



University of Illinois at Urbana-Champaign
Office of Academic Outreach Special Notices to Off-Campus Graduate Students
Fall 2008-Summer 2009
www.outreach.uiuc.edu

Non-degree Seeking Student Registration Information

www.outreach.uiuc.edu is the link you will use to register as a non-degree seeking student (students not admitted yet into a program). This site is where you will also locate all the courses being offered by subject area or by program area. Students may search by program of study, subject, or site location on the Academic Outreach Online Course Catalog at: <https://www-s.continuinged.uiuc.edu/ao/registration/courses.cfm>. Upon registering the first time with Illinois, you will be given a UIUC Net ID and password which gives you access to student services such as class activities online, email, library services and other important functions on the campus. You may claim your Net ID and password after you have received your UIN (University Identification number via U.S. Mail—or contact us) at: <https://netidclaim.uiuc.edu/claim/claim.fcgi>

Non-Degree Students becoming Degree-Seeking Students

If you are a current non-degree graduate student and are ready to apply into a degree program, you may do so by visiting the application website for the Graduate College at: <http://www.grad.uiuc.edu/admissions/apply/>. Please contact your departmental admissions office if you have additional questions or need the correct “program code” for the program you wish to apply for. Those students that have taken courses as a “non-degree seeking student” a course petition must be filled out after being accepted into the program to apply those courses towards a degree. Contact your program department on the procedure for completing the petition. The Graduate College policy beginning in Fall 2008 term is that no more than 12 credit hours may be applied toward a degree from UIUC non-degree credits taken prior to being admitted to a degree program, but also up to 12 hours may also be approved from other accredited institutions for transfer as well. The approval of transfer credit from other institutions for this rule is done by your program department and will require that syllabi and transcripts be submitted for review. Transfer credit may or may not be approved.

Degree Seeking Student Registration Information

<https://apps.uillinois.edu/selfservice/> is the link where all ADMITTED degree-seeking students in a program will register. The student will need to establish their ENTERPRISE ID (different than your NetID) to log into the system to register, check student account information, etc. To establish your **Enterprise ID**, go to: https://webprod.admin.uillinois.edu/bluestem/lb_login.cgi/eas/servlet/EasBluestemReset and log in using your **NetID**. You will be given step-by-step instructions to set up your **Enterprise password**. If you have forgotten your NetID password, please visit the Net ID claiming page at: <https://netidclaim.uiuc.edu/claim/claim.fcgi>.

Grade Cards and Transcripts

Grade cards are not mailed to your home or permanent address. They are sent to your UIUC email address (or the email you chose to redirect your email to only.) You may also order transcripts at: <http://www.oar.uiuc.edu/current/trans.html> or view your student record online in the student self-service center at <https://apps.uillinois.edu/selfservice/>

Updating Address Information***IMPORTANT*****PLEASE READ*******

All admitted undergraduate degree students **must** use the University's new UI-Integrate, Web for Students Self-Service System at <https://ui-integrate.apps.uillinois.edu> to update their mailing and e-mail addresses, phone numbers, and other personal information. This is applicable for non-degree students as well, even though their course registration process is through the Academic Outreach Online Registration System. To access this system, students need an Enterprise ID and password. Directions for obtaining your Enterprise ID and password are accessible from the above URL. Please note that address information listed in UI-Integrate will be the **only** address used by University of Illinois staff to contact students. Therefore, it is imperative that your personal information remains current.

Textbook Ordering

Some textbooks are ordered for certain courses through the Illini Union Bookstore—however, not all courses have textbooks and some courses require other ordering methods (Amazon.com, Association publication pieces, etc.) Please contact Heather Miller, Program Director at hmiller1@uiuc.edu or at 217-265-6568 if you are unsure about ordering. If your course does have a textbook that is ordered through the Illini Union Bookstore, you will use the following instructions to order them---visit <http://uofibookstore.uiuc.edu/textbooks.asp>. Be sure to select under TERM “academic outreach spring 2009” (for example) so you get the correct books for off-campus sections. Then select the appropriate department, instructor and course number and your books will populate below in your online shopping cart. These books may be shipped to you, or you may pick them up if you are visiting the campus.

Driving Directions and Maps to Course Locations (Site Based courses only)

This information may be found on the Academic Outreach website under student services at: <http://www.continuinged.uiuc.edu/oce-sites/outreach/sites.cfm>

E-Mail Redirect Policy

Please be advised that all **e-mail communications** (this includes information from departments, instructors, Office of Accounts Receivable, Office of Admissions and Records, Academic Outreach staff, etc.) to University of Illinois students will be sent to the student's NetID@uiuc.edu e-mail address as specified in the University's Electronic Directory, found at <http://www.uiuc.edu/ricker/PH>. You must redirect your UIUC email address to your personal email address if you do not wish to use your UIUC email address. For most students, this address is set to your CITES express e-mail account. If you wish to redirect your NetID@uiuc.edu e-mail address elsewhere, you may edit your Electronic Directory entry at <http://www-apps.cites.uiuc.edu/ede/>. You must know your NetID and NetID password to do this. If you do not know your NetID password, you must contact CITES account services at (217) 333-6760 to have it reset or visit: <https://www-apps.cites.uiuc.edu/password/>.

Regarding University of Illinois E-Billing

The University of Illinois is implementing an electronic billing (E-Bill) program for students. Each month, all UI students will receive an e-mail notification to their official University e-mail account, stating that their E-Bill is available. You may read more information about e-billing at: <https://epay.uillinois.edu/ebills.html> or at <http://www.obfs.uillinois.edu/osac/students/index.html>

How To Access Your E-Bill to Make a Payment

Tuition and Fee Payments

To access your E-Bill, please logon to the UI-Integrate Self-Service site at:

<https://apps.uillinois.edu/selfservice/index.html> or go to

<http://www.usfco.uillinois.edu/Payments.html> to read more about payment options, payment deadlines and other important information.

Should you need to inquire about your bill, please call 217-333-2180.

Questions?

Call or email

Heather Miller

Academic Outreach

Program Director

217-265-6568

hmiller1@uiuc.edu

Off-Campus Library Services

Academic Outreach Library Services provides information services and resources to students and faculty engaged in off-campus and distance education courses offered through the University of Illinois at Urbana-Champaign, Office of Continuing Education, Academic Outreach. Library Services is committed to providing its users with the resources and services that are essential for their academic needs, regardless of distance or location. Please contact the off-campus library staff via email at xlibrary@uiuc.edu or by phone at 1-800-252-1360 or (217) 333-3773

Photoless UIUC ID Cards

The photoless I-card, your University of Illinois identification card, allows you to borrow material from the UIUC library and the statewide ILCSO member libraries. Please visit this link if you would like a card issued to you: <https://www-s.continuinged.uiuc.edu/ao/library/iCard.cfm>

Career Services Information

Students may locate information on internships, and jobs through many career services offices located on the UIUC campus.. Please visit <http://www.aces.uiuc.edu/Careers/> for more information about careers in the College of Agricultural, Consumer and Environmental Sciences or you may contact ACES Career Services Coordinator: **Jennifer Neef** at jneef@uiuc.edu or (217) 244-4540.

Writing Assistance

Academic Outreach and the Writers' Workshop at the University of Illinois Library have teamed up to offer online writing assistance to online/off-campus students. This is to assist you with papers, reviews, résumés, etc. More information is available at:

http://www.continuinged.uiuc.edu/ocesites/outreach/writers_workshop_spring2008.cfm

University of Illinois College of Agricultural, Consumer and Environmental Sciences Off-Campus/Online Degree and Certificate Program Offerings Listing:

- [Agricultural Education](#)—M.S. (online)
- [Crop Sciences](#)—M.S. (online)
- [Food Science and Human Nutrition](#)—M.S. (site-based with occasional online courses)
- [Natural Resources and Environmental Sciences](#)—M.S. (online)
- [Dairy Science Professional Development Sequence](#) (online)
- Crop Sciences Professional Development Sequence (online—aligned with the Crop Sciences M.S. program)
- Horticulture Professional Development Sequence (online—aligned with the NRES M.S. program)