students for registration, financial aid, accessing grades, etc. However, the information provided by students in the portal including current mailing address and phone are critical to ensure timely communication. The UIC email address is the primary official means by which the university communicates important information to students, but it is also important to provide and update contact information as often as needed. This will ensure that important communications are received in a timely manner.

Emergency contact information

All students are expected to provide emergency contact information as soon as they enroll on campus. In the event of an emergency or urgent need, this information can be accessed by emergency personnel to contact those identified by the student. Please take the time to update this information as often as needed.

Building and Equipment Policies

Tobacco Free Campus

UIC is a tobacco-free campus, prohibiting all forms of tobacco – cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes and smokeless tobacco products – anywhere within campus boundaries. The full policy can be viewed here: <https://policies.uic.edu/uic-policy-library/facilities-and-safety/tobacco-free-campus-policy/>.

Building Access

In general, the College of Applied Health Sciences buildings are open from 6:00am – 6:00pm Monday through Friday. Courses that are offered in the evening will be held in buildings that have extended hours or students will be given ID swipe access to enter these buildings. Students may remain in buildings for studying purposes after the building has closed.

Computer Usage

There are several computer labs throughout the campus. Additional information on computer lab spaces can be found at the following link <http://acc.uic.edu/lab/all>. Students are expected to use UIC computers in an efficient, ethical, and legal manner and to follow the acceptable use policy for the Academic Computing and Communications Center (ACCC) Services and Facilities found at the following: <http://acc.uic.edu/policy/acceptable-use-policy>.

Email Use Policy

You can lose your UIC computing privileges if you send offensive or inappropriate electronic mail. The Academic Computing and Communications Center (ACCC) has outlined the following guidelines for email use:

- You may send almost any kind of electronic mail you wish so long as you know your recipient will not be offended.
- You may not send SPAM, solicitations, or any other forms of "junk" mail. That sort of mail violates not only polite conduct, but also many long-established electronic mail rules.
- You may not send chain letters of any kind.
- If you are ever unsure about sending a particular message it is probably best not to send it.
- Sending an excessive amount of email from a computer that is not on the uic.edu network may result in your account being suspended.
- When sending email to a large number of recipients it is best to use a [listserv](#) email list to ensure your email will not be rejected by exceeding the maximum limit of recipients.

When using campus computer facilities and email, students are expected to identify themselves clearly and accurately in all electronic communications. Concealing or misrepresenting your name or identity is unacceptable behavior and subject to disciplinary action. In addition, electronic mail should not be used to harass, offend, antagonize, or annoy other users.

The UIC email address is the primary means by which faculty, staff, and other representatives of the university will communicate with a student. Students are responsible for all information sent to their UIC email address. Students should be certain that they regularly check their UIC email address for important messages.

Student Lounges

The College of Applied Health Sciences has departments in several buildings across campus including:

- Applied Health Sciences building (AHSB) – 1919 West Taylor Street
- Disability, Health, and Social Policy building (DHSPB) – 1640 West Roosevelt Road
- Physical Education Building (PEB) – 901 West Roosevelt Road
- College of Medicine East Tower (CMET) – 808 South Wood Street

Within each of these buildings there are study areas including the 1st and 5th floor student lounges in AHSB; the Academic Support and Achievement Program (ASAP) in 356 PEB; and the Disability and Human Development student lounge on the 2nd floor of DHSPB. Students are welcome to use the lounges during normal hours of operation. Student lounges are not intended for overnight use. We ask that everyone using the lounge spaces be respectful of other community members by keeping the lounge space clean, comfortable, and accessible to all.

Accommodations for Students with Disabilities

As reflected in the University of Illinois' Nondiscrimination Statement and the UIC Chancellor's Statement of Commitment to Persons with Disabilities, UIC strives to maintain a barrier-free environment so that students with disabilities can fully access classes, programs, services and other campus activities.

The Disability Resource Center (DRC) facilitates access for students through consultation with faculty and campus departments, and the provision of reasonable accommodations. Reasonable accommodations are academic adjustments, reasonable modifications, and auxiliary aids and services. Determinations about requests for accommodations are made in an individualized manner based on the nature of the disability and the academic environment. Reasonable accommodations provide equal access to educational programs and activities, not an unfair advantage.

The Disability Resource Center recognizes various environments in which people function: physical, programmatic, informational and attitudinal. Some modifications to these environments are readily-achievable through direct consultation with faculty or staff.

To be eligible for accommodations, students apply for services through the Disability Resource Center. Students will only be given accommodations for documented disabilities. Students are encouraged to seek out available resources through the DRC prior to or early in their first semester of enrollment at UIC.

If you have any questions, please contact the DRC:

Disability Resource Center

1070 Student Services Building (SSB)

1200 W. Harrison St.

Chicago, IL 60607

(312) 413-2183 (Voice)

(312) 957-4822 (Video Phone)

drc.uic.edu

Student Resources

There are several resources available to students throughout the UIC campus. Please contact the AHS Student Affairs Office for information about specific services available at 312-996-2079 or ahsinfo@uic.edu. A select few of these critical resources have also been identified below. Students will find comprehensive information about student services and resources by visiting the following website: <http://vcsa.uic.edu/>

Critical Campus Resources:

Academic Center for Excellence (ACE)

(Academic Skills Program)

2900 Student Services Building (SSB)

(312) 413-0031

www.uic.edu/depts/ace/index.shtml

Academic Support & Achievement Program (ASAP)

Physical Education Building (PEB)

901W. Roosevelt Road room 356

(312) 996-9377

<https://ahs.uic.edu/inside-ahs/student-resources/academic-support-and-achievement-program/>

Campus Advocacy Network

286 Roosevelt Road Building (RRB)

(312) 413-1025

can.uic.edu

CampusCare - Student Health Benefit Program

Suite W310 820 South Wood Street, CSN 911

(312) 996-4915

<http://campuscare.uic.edu/>

Counseling Center

2010 Student Services Building (SSB)

(312) 996-3490

<http://counseling.uic.edu/>

Dean of Students Office

3030 Student Services Building (SSB)

(312) 996-4857

<http://dos.uic.edu/>

Veterans Affairs

3030 Student Services Building (SSB)

(312) 996-4857

<http://dos.uic.edu/studentveteranaffairs.shtml>

Wellness Center

Student Center East (SCE)

750 S. Halsted Street, Suite 238

312-413-2120

<https://wellnesscenter.uic.edu/>

wellnesscenter@uic.edu