resource guide

useful info for incoming undergraduates and their families
It has been a pleasure working with you throughout the admission process! Now that you are an Illinois Institute of Technology student, the Office of Undergraduate Admission would like to ‘pass the torch’ to some of the other departments dedicated to serving IIT students.

We’ve put together a quick overview of these helpful offices and their available resources to guide you through your IIT experience. Thank you again for allowing us to work with you. We wish you the best as you begin your first semester at IIT!

Sincerely,

Office of Undergraduate Admission
Your HawkCard is your all-access pass to everything on campus! Each student receives a HawkCard at orientation. Please refer to the Access, Card, and Parking Services information for details on the HawkCard.

If you are bringing a car to campus, you must register it and obtain a parking pass. Visit web.iit.edu/acaps for registration guidelines and pricing options.

The Center for Disability Resources coordinates reasonable accommodations and support services for students, faculty, staff, and guests with disabilities. CDR staff reviews disability documentation, meets with students to identify appropriate accommodations and coordinates the implementation of those accommodations with faculty and other offices on campus. The CDR coordinates the provision of academic modifications and accommodations, auxiliary aids and services, and environmental adaptations for qualified individuals with disabilities while providing advocacy support, technical assistance, and outreach on disability-related issues to the IIT community.

The Office of Financial Aid is your go-to office for any questions on student loans, grants, or scholarships. This office hosts counseling hours from noon-3 p.m. Monday-Friday. During this time, staff members are on call to assist students with questions regarding their award packages.

The Office of Student Accounting is the best place to discuss IIT’s payment plan and billing. Two very important dates to keep in mind are:

**Saturday, September 5:** This is the last day to add/drop fall 2015 courses with a 100% tuition refund.

**Tuesday, September 8:** Fall 2015 tuition and fees are due in full by this date. It is also the last day to enroll in the employer reimbursement or three-month payment plan.

We know that this is probably your first experience spending a significant time away from home. Please know that there is still someone available to care for you if you’re sick or just need to talk. When you’re not feeling well, please make an appointment with one of our nurse practitioners, physician assistant, or physicians. The center also offers counseling services if you are having a difficult time with your transition, are homesick, or would like to work through previous or existing mental health concerns.

You can find representatives from the offices of Academic Affairs, Financial Aid, the Registrar, and Student Accounting in IIT’s One Stop, located in The McCormick Tribune Campus Center.

The International Center is the office at Illinois Tech that can assist international students with immigration basics. This office also coordinates study abroad opportunities for all IIT students.
Call Us ACaPS

We facilitate access to the campus experience!

Your HawkCard ID provides access to:

- academic buildings
- resident housing and meal plans
- Keating Sports Center
- permit parking lots
- library services
- the IIT shuttle bus
- TechCash*

* TechCash is the university’s campus-card program in which you can store funds on your ID for on-campus spending. Family and friends can make deposits for you online using your ID number without logging on to your account.

Visit web.iit.edu/acaps/hawkcard to learn more.

ACaPS provides parking choices for diverse transportation needs, such as:

- reserved resident parking areas in close proximity to campus housing
- full-day and evening commuter permits with access to several campus-wide lots
- weekly, monthly, and discounted daily options for the occasional or part-time parker

Visit web.iit.edu/acaps/parking for rates and registration information.

Attention Metra commuters!

The IIT shuttle bus connects Main Campus to the Downtown Campus making stops near Union Station and the Ogilvie Transportation Center.

Visit web.iit.edu/acaps/shuttlebus for the current schedule.

The ACaPS team welcomes you to Illinois Institute of Technology. We look forward to meeting you!

Access, Card, and Parking Services (ACaPS)
Illinois Institute of Technology
3241 South Federal Street
Hermann Hall, Room 201
Chicago, IL 60616

Phone: 312.567.8968
Email: acaps@iit.edu
Web: web.iit.edu/acaps
What Is the Center for Disability Resources?

The Center for Disability Resources (CDR) is the designated office of Illinois Institute of Technology that obtains and files disability-related documents, certifies eligibility for disability services, determines reasonable accommodations, and develops and coordinates plans for the provision of such accommodations for students, faculty, staff, and guests with disabilities.

What Are Examples of Reasonable Accommodations?

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:

1. 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 for undergraduate or graduate students.

2. Submit disability documentation verifying the need for accommodations and your disability status. If eligibility for services is determined after a review of the documentation and application, CDR will make recommendations for reasonable accommodations. Visit the CDR website to view documentation guidelines for various types of disabilities.

3. Students are required to meet with the CDR director to review the policies and procedures regarding the provision of reasonable accommodations. This meeting will help to familiarize you with the CDR and to facilitate the accommodations process.

4. Request accommodations each new semester. You are required to present CDR Accommodation Letters to each of your instructors. Accommodation Letters must be requested through the CDR. These letters include which accommodations you need. Each instructor will review the letter and either agree to implement the recommended accommodations or request consultation with the CDR to determine if there are alternative accommodations that are a better fit for the course.

Center for Disability Resources Mission

The mission of the CDR is to ensure that qualified individuals with disabilities are provided an equal opportunity to participate in and benefit from the academic and vocational opportunities available at IIT. The CDR provides reasonable accommodations and support services to qualified students, faculty, staff, and guests with disabilities on an individualized, case-by-case basis and in accordance with the Americans with Disabilities Act. Persons with disabilities are recognized for their abilities, rather than their disabilities or stereotypical attributes ascribed to their respective impairments, regardless of what they may be. The CDR strives to foster equal access, self-determination, and cultural inclusion. This is sought through coordinating the provision of academic modifications and accommodations, auxiliary aids and services, and environmental adaptations for qualified individuals with disabilities while providing advocacy support, technical assistance, and outreach on disability-related issues to the IIT community.

Contact Information

Center for Disability Resources
3424 South State Street, Room 1C3-2
Chicago, Illinois 60616

Phone: 312.567.5744
Fax: 312.567.3845
Email: disabilities@iit.edu
Web: web.iit.edu/cdr
Next Steps for Deposited Students

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 & 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, students 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 includes a link (“Eligibility Requirements”) that 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: Scholarships are automatically accepted on behalf of the student. Once scholarships are accepted they will automatically disburse to student accounts on the first day of the semester. Bills are not due until two weeks into the semester.

GRANTS: Some Pell and SEOG 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 a student’s account. Students selected for verification can see their requirements under the “Eligibility Requirements” link on their portal. 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 a student accepts 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. Students who accept a Perkins loan will be prompted to complete an MPN via email. Please note that our office will not begin receiving loan data from studentloans.gov until July. Therefore, all loan requirements will show up as unsatisfied until July.

2015-16 FINANCIAL AID ANNUAL CHECKLIST

The Office of Financial Aid is committed to supplying our students with information related to their financial aid and personal finances. Please use the checklist below as a reference guide to help you manage your financial aid account. If you have any questions, please contact financial aid at finaid@iit.edu or 312.567.7219 or visit web.iit.edu/financial-aid.

**THIS SUMMER**
- June 15: Submit all outstanding documentation to the Office of Financial Aid for the upcoming academic year. June 15 is the Priority Submission Date for documentation.
- July 7: Receive bill from the Office of Student Accounting for upcoming fall semester.
- Mid-July: Establish payment plan with the Office of Student Accounting if you plan to pay in installments for any portion of your bill not covered by scholarships or federal aid.
- July: Review financial aid award package and determine how you will pay your bill. Complete Master Promissory Note(s) and Entrance Counseling for Federal Loans at studentloans.gov.

**FALL 2015**
- Early August: Complete a Title IV Authorization Form with the Office of Student Accounting. This form allows IIT to apply financial aid to non-mandatory fees such as bookstore charges, library fines, and health insurance.
- August 24: Fall 2015 classes begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system.
- September 5: Be sure to make any course schedule changes by this date. If you do not drop courses properly with the Registrar’s Office, you could be charged!
- Early September: Check financial aid disbursement on your portal. If all aid is not disbursed but all requirements are satisfied, please contact our office.
- November: Register for spring classes. Double check bill is paid in full for the fall term. An outstanding invoice will prevent registration for additional terms.

**SPRING 2016**
- Mid-December: Establish payment plan with the Office of Student Accounting if you plan to pay in installments for any portion of your bill not covered by scholarships or federal aid.
- Early January: File your Free Application for Federal Student Aid (FAFSA) for 2016–17 using IIT School Code 001691. The priority deadline for IIT students is February 15. Use the IRS data retrieval tool for quick processing once your tax returns are submitted for 2015. Use an estimate of your taxes if necessary to submit your FAFSA early. It’s okay to make changes later!
- January 9: Spring 2016 classes begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system.
- January 23: Be sure to make any course schedule changes by this date. If you do not drop courses properly with the Registrar’s Office, you could be charged!
- Early February: Check financial aid disbursement on the portal. If all aid is not disbursed but all requirements are satisfied, please contact our office.
- April: Register for summer and fall terms. Double check bill is paid in full for spring term. An outstanding balance will prevent your registration for additional terms.

**DON’T FORGET ABOUT IMPORTANT DEADLINES FOR THE SEMESTER!**
- Last day to accept federal loans for spring semester (if your loan was not previously accepted in fall)—April 15

**DON’T FORGET ABOUT IMPORTANT DEADLINES FOR THE SEMESTER!**
- Last day to accept a Perkins Loan—September 15
- Last day to accept federal loans for the fall semester—November 20

Office of Financial Aid
Perlstein Hall, 206
10 W. 33rd Street
Chicago, IL 60616
Phone: 312.567.7219
Fax: 312.567.3982
Email: finaid@iit.edu
Facebook: fb.com/FinAidIIT
What we do:
• Aid in resolution of student ACCOUNT matters
• Issue monthly E-BILLS
• Manage PAYMENT systems

Access Our Online System
Once you register for your courses, you can print bills, make online payments, enroll in a payment plan, set up direct deposit for tuition refunds, and more online.

1. Log on to myIIT.
2. Find the Manage Account box on the Finances tab.
3. Click Manage My Student Account.
4. Click to open the secure site.

Viewing Your Account
We encourage you to periodically review your account on the Finances tab of the myIIT portal and make outstanding payments promptly.

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.

Student Accounting Office Locations and Hours
Main Campus
3424 South State Street
TC - 4th Floor
Chicago, IL 60616
Phone: 312.567.3794
Email: sa@iit.edu
Web: www.iit.edu/bursar

Downtown Campus Cashier
565 West Adams Street
Suite 290
Chicago, IL 60661

Window Hours
Monday: 10 a.m. - 6 p.m.
Thursday: 10 a.m. - 6 p.m.
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) online!
• Personal check
• Money Order
• Cashier’s check
• Demand draft
  (Payable to Illinois Institute of Technology)
• Wire transfer
  (Instructions online at iit.peertransfer.com)
• Mastercard, American Express, or Discover
  (2.75% transaction fee applies) online!

Payments can be made online, or by mail. For security purposes, credit card payments are accepted exclusively through our online payment system.

Parents and Guardians—Become an Authorized User

Parents who wish to view their student’s account information and make online payments on their behalf must be added as an Authorized User.

Students can add authorized users online by clicking Authorized Users.

Payment Plans

You may enroll your semester’s balance into the payment plan through Manage My Account. Payment plan enrollment will be available on July 1. 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 IIT money. Account balances will prevent registration for the next term.

We recommend authorizing us to use your Title IV Federal Financial Aid funds to pay additional fees that you might incur while attending IIT.

You can submit a Title IV Authorization through the myIIT portal. Find the Bursar’s Office channel on the Finances tab, and click on Title IV Authorization Form.
Welcome incoming IIT students!

Please be aware of the following deadlines:

**MONDAY, AUGUST 24**

- **Immunization Verification form submission**
  Prevent a registration hold by submitting your form via email (pdf), fax, or mail. You can also drop off the form at the Student Health and Wellness Center.

- **Waiver for non-participation in the IIT Student Health Insurance Plan** (for eligible students only)
  Please note that the waiver can only be completed online at www.aetnastudenthealth.com/iit.
  The health insurance waiver deadline is **Tuesday, September 1, 2015**.

**Keep up-to-date with us!**

Are you receiving the most up-to-date information about SHWC? Please like us on Facebook, follow us on Twitter or join us on Hawklink!

**Illinois Institute of Technology**
**Student Health and Wellness Center**
**IIT Tower**
10 West 35th Street, Suite 3D9-1
Chicago, IL 60616

**Phone:** 312.567.7550  
**Fax:** 312.567.5702  
**Email:** student.health@iit.edu  
**Web:** web.iit.edu/shwc
Who We Are
The Student Health & Wellness Center (SHWC) is a health and wellness facility at the Illinois Institute of Technology. We are located at the corner of 35th and State Street on the 3rd floor of the IITRI Tower.
The SHWC provides on-campus health and counseling services. Services are available for all students regardless of having the IIT student health insurance coverage. The clinic is staffed by Masters-prepared nurse practitioners and a physician assistant who function as advanced practice clinicians in collaboration with a physician. Diagnosis and management of common illnesses and injuries as well as prescriptive authority is within the scope of advance practice nurses and a physician assistant. Preventative medicine such as women’s health care, primary care, sexual health screenings, immunizations, nutrition and diet information, and laboratory testing are available at the SHWC.
A healthcare provider is available Monday through Saturday during the Fall and Spring semester by appointment and on an emergent walk-in basis. The physician is on site approximately four hours per week. Appointments may be scheduled online or by calling 312.567.7550.

Counseling Services
The Student Health & Wellness Center also offers student counseling services. The counseling team is comprised of doctoral level clinical psychologists and one part-time Psychiatrist. They provide psychological services to IIT students which include evaluation, individual psychotherapy, referral, and medication management by a psychiatrist. The SHWC assists students with many issues including loneliness, relationship concerns, family issues, depression, anxiety, concentration problems, sleeping difficulties, eating problems, addiction, career concerns, grieving, sexual concerns, anger management, cultural adjustment, and other personal issues.
Sessions typically begin by assessing the student’s need and then offering recommendations which may include regularly scheduled individual meetings with a counselor, group therapy, or therapy with our psychiatrist and/or a referral to a nearby mental health professional. A treatment plan is made in collaboration with each student to best meet his or her needs.
All Clinical services are CONFIDENTIAL. Information communicated to SHWC’s staff will not be disclosed to anyone outside SHWC without written consent from the student. There are rare exceptions to this policy, such as, when there is a concern for the individual’s risk of hurting him/herself or someone else.
There is no charge for health or counseling services, although there may be a charge for prescription medications, labs, diagnostic testing and/or referrals to providers in the community. In addition to individual appointments, the SHWC also offers outreach programs to IIT students. Outreach includes workshops on topics such as stress management, time management, health fairs, self-care techniques and overcoming test anxiety, as well as other topics.
For students who have pre-existing conditions, both psychological and physical, and/or have been receiving treatment prior to attending college, continuation of treatment is usually recommended. Our staff is happy to speak with parents about this or other issues and how we can facilitate this transition while also abiding by state and federal HIPAA guidelines. To learn more call the SHWC at 312.567.7550 or visit us on the web.
Student Health Insurance

IIT partners with Aetna Student Health to provide health insurance to the students of IIT. Beginning in the fall of 2015, all students registered for one credit hour or more, students residing in the residence halls, and students on a CO-OP will be automatically enrolled in the student health insurance plan.

All students registered for one credit hour will be automatically enrolled in the Aetna Student Health Insurance Plan and billed $1,436.00 for the annual coverage. If the student wishes to utilize private benefits and would like to opt out of the Aetna Student Health Plan, they can complete the electronic waiver form found at www.aetnastudenthealth.com/iit. The electronic waiver form MUST be completed before the deadlines shown below.

Annual coverage period: 08/14/2015 – 08/13/2016
Waiver and Enrollment (dependents only) Deadline: September 1
Spring coverage period: 01/06/2016 – 08/13/2016
Waiver and Enrollment (dependents only) Deadline: January 26
Summer coverage period: 05/26/2016 – 08/13/2016
Enrollment Deadline: June 1 (may change due to Aetna guidelines)

Students must log on to the Aetna Student Health website (aetnastudenthealth.com) and use the Aetna Navigator to print their insurance card and access insurance benefit information.

Students enrolled in the Student Health Insurance Plan may also purchase coverage for eligible dependents during open enrollment. All eligible dependents enrolling for coverage must submit an enrollment form to the “Aetna Benefit Planning Insurance Agent, Inc.” This can be done via mail or online through www.aetnastudenthealth.com/iit. Payment for this coverage is handled directly by Aetna.

A detailed explanation of the benefits available to all eligible students and dependents can be found online at www.aetnastudenthealth.com/iit under “Plan Documents.”

Avoid a Registration Hold!

It’s that time of year and immunization compliance deadlines are approaching. We know that proving immunity from communicable diseases is not the first thing on most people’s minds. However, we at the Student Health and Wellness Center feel passionately about promoting the health of our students. This is why we require all students to provide verification that they meet University and State Immunization requirements.

So here is what you and your student need to know:
• 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 Student Health and Wellness Center by the first week of class.
• If you are a domestic student you must submit proof of having one Diphtheria/Tetanus/Pertussis (DTP) within the last 10 years and two doses of Measles, Mumps, Rubella (MMR).
• If you are an international student you must submit three Diphtheria/Tetanus vaccines with one Diphtheria/Tetanus/Pertussis within the last 10 years and two doses of Measles, Mumps, Rubella (MMR).
• In addition, international students must provide an Interferon Gamma Release Assay or IGRA (Quantiferon Gold or TSPOT). We are no longer accepting TB skin tests.

Forms should be returned to SHWC through fax, email, or by dropping them off in person.

Students who are not properly immunized or who do not have proof of immunization are required to obtain any missing vaccines. They may receive either of the aforementioned immunizations and/or the IGRA blood test at SHWC by making an appointment OR coming in during our walk-in immunization time(s).

Please note that no appointment is required during the walk-in immunization times. These times can be found online at www.iit.edu/shwc/health_services. This service is available to all students; those with the Aetna Student Health Insurance will not incur a cost for the vaccines administered.

Failure to comply with the immunization requirement(s) will result in a registration hold for future semesters. The hold will be lifted when the student becomes compliant or “in-progress” towards compliance with the immunization requirement(s).

For additional information about immunizations, please contact SHWC at student.health@iit.edu.
Got a question about your bill?
Have forms you must submit?
Need advice about registering for classes?
**The One Stop** is your solution!

To provide services to IIT students with maximum efficiency and a minimum of confusion, the One Stop has been established representing the offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting. The One Stop is the starting point for all IIT students (prospective, new, and continuing) who are seeking administrative and academic assistance.

If you can’t find the topic you are looking for in the list below, please visit the One Stop office, call the office at 312.567.3810, or email onestop@iit.edu.

- Interpretation of Academic Rules and Procedures
- Change of major/declaration of major
- Advising assistance
- Leave of absence process
- Reinstatement to the university
- Undergraduate academic audit requests
- Enrollment certification
- Transcript requests
- FERPA Release submission
- Application for graduation submission
- Student petitions
- Billing questions
- TouchNet payments
- Student federal aid refunds
- Financial aid and/or Student Accounting form submission

**IIT One Stop**
MTCC Bridge, next to the Commons
Monday–Friday, 8:30 a.m.–5:00 p.m.

**Email:** onestop@iit.edu
**Web:** web.iit.edu/onestop
**Phone:** 312.567.3810
A warm welcome from the International Center at Illinois Tech! The International Center provides support to international students, faculty, and staff, as well as students studying abroad and assists in the compliance of immigration and other related regulations.

**WHAT WE DO**
- Study abroad advising for students interested in studying in another country
- English conversation partner program
- Workshops on issues affecting international students and scholars
- International festival
- Assistance with U.S. Department of Homeland Security and U.S. Department of State document preparation for employment, program extensions, reinstatements, and change of status
- Thanksgiving holiday program
- Shopping excursions
- Tours of Chicago
- Preparation of enrollment verification for social security application as well as U.S. and foreign governmental agencies and tuition expense letters
- Taxes
- Employment
- Immigration basics
- Cross-cultural activities and programs that promote intercultural perspectives and address adjustment issues

We look forward to meeting you!

**International Center**
3201 S. State Street
McCormick Tribune Campus Center, Room 202
Chicago, IL 60616

**Phone:** 312.567.3680  
**Fax:** 312.567.3687  
**Email:** icenter@iit.edu  
**Web:** web.iit.edu/international-center