WELCOME TO ILLINOIS TECH!

NEW STUDENT RESOURCE GUIDE

Useful Information and Important Deadlines for You and Your Family
Thank you for choosing Illinois Tech. You are embarking on an extraordinary time in your life, filled with limitless possibility. I hope in the years ahead you will relish every opportunity to challenge yourself to be creative, to innovate, and to become the person that you wish to become. Study something new, stand up for a cause, and explore the unfamiliar. At Illinois Tech our professors, staff, and your fellow students are all part of a culture of excellence that values and encourages discovery and innovation. We are here to help you grow as an individual, a scholar, and a professional—and we’re committed to helping you achieve all of your goals.

The experiences that you will gain during your time here will shape you in ways perhaps unimaginable. Be proud of the accomplishments that led you here—and prepare for an even more exciting and fulfilling road ahead.

On behalf of the Illinois Tech community, welcome to our university.

Alan W. Cramb
President

Admitted for spring? You can start working to complete all of the checklist items in this guide now!

IMPORTANT DEADLINES

Immediately
☐ Check out myIIT portal and email (see page 4)
☐ Sign up for IIT Alert (see page 4)
☐ Submit housing preference form and contract or housing waiver (see page 8)
☐ Sign up for SOAR (see page 13)

Beginning in April
☐ Sign up for classes (see page 15)
☐ Accept financial aid awards (see page 6)

June/July
☐ Attend SOAR
☐ Interested in playing varsity sports at Illinois Tech? Contact the coach of the sports that interest you.

August
☐ Submit immunization forms (see page 14)
☐ Waive Illinois Tech health insurance, if applicable (see page 14)

September
☐ First bill due (see pages 16–17)

Greetings from President Cramb

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After you arrive at Illinois Tech, our Pumpkin Launch will be one of the first ways you can join a friendly competition. Held every fall, it tests student teams to design and build contraptions that will hurl a pumpkin the farthest.
6 Tips from Current Students

Who better to give you advice on the ins and outs of settling in at Illinois Tech than current students? Here are six of their tips to help you make the most of your time here.

1. Change it. There are lots of ways to make a difference—and students, faculty, and administrators are open to new ideas. Each year Illinois Tech hosts Students Speak, an open forum and survey where students can weigh in on everything on campus from dining to facilities. The university also just formed a new Student Advisory Council to connect students with administrators. If you have an idea for making something better—or just different—go for it! That’s what Abrm did last year.

2. Go for it—and then some. With more than 150 student groups and nearly as many cultures and languages represented among Illinois Tech’s student body, you’ll find countless ways to participate in fun activities and learn something new outside of the classroom. And like Melanie, you can get involved both on and off campus—and make a difference.

3. Study it—and make it work. If anyone ever said Illinois Tech was easy, we’d like to meet this mysterious person. Our classes are challenging—and there is a big payoff, which may be one of the reasons you’re coming here. Your fellow students, professors, and staff are truly committed to your success. We have study groups, student and faculty mentors, academic and career services, and more ways to help you make the most of your education. Sarah developed her own study methods to help prepare herself for exams.

4. Live it—on campus. Illinois Tech’s residence halls are near everything that’s happening on campus, which means classes, labs, dining, entertainment, and the gym are right outside your door. This proximity gives you more time to study and unwind, the feeling of always being connected, and new friends around every corner, as Chris discovered.

5. Research it. Illinois Tech is a small, private university with serious research programs, so our pool of research possibilities in every major is wide open. Your professors and advisor can help direct you toward opportunities, and there are other programs within each of our schools. Many faculty members provide additional opportunities—all you have to do is ask, like Jacqueline did.

6. See it. We can’t say it enough: You’ve got to explore the city. Chicago is a microcosm of the world, and it’s your chance to dive into an epic global experience—from restaurants to museums to ethnic markets to architecture to the lakefront. Lap-Keong took a see-it-all approach using his U-Pass, the card that gives all full-time Illinois Tech students unlimited rides on CTA public transportation.
LET’S GET STARTED!

Accessing Your myIIT Portal and Illinois Tech Email

Be sure to log in and check your Illinois Tech portal and university Gmail account daily. This is the primary way that everyone from your professors to university departments to fellow students will communicate with you.

1. **Go to my.iit.edu**
   - Insert your username and password, which we sent to you in an email

2. **Click on the “Google Apps” icon in the upper right-hand corner of the portal**
   - You can also access your email by using your full hawk.iit.edu email address and password directly at gmail.com

**Uses for the Portal**

- Course registration
- View/accept financial aid
- Register for SOAR (Student Orientation, Advisement, and Registration)
- Access Illinois Tech email
- Access library resources
- Access Blackboard for student assignments
- And more!

**IIT ALERT**

IIT Alert is an emergency alert system that Illinois Tech uses to broadcast important information via text, phone, and email in the event of severe weather or a threat to the safety of our campus community.

**Parents and family members can request an IIT Alert account, too.**

Visit [web.iit.edu/IITAlert](http://web.iit.edu/IITAlert) to register to receive notifications.

**Note:** In the event of an emergency, all account holders will automatically receive an email sent to their Illinois Tech email accounts.

**INTERNATIONAL CENTER**

The International Center provides support to international students, faculty, and staff, as well as students who are studying abroad. It also assists in the compliance of immigration and other related regulations.

**Uses for the Portal**

- Study abroad advising
- Illinois Tech has education partnerships around the world and unique STEM opportunities—plus study abroad options that include a full year, semester, summer, or winter break
- International Fest: activities and events celebrating international diversity on campus
- Taste of IIT: an event celebrating the foods of cultures represented on campus

**IIT ONE STOP**

Where students get answers

The goal of Illinois Tech’s One Stop is to provide services to students with maximum efficiency and minimum confusion. The One Stop represents the offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting. It is the starting point for all Illinois Tech students (prospective, new, and continuing) who are seeking administrative and academic assistance. Visit the One Stop to get multiple questions answered—all in one place.
More than 98 percent of Illinois Tech students receive some sort of financial aid. The Office of Financial Aid is dedicated to delivering on our promise to make an Illinois Tech education affordable for you.

STEP ONE: Determine Your Total Cost of Attendance and Which Types of Aid You’ll Accept

It is important to first consider how much funding you need to attend Illinois Tech. Items to consider include tuition, fees, room and board, books, travel costs, and personal expenses. Once you have determined your cost of attendance, review your awards on the Financial Aid Awards section of your myIIT portal. Decide which (if any) loans and Federal Work-Study offers you’ll be accepting and decline any aid offers you will not utilize. Remember: You are not required to accept the full offered value of a loan.

STEP TWO: Complete the Necessary Requirements for the Accepted Financial Aid Awards

The Financial Aid Requirements section of your myIIT portal lists all of the documentation required for your aid to disburse to your student account. A summary of requirements based on aid type is listed below. For reference, documentation and forms can be emailed to finaid@iit.edu. Awards will be split evenly between the fall and spring semesters.

SCHOLARSHIPS: Illinois Tech automatically accepts scholarships on the behalf of our students. Once any scholarships are accepted they will automatically disburse to your account on the first day of the semester as long as you are enrolled full time. Bills are not due until two weeks into the semester.

GRANTS: Some grant recipients will be selected for the federal verification process. The verification process entails submitting a few pieces of documentation in order for federal aid to disburse to your account. Students receiving the Illinois Monetary Award Program (MAP) Grant will need to submit Proof of Illinois Residency.

LOANS: Students who accept Federal Stafford Loans will need to complete Entrance Counseling and a Master Promissory Note (MPN) at studentloans.gov. Please note only one MPN is needed, even if you accept both a subsidized and an unsubsidized Stafford Loan. If a parent will be accepting a Parent PLUS Loan, he/she will need to complete an application and sign an MPN at studentloans.gov after May 1.

STEP THREE: Make Arrangements to Cover All Remaining Costs

Plan to make a payment for all remaining charges on the first day of class for each semester. If you are not able to pay all at once, please enroll in a payment plan with the Student Accounting Office. Please remember that the Student Accounting Office handles all personal student payments.

Incoming Student Financial Aid Checklist

| October | File your Free Application for Federal Student Aid (FAFSA) using school code 001691. Use the IRS data retrieval tool for quick processing using your 2015 tax information. Illinois residents are encouraged to complete the FAFSA as early as possible to be considered for state aid. |
| March | Receive financial aid award letter by mail |
| May | Complete Master Promissory Note(s) and Entrance Counseling for federal loans at studentloans.gov |
| June 5 | Submit all outstanding documentation to the Office of Financial Aid for the upcoming year. June 5 is the priority submission date for all financial aid documents. (see Grants section on page 6 for requirements) |
| Mid-July | Tuition bills posted for students who have registered for courses |
| | Establish payment plan with the Student Accounting Office (see page 16 — Student Accounting) |
| Early August | Complete Title IV Authorization Form with the Student Accounting Office. This form allows Illinois Tech to apply financial aid to non-mandatory fees such as bookstore charges, library fines, and health insurance. |
| August 21 | Fall 2017 courses begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system (see page 16 — Student Accounting). |
| September 3 | Be sure to make any course schedule changes by this date. If you do not drop courses properly with the Registrar’s Office, you will be charged! |
| Early September | Check financial aid disbursement in your portal. If all aid is not disbursed, but all requirements are satisfied, please contact the Office of Financial Aid. |
Get ready for the countless exciting new opportunities and experiences that begin when you move into your new living community. The staff of Residence and Greek Life is eager to help you make a smooth transition.

Submit Your Housing Contract
Submit your housing contract as soon as possible to reserve a room on campus. Room assignments are made on a first-come, first-served basis and will be based on the information you provide on the housing contract. We will ask you to describe your sleeping habits, cleaning preferences, and other details about yourself to aid us in matching you with a roommate. If you know someone you would like to room with, you can indicate this on the Housing Contract. BOTH you and that person must indicate each other’s name to be matched.

Housing Assignments
Housing assignments are made based on your application preferences, including gender and date of application. Residence and Greek Life makes every attempt to honor roommate requests. However, due to the high demand for campus housing, we cannot honor all roommate requests. However, due to the high demand for campus housing, we cannot honor all roommate requests. Residence and Greek Life makes every attempt to honor preferences, including gender and date of application. Residence and Greek Life makes every attempt to honor preferences, including gender and date of application.

Who Is Bringing What?
Speak with your roommate(s) and decide who will bring the TV, phone, etc. Will one of you be bringing a small refrigerator, or do you want to rent one? How about decorating your room? Do you want an area rug? Please let your roommate(s) know your preferences. Room assignment details and contact information for myroom.iit.edu.

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Connect with Your Fellow Residents!
You’ll find endless opportunities to get involved with your floor or hall community. Additionally, you can create an organization to match your interests, passions, curiosities, needs, and leadership skills. Your resident advisor (RA) can help you learn more about all the possibilities! A great way to contribute to the vibrancy of your floor community is to become active with Floor Leadership Teams. Your RA will provide additional information about Floor Leadership Teams at your opening floor meeting. The Residence Hall Association (RHA) is a student organization that promotes resident interests and fosters a sense of community within McCormick Student Village (MSV), State Street Village (SSV), Gunthers Hall (GU), and Carman Hall (CA). All residents who live in MSV, SSV, GU, and CA are automatically members of RHA. Everyone is encouraged to participate as a floor representative or active member by attending general body meetings; planning social and educational events; and participating in local, regional, and national conferences.

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Take a virtual tour of our campus housing options! www.iit.edu/#virtualtour

McCarman Student Village (MSV) provides large lounges, multiple study areas, and many opportunities to interact with fellow students. A central common area and one main entrance/exit connect all residence halls.

State Street Village (SSV), designed by Helmut Jahn, a renowned architect, is a collection of three residence halls. SSV North and Middle contain double suites, which are one of two housing options available to first-year students. SSV South contains apartments available to students after their first year. Housing scholarships do not apply to SSV.

Gunthers Hall (GU) offers a variety of housing options. Each studio, one-bedroom, and two-bedroom apartment features appliances, window treatments, and flooring. Student rooms include a full furniture package, one-bedroom, and two-bedroom apartment features appliances, window treatments, and flooring. Student rooms include a full furniture package.

Carman Hall (CA) offers a variety of apartment types, including studios and one-bedroom units with desks. The apartments are available with a 10-month contract. Based on availability, contracts may be extended through summer months. Available for graduate students, students living with dependents, spouses, or domestic partners, and students over 25 years old.

Lofts
Place your order for a lofted bed online at www.bedloft.com. Lofts are optional but are popular among students, as they allow for more floor space in the rooms. Only residents living in MSV, GU, and SSV South may rent lofts. Lofts are not available for SSV Middle, SSV North, or CA.

Refrigerators
Micro-fridges are available for semester and academic-year rentals. Many residents find it convenient to have microwaves and refrigerators in their rooms to accommodate for snacks and late-night meals. Place your order online at www.bedloft.com. Refrigerators allowed in resident rooms are subject to restrictions dictated by safety and health considerations. Approved refrigerators should not exceed 3.0 cubic feet (or 4.0 cubic feet if Energy Star rated) and should not draw more than 2.0 amps. All wiring should be UL-approved and properly grounded. There is a maximum of one refrigerator or micro-fridge per room or apartment. Microwaves are permitted only in units with kitchens (unless it is a rented Bedloft micro-fridge). Microwaves are available in public spaces throughout the residence halls.

Laundry washing machines are located in MSV, SSV, GU, and CA for use 24/7.

Room Furnishings
Room amenities include bunkable bed frames with XL-twin mattresses, dressers or mini-blinds, dressers, study desks and chairs, a telephone jack, and access to a wireless network. Apartment-style housing may include additional furnishings. Room layouts and dimensions for standard room types are available on the Residence and Greek Life website at housing.iit.edu.

Wash Up
As a resident you will be able to use the fitness rooms located in MSV, SSV, and GU. All campus residents can access the fitness rooms during regular building hours. A variety of fitness machines and open spaces make up these convenient facilities.

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All fresh-year students are required to live on campus. If you plan to live with your parents or guardians off campus, you are required to submit a first-year waiver to be granted an exception.

Take a virtual tour of our campus housing options! www.iit.edu/#virtualtour

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Welcome to Illinois Tech! We are busy preparing for your campus arrival and look forward to welcoming you soon. The 2017-18 academic year will be full of exciting new opportunities and experiences that begin when you move into your new living community.

First-year student move-in day will begin at 9 a.m. on August 11, 2017. Students who need to obtain their HawkCard IDs or international students who need to check in with the International Center should do so prior to checking in for housing. Detailed move-in information will be posted at housing.iit.edu in July.

We are preparing a number of fun activities for you on August 11. The Residence Hall Association will sponsor an ice cream social in the evening followed by your opening floor meetings. You will have lots of opportunities to make friends.

Please feel free to contact us with any questions!

Slandie Dieujuste
Associate Vice Provost for Residence and Greek Life

August 11

Students who need to obtain their HawkCard IDs or international students who need to check in with the International Center should do so FIRST prior to checking in for housing.*

Housing check in will begin at 9 a.m. Please report directly to your assigned hall for check in. Moving volunteers will be available from 9 a.m.-3 p.m.

August 12-20

Please report directly to your assigned hall for check in. Moving volunteers will be available on August 16 from 8 a.m.-2 p.m., and on August 19 from noon-4 p.m.

August 21

8:30 a.m.-5 p.m.: Check in at the Residence and Greek Life office in XGV.

After 5 p.m.: Check in directly at your building’s community desk.

Students who need to arrive later than 5 p.m. on August 21 should complete the Late Arrival Form, found at housing.iit.edu.

Late Arrivals

Residents who do not arrive by the first day of classes, on August 21, risk having their contracts cancelled and being billed for the full academic-year cancellation fees. If you plan to arrive after August 21 at 5 p.m., please complete the Late Arrival Form found at housing.iit.edu.

Shipping Packages/Mailbox Key

If you are shipping personal belongings, please have them arrive after August 8. Illinois Tech is unable to accept resident packages prior to August 8. All packages are delivered to the MTCC post office.

MSV/SSV/ICA/GU mailing address*
3301 South State Street Box # _____
Chicago, IL 60616

You can find your mailing address and mailbox number in your profile on MyRoom, viewable at myroom.iit.edu. You will be able to pick up your mailbox key beginning August 11 at the MTCC post office.

*The MTCC post office may convert to a key-free pick-up system, in which case all residents will pick up their mail in the MTCC. The mailing address will remain the same.

Checking In and Moving In

New residents move in on August 11. Returning residents move in on August 16.

To: Parents and Families

Surprise Your Student!

Few things mean as much as a gift from home. Start the semester off right by sending a Surprise Someone care package. You can continue to send care packages to your student throughout the year. The Healthy Brains and Grains Package is a perfect way to show that you care all year long. Order a personalized celebration cake, a get-well-soon package, or any of our uniquely themed care packages. Our Surprise Someone packages will earn you an A+ for thoughtfulness. For more information about the Surprise Someone Program, visit dining.iit.edu and click on the Gifts link. Or call 312.567.5251.

Meal Plan Options

- Hawk 14: 14 meals within a 7-day period; 175 Bonus Points each semester; 20 meal exchanges each semester; Recommended for first-year students
- Hawk 19: 19 meals within a 7-day period; 75 Bonus Points each semester; 25 meal exchanges each semester; Recommended for athletes and ROTC students
- Hawk 21: 21 meals within a 7-day period; 75 Bonus Points each semester; 25 meal exchanges
- Hawk 175: 175 meals and 125 bonus points each semester; student may use up to 35 meals as exchanges each semester
- Food options range from on-campus coffee shops and an all-you-can-eat buffet in The Commons to a full-service restaurant
- Meals allow access to our all-you-can-eat dining facility, The Commons. In a hurry? No problem. Express meal options allow you to grab a to-go meal
- You can use Bonus Points for a la carte options on campus
- Meal exchanges allow you to use your meals outside of The Commons on a limited menu

Dining Services

We hope you’re hungry! From sushi to tacos, from vegan to gluten free, and everything in between, Illinois Tech’s Dining Services has your cravings and dietary preferences covered.

The Commons Cafeteria is the primary dining resource for residents living on campus. When you live on campus, you can choose from a number of meal plan options, many of which come with an allotment of bonus points each semester. Bonus points give you convenient access to meals or snacks at any Illinois Tech dining outlet, whereas meals must be used during designated meal periods in the Commons Cafeteria. If you wish to change your meal plan, you can do so online at www.iit.edu/housing. You may change your meal plan only once. For campus dining information please visit dining.iit.edu.

Need special room or meal accommodations?
web.iit.edu/cdr/services/disability-housing
web.iit.edu/housing/dining-dietary-preferences

MTCC. The mailing address will remain the same.

*A gift to each family at check-in*

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Need special room or meal accommodations?
web.iit.edu/cdr/services/disability-housing
web.iit.edu/housing/dining-dietary-preferences
MORE WAYS TO GO FOR IT ALL

Be sure to check out these special places, spaces, and opportunities on campus just for Illinois Tech students—whether you’re looking to get ahead or just get involved.

Academic Resource Center and IIT Writing Center

Need help with a class or want some extra course prep? The Academic Resource Center offers free tutoring and other related services. Who better to guide you than our ARC Scholars—current students who have excelled in the same courses you’ll be taking? The Writing Center offers additional one-on-one help with writing assignments in all disciplines.

Student Professional Organizations

Illinois Tech has student chapters affiliated with major national professional societies and organizations. Learn about a field of interest to you, meet fellow students with similar interests, and gain valuable leadership skills. It’s a great way to boost your résumé. We have student chapters affiliated with most academic disciplines, as well as chapters of professional societies for women and minorities.

Paul V. Galvin Library

What won’t you find at the library? In addition to quiet spaces, books, and electronic journals, our main library offers computers, scanners, 3-D printers, research assistance from librarians, group study rooms, bean bags, role-playing games, a LEGO station, collections of graphic novels and anime DVDs, and lots more. Plus it’s open 24/7 most days of the week during the fall and spring semesters.

Career Services

If you’re already thinking about internships, co-ops, and jobs, you’ll want to get to know Illinois Tech Career Services. This office on-campus hosts career fairs (yes, even first-year students can attend!) in addition to a range of services designed to help you gain professional experience and find a great job.

Research

Whether you know you want a career in research, aren’t sure, or definitely don’t, research projects are a great way to explore a topic that interests you and gain valuable professional experience—regardless of your eventual career path. Illinois Tech offers access to research from year one! Visit our Office of Research website, research.iit.edu, to learn about faculty research, student research projects, and how you can find research opportunities on campus and around the country.

M. A. and Lila Self Leadership Academy

Join fellow aspiring leaders from throughout campus for special seminars, retreats, and other events designed to provide students advanced training in leadership. After completing one semester at Illinois Tech, all full-time students may apply for the academy’s multi-year, full tuition scholarship.

Entrepreneurship Center and Entrepreneurship Academy

Have an idea for a cutting-edge business? You’re not alone! The entrepreneurial spirit is alive and well at Illinois Tech, and we have fantastic resources to help you explore the possibilities. Visit the Jules F. Knapp Entrepreneurship Center or the Entrepreneurship Academy for guidance, support services, professional connections, and more.

Idea Shop

This 13,000-square-foot innovation hub on campus is a place where you can transform your idea into reality. The Idea Shop features a state-of-the-art, rapid-prototyping lab with 3-D printers and a 3.0 scanner, multiple CNC milling machines, a vacuum former, laser cutter, and more tools for invention. Stop in for a tour—and explore the possibilities!

Illinois Tech Bookstore

Our on-campus bookstore offers new and used books, Scarlet Hawks apparel, and special savings on software and accessories. It’s also a great place to buy Illinois Tech gear for your family.

Student Orientation, Advisement, and Registration

The Office of Campus Life oversees student clubs and organizations, as well as Illinois Tech’s SOAR program: Student Orientation, Advisement, and Registration.

SOAR will be your first opportunity to connect with your future classmates and begin building your community at Illinois Tech. You will learn how to navigate the many resources and services in place to assist you with planning your academic career, meeting with an advisor, and registering for classes. During SOAR you will also be introduced to our First-Year Experience program, which will help acclimate you to life as a Scarlet Hawk!

SOAR (Student Orientation, Advisement, and Registration) will take place June 13–14, June 27–28, July 13–14, and August 14–15, 2017

• Visit the SOAR website to register for SOAR: go.iit.edu/new-soar

What will you do at SOAR?

• Meet other new Scarlet Hawks
• Receive assistance with course registration
• Get your Hawk ID
• Learn about academic and social resources on campus

web.iit.edu/campus-life

The McCormick Tribune Campus Center
Southeast corner of the building
3201 South State Street
Chicago, IL 60616

Phone: 312.567.3720
Fax: 312.567.3719
Email: soar@iit.edu

Make sure to complete all items on your New Student Checklist:
go.iit.edu/new-checklist

Welcome Week
(fun activities and more!): August 11–20
Illinois Tech’s Student Health and Wellness Center (SHWC) is committed to providing you quality health services and contributing to your lifelong success. Services offered through SHWC include:

- Diagnosis and management of common illnesses and injuries
- Preventative medicine such as women’s health care, primary care, sexual health screenings, immunizations, nutrition and diet information, and laboratory testing
- Confidential counseling services including evaluation, individual psychotherapy, referral, and medication management by a psychiatrist
- Counseling can address loneliness, relationship concerns, family issues, depression, anxiety, concentration problems, sleeping difficulties, eating concerns, anger management, cultural adjustment, and other personal issues

**Important Deadlines**

- Immunization Verification Form due the first week of class
- Health Insurance Waiver due September 3

**Immunization Verification**

Illinois state law requires university students who are enrolled at least half-time to be immunized against certain communicable diseases. You are required to submit proof of immunization to the SHWC by the first week of class.

- If you are an international student you must submit three diphtheria/tetanus vaccines with one dose of diphtheria/tetanus/pertussis within the last 10 years and two doses of measles/mumps/rubella (MMR).
- If you are a domestic student you must submit proof of having one dose of diphtheria/tetanus/pertussis (DTP) within the last 10 years and two doses of measles/mumps/rubella (MMR).

Return your forms to SHWC via fax or email, or drop them off in person.

- Fax: 312.567.5702
- Email: student.health@iit.edu

Forms are available online at [web.iit.edu/shwc](http://web.iit.edu/shwc)

**Health Insurance**

All students are automatically billed for health insurance through Illinois Tech.

- 2016-17 rate: $1,441

If you are already insured and would like to remain on your current plan, you may submit a waiver at [www.aetnastudenthealth.com/iit](http://www.aetnastudenthealth.com/iit) to remove this charge from your bill.

- You will not be able to waive Illinois Tech insurance until the charge appears on your student bill after course registration.
- International students are not eligible to waive health insurance.

The Office of Undergraduate Academic Affairs (UGAA) helps students manage all academic issues:

- AP/IB transfer credit
- Academic progress reviews
- Curriculum substitutions
- Graduation requirements
- DegreeWorks, which is the unofficial planning tool managed by UGAA for both students and faculty

**Academic Advising and Course Registration**

Be on the lookout for your advising and registration email. This email, sent by the Office of Undergraduate Admission, will provide instructions to help you complete the following checklist:

- Complete the math placement test online (if requested)
- Complete the essay for writing placement (if requested)
- Use the new student advising system in myIIT to plan possible draft schedules for your first term
- Contact your faculty academic advisor to discuss course schedules and obtain your registration PIN number
- Use your PIN number to register for courses and/or make schedule changes

The Office of Undergraduate Academic Affairs can help if you have questions regarding advising and registration.

Questions about transfer credit or AP/IB credit?

Visit [web.iit.edu/ugaa/services](http://web.iit.edu/ugaa/services) to see which courses will transfer for credit at Illinois Tech!
Contact Information
You can update your mailing address and contact information on the myIIT portal. Select the Banner Self Service portal on the Academics tab and click Personal Information.

Payment Plans
You may enroll your balance for the semester in the payment plan through Manage My Account. Payment plan enrollment will be available on July 1, 2017. You have the flexibility to enroll as much or as little of your total out-of-pocket cost as you'd like. Any portion of your bill not enrolled in this plan will be due in full by the published due date for that semester.

Tuition Refunds
You must enroll in direct deposit to receive your student refund. Refunds from financial aid credits are processed throughout the semester. We will email you whenever we process a refund for you, provided you are enrolled in direct deposit. There is no fee for receiving your refund via direct deposit.

To ensure confidentiality of all bank information, we ask that you enroll yourself in direct deposit online by clicking Create a Refund Profile.

Title IV Fund Holds
Did you know that unless we receive authorization from you, health insurance fees, parking charges, and other items on your bill cannot be automatically paid with your federal loan money? This means that you could receive a financial aid refund and still owe Illinois Tech money. Account balances will prevent registration for the next term.

We recommend that you authorize us to use your Title IV Federal Financial Aid funds to pay additional fees that you might incur while attending Illinois Tech. You can submit a Title IV Authorization through the myIIT portal. Find the Student Accounting Office channel on the Finances tab, and click on Title IV Authorization Form.

Tuition Payments
Out-of-pocket tuition payments (total account charges less anticipated Financial Aid) are due by the end of the add/drop period. If you register late, your payment will be due on the date of registration. We accept the following forms of payment for tuition:

- ACH (electronic check) or credit card online
- Personal check
- Money order
- Cashier’s check
- Demand draft (Payable to Illinois Institute of Technology)
- Wire transfer
  (Instructions online at www.flywire.com/pay/iit)
- Mastercard, American Express, or Discover (2.75% transaction fee applies) online

Mail payments payable to Illinois Institute of Technology:
IIT Student Accounting
7539 Solution Center
Chicago, IL 60677

Parents and Guardians—Become an Authorized User
Parents who wish to view their students’ account information and make online payments on their behalf must be added as Authorized Users.

Students can add authorized users online by clicking Authorized Users.

Financial Responsibility
By registering for courses at Illinois Tech, you are accepting financial responsibility for all charges assessed to your student account. If payment is not received by the published due date, you will be charged a 2% late payment fee. Please contact our office right away if you have questions about your bill.

E-Bills
You will not receive paper copies of bills. Instead, bills will be posted to your online account. You will receive an email notification when your bills are ready to view online. Registered Authorized Users will receive email notifications as well.

To receive notifications at an alternate email address, update your contact information by clicking My Profiles.
Access, Card, and Parking Services (ACaPS) facilitates your access to the Illinois Tech experience on campus. We provide student ID cards, manage parking access, and connect students with other transportation outlets throughout the Chicago metro area.

Parking on Campus
First-year students are welcome to bring a car to campus. Visit our Access, Card, and Parking Services office to register for a parking permit. View rates at web.iit.edu/acaps.

U-Pass: Your Ticket to Chicago-area Transportation
All full-time students will receive a Ventra U-Pass, which gives you unlimited access to CTA public transportation citywide.
- U-Passes are distributed to students during the first week of class.

USE YOUR U-PASS TO ACCESS PUBLIC TRANSPORTATION ON AND NEAR CAMPUS
- Red Line “L”: Sox-35th stop
- Green Line “L”: 35th-Bronzeville-IIT stop
- #29 State Street bus: multiple stops on campus

Illinois Tech Campus Shuttle (It’s Free!)
All students have access to a free shuttle that runs regularly from Mies Campus to Union Station and Ogilvie Station downtown. This is an ideal option for students who plan to commute on the Metra (first-year students who plan to commute must complete a Residency Waiver at go.iit.edu/residency-requirement).
- The shuttle runs year-round, Monday through Friday, including morning and evening rush-hour periods.

The Center for Disability Resources determines and coordinates reasonable accommodations for students, faculty, staff, and guests with disabilities.

- Reasonable accommodations and support services provided or arranged by the CDR include, but are not limited to:
  - Extended time on exams
  - Exam proctoring in a reduced-distraction environment
  - Classroom adaptations
  - Books in an alternate format
  - Priority course scheduling
  - Note-taking assistance
  - Sign language interpreters
  - Speech-to-text services
  - On-campus housing accommodations
  - Reduced course load
  - Accessible parking

Process for Receiving Accommodations:
- Contact the CDR via email at disabilities@iit.edu or via telephone at 312.567.5744 to disclose a disability.
- Complete the Application for Accommodations and Services found on the CDR website: web.iit.edu/cdr.
- Submit disability documentation verifying the need for accommodations and your disability status.
- If eligible, CDR will make recommendations for reasonable accommodations.
- Request accommodations each new semester.
OFFICE OF CAMPUS LIFE

First-Year Experience
The First-Year Experience program is designed to help students find the resources and support they need to succeed during their time on campus. New incoming commuter students are assigned peer mentors, who provide guidance during the first year at Illinois Tech. You can make the most of your Illinois Tech experience by attending events, interacting with your Peer Mentor Group, and learning about useful campus resources.

Spiritual Life and Diversity
The Office of Spiritual Life and Diversity oversees programs that foster inclusion for all members of the Illinois Tech community—including programs pertaining to gender/sexual identity, religion, and cultural issues.

We also assist with:
- Religious spaces available to Illinois Tech students: Carr Chapel, IIT Mosque, Krishna House
- Meal accommodations for religiously observant students
- Help finding a place of worship near campus
- Gender and sexuality services
- Multicultural services

HawkLink
With more than 120 active student organizations, we have something for you! Log into HawkLink (hawklink.iit.edu) using your Illinois Tech credentials and begin exploring what the university’s student groups have to offer you. Join the Office of Campus Life for a variety of campus events, including social events, dances, and large traditional events held throughout the year.

Leadership
Looking to explore what being a leader means? Take part in our monthly Leadership Luncheons, our annual Leadership Summit, and other programs designed to encourage each student to embrace the leader within. By exploring self-discovery and reflection, you can be the best that you can be.

Service
Interested in giving back to the Illinois Tech community and surrounding areas? Participate in Tech Gives Back during your first week on campus, and then continue to make a difference through our monthly off-campus service events.

SAVE THE DATE
Welcome Week 2017 is August 11–20!

OUR SPORTS

FALL SPORTS
- Men’s Cross Country
- Women’s Cross Country
- Men’s Soccer
- Women’s Soccer
- Men’s Volleyball
- Women’s Volleyball

WINTER SPORTS
- Men’s Basketball
- Women’s Basketball
- Men’s Swimming and Diving
- Women’s Swimming and Diving
- Men’s Indoor Track and Field
- Women’s Indoor Track and Field

SPRING SPORTS
- Baseball
- Men’s Outdoor Track and Field
- Women’s Outdoor Track and Field
- Women’s Lacrosse
- Men’s Tennis (beginning 2017–18)
- Women’s Tennis (beginning 2017–18)

NCAA DIVISION III
Illinois Tech is a proud provisional member of the NCAA Division III. Our membership is a testament to our commitment to making intercollegiate athletic competition an integral component of our campus experience.

Want to be a Scarlet Hawk? Visit www.illinoistechathletics.com and click the Recruits tab to complete a Recruit Me Form for the sport you are interested in playing.