The Graduate Student Handbook was originally conceived by Josh Fennell. This edition was edited by Benn E. Williams with assistance from Lindsay Marshall. © 2018 The Board of Trustees of the University of Illinois

The image below and most of those throughout this publication are from the annual Image of Research competition for graduate students, which is co-sponsored by the Graduate College and the University Library. Credits appear on page 48.
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PART ONE: THE GRADUATE COLLEGE

The Graduate College at the University of Illinois at Chicago advances academic excellence and enhances the graduate student experience in a diverse urban environment through oversight of more than 100 graduate degree programs, events and initiatives for students, and an active interest in student welfare and intellectual and personal achievement. In the following pages, students will find descriptions of the major offices and services of the Graduate College, and also highlights of other programs and initiatives that graduate students should be aware of early in their UIC careers.

Most information in the following pages can also be found through the Graduate College's website: grad.uic.edu.

Source: UIC Student Data Book - Office of Institutional Research
Race/ethnicity is self-reported.
Welcome to graduate study at Chicago's only public research university! There has never been a more exciting
time to pursue advanced study. New fields of learning and new approaches in traditional fields are providing
today's graduate students with the ideas and skills to shape the world around them.

With over 30,000 students, 16 colleges, and the state's major public medical center, the University of Illinois at
Chicago (UIC) is the city's largest university. UIC's 8,000 graduate students are enrolled in more than 50 PhD
programs and over 80 masters programs, spanning the range of Arts and Humanities, Social Sciences, Life
Sciences, Physical Sciences, and Engineering.

Nationally ranked programs, award-winning faculty, and one of the most diverse graduate student bodies in
the nation are among the advantages this university has to offer, all within the heart of metropolitan Chicago.

The Graduate College faculty and staff welcome you to your new academic home, and invite you to explore the
many opportunities that UIC has to offer.

The Graduate College at the University of Illinois at Chicago advances academic excellence and enhances the
graduate student experience in a diverse urban environment through oversight of more than 100 graduate
degree programs, events and initiatives for students, and an active interest in student welfare and intellectual
and personal achievement. In the following pages, students will find descriptions of the major offices and
services of the Graduate College, and also highlights of other programs and initiatives that graduate students
should be aware of early in their UIC careers.

This book may be updated throughout the year; additionally, most of the information in the following pages can
also be found through the Graduate College's website: http://grad.uic.edu.
GRADUATE COLLEGE “WHO TO CALL” LIST

Araceli Aguirre
Graduation; leaves of absence; student record issues; zero hours registration; Chicago Metropolitan Exchange
(312) 413-2543
aaguirre@uic.edu

Theresa Christenson-Caballero
Graduate student outreach; career and professional development; orientation
(312) 355-2137
tchris1@uic.edu

James Kollenbroich
Theses/Dissertations; doctoral and master's committees; graduate faculty list; Chicago Metropolitan Exchange
(312) 996-3958
jkolle1@uic.edu

Vandana Loebel
GC 509, 510, GC 511; English proficiency assessment; International Teaching Assistant Program; TA and ITA orientations
(312) 413-2235
vloomba@uic.edu

Tanya Murry
College policies; grievances; student program dismissals; Graduate Executive Committee
(312) 413-2560
tanyad@uic.edu

Francisco Piña
Diversity programs; Free App; recruitment
(312) 413-9729
fpina@uic.edu

Susana Sylvester
Business manager; emergency grants; HR; presenter awards
(312) 355-0637
scarri4@uic.edu

Benn Williams
Awards, fellowships, and waivers; GC 512; publications; advancement; WriteON
(312) 413-2389
bwilli7@uic.edu

Allen Bryson
Summer Research Opportunities Program (SROP); Graduate Pathways Programs
(312) 413-2558
ajbryson@uic.edu

Lunaire Ford
Access Fellowship; diversity programs; Diversifying Higher Education Faculty in Illinois
(312) 355-0327
lford@uic.edu

Steven P. Kragon
Academic standing/probation; petitions; catalog; admissions; student conduct, discipline, records, and issues; policies
(312) 413-2560
skragon@uic.edu

Kevin Monahan
Data analysis; Image of Research; program assessment; website (grad.uic.edu)
(312) 413-0410
kmonahan@uic.edu

Jacqueline Perry
General information; petitions; leaves of absence
(312) 413-2550
jperry@uic.edu

Shannon Reden
IT systems and cyber security
(312) 355-0327
sreden@uic.edu

Demetria Ward
Summer Research Opportunities Program (SROP)
(312) 413-2559
deward@uic.edu

General correspondence: gradcoll@uic.edu
Giving opportunities: givegc@uic.edu
Website: grad.uic.edu
Website compliments/feedback: uicgcweb@uic.edu
GRADUATE DEGREE PROGRAMS IN THE GRADUATE COLLEGE

Only programs and degrees overseen by the Graduate College are listed

*Updated June 30, 2018*

- Accounting (MS)
- Anatomy and Cell Biology (MS[a], PhD)
- Anthropology (MA, PhD)
- Applied Economics (MA)
- Art History (MA, PhD)
- Biochemistry and Molecular Genetics (MS[a], PhD)
- Bioengineering (MS, PhD)
- Bioinformatics (MS, PhD)
- Biological Sciences (MS, PhD)
- Biomedical and Health Informatics (PhD)
- Biomedical Visualization (MS)
- Biopharmaceutical Sciences (MS[a], PhD)
- Business Administration (PhD)
- Business Analytics (MS)
- Cellular and Molecular Pharmacology (MS[a], PhD)
- Chemical Engineering (MS, PhD)
- Chemistry (MS, PhD)
- Civil Engineering (MS, PhD)
- Clinical and Translational Science (MS)
- Communication (MA, PhD)
- Comparative Effectiveness Research (MS)
- Computer Science (MS, PhD)
- Criminology, Law, and Justice (MA, PhD)
- Curriculum and Instruction (PhD)
- Design Criticism (MA)
- Disability Studies (PhD)
- Early Childhood Education (MEd)
- Earth and Environmental Sciences (MS, PhD)
- Economics (MA, PhD)
- Educational Psychology (PhD)
- Electrical and Computer Engineering (MS, PhD)
- Energy Engineering (MEE)
- English (MA, PhD)
- Environmental and Urban Geography (MA)
- Finance (MS)
- Forensic Science (MS)
- Forensic Toxicology (MS)
- French and Francophone Studies (MA)
- Germanic Studies (MA, PhD)
- Graphic Design (MDes)
- Health Informatics (MS)
- Health Professions Education (MHPE)
- Healthcare Administration (MHA, CE MHA)
- Hispanic Studies (MA, PhD)
- History (MA, MAT, PhD)
- Industrial Design (MDes)
- Industrial Engineering/Industrial Engineering and Operations Research (MS, PhD)
- Instructional Leadership (MEd)
- Kinesiology (MS)
- Kinesiology and Nutrition (PhD)
- Language, Literacies, and Learning (MEd)
- Latin American and Latino Studies (MA)
- Learning Sciences (PhD)
- Management Information Systems (MS, PhD)
- Marketing (MS)
- Materials Engineering (MS, PhD)
- Mathematics (MS, MST, DA, PhD)
- Measurement, Evaluation, Statistics, and Assessment (MEd)
- Mechanical Engineering (MS, PhD)
- Medical Biotechnology (MS)
- Medicinal Chemistry (MS, PhD)
- Microbiology and Immunology (MS[a], PhD)
- Moving Image (MFA)
- Museum and Exhibition Studies (MA)
- Neuroscience (MS, PhD)
- New Media Arts (MFA)
- Nursing (MS, PhD)
- Nursing, Graduate Entry Master of Science Program (MSN)
- Nutrition (MS)
- Occupational Therapy (MS)
- Oral Sciences (MS, PhD)
- Pathology (MS[a], PhD)
- Patient Safety Leadership (MS)
- Pharmacognosy (MS[a], PhD)
- Pharmacy (MS[a], PhD)
- Philosophy (MA[a], PhD)
- Photography (MFA)
- Physics (MS, PhD)
- Physiology and Biophysics (MS[a], PhD)
- Policy Studies in Urban Education (PhD)
- Political Science (MA, PhD)
- Psychology (MS[a], PhD)
- Public Administration (MPA, PhD)
- Public Health Sciences (MS, PhD)
- Rehabilitation Sciences (MS, PhD)
- Slavic Studies (MA, PhD)
- Social Work (PhD)
- Sociology (MA[a], PhD)
- Spanish (MAT)
- Special Education (MEd, PhD)
- Statistics (MS)
- Studio Arts (MFA)
- Surgery (MS)
- Urban Education Leadership (EdD)
- Urban Planning and Policy (MUPP, PhD)
- Youth Development (MEd)

Notes:

[a] = Admittance to PhD program only
Interdepartmental Graduate Concentrations

Interdepartmental graduate concentrations constitute another means of distinguishing oneself and diversifying one’s educational training. (Concentrations are noted on the diploma.) The 2016–2018 Graduate Catalog provides a detailed description of these concentrations and a list of the participating graduate programs.

- **Cardiovascular Science**, College of Medicine
- **Central and Eastern European Studies**, College of Liberal Arts and Sciences
- **Gender and Women’s Studies**, College of Liberal Arts and Sciences
- **Latin American and Latino Studies**, College of Liberal Arts and Sciences
- **Neuroscience**, Graduate College
- **Second Language Teaching**, College of Liberal Arts and Sciences
- **Survey Research Methodology**, Graduate College
- **Violence Studies**, College of Liberal Arts and Sciences and Jane Addams College of Social Work
- **Women’s Health**, College of Nursing

Certificate Programs

UIC offers a range of graduate certificate programs for individuals interested in furthering their education after their bachelor’s degree. These programs are offered in a variety of instructional modalities to meet the needs of students for professional advancement, career change, continuing education requirements, and new information acquisition. UIC’s certificate programs are campus-approved and meet the same rigorous standards of quality as all degree programs at UIC; some are also approved by the Illinois Board of Higher Education (IBHE). Students who successfully complete a UIC IBHE-approved or Campus Certificate Program receive appropriate documentation testifying to their achievement, and all student transcripts will reflect credit hours/certificates earned. UIC’s certificate programs may be offered in a variety of instructional formats: online, blended, or classroom.

**IBHE-approved certificate programs at UIC:**
- **Evidence-Based Mental Health Practice with Children**, School of Social Work
- **Health Informatics**, College of Applied Health Sciences
- **Health Information Management**, College of Applied Health Sciences

**Campus Certificates:**
- **Advanced Community Public Health Practice**, Public Health
- **Advanced Practice Palliative Care Nursing [a]**, Nursing
- **Applied Startup Knowledge**, Business Administration
- **Assistive Technology**, Applied Health Sciences
- **Basic Community Public Health Practice**, Public Health
- **Bioinformatics**, Engineering
- **Clinical Rehabilitation and Technology Research[a]**, Applied Health Sciences
- **Clinical Research Methods**, Public Health
- **Disability Ethics**, Applied Health Sciences
- **Disaster Management**, Engineering
- **Educational Research Methodology**, Education
- **e-Government [a]**, Urban Planning and Public Affairs
- **Electromagnetics Technology**, Engineering
- **Emergency Management and Public Health Continuity Planning (EMCP)**, Business Administration and Public Health
- **Engineering Law and Management**, Engineering
- **Environmental Health Informatics [a]**, Public Health
- **Fellowship in Orthopedic Manual Physical Therapy**, Applied Health Sciences
- **Foundations of College Instruction**, Graduate College
- **Geospatial Analysis and Visualization**, Urban Planning and Public Affairs
- **Health Disparities Research**, Public Health
- **Healthy Living PractitionerTM** Applied Health Sciences
- **Management and Leadership in the Nonprofit Disability Organization, [a]** Applied Health Sciences
- **Operations and Supply Chain Management, Business Administration**
- **Patient Safety Organizations [a]**, Medicine
- **Patient Safety, Error Science, and Full Disclosure**, Medicine
- **Pharmacoepidemiology**, Pharmacy, Public Health
- **Post-Professional Orthopedic Physical Therapy Residency**, Applied Health Sciences
- **Public Health Emergency Preparedness**, Public Health
- **Public Health Geographic Information Systems**, Public Health
- **Public Health Informatics**, Public Health
- **Public Health Management**, Public Health
- **Public Health Practice**, Public Health
- **Public Transit Planning and Management**, Urban Planning and Public Affairs
- **School Nurse**, Nursing
- **Survey Research Methods**, Urban Planning and Public Affairs
- **Teaching/Learning in Nursing and Health Sciences**, Nursing
- **Teaching of Economics**, Liberal Arts and Sciences
- **Technology-Based Health Communication and Promotion[a]**, Applied Health Sciences
- **Technology Entrepreneurship, Business Administration**
- **Wireless Communications, Technology**, Engineering

**Note:**
[a] = Contact college regarding program availability.
Extended Campus and Summer Session

UIC Extended Campus provides learners of all ages with innovative and transformative courses and programs to further their growth as individuals.

UIC Extended Campus offers a variety of individual courses, workshops, certificate programs, and degree programs—including credit, non-credit, online, and on-campus offerings—to help individuals develop knowledge and skills to advance their lives and careers beyond the classroom.

UIC’s online programs combine the academic excellence of UIC’s on-campus programs with the flexibility of any-time access to lessons, coursework, and class participation. All of UIC’s online programs meet the same requirements for academic quality as the on-campus programs.

UIC Extended Campus also coordinates UIC Summer Session. UIC Summer Session is a smart, flexible option to help students reach their educational goals. Use summer to stay on track to graduation. Lighten your course load in the fall or spring, making time for research and teaching opportunities. Graduate students will find courses offered in a variety of condensed formats, including 4-week and 8-week sessions. With UIC Summer Session, students can combine study, work, and play in the heart of our vibrant city.

For additional information about Extended Campus, visit ec.uic.edu or email onlineinfo@uic.edu. Summer Session has an online contact form available at http://summer.uic.edu/uic-summer-session/contact-us/.
GRADUATE STUDENT EMPLOYMENT

The most common way for graduate students to secure funding is through employment on campus. UIC’s various colleges, graduate programs, administrative offices, and research centers appoint graduate students as teaching (TA), research (RA), or graduate assistants (GA). Most of these positions carry a stipend as well as a tuition and partial fee waiver. (The Graduate College does not do the hiring.) The minimum stipend for an appointment of 50% FTE (that is, 20 hours of work a week) for the nine-month 2018-19 academic year is $18,065.49; many departments offer a greater amount. Any graduate student seeking employment must meet certain criteria; interested students should contact their programs for requirements. Another useful guide is the University Human Resources webpage for graduate appointments.

If an appointment is between 25% and 67% time (that is, between 10 and 27 hours of work a week) for at least three-quarters of the term (91 consecutive calendar days in fall or spring semester, 41 consecutive calendar days during the summer session), the assistantship waives tuition and certain fees (service, health service, Academic Facilities Maintenance Fund Assessment, and Library and Information Technology Assessment) and $275 or 40% (whichever is greater) of CampusCare. Assistantship waivers do not cover any tuition differential that may be assessed.

Assistants must be registered for at least eight (8) hours of coursework each semester (except summer) in order to be employed. Some programs may require registration for more than eight hours per term and/or summer registration, so students are encouraged to check with their programs. Generally, assistants who receive a waiver for the spring semester will automatically receive a waiver for the summer, and thus may take summer courses at little cost.

International Students may have additional registration requirements. Generally:
- 25% assistantships require 12 hours in both fall and spring semesters
- 33% assistantships require 10 hours in fall and spring semesters
- 50% assistantships require 8 hours in fall and spring.

An assistantship plus any loan or federal work-study eligibility cannot exceed the cost of attendance for the academic year. If applying for loans and/or work-study, a Free Application for Federal Student Aid (FAFSA) must be completed. For more information, see the Graduate Student Guide from the Office of Student Financial Aid at www.financialaid.uic.edu. Graduate students are responsible for notifying Financial Aid of assistantships or of other funding.

Other resources regarding graduate employment may be found on the Graduate College and the University Human Resources webpages. Teaching Assistants and Graduate Assistants are also part of the Graduate Employee’s Organization.

403(b) or not to be?
Did you know that as a graduate student employee you can participate in the University’s 403(b) plan? Pre- and post-tax (Roth) options are available. Minimum monthly contribution: $16.67.
The Graduate College Fellowships Office works with graduate students applying for internal fellowships and awards, external fellowships, or just looking for graduate funding in general. Through the Fellowships Office, students can find information not only on funding provided by the Graduate College, but also learn about outside funding for graduate study and beyond, meet with a fellowship advisor, and receive assistance with the processing of awarded fellowship packages.

With advance notice, the Fellowships Office can assist in the application process by reviewing proposals, essays, and providing award-specific guidance. Students can make an appointment with Benn Williams, Fellowships Coordinator, by calling (312) 413-2389 or, better yet, emailing him at bwilli7@uic.edu. Unless otherwise noted, he can also be contacted regarding Graduate College internal fellowships and awards.

The Fellowships Office does not advise students regarding financial aid packages or taxes. For questions about government financial aid, contact an advisor at UIC’s Office of Student Financial Aid.

Please browse the following pages to learn more about financial aid, fellowships, tuition and fee waivers, and other forms of financial assistance and recognition for graduate students that are provided and/or administered by the Graduate College.

For more information, visit the funding section of the Graduate College website.

A number of robust funding databases are grouped at our online funding resources pages.

**GRADUATE COLLEGE AWARDS AND FELLOWSHIPS**

Advanced graduate students are eligible for a number of awards and fellowships which recognize their hard work, scholarship, mentoring, and financial need. These funding mechanisms are listed in the following sections: major fellowships, research/travel awards, recognition of excellence, and other resources.

**Major fellowships**

**UIC Pipeline to an Inclusive Faculty (PIF) Program**

The intention of this program is to support outstanding underrepresented PhD students who are interested in pursuing careers as faculty members with funding packages, skills and professional development opportunities, and mentoring in order to ensure their success in graduate school and in their future careers. PIF Scholars receive $28,000 stipends (and associated tuition and service fee waivers) for three years and then a top-off up to $28,000 for one year when they are appointed as a TA to gain teaching experience. PIF scholars are also expected to attend monthly meetings.

Primarily a recruitment tool for promising student, the dean may also seek PIF nominations from departments.

**Dean’s Scholar Fellowship**

A one-year, non-renewable award presented by the Dean of the Graduate College, the Dean’s Scholar Fellowship recognizes a student’s scholarly achievement. It is intended to provide the most distinguished, advanced graduate students with a period of time dedicated solely to the completion of their programs. The Dean’s Scholar competition is open to doctoral students who have passed the Graduate College-required Preliminary Examination and who are well into their dissertation work. MFA students who have passed second-semester review are also eligible. Applications will be reviewed by the Graduate College Awards Committee.

Dean’s Scholars receive a fellowship stipend of $25,000 for a twelve-month academic year, as well as a tuition and partial fee waiver. The waiver covers the tuition (including differential, if any), some fees (service, health service) and assessments (academic facilities maintenance and library and information technology), and $275 towards CampusCare health insurance, if applicable (no CampusCare waiver is provided for the summer term).

Dean’s Scholars may not accept a teaching assistantship during their fellowship; however, they may accept a research assistantship for no more than 50% time, or external support in the form of a fellowship for work directly related to the dissertation. The Dean’s Scholar Fellowship is designed to allow the student to work full-time on their degree. Any distraction from that goal is considered incompatible with the spirit of the award. Students supported by these fellowships are required to complete at least 12 semester hours each semester (6 semester hours during the summer session, if enrolled) unless expressly authorized by the Dean of the Graduate College to carry a reduced course load. The Graduate College does not require fellows to register for the summer session; however, individual departments may require this—fellows should check with their department.
Dean's Scholar candidates are nominated by their program. Each program may nominate one student. Students who wish to be considered for this fellowship are encouraged to speak with their advisors and Directors of Graduate Study.

For more information, including nomination procedures and relevant forms, please visit the Dean’s Scholar Fellowship section of grad.uic.edu. Additional questions may be sent to Benn Williams.

**Access Fellowship**

Newly renamed for AY2018-19, the goal of the Access Fellowship (formerly the Abraham Lincoln Fellowship) is to increase the excellence and diversity of the graduate student body.

Continuing graduate students at UIC are eligible for both one-year recruitment awards and one-year retention awards. The former is for students who may already have enrolled at UIC but who are being actively recruited to a new graduate program. The latter is for students already enrolled in UIC graduate programs who are at the advanced stage of academic study. All applicants must be nominated by their departments. Selection criteria for Access Fellowships will be based on academic achievement, promise, and alignment with the goals of the fellowship.

Applicants must be citizens or permanent residents of the United States who come from groups that have been traditionally underrepresented in graduate programs. Applicants must be enrolled as a degree-seeking student in a graduate program at the University of Illinois at Chicago.

Retention fellowships are for one year only. Recipients of the Access Fellowship receive a stipend and tuition and partial fee waiver from the Graduate College. The waiver covers all tuition (including differential, if any), and some fees and assessments (service fee, health service fee, academic facilities maintenance assessment, and library and information technology assessment), and $275 or 40% (whichever is greater) towards CampusCare health insurance, if applicable, during the fall and spring semesters (no waiver is provided for summer term).

During the year that the Graduate College is providing funding, recipients may accept part-time assistantships or other awards related to their field of study up to a total of 50% time. Graduate hourly appointments are not permitted. Students supported by these fellowships are required to complete at least 12 semester hours each semester (6 hours during the summer session) unless authorized by the Dean of the Graduate College to carry a reduced load.

Access Fellowship candidates are nominated by their programs. Thus, students who wish to be considered for the fellowship are encouraged to speak with their advisors and Directors of Graduate Study about nomination. We are in the process of updating information regarding this fellowship on our website grad.uic.edu. Additional questions may be sent to Lunaire Ford at lford@uic.edu.

**Diversifying Higher Education Faculty in Illinois (DFI) Fellowship**

The Diversifying Higher Education Faculty in Illinois Program (DFI) was established by the Illinois General Assembly and signed as Public Act 093-0862 on August 4, 2004. Its purpose is to increase the number of underrepresented faculty and staff in Illinois institutions of higher education and higher education governing boards. Though it is not, technically, a UIC Graduate College fellowship program, DFI Fellowships are administered by the Graduate College.

The DFI Initiative seeks to increase the number of minorities with master’s and doctoral degrees by providing financial assistance for the completion of such advanced degrees. In addition, the program administrators work closely with higher education institutions to offer workshops and to seek other outreach opportunities that will help meet the goals and objectives of the Initiative. When funding is available for new DFI applicants, continuing graduate students at UIC are encouraged to apply. For more information, including relevant forms, please contact Lunaire Ford at (312) 413-2556 or lford@uic.edu—or visit the Graduate College’s DFI webpage.
The Graduate College provides additional awards and fellowships to support graduate students' research.

**Provost Graduate Research Award (PGRA)**
Formerly known as the Chancellor’s Graduate Research Award, this mechanism seeks to maximize impact for our graduate students.

Since its inception in 2009, the award has supported multidisciplinary scholarship in an attempt to expose graduate students to varied research and creative fields. Funding is available for $5,000 pilot grants or seed money to support preliminary research by students who will then seek funding from external sources.

Proposals should describe pilot studies that will be used to develop a PhD dissertation project, or other terminal degree capstone project, in order to be competitive for external funding opportunities. In rare instances, we will consider funding for more senior students whose projects have changed direction.

Students will be required to submit a statement of financial need justifying the use of funds, if awarded. The justification will be particularly important when the applicant is from a well-funded research group.

The L.J. and M. Allen Cancer Research Fellowship Fund and the Dorothea Fleming Student Research Fund permit the Graduate College to select additional winners who are working in areas of cancer research.

For more information, including application procedures and forms, please visit the [Graduate College Fellowships and Award Deadlines](#) page of our website. Questions may be sent to Benn Williams at bwilli7@uic.edu.

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### Research and Travel Awards

**Provost Graduate Internship Award (PGIA)**
Increasingly, graduate students are seeking positions outside the traditional tenure-track professoriate. To this end, the Graduate College has greatly enhanced its career and professional development offerings to help graduate students consider new career options and to build transferrable skills. Formerly called the Chancellor's Graduate Internship Award, this program incentivizes graduate students to independently identify short (3-month) internship opportunities that might lead to employment following graduation. This internship program is limited to full-time students, in good academic standing, who are in a PhD or terminal master's program.

Each year, the Graduate College gives out an average of 158.5 new internal fellowships and awards, of which 93% (or 147.5) are valued at $1,000 or more.

This mechanism will not fund students in programs that have mandatory internships as part of their curriculum; instead, it will fund students, with the consent of their advisor, to seek novel opportunities outside of traditional academe, e.g., in a museum, cultural center, nonprofit organization, or in university administration or academic publishing. The Graduate College will award $5,000 over three months with the assumption of a 20-hour weekly obligation. The student and the host organization may negotiate additional expectations and compensation.

**Research Award**
Formerly called the Provost/Deiss Award, this competition is open to all graduate students currently enrolled at UIC. The W.C. and May Preble Deiss Fund for Biomedical Research underwrites UIC graduate students engaged in clinical or basic medical research.

Students may apply on a competitive basis for awards of $1,000 to $3,000 to support their research. Awards will be made in two competitions annually, in the fall and spring terms.

For more information, please visit the [Graduate College Fellowships and Award Deadlines](#) page of our website. Questions may be sent to Benn Williams at bwilli7@uic.edu.

**Student Presenter Awards**
The Graduate College offers funds to deserving students to defray the expenses associated with travel to present original research or scholarly work. Qualifying presentations must be at a meeting of a nationally or internationally recognized scientific or scholarly society. Awards may be used for transportation, hotel, meals, or conference registration. Students who meet the stipulated criteria for the award and submit all of the required documents will be considered for a payment of up to $100. The Graduate College will provide up to an additional $100 in matching funds with the requirement of a 1:1 match (up to $100) from the student's advisor, department, and/or disciplinary college. A request for additional Graduate College funds must include documentation regarding the the source of matching funds.

The Graduate College attempts to support as many qualified applicants as possible; however, awards are contingent upon the availability of funds. To receive funds, applicants must be currently enrolled, degree-seeking students in programs that report to the Graduate College. Non-degree students, former students, and students enrolled in other colleges at UIC are not eligible—this includes students enrolled in the MBA, MEng, MPH, DrPH, and MSW programs.

Applicants must be presenters of research or scholarly work; awards will not be given to students who are not themselves presenting,
even if their names appear as co-authors of the work. An official letter of acceptance (addressed to the applicant and stating they are a presenter), must be submitted with the application. If the applicant is not able to submit an official letter, a copy of the printed program cover page and the page that lists applicant’s name, the date, time, and program number is also acceptable. Along with the official letter, students should attach an abstract of the work presented.

For more information, including deadlines and relevant forms, please visit the Student Presenter Awards section of grad.uic.edu. Additional questions may be sent to Susana Sylvester at scarri4@uic.edu, and more information is available online at http://grad.uic.edu/student-presenter-awards.

**Recognition of Excellence**

**Thesis and Dissertation Awards**
The Graduate College gives annual Outstanding Thesis and Dissertation Awards to the most accomplished final works in each of the four Graduate Program areas: Arts and Humanities; Behavioral and Social Sciences; Engineering, Mathematics and Physical Sciences; Life Sciences. The honors include a monetary award and recognition at an annual ceremony.

Each graduate program at UIC may nominate one graduating student per calendar year in each area (thesis and dissertation). Eligible students are those in the terminal degree for their program whose degree was awarded by UIC in Summer, Fall, or Spring semester of the previous year. Students who wish to be considered for this award are encouraged to consult their advisors and Directors of Graduate Study.

The Graduate College is also in the process of developing an additional award for exemplary theses. Updates will be posted at grad.uic.edu.

For more information, including application procedures and forms, please visit the Outstanding Thesis and Dissertation Awards section of grad.uic.edu. Additional questions may be sent to Benn Williams at bwilli7@uic.edu.

**Excellence in Undergraduate Mentoring Award**
Co-sponsored by the Honors College, this accolade highlights the most outstanding, creative, and hardworking graduate students who mentor undergraduates. Contact Benn Williams at bwilli7@uic.edu for more information.

**Tuition and Fee Waivers**
There are two types of tuition and fee waivers available to graduate students: Graduate College waivers and assistantship waivers. Graduate College waivers are detailed below. Assistantship waivers are not granted by the Graduate College; rather, they are administered by the Office of Financial Aid, which is notified by campus Human Resources when a student holds a position that provides a waiver. Assistantship waivers are granted to graduate students who have been hired as teaching assistants (TAs), graduate assistants (GAs), and/or research assistants (RAs). These waivers are a form of financial aid attached to employment.

Questions regarding assistantship waivers should be directed to the Office of Financial Aid or University Human Resources.

Important links are:
- Graduate minima
- Hiring GAs
- GA Resource Guide

Graduate College waivers are awarded to students by three mechanisms:
1. Allocated waivers given each semester to individual departments in small fixed amounts, which in turn award them to their students;
2. Fellowship waivers provided to graduate students who have won qualifying external and internal fellowships; and
3. Training grant waivers for students selected as trainees under externally-funded training grants.
Students interested in receiving an allocated Graduate College waiver must speak to the Director of Graduate Studies of their respective academic programs. All Graduate College waivers are requested by the Director of Graduate Studies, not directly by the student. Students who have received a qualifying fellowship or been placed on a training grant can request a waiver through our online form: https://illinois.edu/fb/sec/7407681

A student holding a Graduate College waiver must adhere to registration requirements. The student must also remain in good academic standing. Graduate College waivers cover the following for 2018-2019 fall and spring semesters: all tuition, including differential; the service fee; the health service fee; the Academic Facilities Maintenance Fee Assessment (AFMFA); the Library and Information Technology Assessment (LITA); and $275 of Campus Care health insurance, if the student is enrolled (no CampusCare waiver provided for summer terms). The waiver does not cover the following: the general fee, the CTA UPASS fee, the Student-to-Student fee, the Sustainability fee, the International Student fee, and the remaining portion of Campus Care fee, including costs associated with dependents. Waivers are also available providing summer semester coverage as well.

A fellowship or grant will affect federal student loan or work-study designations. Students with funding may not be permitted to borrow federal loans. Check with the Office of Student Financial Aid (OSFA) on eligibility requirements; receiving a tuition waiver may also affect your loan eligibility, as your cost of attendance at UIC will decrease.

If you have already received a refund for the current year in federal loans and you accept a fellowship, you may be responsible to return this refund to UIC. Contact your college's counselor at OSFA for further information.

For any questions about Graduate College waivers, please contact Benn Williams at bwilli7@uic.edu.

**Emergency Grants**

Graduate students who experience an acute and unexpected short-term hardship are able to apply for an emergency grant. This program is being administered by the Graduate College in accordance with applicable University rules and policies. Funding for the Emergency Grant program comes from the Student-to-Student fee that is assessed to graduate students in the fall and spring Semesters. The fund itself is limited, and criteria outlined on the Graduate College website must be met to receive a grant.

Award decisions will be made based on the applicant's individual situation, but amounts awarded are subject to limitations and the applicant may not receive the total amount requested. Grants will generally be no more than $500 due to the limited funds available; however, when completing the application the total amount requested, even if over $500, should be indicated on the form. The approved amount will not be greater than the documented expense (e.g., amount for dental procedure not covered by insurance). It is not within the scope of this grant to fund expected maintenance (medical or other) expenses, even if not covered by insurance, unless there are other contributing circumstances.

The Emergency Grant application must be used and filled out completely before submission to the Graduate College. The application must include a signed explanation of the events that caused the acute and unexpected expenses, the reasons you believe your situation warrants the grant, and supporting documentation (for example, doctor's and insurance statement; earning statement, if applicable).

For a full list of criteria and an application form, visit the Emergency Grant section of the Graduate College website. Completed application forms should be submitted to the Graduate College, 6th floor University Hall (m/c 192). Questions related to the emergency grant program should be directed to gradcoll@uic.edu.
The UIC Graduate College offers a range of programs for graduate students each semester. A variety of workshops, seminars, and panel discussions are offered throughout the year for graduate students that focus on academic, nonacademic, social, and career/professional development programming. Sessions range from CV and cover letter writing workshops to sessions on improving writing for abstracts and literature reviews. The Graduate College sponsors monthly coffee hours for students as well as Graduate Student Excursions where students are able to come together from a variety of disciplines to tour local museums and attend cultural events and community activities. The Graduate College collaborates with other units on campus, like the Office of Career Services, the Wellness Center, Student Money Management Center, University Library, and the Graduate Student Council, which share an appreciation for and interest in graduate student success.

Programs that help students become aware of both academic and alternative academic career paths are part of our Graduate College initiatives. Professional development workshops like the Creating Your Personal Professional Development Plan allow students to identify their transferable skills and work on identifying skills that need to be developed. Graduate students also have the opportunity to access premium content on The Versatile PhD website, an online resource that helps graduate students and PhDs to envision, prepare for, and excel in non-academic careers in the humanities, social sciences, and STEM fields. The site includes profiles and personal stories of successful evolutions from “grad student” to “alt-ac career” as well as regular panel discussions and an active forum for discussing topics germane to graduate students. For more information on how to log into this resource, click here.

For more information regarding these programs, check the Graduate College website and check your emails for announcements. For any questions regarding career and professional development, feel free to contact the Director of Graduate Student Professional and Career Development, Theresa Christenson-Caballero at tchris1@uic.edu or by phone at (312) 355-2137.

**Graduate Student Individual Development Plan**

The Individual Development Plan (IDP) is a mechanism for creating and accomplishing both long- and short-term goals in pursuit of a desired career goal. To gain the maximum benefit from the process, it is essential that both graduate students and their faculty mentor(s) participate fully in the process. The IDP will need to be revised as circumstances change, and it is most helpful if the mentor and graduate student work together to modify the IDP.

The IDP’s four major parts are: a self-review of the past year, in terms of research training and professional progress; goals for the coming year; career goals and planning; and mentor comments and recommendations.
OFFICE FOR RECRUITMENT AND DIVERSITY

The Graduate College’s Office for Recruitment and Diversity furthers UIC’s commitment to the recruitment, retention, and success of underrepresented minority graduate students. Activities and programs include the following: Abraham Lincoln Fellowship, Diversifying Faculty in Illinois Fellowship, Diversity Program Participation Fee Waiver, Fellows Mentoring and Support Initiative, National Name Exchange, Summer Research Opportunities Program, and the Urban Health Program. Other services include: consultations, workshops and events for colleges and departments as well as students pertaining to graduate admissions, funding, and success in graduate studies. Our efforts are supported by UIC administrators, faculty, and staff as well as a network of local, regional, and national collaborators.

For more information, please call (312) 413-2556 or visit http://grad.uic.edu/diversity-matters.

INTERNATIONAL TEACHING ASSISTANT PROGRAM

Created in 1994, the International Teaching Assistant program (ITAP) implements the State of Illinois law ensuring that international teaching assistants meet minimum oral English proficiency criteria to serve in their instructional roles at the university. ITAP assists UIC colleges and departments in determining oral English proficiency for teaching assistants, manages records of certification, and assists international teaching assistants in reaching the goal of acceptable English intelligibility.

All prospective and current International Teaching Assistants are required to take the oral English proficiency assessment prior to the beginning of the semester. Students who have passed initial prescribed Oral English Proficiency screen assessments as part of their admissions process (IBT, IELTS, PTE) are eligible to teach immediately after a brief http://grad.uic.edu/ior/results-lightframe/230143 Oral Verification Check with the ITA Program. All other students must take the Oral Certification Interview assessment with the ITA Program. More information about the Oral English Proficiency Certification Process is available at: http://grad.uic.edu/english-oral-proficiency-certification-process.

Each semester, the ITA Program offers English development courses that focus on improving the oral English production skills of International Teaching Assistants to ensure that they are able to meet obligations required of any TA at UIC. These courses include GC 510 in the fall semester and GC 511 in the spring semester, and a new 8-week advanced pronunciation skills course: GC 509.

Every fall, the ITA Program also conducts a campus-wide orientation for new Teaching Assistants. For more information, visit http://grad.uic.edu/international-teaching-assistants-program-home-page or contact the ITA Program Coordinator, Vandana Loebel at itap@uic.edu or (312) 413-2235.

CHICAGO METROPOLITAN EXCHANGE PROGRAM

The Chicago Metropolitan Exchange Program (CMEP) allows graduate students in a doctoral program, or in a participating training program that is jointly supported by the Exchange Scholar’s home and host institutions, to enroll at one of the three participating institutions to take advantage of academic courses at the other participating institutions. The three institutions in the program are the University of Chicago, Northwestern University, and the University of Illinois at Chicago. UIC students are permitted to take a total of three quarters of classes through the CMEP program at the University of Chicago and Northwestern University; however, the courses must be unavailable at UIC.
UIC students who would like to take courses at the University of Illinois at Urbana-Champaign or the University of Illinois at Springfield may do so as a concurrent registrant through the UIC Registrar’s Office—not through CMEP. Approved applicants for the Chicago Metropolitan Exchange Program will be referred to as Exchange Scholars. Exchange Scholars pay for class(es) taken at the host institution at the home university rates. Students show proof of payment they made at the home campus, or a bill from the home campus, to the host campus liaison.

A graduate student who is approved as an Exchange Scholar will register at UIC for GC 500 in the equivalent hours of the actual host course(s) and the actual course(s) at the host institution. The student will pay the usual UIC tuition and fees, with the tuition and most fees waived at the host institution. Exchange Scholars going to the University of Chicago must pay the U of C health fee even though a similar fee is charged at UIC.

Since the participating schools have different term structures and start-times for their courses (both U of C and NU use the quarter system), it is important to stay in contact with the liaisons on both campuses in order to avoid any registration issues.

**Procedures and Application**

Carefully read the information, procedures and application instructions provided in the links listed below. Note that late requests may not be approved. For more information, click here: [UIC Graduate Student Attending Another Institution as an Exchange Scholar](#)

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### Chicago Metropolitan Exchange Program Campus Liaisons

<table>
<thead>
<tr>
<th>Northwestern University</th>
<th>University of Chicago</th>
<th>UIC</th>
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<tbody>
<tr>
<td><strong>Kate Veraldi</strong></td>
<td><strong>Martha Jackson</strong></td>
<td><strong>James Kollenbroich</strong></td>
</tr>
<tr>
<td><a href="mailto:k-veraldi@northwestern.edu">k-veraldi@northwestern.edu</a></td>
<td><a href="mailto:mjackson@uchicago.edu">mjackson@uchicago.edu</a></td>
<td><a href="mailto:jkolle1@uic.edu">jkolle1@uic.edu</a></td>
</tr>
<tr>
<td>847-467-4108</td>
<td>773-702-7813</td>
<td>312-996-3958</td>
</tr>
<tr>
<td>847-491-5070 (fax)</td>
<td>773-702-1194 (fax)</td>
<td>312-413-0185 (fax)</td>
</tr>
<tr>
<td>Counselor Student Services</td>
<td>Office of Graduate Affairs</td>
<td>Graduate College</td>
</tr>
<tr>
<td>Graduate School</td>
<td>Rm. 225</td>
<td>613 Univ Hall (MC 192)</td>
</tr>
<tr>
<td>633 Clark Street</td>
<td>5801 S. Ellis Avenue</td>
<td>601 S Morgan St</td>
</tr>
<tr>
<td>Evanston, IL 60208-1113</td>
<td>Chicago, IL 60637</td>
<td>Chicago, IL 60607-7106</td>
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</tbody>
</table>
PART TWO: THE UNIVERSITY

With over 30,000 students, 15 colleges (soon 16!) spread over four campuses, annual research expenditures exceeding $327 million, and a $4 billion economic impact, the University of Illinois at Chicago is the city’s largest and only public research university. The growing number of students who are attracted to UIC reflects the global diversity of the University and one of the world’s great cities, Chicago. In the following pages, graduate students will find important information about key university offices and services they will likely encounter during the first year of graduate study. Later in this section, students can learn about some of the opportunities and resources available to them as members of the UIC campus community.

All of the information in this section can also be found online at www.uic.edu.
OFFICE OF THE REGISTRAR

The Office of the Registrar maintains the official academic record of a student's cumulative history at UIC, including the student's admission, registration, and academic performance. The Registrar also records the student's official transcript and certain demographic and biographical information. Finally, this office monitors and keeps a record of such things as petitions for residency and supporting documentation. Students have a right to examine their own records and may limit certain types of third party access, as well as petition to add or delete certain materials from their file.

Students should note that Office of the Registrar does not keep every record pertaining to a given student; for example, the Registrar does not monitor or keep a student's financial information. Also, the academic college, unit, or department in which the student is enrolled maintains that student's individual academic records, such as course materials, grade issuance/change materials, advisor notes, and communications. For information concerning these records, the student will need to contact the head of the program or department and/or the dean of the college of which the program or department is a part.

The Office of the Registrar, the University, and the student's program, department, or unit, all have policies pertaining to the release of information in the student's record. Information about the types of records kept by the various offices on campus, as well as guidelines for the release of those records, can be found in this handbook, in the “UIC Student Records Policy” under “University Policies,” or online.

For more information, please call the Office of the Registrar at (312) 996-4350 or visit its webpage.

STUDENT FINANCES

University Student Financial Services and Cashier Operations (USFSCO) is the central billing and payment unit of the University of Illinois. The office is responsible for managing student account transactions and collecting payment for the University. USFSCO is different than the Office of Student Financial Aid in that it is not involved with awarding and processing student financial aid like loans and grants. Customer Service is the office students contact if they have questions about charges or credits on their student account or need information about making payments to the University for their student account balance. USFSCO also handles inquiries regarding refunds for student account overpayments.

Authorized Payers and FERPA

Students may authorize a parent, guardian, spouse, sponsor or other individual to view their student account, make online payments, and receive FERPA protected account information. These individuals are called Authorized Payers. Authorized Payers will receive an email each month, reminding them to view their student's account for recent activity and to pay any amount due by the due date. Visit our website at https://paymybill.uillinois.edu and look under the “Billing” section for instructions on how to set up authorized payers.

The Student Account

Once a month, the University of Illinois emails students and Authorized Payers, reminding them to view their student account for recent activity and to pay any amount due by the due date. The student account is available online for students and Authorized Payers to view and print and includes all student account transactions such as payments received and charges and credits for tuition, fees, and housing. The University does not mail paper billing statements. Visit our website at https://paymybill.uillinois.edu and look under the “Billing” section for instructions on accessing student account information online.

Payment Options

Fall, spring, and summer tuition, fees, and housing charges will be posted online in September, February, and June respectively. The payment due date is the 28th of each month. Payments may be made online with an electronic check or credit card; in person with a personal check or money order; or by sending a check through the mail. Credit cards accepted include: American Express, Visa, MasterCard, and Discover. Credit card payments are only accepted online, and there is a nonrefund-
able 2.4% service fee added to all credit card payments. USFSCO also offers annual and semester Payment Plans for payment of tuition, mandatory fees, and room and board charges. If you have a College Illinois! Pre-paid 529 savings plan, you can also use those credits to pay your student account. Visit our website at https://paymybill.illinois.edu and look under the “Payments” section to find out more about our payment options, payment mailing address, and instructions to make a payment online.

Mark your calendar with the due date so you don’t forget. Delinquent charges are subject to a Late Payment Charge each month on any amount not paid when due. Such accounts will also be assessed a Past Due charge of $2.00 per month in addition to the Late Payment Charge.

Refunds and Direct Deposit
The majority of student account refunds are generated by financial aid credits. However, credit balances may also result from other over-payment transactions such as tuition, fee, library, and parking credits, security deposit refunds, and duplicate payments. Students are sent an email to their UIC email account whenever a refund is processed on their account. All refunds are processed electronically by direct deposit, so make sure to enroll in direct deposit early! Direct deposit is the electronic transfer of funds into a checking or savings account. It is the quickest, safest, and most efficient way to receive a refund. The checking or savings account must be a U.S. bank account. Funds will not be withdrawn to make a payment from the bank account set up for Direct Deposit purposes. Visit our website at https://paymybill.illinois.edu and look under the “Refunds” section for instructions on enrolling in direct deposit.

Contact:
1900 Student Services Building
1200 W. Harrison Street
Chicago, IL 60607
(312) 996-8574
E-mail: usfschelp@uillinois.edu
Website: https://paymybill.illinois.edu

STUDENT FINANCIAL AID AND SCHOLARSHIPS
Most graduate students will manage their financial aid through interaction with both University Student Financial Services and Cashier Operations and the Office of Student Financial Aid and Scholarships itself. Graduate students who receive funding through scholarships, fellowships, waivers, or loans will want to be familiar with the procedures of this office.

Graduate students who are interested in Federal Student Aid must complete the FAFSA application. UIC’s FAFSA priority deadline date is February 15. Be sure to include UIC’s School Code of 001776 on your FAFSA. The Office of Student Financial Aid will notify students via e-mail of their award or any additional documentation that may be required. Please see UIC’s Office of Student Financial Aid website for useful information as well as forms and counselor contact information.

Financial aid typically pays directly to the school bill 10 days before the start of the semester. However, students who anticipate receiving a GA, TA, or RA position must first complete all of the necessary HR paperwork with the hiring department prior to the tuition waiver being applied to the student’s account by Financial Aid (not the Graduate College). Changes in a student’s enrollment or withdrawal from the University altogether can affect your current or future financial aid eligibility.

For more information, please visit https://financialaid.uic.edu or contact the office at (312) 996-3126 or make an appointment online.

UNIVERSITY HUMAN RESOURCES
Graduate students who gain employment with the University in the form of a teaching, research, or graduate assistantship, or an adjunct faculty position will need to be familiar with Human Resources. This office is responsible for maintaining hiring records, earnings statements, and for enforcing the labor agreement that pertains to TAs and GAs at UIC. A full-text version of that agreement can be found on the Human Resources website or by clicking here.

For more information, including a comprehensive list of HR services for employees, please call (312) 413-4848 or visit the Human Resources website or contact us via the website: https://www.hr.uic.edu/hr_services_and_support/contact/
EMPLOYEE GRIEVANCE PROCEDURE

UIC teaching assistants (TAs) and graduate assistants (GAs) are represented by a labor union, the Illinois Federation of Teachers, Local 6297 (IFT-AFT), also known as the Graduate Employees Organization (GEO). In 2006, GEO signed a comprehensive collective bargaining agreement with the University that protects the rights of graduate employees.

Enforcement of the collective bargaining agreement between the University and GEO resides with University Human Resources. The collective bargaining agreement lays out a procedure by which graduate employees may file grievances to correct unsatisfactory work conditions. Research assistants (RAs) are not covered by this labor agreement, and currently are not represented by any union at UIC. (See page 39.)

For more information about the collective bargaining agreement in force, click here and look for “Graduate Employees Organization Labor Agreement.” Other questions may be directed to Labor and Employee Relations (312) 355-3055.

GRADUATE ASSISTANT VISION AND DENTAL PROGRAM

The University of Illinois offers vision and dental care programs for all graduate assistants and Graduate College Fellows holding an appointment of 25% to 67% FTE or otherwise eligible for a tuition waiver as a research assistant, graduate assistant, or teaching assistant; or an appointment to a Graduate College fellowship that includes a tuition and service fee waiver. Students meeting the eligibility criteria are automatically enrolled in the vision and dental care benefit programs. No further action is required.

The primary purpose of the vision care plan is to provide free, annual eye exams and discounts on glasses and contact lenses. When obtaining services from a plan provider, the exam is covered in full, less any applicable co-payment.

Appointments for vision care can be made by calling (800) 877-1795 to request a list of providers or looking online at www.vsp.com. For questions regarding eligibility or benefit provisions of the vision plan, contact the Chicago Benefits Service Center (312) 996-6471. The Graduate Assistant Dental Program (GADP) is a dental benefit plan that provides coverage for preventative care and treatment for eligible participants. For most services, there is a co-payment payable by the participant at the time of care. The fee charged and co-payment is dependent on the care provider selected. Some procedures (mostly diagnostic and preventive in nature) are covered at 100% without a co-payment. Appointments for dental care can be scheduled by calling the Faculty Dental Practice at (312) 355-1401.

For more information about the Graduate Assistant Vision and Dental Program, including a schedule of benefits, visit the HR Labor website.

OFFICE FOR ACCESS AND EQUITY

The Office for Access and Equity (OAE), as part of the Office of the Chancellor, is committed to achieving and maintaining an academic and work environment that is free from unlawful discrimination and harassment and that promotes equal opportunity, diversity, inclusiveness, equal access, and equitable treatment.

OAE handles student and employee complaints of unlawful discrimination and/or harassment in admissions, employment, and access to as well as treatment in UIC-sponsored programs and activities and makes recommendations to responsible University representatives as appropriate. Students may report instances of sexual assault, stalking, sexual harassment, domestic violence, and dating violence to the Title IX Coordinator in the Office for Access and Equity.

OAE also offers Dispute Resolution Services, such as consultation, facilitation, and mediation, and assists with disability accommodations for both employees and students. Students will need to follow the process through the Disability Resource Center, but may contact OAE for assistance. OAE offers in-person and online training on topics related to discrimination, diversity, sexual harassment and the Americans with Disabilities Act.

For more information on any of the above, please call (312) 996-8670 or visit the Office for Access and Equity webpage.
TITLE IX

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”).

The University of Illinois Sex Discrimination, Sexual Harassment and Sexual Misconduct and UIC’s Prohibition of Sex Discrimination, Sexual Harassment, and Sexual Misconduct are policies that outline our values as a campus community.

In your role as a Teaching Assistant, you are required to report disclosures of Sexual Misconduct to the Title IX Coordinator in the Office for Access and Equity. The Title IX Coordinator conducts investigations and assists with interim protective measures, academic accommodations and other remedies. In certain circumstances, the Title IX Coordinator can take anonymous or confidential reports as long as there are no safety concerns for the victim or community. To report Sexual Misconduct disclosures or experiences, contact Michael Diaz, Title IX Coordinator, at TitleIX@uic.edu or (312) 996-8670.

If you have experienced Sexual Misconduct, you can choose to report or not report to the University, law enforcement, or confidential services. Disclosure of sexual misconduct can be made to the UICPD at (312) 355-5555 or to the Title IX Coordinator at TitleIX@uic.edu or (312) 996-8670. Students may also file reports of Student Conduct Code violations involving Sexual Misconduct with the Office of the Dean of Students at (312) 996-4857. For a confidential place to disclose, contact the Campus Advocacy Network at (312) 413-8206 or can-appointment@uic.edu for options, victim assistance and advocacy or the Counseling Center (312) 996-3490 for therapeutic support. For more information about reporting options and resources, see the http://sexualmisconduct.uic.edu/reportincident/.
PART THREE: RESOURCES FOR GRADUATE STUDENTS

The following pages provide information regarding key resources that graduate students will want to use to perform research, gain access to University materials and spaces, and participate in the campus community.

I-CARD

The i-card is the official student ID at UIC. Graduate students keep the same i-card for their entire career at UIC. The i-card fulfills several functions: it can be a time badge, a debit card, or used in conjunction with a campus meal plan or for Dragon$. Most often, graduate students use the i-card to check out library materials, access buildings or offices after hours, gain entry to UIC sporting events and campus events, enter and leave campus parking facilities, and to enter Campus Recreation facilities. The i-card may also be used to check out library materials from Chicago-area colleges and universities that have reciprocal borrowing arrangements with UIC.

To obtain an i-card, students must be registered for classes. Then, visit one of the ID Centers in person with a current government-issued ID (driver's license, passport, or state ID).

The original i-card is free; replacements will only be given free of charge if the student has changed his or her name permanently, as in cases of marriage, or if the card itself has become defective. Cracked/broken, lost, or stolen cards may be replaced for a $20 fee, unless the student can show a police report in cases of theft.

The main ID Center is located in Suite 1790 of the Student Services Building (SSB), 1200 W. Harrison (@ Racine); the satellite office is located on west campus in Room 241 of Student Center West (SCW), 828 S. Wolcott. For more information, call (312) 413-5940 or visit idcenter.uic.edu.

STUDENT HEALTH SERVICES

The Health Service Fee provides enrolled students access to the Student Health Service at the Family Medicine Center at UIC. Students are entitled to this service each academic semester and summer they are enrolled. **There is no additional co-payment or charge for covered services when obtained at the Family Medicine Center. Student Health Service is completely separate from CampusCare.**

All students are assessed a Health Service Fee on their tuition statement to cover services provided under the Student Health Programs, which also includes certain pharmacy benefits as well as health and wellness services available through the Counseling Center and the Wellness Center. Students may not “opt out” of the Health Service Fee.

Student health services include:

- Care of acute illnesses and injuries;
- Preventive services limited to:
  - Testing for sexually transmitted diseases (Chlamydia, Gonorrhea, HIV)
  - Contraception
- Annual wellness visit that includes:
  - Blood pressure
  - BMI screening for obesity
  - Breast cancer screening according to age and risk recommendations
  - Other testing as recommended by the U.S. Preventive Services Task Force
- Medications covered include:
  - Medications for minor illnesses and injuries at no cost
  - Birth control pills at discounted cost
  - Medications must be obtained at a UIC pharmacy. UIC pharmacies are conveniently located near the Family Medicine clinics

Students also have access to free health services at the Student Center East provided by the UIC Counseling Center, the UIC Wellness Center, and the UIC Gender and Sexuality Center. (See separate listings in this Handbook.)

Student Health does NOT cover:

- Preventive Immunizations
- Care of ongoing chronic diseases
- Care provided by UI Health physicians or clinics other than Family Medicine
- Care provided by physicians, clinics, or hospitals outside UI Health

For health services not covered by Student Health, your private health insurance will be billed.

If you purchased CampusCare, see your benefits at http://campuscare.uic.edu/ For more information, please visit the Student Health page or call (312) 996-2901.
CAMPUSCARE STUDENT HEALTH BENEFIT PROGRAM

Health insurance coverage is mandatory for registered students at UIC. All students are automatically enrolled into CampusCare when they register for classes. Students who are eligible are assessed the CampusCare Fee on their tuition (E-bill) statement each semester they are registered for classes. Option B and online-only students are not eligible for CampusCare.

CampusCare is a comprehensive package of supplemental health benefits designed to provide protection against unexpected accidents and illnesses. CampusCare covers health services such as inpatient and outpatient hospitalization, prescription drugs, chronic illness care, physical therapy, home health care, mental health/substance abuse services, emergency services, and much more.

If students have other major medical health insurance, they can waive out of CampusCare by completing an electronic waiver form ONLY at https://campuscare.uic.edu before the designated deadline in order to avoid being charged. Once students have successfully completed a waiver, it remains on their student account for one academic year, as of fall 2014. (The academic year begins with the fall semester. Students who have an approved waiver on file prior to fall 2014 are grandfathered in with a permanent waiver on file.) Registered students must complete an electronic reinstatement form online if they wish to return to the program throughout the current academic year. Reinstatement forms can be submitted at any time.

CampusCare has no deductible, minimal out-of-pocket expenses, and qualifies as a minimal essential coverage plan under the Affordable Care Act. It covers all pre-existing medical conditions. CampusCare also offers spousal and dependent coverage for an additional charge. CampusCare does not offer continuation of coverage for students not taking classes, except during the summer semester if the student had CampusCare in the spring of that year. Students must fill out an electronic summer continuation form in order to be enrolled and charged with the CampusCare fee on their student accounts. Please visit the CampusCare website at https://campuscare.uic.edu for all electronic forms, costs, deadlines, benefits, policies, information regarding dependent and study abroad coverage, and contract information.

Meningitis Vaccine (also called meningococcal vaccine)

Immunization against bacterial meningitis is strongly recommended for all students attending college. College students are at increased risk due to dormitory living and significant time spent in classrooms and other settings with many people in close proximity. Please review your immunization record to see whether you have had a meningitis vaccine. If not, it is available at the Family Medicine Centers on campus. Your insurance will be billed for the cost of the vaccine.

The UIC Counseling Center is a primary resource providing comprehensive mental health services for undergraduate, graduate, and professional students. We provide students with accessible and culturally sensitive mental health services to promote overall wellness and help them to make the most of their learning experience at UIC. The Counseling Center staff includes licensed and board certified psychologists and psychiatrists, psychology interns and externs, a social worker, and trained paraprofessionals. In short, our therapists can help students increase resilience and positive well-being by developing effective coping and problem-solving skills.

How can you benefit from these services? Students interested in Counseling Center services can walk in to schedule an intake appointment or call the front desk (312) 996-3490. During the initial appointment, information is gathered to assess each student’s needs and an appropriate plan for treatment. Counseling Center services are supported by the Health Service Fee; therefore, all fee-paying, enrolled students at the UIC are eligible for Counseling Center mental health services.

What types of therapy are available?

- **Individual Therapy:** Students work one-to-one with a therapist to address any concerns. We utilize a short-term model for counseling, i.e., issues usually are addressed in a fo...
Once assigned to a counselor, you and your counselor will discuss effective therapeutic goals, frequency of sessions, and likely length of treatment.

- **Group Therapy:** Students explore personal and interpersonal growth in a safe, supportive environment with others with similar experiences. Groups meet once a week, typically have 5-8 members and 1-2 trained group therapists.

- **Couples Therapy:** Couples counseling is available to enrolled UIC students and their partners. Couples of all sexual orientations, gender identities, and relationship statuses are eligible for this service.

- **Mind/Body Services:** We offer a variety of mind/body services to students including workshops on mindfulness, meditation, and self-compassion, a trauma-informed yoga group, a coping skills group, an interpersonal skills group, and biofeedback services.

- **Workshops/Consultation:** We provide presentations, workshops, and consultation to students, faculty, and staff at UIC focused on activities and information to increase individual, interpersonal, and professional development and also how to best help others who are distressed.

- **Psychiatric Services:** We offer limited, short-term, psychiatric services to students who are actively involved in individual or group psychotherapy at the Counseling Center. Your counselor will coordinate a consultation, if needed.

- **Case Management / Referrals:** During the evaluation, it may be determined that the student would benefit from seeking services outside of the Counseling Center. Recommendations are provided that may include a referral to other services offered on campus or a community resource may be offered.

- **InTouch Crisis & Support Hotline:** (312) 996-5535. If you are experiencing a crisis or emergency and require services outside of the Counseling Center’s regular business hours, the InTouch Hotline is a free crisis intervention, counseling, and referral service offered to UIC students. The InTouch Hotline is staffed by volunteers trained through the UIC Counseling Center Paraprofessional Program, and is available Sunday-Friday, 6:00pm - 10:30pm.

We adhere fully to applicable professional, legal, and ethical standards. Information you provide in the course of counseling is held as confidential within the Center. We will not release information about you to anyone outside of the Center, nor to your academic record, unless we have your signed consent specifically authorizing disclosure, with the following limited exceptions: instances of imminent risk of harm to yourself or others; mandated reporting of current child or elder abuse; or a court order and legal subpoena. The exceptions are rare, and your counselor generally will discuss the decision with you and seek your consent before such action is taken. If you have designated an Emergency Mental Health Contact person, we are obligated by law to contact that person within 24 hours if you are assessed as being at imminent risk. Please know that you may rescind, change, or add an Emergency Mental Health Contact person by logging into your UIC student portal at my.UIC.edu.

Visit the Counseling Center at 1200 W. Harrison St. (2010 SSB), or call (312) 996-3490, Monday-Friday: 8 a.m. - 5 p.m., evening hours by appointment only www.counseling.uic.edu

*Information above excerpted from Counseling Center materials.

**Wellness Center**

The mission of the Wellness Center is to support student learning, academic success, and retention by providing wellness services that promote healthy attitudes and behaviors, empower students to make informed choices, and enhance holistic well-being.

Wellness is a dynamic process that encompasses 8 dimensions (social, emotional, intellectual, sexual, occupational, environmental, spiritual, and physical), and each is important for overall wellness. A list of resources available to students appears on page 29.

**Office of the Dean of Students**

The Office of the Dean of Students provides a student-centered, learning environment that offers support, advo-
cacy, and resources which contribute to student success. Several services and programs are offered for students including the student conduct process, student legal service, student ombuds service, student advocacy services, advisement of student governance groups, and student veteran affairs.

The Office of the Dean of Students administers the Student Conduct process which addresses both academic misconduct (such as plagiarism, cheating, or grade tampering) and behavioral misconduct (such as theft, assault, and drug-use). The main purpose of the Student Conduct process is to educate students about their responsibilities as members of the university community and ensure that students comply with the standards of conduct outlined in the Student Disciplinary Policy.

The Student Legal Service is a law office located in the Office of the Dean of Students. An attorney is available to advise and assist students with a wide variety of matters including landlord/tenant questions; subleases and roommate contracts; auto accidents and insurance; settlement of injury and damage cases; traffic tickets, including assistance with handling of out-of-state tickets; consumer questions; debt collection, bankruptcy, purchase contracts, and procedures for Pro Se (small claims) court; powers of attorney; divorce, name change, and other family issues; employment; and contract review.

Graduate students may wish to speak to the Student Ombudsperson, an advocate for fairness, who investigates student complaints and helps to achieve resolution. This person analyzes both sides of the situation impartially to ensure that students receive fair treatment from all offices within the University. The Ombudsperson may serve as a counselor, go-between, mediator, informal fact-finder, and/or upward administration feedback mechanism.

Student Advocacy Services provides assistance for students, and the families of students in cases of personal emergencies, illness, crime victimization, and other personal crises. Additionally, staff members serve as advisors to student governance organizations including the Student Member of the Board of Trustees, the Graduate Student Council, and the Health Profession Student Council. Student Veterans Affairs provides support and assistance to student veterans. The Dean of Students Office also serves as the campus sponsor to the Religious Workers Association (RWA), which has representatives from various local religious organizations including, but not limited to, the Newman Center, Hillel, Agape, Intervarsity and the Muslim community.

For more information call (312) 996-4857, click dos.uic.edu or visit in person 3030 Student Services Building, 1200 W. Harrison Street.
OFFICE OF INTERNATIONAL SERVICES

The mission of the Office of International Services (OIS) is to enhance and support the international dimensions of the University of Illinois at Chicago and the regional campuses in Peoria and Rockford. Specifically, OIS participates in the creation of UIC’s culturally diverse learning and working environment by assisting individuals involved in international educational exchange. OIS provides an array of essential services and programs to help international students, faculty and scholars, and their families realize their educational, professional and personal objectives. To accomplish this mission, OIS:

• Provides immigration advising to international students, faculty, staff, and scholars.

• Facilitates the adjustment of international students, faculty, staff and scholars to life at UIC and the U.S. by providing services and programs aimed at fulfilling practical needs and increasing cultural awareness.

• Provides immigration rules and regulations guidance and referral to university departments and units, particularly in the area of employment, taxation, admissions, international exchange programs, and international program creation.

For more information, visit us online or in person in Suite 2160 of the Student Services Building at 1200 W. Harrison Street (corner of Harrison and Racine streets) View map

Download the International Student Resource Guide here

TUTORIUM IN INTENSIVE ENGLISH

Established in 1978, the Tutorium in Intensive English (“the Tutorium”) is a tuition-based program that provides English as a Second Language instruction at the most highly accredited program in Chicago. It also issues I-20s.

The Intensive English Program (IEP) is a comprehensive, non-credit curriculum for speakers of other languages. It is designed for motivated individuals who wish to learn English or to improve their command of the language for university study or for business or professional advancement. Students are encouraged to work closely together, to learn from each other, and to develop cultural awareness.

For more information about the IEP, visit: https://tie.uic.edu/iep/

The Tutorium also offers a variety of online and face-to-face courses through the English for International Professionals (EIPS) program. The courses are designed for students who need to further improve their English skills. More information about the EIPS program can be found at https://tie.uic.edu/eips/. Some of the courses offered include:

• Online Advanced Grammar for Self-Editing
• Online Advanced Writing and Composing
• Online TOEFL Prep: Reading and Listening
• iBT TOEFL Preparation Course
• IELTS Test Preparation Course
• Speaking Skills for Professionals
• Conversation and Vocabulary Skills
• Chicago, Culture, and Communication Program

RESOURCES FOR UNDOCUMENTED STUDENTS

With a racially, ethnically, and socio-economically diverse student body, UIC recognizes the difficulties faced by undocumented students, defined as those students who are not U.S. citizens or Permanent Residents of the United States, who do not hold a visa to reside in the U.S. and who have not applied for legal residency in the U.S. In many, but not all, cases the term non-citizen refers to undocumented students. Undocumented students are eligible to apply for and be admitted to UIC. Undocumented students are not eligible for federal and institutional financial aid.

UIC’s Dream website seeks to provide information and resources to current and prospective students and their families regarding residency for in-state tuition purposes and enrollment at UIC. Rubrics on the site include:

• definitions
• admissions and forms
• campus committees and student organizations
• federal and state legislation
• Illinois DREAM Act
• tuition and fees, financial aid and scholarships
• confidentiality and privacy
• academics, resources for academic advisors,
• on-campus resources,
• external resources
• frequently asked questions
In addition, DREAM fact sheets are now available in English, Spanish, and Portuguese.

The university has a faculty and staff taskforce focused on the issues faced by undocumented students. The members listed below are part of that committee and have identified themselves as allies to undocumented students. They are sensitive and understanding to the experiences that UIC undocumented students may face; they can provide support, resources, and/or referrals. Please send an email to undocs@uic.edu should you need assistance.

- Hugo Teruel, Latin American Recruitment and Educational Services (LARES)
- Jennifer Juarez, Latin American Recruitment and Educational Services (LARES)
- Alanna O’Connor, Academic and Enrollment Services
- Oscar Rodriguez, Office of Admissions
- Dan DiCesare, Student Affairs—College of Pharmacy
- Mark Martell, Asian American Resource and Cultural Center
- Josephine Volpe, Office for Advising Development
- Khalilah Young, Project CHANCE

For more information, or for a specific question regarding admissions and recruitment, contact Jennifer Juarez, Assistant Director of LARES (jjuare2@uic.edu) or Tanya Cabrera, Assistant Vice Provost for Student Inclusion at tcabrera@uic.edu.

In addition, students might be interested in the activities of the Fearless Undocumented Alliance (FUA), which strives to create a supportive environment—academically, financially, and mentally—for undocumented students at UIC.

For more information, visit the Fearless Undocumented Alliance’s social media sites: https://www.facebook.com/FUAUIC and https://twitter.com/UICFUA—or send an email to ucfua@gmail.com.

**CENTER FOR STUDENT INVOLVEMENT**

Recently renamed (from Campus Programs), the Center for Student Involvement seeks to build a foundation for holistic development through educational, social, leadership, and cultural programming for UIC students. We will foster an environment to build affinity to UIC, a community within the city of Chicago, through a multitude of student events, student organizations, and leadership opportunities.

The Center for Student Involvement strives to provide a vibrant environment where UIC students are catalysts for social change, actively engaged, and share a sense of belonging through our involvement opportunities. For more information, visit online at http://involvement.uic.edu or follow on Twitter @UICCSI.

**OFFICE OF CAREER SERVICES**

Career Services empowers students in their career development and job search by providing accessible resources and comprehensive services. The signature service for graduate-level students is individual advising. In these sessions, strategic conversations and personalized career planning empower successful career development. Self-assessments are often utilized as part of a holistic career transition process.

Applying soon for a job in industry or academia?
Do you know the difference between a résumé and a curriculum vitae?

Singularly and in conjunction with the Graduate College, select programs cater to graduate students' needs on topics ranging from career exploration to résumé/CV writing, from salary negotiation to utilizing a LinkedIn presence. Career Services also facilitates career connections with employers through annual job fairs and networking events.

For more information or to make an appointment, visit Career Services in the Student Services Building, Suite 3050, call (312) 996-2300) or email (ocs@uic.edu), or visit http://careerservices.uic.edu.

**STUDENT LEADERSHIP AND CIVIC ENGAGEMENT**

Committed to supporting students in their development as lifelong active citizens with the skills and knowledge to build a more just and equitable world, Student Leadership and Civic Engagement provides leadership and service programming and encourages personal and professional development, active citizenship, cultural humility, and transformational growth. For more information about these core values and events, please visit http://slce.uic.edu.
CAMPUS ADVOCACY AND CENTERS FOR CULTURAL UNDERSTANDING AND SOCIAL CHANGE

The Centers are committed to social change grounded in the principles of inclusion, access, and equity. Our name reflects the collective purpose of the Centers at UIC: to expand understanding of the value of cultural diversity and connect diverse assets to find creative solutions for common challenges. This collective purpose draws upon the Centers' expertise in scholarship and practice to provide relevant support to our specific populations on campus and opportunities for intercultural engagement among students, faculty, staff, and Chicago communities.

Some of the units listed here fall under the auspices of the Dean of Students or Student Affairs, but the editors thought it utile group them together here.

African-American Cultural Center

Founded in 1991, the African-American Cultural Center (AACC) at the University of Illinois Chicago (UIC) is an interdisciplinary unit that supports the academic and diversity missions of the university through innovative programs and initiatives that relate particular African-American and African Diaspora traditions, creative practices, and experiences to broader frameworks of thought, feeling, and action. Visit the AACC at http://aacc.uic.edu/.

Asian American Resource and Cultural Center

The Asian American Resource and Cultural Center (AARCC, pronounced "arc") officially opened in spring of 2005 as a result of student efforts to ensure that UIC supports the needs of Asian Americans. AARCC promotes the intellectual and personal growth of UIC students, staff, and faculty; advocates for greater access, equity, and inclusion of Asian Americans; and educates the UIC community about Asian Americans.

AARCC offers social, cultural, and educational programs that promote knowledge of and foster engagement with issues relating to Asian Americans and Asian American studies. For more information, visit http://aarcc.uic.edu/.

Campus Advocacy Network

The Campus Advocacy Network (CAN) is an on-campus service center dedicated to providing free, confidential, survivor-centered and trauma-informed services to UIC students, staff, and faculty who have experienced sexual assault, domestic/dating violence, stalking, and hate crimes. CAN advocates are fully trained to state standards in both sexual assault and domestic violence advocacy and have extensive training in stalking, gender-based violence, gender oppression, and other issues. They have many years of experience helping victims navigate systems on-campus, including university administrative systems such as Title IX investigations and student conduct hearings, and off-campus, including the criminal court system and the civil court system for obtaining Orders of Protection and No Contact Orders.

Recognizing that each situation is unique, advocates will identify the specific on- and off-campus options available to each survivor and help them evaluate the benefits and drawbacks of each option. Survivors are not required to take any action, but an advocate can accompany them through the processes and procedures they decide to pursue. Advocates will also create a safety plan to avoid further harm, address the emotional impact of violence experienced, and provide referrals to counseling/therapeutic services for ongoing support (CAN advocates are not counselors).

In addition to direct victim services, CAN also offers educational programming and training about sexual assault, domestic/dating violence, stalking, hate crimes, gender-based violence and gender oppression as well as programming about prevention education, bystander intervention, and men's initiatives. CAN's Peers to Allies retreat is an amazing opportunity for UIC's student leaders. This violence prevention program situates leadership, bystander intervention, and social justice education as the cornerstones for student engagement. Please visit peertoalleys.uic.edu to learn more.

For additional information, please visit the Campus Advocacy Network's website at can.uic.edu. To make a confidential appointment to speak with an advocate, please email can-appointment@uic.edu or call (312) 413-8206. To request...
training or educational programming, please call (312) 413-8206 or email can@uic.edu.

**CHANCE**

The mission of the UIC CHANCE Program is to recruit and retain academically qualified underrepresented candidates from Chicago and suburban communities. We seek students in need of enrichment and learning skills for admission to and graduation from UIC, and facilitate access to services that will enable them to succeed. Each year the CHANCE program has limited funding for incentives such as scholarship assistance, book vouchers, and professional development opportunities. For more information, please visit https://chance.uic.edu/.

**Disability Cultural Center**

Re-established in the Spring of 2018 to continue engaging in cultural, social, and educational programming, as well as community outreach to advance understanding of the disability experience as a source of pride, knowledge, and artistic expression, the DCC is guided by the understanding that identity is multi-dimensional, involving the intersections of disability, race, class, gender, sexuality, religious affiliation, and geographic location, among others. For more information, please visit http://dcc.uic.edu/.

**Disability Resource Center**

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 access classes, programs, services and campus activities.

The Disability Resource Center (DRC) is committed to providing accommodations and access to all students with disabilities and to working collaboratively with faculty, staff, and University services to provide students with disabilities an equal opportunity to participate in all aspects of the educational experience at UIC, while maintaining compliance with relevant laws.

Students who are seeking to receive accommodations may complete the Student Registration Form via the http://drc.uic.edu website and schedule an intake appointment by contacting the DRC at (312) 413-2183 or drc@uic.edu.

In your role as a Teaching Assistant, students may disclose their Letter of Accommodations (LOA) and request assistance from you in implementing their approved accommodations. If you have any questions about a student’s LOA or need any assistance related to a student’s accommodation, please contact the DRC at (312) 413-2183 or drc@uic.edu.

**Gender and Sexuality Center**

The Gender and Sexuality Center (GSC) promotes deeply engaged and life affirming thinking, learning, and action for students, faculty, staff, alumni, and community members. Programs are informed by an understanding of intersecting identities and diversity within LGBTQIA+ communities.

The GSC encourages students to participate in Queer Compass to build community as they begin to navigate the University. It also develops safe zone workshops tailored to each unit or department. Lastly, it hosts exhibitions in the Flex Space. For more information, please visit http://gsc.uic.edu/.

**Rafael Cintrón Ortiz Latino Cultural Center**

Established in 1976, the Rafael Cintrón Ortiz Latino Cultural Center was the first cultural center at UIC. Its founding was the result of visionary Latino/a students, faculty, staff and community members who fought tirelessly for a cultural center to support the academic growth of the increasing Latino/a student population on campus.

The mission of the Latino Cultural Center is to expand the appreciation for—and understanding of—Latino cultures on campus and throughout local communities, as well as to ensure that Latino/a students have a positive self-defined identity and practical tools to help them graduate, join the workforce, and become the next generation of leaders.
The Latino Cultural Center advances its mission through programs and initiatives that feature cultural and artistic expressions; intercultural and civic dialogues; scholarly presentations; and first-voice stories. Our programs and initiatives connect social and environmental sustainability, draw on cultural heritage to address contemporary issues, and build partnerships across diverse communities and identities for positive social change.

For events programming and more information, please visit https://latino-cultural.uic.edu.

**Native American Support Program (NASP)**

The Native American Support Program (NASP) provides opportunities to enhance Native American, Alaska Native, Native Hawaiian, Pacific Islanders and Indigenous students’ growth and development, academic achievement, and leadership building. Indigenous teachings that emphasize the holistic philosophy are incorporated into student development to guide and instill the principles of responsibility to themselves, their education and community.

For over 45 years, NASP has assisted Native and Indigenous students earn their degrees and become leaders in their communities. It has played a key role in providing academic and professional development services to students. The services focus on enhancing student success and serving as an avenue to heighten their university and community experiences.

NASP endeavors to contribute to the success of Native American and Indigenous students at UIC by:

- Assisting students in attaining internships, fellowships, scholarships, and applying to graduate school, research and employment opportunities
- Developing collaborative relationships with institutions, organizations, schools, parents, families, and communities to promote a setting conducive to the completion of a postsecondary degree
- Providing support and mentoring with a purpose of developing the well-being of students through self-determination, academic success, and community service
- Connecting students on campus and adjusting them to college life by connecting students when needed to counseling, tutoring and peer groups to help them excel academically

For more information, visit the NASP website at http://studentaffairs.uic.edu/nasp/.

**Student Veterans Affairs**

Student Veterans Affairs at UIC provides caring and personalized support to UIC undergraduate and graduate student veterans. We help our veterans navigate the campus and provide a welcoming space, mentoring from student veterans, guidance on educational benefits, and tools to succeed academically and personally. We value the skills, assets and experiences veterans bring to the UIC community and are committed to helping them achieve their goals and aspirations. The Student Veteran Affairs increases campus awareness of student veteran issues and fosters a sense of belonging, community and well-being for all student veterans on campus.

We will:

- Give you referrals to helpful resources on campus and in the community.
- Help you navigate the campus and its bureaucracy.
- Invite you to workshops and social events throughout the year.
- Connect you with other student veterans on campus.
- Help you make the transition from military to student life at UIC.

At a campus like UIC, it is easy to get lost in the shuffle. We are here to make you feel at home. Click to view our Resource Guide for Students and Student Veterans. It assists incoming and current veteran students as they matriculate and is a source for quickly identifying departments on campus that can assist you as you transition to life on campus.

For more information, visit https://dos.uic.edu/studentveteranaffairs.shtml and/or our office in SSB3030.

**Women’s Leadership and Resource Center**

Through institutional interventions, support, advocacy, and education, our mission at the Women’s Leadership and Resource Center (WLRC) is to create a welcoming and equitable environment in which women and women-identified people are able to pursue their educational and career aspirations, free from institutional barriers, oppression, and violence.

**Writing Center**

The Writing Center helps students with course assignments, personal statements, résumés—you name it. Schedule an appointment and get 45 minutes of individual attention on your writing for free. https://writingcenter.uic.edu/.
The UIC Children's Center provides on-campus early childhood education and care for preschool aged children (2.9 years-5 years) of current UIC students, faculty, and staff. Children must be fully toilet trained at the time of enrollment. Located in the College of Applied Health Sciences Building (1919 W. Taylor Street, Room 116), the UIC Children's Center is open from 7:00 a.m. - 6:00 p.m., Monday-Friday and follows the full year University calendar.

The UIC Children's Center is DCFS licensed, nationally accredited by NAEYC, and has received the State of Illinois's Gold Circle of Quality rating. The UIC Children's Center philosophy is rooted in the research-supported idea that meaningful learning for children happens through play. Intellectual, emotional, academic and physical development goals are met through a blended approach that incorporates the Illinois Early Learning and Development Standards, Creative Curriculum, and Constructivist principles. Teaching and administrative staff have specialized training in early childhood education and child development. The Children's Center offers low adult:child ratios and opportunities for children to play outside daily (weather permitting).

Tuition rates are assessed upon enrollment using a sliding scale based upon each family's gross income (before taxes) and other financial resources. Weekly tuition is based on five full days. The Children's Center does not offer a part-time tuition rate. Tuition includes two snacks and lunch daily. For more information, to schedule a tour, or to submit an application online visit http://childrenscenter.uic.edu/
COMUTER STUDENT RESOURCE CENTER

UIC’s Commuter Student Resource Center (CSRC), the hub for Commuter and Off-Campus Programs, provides a sense of belonging among commuter students while offering programs and services to enhance wellness, academic success, and student engagement at UIC.

The CSRC provides many amenities for student commuters, such as showers, lockers, a kitchen, lounge space, computers and printers, study space, lactation rooms, etc.

Staff members can provide information on transportation, off-campus housing, and other resources.

Located inside the Wellness Center, 240-248 Student Center East—behind the Inner Circle food court—the CSRC is open Monday-Thursday 7:30 a.m.-6 p.m., and Friday 7:30 a.m.-5 p.m. More information available at csrc.uic.edu and at (312) 413-7440.

TRANSPORTATION

UIC students have several modes of transportation available to them: buses, trains, bicycles, taxis, feet, ride shares.... Below is some pertinent information. More links are available at http://grad.uic.edu/public-transportation.

Walking

One of the healthiest means of getting around campus is walking. This map provides estimates of walking times on the east side of campus. When walking in any major metropolitan city, be aware of your surroundings and use common sense. The UIC Police recommend being aware of the people walking behind and near you, and if at any time you feel uncomfortable, cross the street. For your own safety and to reduce theft, avoid texting, talking on the phone, or listening to music while walking around campus.

Bicycling - Divvy

Bicycling to, from, and around campus is increasingly popular, and UIC is a recognized Bike Friendly University. If you have your own bike, be sure to register it with the Campus Police and take advantage of these online resources provided by the Office of Sustainability including maps of bicycle amenities on campus. The Office of Sustainability’s website also includes resources on gear to use (the basics of what to wear and buy such as helmet types, clothing, and lighting), and bike safety (downloadable bike safety posters, and a bike safety quiz).

If you are passionate about biking, please consider joining the UIC Bicycle Advisory Meeting (BAM!) Committee, which is an advocacy group open to faculty, staff, and students or the student-lead College of Cycling group.

FAST DIVVY FACTS

Divvy has 580 stations and 5,800 bikes in Chicago, many of which are in the vicinity of UIC.

Over 1,000 students, faculty, and staff members have taken advantage of the discounted membership through UIC’s Office of Sustainability.

Shuttle Buses

The Intracampus Bus Service provides free transportation for students, faculty, and staff to various points on campus. There are two routes: Intracampus and the Semester Express. The Library Shuttle provides an on-call service similar to Night Ride [see next page] in its area of operation. A valid UIC identification card (i-card) must be presented to the driver when boarding.

Buses can be tracked in real time using the TransLoc app or online at http://uic.transloc.com/.

Ventra U-Pass

Chicago Transit Authority (CTA) buses and trains bring thousands of faculty, staff, and students to campus daily. The CTA Ventra U-Pass is a transit card that allows students of Chicago area schools to ride the CTA for a discounted fare. The U-Pass is available to all full-time graduate students from the Graduate College, College of Dentistry, College of Pharmacy, School of Public Health, Doctorate of Physical Therapy Program, and College of Medicine. Students from the Graduate College and School of Public Health must be registered for at least 9 credit hours in the fall and spring semesters and 5 or more credit hours during the
summer to receive a U-Pass. All other students must be registered for 12 hours (Fall & Spring) and 6 hours (Summer). Graduate students registered for fewer than 9 hours will not be assessed the U-Pass fee. All full-time students are assessed the CTA Transportation Fee, which is $163 for the Fall and Spring semesters. No waiver of the fee is available.

Assuming continual registration, the Ventra U-Pass card is valid for five years. Discarding the pass is considered a lost pass and a $50 replacement fee will apply.

The U-Pass is valid for travel during the semester, as well as the five days before classes begin and the five days after finals end (based on the official academic calendar). It is non-transferable and bears the student's photo and name. The U-Pass can be picked up prior to the start of classes at the Student Services Building. Students must be registered for the appropriate number of hours prior to obtaining the U-Pass and will need to present their i-card at the time of pickup. Depending on when you registered, you may be asked to login to the Student Self Service system to provide proof of status.

The cost of the U-Pass is included in qualifying students' University bills at the start of each semester. The amount is negotiated by the University and the CTA.

Students with documented disabilities that impact their ability to use CTA service (including the CTA Para transit special services) should contact the Disability Resource Center (see page 32) to petition for use of the PACE Paratransit system.

For more information, please visit the ID Center’s website.

### After Hours Options

**Police/Student Patrol Escort:** After regular business hours, students, faculty, and staff can call (312) 996-2830 (or 6-2830 from a campus land-line phone) to request an escort to walk them to their campus destination. Please visit the [UIC Police Student Escort website](#) for more information.

**UIC Night Ride:** The university provides after-hours transportation service for university employees, students, and authorized individuals with a valid UIC i-card between university facilities and points of public transportation and resident facilities within a designated area.

Night Ride uses the [TransLoc app](#), which is available for Android and iOS devices and is an upgrade from the Red Car, which operated from a dispatch call center only.

Dispatched to pick-up points and discharging passengers to requested sites within general boundaries, the Night Ride service supplements the campus bus route.

Formerly called Red Car, Night Ride operates within these general boundaries: Clinton St. on the east; Western Ave. to the west; Jackson Blvd. to the north; and 16th St. on the south.

Students who are seriously inebriated will not be allowed transportation and drivers reserve the right to deny service to any passengers who become overtly belligerent, violent, or otherwise begin to present danger to themselves, other passengers, or the driver. An ambulance will be summoned for students that are nonresponsive or in conditions that indicate the possibility of alcohol poisoning.

Night Ride operates between 11:00 p.m. and 7:00 a.m., 7 days a week and still accepts requests at (412) 996-6800. For more information, visit [transportation.uic.edu](http://transportation.uic.edu).

### Parking Services

At any given time there are 11,000 to 12,000 cars on the UIC campus. Campus Parking Services provides safe, convenient, and affordable parking for these vehicles by:

- Issuing parking assignments for faculty, staff, and students
- Providing cash lots for occasional drivers and visitors
- Operating and maintaining UIC's 39 parking facilities
- Offering special services for special needs
- Valet parking services

Parking Offices (open 8:00 a.m. - 5 p.m., Monday-Friday).
UNIVERSITY LIBRARY

The University Library is your partner in scholarship by providing access to more than 65,000 e-journals and hundreds of databases in all subject areas, as well as comfortable work spaces and services that support your research.

Whatever your field of study, there is a subject librarian who acts as a liaison to your department or college and who has specialist research skills and in-depth knowledge of collections relevant to your discipline. Your liaison is your primary point of contact when you need to schedule a research consultation to orient you to the most important library resources for a particular research project or to suggest a purchase. Liaisons can work with you to organize research materials and generate bibliographies using applications such as RefWorks or Zotero; identify data sources and write data management plans; and consult on issues such as copyright, your rights as an author, and open access publishing options.

The Library has two locations in Chicago at the Richard J. Daley Library and the Library of the Health Sciences, as well as regional branches in Peoria, Rockford, and Urbana.

In addition to local collections, UIC students can borrow materials from more than 80 Illinois libraries through the CARLI I-Share library network. You can request to have items delivered to any participating I-Share library, including any UIC branch.

Richard J. Daley Library

The Richard J. Daley Library, located on the East side of campus at 801 S. Morgan, holds more than 1.5 million printed volumes in the social sciences, physical and life sciences, arts and humanities, and engineering. As a graduate student, you can reserve a personal study room for the semester, or reserve group study rooms by the hour by booking online. Daley Li-
In our collections, you can find the records of organizations, businesses, politicians, and social activists who have shaped Chicago, from Jane Addams and Richard J. Daley to the Chicago Board of Trade and the Chicago Urban League. In addition to our physical collections, we have extensive digital collections, including fabulous design collections and internationally significant collections documenting the beginning of Sierra Leone.
PART FOUR: THE UIC GRADUATE COMMUNITY

Given the size and diversity of the University and the pressures of graduate study, students may not easily find opportunities for professional, political, or social interaction. The following pages, while brief, spotlight two of the major organizations on campus open to all graduate students—the Graduate Student Council and the Graduate Employees Organization—as well as two initiatives gaining traction—Social Justice and Sustainability. Also included in this section are two privileges not many graduate students realize that they have: access to UIC Campus Recreation facilities and programs, and free entry to all UIC athletic events. Beyond these official ways to participate, we trust that graduate students will determine how best to get involved in their campus community.

Graduate College outing to the Museum of Contemporary Art
GRADUATE EMPLOYEES ORGANIZATION

UIC's teaching assistants (TAs) and graduate assistants (GAs) are represented by a union: the Graduate Employees Organization (GEO), Local 6297 of the IFT-AFT (Illinois Federation of Teachers - American Federation of Teachers), which is a member of the AFL-CIO (American Federation of Labor - Congress of Industrial Organizations). Any issues related to employment, working conditions and safety, pay disputes, access, and other work-related concerns should be directed to GEO, which provides representation and counsel to its members.

GEO is run by graduate employees and its membership ranges from 1200 to 1500 TAs and GAs. To become a voting member of GEO you must sign one of our yellow membership cards, which allows you to vote on officers, budgets, and other important decisions that GEO makes. Becoming involved with GEO is an excellent way for graduate employees to gain experience in the world of organized labor as well as the UIC administration, campus policies, and issues that affect the entire graduate community.

Through collective bargaining based on the input of hundreds of members, GEO has secured improved working conditions, more open communication with administration, and guaranteed salary increases and protections against unfair labor practices. On March 2nd, 2016, GEO ratified a new contract after many months of negotiating. The current contract cycle is August 2015 to August 2018. The minimum wage was raised $700 in 2015-16 (raising the minimum to $16,765), $700 in 2016-17 ($17,465), and $600 in 2017-18 ($18,065). The previous contracts had raises of $500 each year. The University contribution towards Campus Care fees will now be $250 or 40% in 2016-17 (whichever is greater), and $275 or 40% in 2017-18. The new contract includes one paid personal day per semester, which we did not have in the previous contract. We gained increased protections under our nondiscrimination clause by adding “gender identity and gender expression” and “pregnancy” as protected statuses. We were able to change the language throughout the contract to include gender neutral pronouns to make sure the language of our contract represents all of our members. Lastly, we added a way to address consistently late course assignments and a few tools to address concerns with the university between now and the next bargaining cycle. Throughout the bargaining process GEO held collective actions and would not have secured this contract without the drive and determination of its membership.

For more information, please call GEO at (312)733-9641, email us at geo@uic-geo.net, or visit www.uic-geo.net.

GRADUATE STUDENT COUNCIL

The Graduate Student Council (GSC) is the elected student government body representing graduate students at UIC. The GSC represents any graduate student in good standing, currently enrolled in the Graduate College at UIC. Each department of the Graduate College shall provide the GSC with a representative and an alternate representative. Both the representative and alternate representative serve a one-year term, from September 1st to August 31st.

GSC has four presiding officers who collectively serve its purpose: President, Vice-President, Treasurer, and Secretary, who are non-voting members of the Council. The purpose of the GSC per the GSC constitution is as follows:

1. to sponsor academic and social activities for graduate students,
2. to subsidize graduate students who travel to present original work at professional meetings and conferences,
3. to consider issues of concern affecting graduate students, and
4. to promote the interests of graduate students through contact with the University of Illinois at Chicago (UIC) administration.

The GSC is overseen and advised by the Dean of Students Office.

You can find more information about the Council and its events at: https://uicgsc.wordpress.com/ and from GSC at UIC on Facebook.
SOCIAL JUSTICE INITIATIVE

The Social Justice Initiative (SJI) at UIC is a campus-wide project that began in 2010. Housed in the Office of the Provost, SJI seeks to build upon and foreground a critically important part of our mission as a public research university in a diverse global city. Our work is focused on promoting a greater good, serving the under-served, and improving lives through scholarship, teaching, and community engagement.

Over 200 UIC faculty and staff describe their research, teaching, and professional work as social justice related. From studies of racial and gender violence to oral histories of undocumented workers, to health care providers who intervene in crises all over the world, UIC scholars are engaged in life altering research that promotes greater equity, inclusion, justice, and sustainability.

Through the work of its faculty advisory committee, staff, student affiliates and community partners, SJI has four ongoing program areas: the Pop Up JUST Art (PUJA) gallery, the Pipeline to Justice Scholarship and Mentoring Program for Undergraduates, and public programs and special events.

Graduate students can benefit from the SJI's film series, colloquia, workshops, lectures, and exhibits. Visit our website for information on upcoming events.

1253 South Halsted, Suite 310 M/C 096
Chicago, IL 60607
Email: sjiuic@gmail.com
Phone: (312)-355-5922

Background at the Audience at Freedom Dreams, Freedom Now Conference, 2014

SUSTAINABILITY

The Office of Sustainability was founded in January 2008 and it is led by the Associate Chancellor for Sustainability and supported by a team of graduate assistants, interns, undergraduate recycling assistants, staff members, and volunteers. The office forms the focal point for coordinating sustainability initiatives on campus by receiving information, tracking data, and assessing progress. This is accomplished through involvement in institutional and programmatic planning, information dissemination, providing guidance, reporting, and acting as a resource on sustainability in higher education.

What is Sustainability?

Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, and permits the fulfillment of the social, economic and other requirements of present and future generations. In conceptualizing sustainability, we often think about three interdependent domains—environment, economy, and social equity—and assert that only a comprehensive approach that works at the intersection of all three domains can make it possible that future generations not only survive, but flourish. These domains, often called “the 3 Es,” provide a framework for understanding how specific issues and initiatives differ and overlap. At UIC, we consider there to be five domains of sustainability (“4 Es and an H”) which include UIC’s strength in Health and Energy, as well as Environment, Economy, and social Equity. These concepts can be applied in a variety of ways to UIC’s teaching, research, and practice (Source: To Green and Beyond: Excellence through Sustainability at UIC)

UIC Climate Commitments

UIC was among the first signees of the American College & University Presidents’ Climate Commitment in 2007, putting us firmly at the forefront of the movement among the nation’s universities to actively reduce our energy footprint.

Taking the lead again, UIC was among the first of a group of universities to sign Second Nature’s newly integrated Climate Commitment expanded action plan. This new level of commitment extends beyond our existing efforts to support carbon reduction, including a commitment to take steps toward making the Chicago region more resilient to environmental challenges.

The UIC Climate Action Implementation Plan (CAIP) lays out the next steps for the university to build a stronger sustainable work and living ethic while reducing campus emissions of greenhouse gases. Our goal is to become a Climate Neutral, Zero Waste, Net Zero Water, and Biodiverse university. We are committed to sustainable practices that make our operations more efficient and conserve resources, serving as a model for our students and the community. We have already accomplished several important objectives including the installation of 50+ Big Belly solar powered recycling/waste stations, the formation of a Solar Working Group, and the Arthington Mall green infrastructure project.
Everyone of us has a part in meeting these goals through unit operations, research, and teaching. (Source: UIC Climate Action Implementation Plan, 2018.)

**Teaching**

A variety of courses are offered at the graduate level that are related to or focused on sustainability. You are encouraged to review the list and see if there is something in your discipline of interest.

**Research**

There are many opportunities for research in areas that relate to sustainability, many of which are interdisciplinary. Also, you may develop a research idea that uses the campus as a living laboratory for sustainability. If so, the Office of Sustainability can help connect you with the appropriate administrative and facilities people you need to work with to obtain data, maps, drawing, etc. to complete your research.

**Student Sustainability Fee**

The UIC Sustainability Fee (formerly known as the Green Fee) is an initiative to improve the quality of campus operations, reduce UIC’s environmental impact, and generate awareness about environmental and sustainable issues by creating opportunities for students’ involvement. Paid by all students, the Sustainability Fee is a few dollars per semester and it funds small, short-term projects, helps to subsidize larger, long-term projects on campus and helps to fund student travel to sustainability-related conferences. Funding from this fee is administered by the Sustainability Fee Advisory Board (SFAB) comprised of undergraduate, graduate, and professional students; faculty; and staff. Projects are student driven and information about applying can be found on the Office of Sustainability’s website.

**Opportunities for Student Involvement**

There are many ways to become involved in sustainability—from recycling at home to joining an advocacy group at UIC. Graduate students can get involved in sustainability in a variety of ways including:

- Signing up for the Greenlights e-newsletter
- Volunteering to be an Eco-Educator
- Serving on a sustainability committee:
  - Chancellor’s Committee on Sustainability and Energy
  - Tree Care Committee
  - Bike Advisory Meeting
  - Green Labs Committee
  - Sustainability Fee Advisory Board
Does UIC Recycle?

Every year, UIC recycles about 45% of its solid waste. We do so because it is good for our environment, good for our pocket books, and Illinois mandates that we do so through the Illinois Solid Waste Management Act. Our priorities as a campus are to: reduce, reuse, and recycle.

How recycling works at UIC

UIC recycles paper as one stream and glass, metal, and plastic as another stream. Polystyrene and #6 are not recycled. For a list of what can be recycled at UIC, visit http://recycling.uic.edu. Many items that are recycled stay locally and become other paper products you use every day. For example, aluminum becomes an Anheuser-Busch can, office paper becomes tissue paper, and cardboard becomes newsprint from International Paper.
CAMPUS RECREATION

UIC Campus Recreation offers state-of-the-art facilities, fun and exciting programs, and educationally sound and healthy services, all focused on providing the UIC community with a complete recreational experience. Campus Recreation is a valuable resource for graduate students who wish to pursue a healthy lifestyle. Admission and most services are free to students who pay student fees, and access is gained with a valid UIC Student i-Card.

Through participation in various programs, students can gain a multitude of personal benefits including improved levels of physical fitness and wellness, opportunities for social interaction, development of time management skills, and healthy outlets for stress relief.

In addition to unstructured activities, Campus Recreation also offers structured programs and services including group fitness programs, intramural sports and sports clubs, fitness testing and evaluation through the Human Performance Lab, personal training, massage therapy and swimming lessons.

Visit either of UIC’s two indoor facilities to learn more about what Campus Recreation has to offer. The Student Recreation Facility (SRF) is located at 737 S. Halsted and The Sport & Fitness Center (SFC) is located at 828 S. Wolcott. For more information, please visit http://recreation.uic.edu/

UIC ATHLETICS

With 20 athletic programs, the UIC Flames compete on the Division-I level as a member of the Horizon League. The Flames have advanced to NCAA postseason competition on 48 occasions while amassing a total of 78 conference championships. Women’s tennis made 15 consecutive trips to the NCAA tournament; softball has nine including a berth in the 1994 College World Series, men’s soccer owns five, baseball four, and men’s basketball has three appearances.

The home basketball games for men and women are played inside the UIC Pavilion while the other athletic events (baseball, soccer, softball) are held at the UIC South Campus Field complex.

All UIC graduate students receive free admission to home athletic events with a valid I-Card. Graduate students are encouraged to call the UIC ticket office at 312-413-UIC1 (8421) to take advantage of game-day, group party opportunities, or to register for the Flames official e-newsletter.

For more information on particular sports and schedules, please visit UIC Athletics at www.uicflames.com and follow the Flames on Twitter at: @uicflamesdotcom.
UNIVERSITY POLICIES

Nondiscrimination 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, 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 the 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. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

Disability Services Notification

Concerning disabled students, the University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services, and activities at UIC. Students with disabilities who require accommodations for full access and participation in UIC Programs must be registered with the Disability Resource Center (DRC). Please contact DRC at (312) 413-2183 (voice) or (312) 413-0123 (TDD).

Refund Policy

Students who officially withdraw from the University before the end of the online drop and add period will receive a full refund of tuition and fees less a cancellation fee related to student health insurance. Note that housing contracts operate under a different refund system. After the online drop and add period ends, students who officially withdraw from the University (by dropping all classes) on or before the tenth week (first Wednesday of the 4-week summer session or fifth week for the 8-week summer session) will receive a pro rata refund based upon the official date of withdrawal. Assessed tuition and fees (Service and General) are refunded on a pro rata basis. The Health Service and Health Insurance fees are nonrefundable. Before a refund is made, the University must make a refund to appropriate financial aid programs providing assistance to you. If you are indebted to the University at the time of withdrawal, you will have the amount owed deducted from the amount of any refund available. Please note that, based on the date of withdrawal and the type of aid awarded, students may not be able to retain their financial aid. Please contact Student Financial Aid for further information. Refunds for withdrawal from the University will be prorated based on the official date of withdrawal and the total number of hours enrolled on that date. Note: Refund amounts do not include the NON-REFUNDABLE FEES. The Health Service and the Student Health Insurance fees are not refunded so that students can continue to be covered and eligible to receive these fee-related services. The Transportation Fee is not refunded after the second Friday of fall or spring semester (first Wednesday of the 4-week summer session or first Friday of the 8-week summer session.)

Grievance Procedures

UIC is committed to the most fundamental principles of academic freedom, equality of opportunity, and human dignity involving students and employees. Freedom from discrimination is a foundation for all decision making at UIC. Students are encouraged to study the University’s Nondiscrimination Statement. Students are also urged to read the Public Formal Grievance Procedures, Academic Grievance Procedures, and Employee Grievance Procedures. Information on these policies and procedures is available on the University webpages of the Office of Access and Equity; the Graduate College and Human Resources.

Policy on Continuing Student Status

For the purpose of determining eligibility to register, continuing students are defined as students whose enrollment at UIC has not been interrupted for two or more semesters in succession (summer session is excluded). Students who lose continuing status are considered “former students.” Re-application and readmission to the University are required should they wish to re-enroll after having lost continuing status.

In extenuating circumstances, a college may grant a leave of absence extending a student’s continuing status, provided that a request for leave is submitted prior to the end of the online add and drop period that begins the period of leave. Upon approval, the college will notify the Office of the Registrar indicating the reasons for and the duration of the leave.

NOTE: International students must contact the Office of International Services if they do not intend to enroll for any term (http://www.ois.uic.edu/).
UIC Student Records Policy

The University of Illinois at Chicago maintains individual records and information about Students for the purpose of providing educational, vocational, and personal services to its Students. It is University policy to comply fully with federal statutes and regulations regarding the confidentiality of Student educational records. As required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the following guidelines and procedures are intended to ensure the confidentiality of Student Education Records, to establish the right of students to inspect and review their Education Records, to clarify the circumstances under which Educational Records may be released to third parties, and to establish the appropriate procedures to be followed by students for the correction of inaccurate or misleading data within their Educational Records. An annual notification of students' rights under FERPA is provided in the online Registration Agreement presented when students register for classes online. A copy of the UIC Student Records Policy is available at the website of the Office of the Registrar.

UIC POLICE

The University of Illinois at Chicago Police Department, in full partnership with the University and its surrounding communities, is committed to the safety and security of the campus and its neighborhoods, so to create the most enriching academic environment and quality of life for all UIC’s students, faculty, staff, and visitors.

Bicycle Theft and Registration Program

The Bicycle Program was developed 1993 as part of the Community Affairs/Crime Prevention program. Its purpose is to increase campus community awareness of the problem of bicycle theft and to encourage the registration of as many bikes as possible to facilitate the recovery of stolen bicycles. Bicycles are registered online and will be jointly registered with the UIC Police Department and the Chicago Police Department. To register your bike, go to https://apps.uipd.uic.edu/bikeregistration/. To find out about a stolen bike, call the UIC Police Department at 312-996-2830.

Laptop, Cellphone, and Tablets

Many Apps are out there to assist in tracking your lost or stolen device. They do not work if they are not ON or if you have not registered your devices. PLEASE ACTIVATE THEM

Find My Iphone: Macbooks, i-phones, i-pads
Where’s my Droid: All Android phones/Tablets
LowJack for Laptops: All Laptops
Prey: All Devices (Bonus: takes pictures of users)

Emergency SMS (Short Message Service) is an optional free service that allows UIC officials to send text messages to your mobile phone or any SMS-capable device in the case of a campus emergency.

Go to the ACCC website and register your phone number at the Link below: http://accc.uic.edu/service/emergency-sms

Star-Tel Emergency Stations
The system is best identified as the 8-foot, blue-light bollards or posts located throughout the public walkways on the East and West campus. Star-Tel units offer direct access to the UIC Police Department; press the red call button to call the Police.

Questions should be directed to the UIC Police Station at (312) 996-6779 (6-6779 from a campus phone) or contact Officer Canizales at (312) 208-4138 or canizale@uic.edu.
### Academic Calendar, 2018-2019

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>(Term 220188)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 27, M</strong></td>
<td>Instruction begins</td>
</tr>
<tr>
<td><strong>September 3, M</strong></td>
<td>Labor Day holiday. No classes</td>
</tr>
<tr>
<td><strong>September 7, M</strong></td>
<td>Last day to complete late registration; last day to add a course(s) or make section changes; last day to drop individual courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees.</td>
</tr>
<tr>
<td><strong>September 12, W</strong></td>
<td>CampusCare deadline to change coverage or submit waiver of coverage form.</td>
</tr>
<tr>
<td><strong>September 14 F</strong></td>
<td>Last day to file for graduation this term.</td>
</tr>
<tr>
<td><strong>November 9, F</strong></td>
<td>Last day to submit defended and approved thesis/dissertation to Graduate College for graduation this term.</td>
</tr>
<tr>
<td><strong>November 22-23, Th-F</strong></td>
<td>Thanksgiving holiday. No classes.</td>
</tr>
<tr>
<td><strong>December 7, F</strong></td>
<td>Instruction ends.</td>
</tr>
<tr>
<td><strong>December 10-14 M-F</strong></td>
<td>Final examinations.</td>
</tr>
<tr>
<td><strong>December 14, F</strong></td>
<td>Last day for Graduate College to receive certificates of approval for master’s and professional doctorate project for graduation this term.</td>
</tr>
<tr>
<td><strong>December 15, Sa</strong></td>
<td>Semester ends; Commencement Ceremonies (by disciplinary college)</td>
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<tr>
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<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td>(Term 220191)</td>
</tr>
<tr>
<td><strong>January 14, M</strong></td>
<td>Instruction Begins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January 21, M</th>
<th>Martin Luther King, Jr. Day. No classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 25, F</strong></td>
<td>Last day to complete late registration; last day to add a course(s) or make section changes; last day to drop individual courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees.</td>
</tr>
<tr>
<td><strong>February 1, F</strong></td>
<td>Last day to file for graduation this term.</td>
</tr>
<tr>
<td><strong>February 10, Su</strong></td>
<td>CampusCare deadline to change coverage or submit waiver of coverage form.</td>
</tr>
<tr>
<td><strong>March 22, F</strong></td>
<td>Last day to submit defended and approved thesis/dissertation to Graduate College for graduation this term.</td>
</tr>
<tr>
<td><strong>March 25-29, M-F</strong></td>
<td>Spring vacation. No classes.</td>
</tr>
<tr>
<td><strong>May 3, F</strong></td>
<td>Instruction ends.</td>
</tr>
<tr>
<td><strong>May 6-10, M-F</strong></td>
<td>Final Examinations.</td>
</tr>
<tr>
<td><strong>May 10, F</strong></td>
<td>Last day for Graduate College to receive certificates of approval for master’s and professional doctorate project for graduation this term.</td>
</tr>
<tr>
<td><strong>May 11, Sa</strong></td>
<td>Semester ends.</td>
</tr>
<tr>
<td><strong>May 9-12, Th-Su</strong></td>
<td>Commencement Ceremonies (by disciplinary college)</td>
</tr>
</tbody>
</table>

<p>| <strong>Summer Session</strong> | Summer Session 2019 consists of independent 4-week and 8-week sessions. |
| <strong>Session 1</strong> |    |
| <strong>May 20, M</strong> | Instruction begins. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22, W</td>
<td>Last day to complete late registration for Summer Session 1; last day to add a course(s) or make section changes; last day to drop individual Summer Session 1 courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees.</td>
<td></td>
</tr>
<tr>
<td>May 27, M</td>
<td>Memorial Day holiday. No classes.</td>
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</tr>
<tr>
<td>June 3, M</td>
<td>CampusCare deadline to change coverage or submit waiver of coverage form.</td>
<td></td>
</tr>
<tr>
<td>June 13, Th</td>
<td>Instruction ends for Summer Session 1.</td>
<td></td>
</tr>
<tr>
<td>June 14, F</td>
<td>Final examinations for Summer Session 1.</td>
<td></td>
</tr>
<tr>
<td><strong>Session 2</strong></td>
<td></td>
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</tr>
<tr>
<td>TBA</td>
<td>CampusCare deadline to change coverage or submit waiver of coverage form.</td>
<td></td>
</tr>
<tr>
<td>June 17, M</td>
<td>Instruction Begins</td>
<td></td>
</tr>
<tr>
<td>June 22, F</td>
<td>Last day to complete late registration for Summer Session 2; last day to add a course(s) or make section changes; last day to drop individual Summer Session 2 courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees if registered only for Summer Session 2.</td>
<td></td>
</tr>
<tr>
<td>June 23, F</td>
<td>Last day to file for graduation for Summer Session 2.</td>
<td></td>
</tr>
<tr>
<td>June 28, F</td>
<td>Last day to submit defended and approved thesis/dissertation to Graduate College for graduation this term.</td>
<td></td>
</tr>
<tr>
<td>July 4, T</td>
<td>Independence Day holiday. No classes.</td>
<td></td>
</tr>
<tr>
<td>August 7, W</td>
<td>Instruction ends for Summer Session 2.</td>
<td></td>
</tr>
<tr>
<td>August 8-9, Th-F</td>
<td>Final examinations for Summer Session 2.</td>
<td></td>
</tr>
<tr>
<td>August 9, F</td>
<td>Last day for Graduate College to receive certificates of approval for master's and professional doctorate project for graduation this term.</td>
<td></td>
</tr>
<tr>
<td>August 10, Sa</td>
<td>Summer Session 2 ends.</td>
<td></td>
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</tbody>
</table>