# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Preparing for Orientation</td>
</tr>
<tr>
<td>03</td>
<td>Pre-Orientation Checklist</td>
</tr>
<tr>
<td>04</td>
<td>First-Year, Transfer &amp; Readmit Orientation</td>
</tr>
<tr>
<td>05</td>
<td>Transfer Assistance Center &amp; Degree Audit</td>
</tr>
<tr>
<td>06</td>
<td>International Student Information</td>
</tr>
<tr>
<td>07</td>
<td>Driving to Campus</td>
</tr>
<tr>
<td>08</td>
<td>Orientation Information</td>
</tr>
<tr>
<td>09</td>
<td>Post-Orientation Checklist</td>
</tr>
</tbody>
</table>

UIC Orientation
Email: orhelp@uic.edu
Phone: 312-996-3271
**Students**
We are excited that you chose UIC to pursue your undergraduate education and look forward to meeting you at orientation! By addressing your specific needs as a new student, UIC Orientation is designed to help you make the most of your UIC experience. This is an important step in making yours a meaningful transition.

**Family and Guests**
We are proud to offer a separate yet concurrent UIC Family and Guest Orientation! This program is an excellent opportunity to help family members and guests become familiar with the campus and its resources, policies, and procedures. UIC believes that family plays a significant role in a student's adjustment to college life. This program will provide your family and guests with the information needed to better support you during your transition to UIC.

**Reservations**
Please be aware that you must complete all necessary placement tests and that you may be required to complete a supplemental online orientation modules prior to being able to register. Once you have completed the online pre-orientation modules and all necessary placement tests, you can access the reservation portal and choose a date to attend. To schedule your orientation session, log into [my.uic.edu](http://my.uic.edu) and go to the “UIC Connect” tab. Here you will find the orientation portal. We recommend choosing the first date available so that you have the best selection of courses available to choose from. If any family members or guests plan to attend the separate yet concurrent UIC Family and Guest Orientation, it is highly recommended that their reservation be made when completing the reservation for the student program by providing the names of your guests, their email addresses and any dietary restrictions.

**Orientation Fees**
There is a fee of $75 for each student, family member or guest of UIC Orientation. This fee will get charged to the student’s university bill at the end of the orientation programs in early January. UIC has very specific policies regarding cancellations and/or program changes that we encourage you to read more about on Page 09 of this booklet.

**Online Placement Testing**
Many students are required to take one or more placement tests. These must be taken no less than two weeks prior to attending UIC Orientation. For more information, log into [my.uic.edu](http://my.uic.edu) and visit the “Placement Testing” box, or visit [testing.uic.edu](http://testing.uic.edu) and click on “Placement Testing.” Students who fail to take their required placement tests will not be able to register for orientation which impacts the ability to register for classes.

**Advanced Placement (AP) Credit/International Baccalaureate Credit (IB)**
If you have received AP or IB credit (or expect credit but do not yet have your score), plan to tell your academic advisor at orientation. Your advisor will use that information, along with your placement test results, to help you in determining the appropriate courses for fall registration.

**School Excusal Note**
Please ask with your school administration if they will accept an excusal note to attend orientation and/or how it gets processed. If, after understanding your school’s policies regarding excusals, you are in need a school excusal note to attend your selected orientation date, please contact our office.
Activate NetID
Start the NetID Activation process at my.uic.edu. Click on “Activate your NetId” under the instructions login portal. Please read and follow the instructions for activation. You will need your UIN and Token. The UIN and Token are sent to newly admitted students via email approximately 7 days after admission.

For questions, submit a Help Ticket from the Activation page by clicking on “Support/Help”.

Use that same NetID and common password to access the UIC Portal at my.uic.edu.

Activate Your Portal Account
Go to my.uic.edu and follow the instructions, “How do I activate my portal account” under “First Time User” on the left-hand side of the page. To complete activation, you will need your UIN (the 9-digit number found on your acceptance letter).

Log into my.uic.edu
To access UIC Connect, please go to my.uic.edu and log in.

Complete Online Pre-Orientation Modules
Students must complete a mandatory, supplemental online orientation program prior to making a reservation for on-campus UIC Orientation. Please check your my.uic.edu portal for more information.

Complete Placement Test(s)
If you need to take placement tests, you must do so before you can schedule an orientation date. To determine your required placement tests, log into the Portal, go to the UIC Connect tab.

The “Required Placement Tests” portal (lower right hand side of the page) contains pertinent information about the placement testing process. You must complete all required placement tests online.

Schedule Orientation
Once you have completed the online pre-orientation modules and all necessary placement tests, you can access the reservation portal and choose a date to attend. To schedule your orientation session, log into my.uic.edu and go to the “UIC Connect” tab.

If any family or guests plan on attending, please make their reservation at the time of your registration. Any changes to the orientation registration needs to be made seven days prior to the program date. Please refer to Page 10 of this booklet for additional information on our policies regarding program changes or cancellations.

What to Bring to Orientation
When attending orientation, please bring the following:

- A government-issued photo ID, such as a driver’s license, state ID, or passport.
- Comfortable walking shoes and appropriate clothing for the day’s weather. We recommend avoiding open-toed and heeled shoes.
- Money for miscellaneous expenses, such as university souvenirs
- Your NetID and password information

Download Helpful Apps
In order to prepare you for orientation and for UIC, please download the following apps, which will be discussed more at orientation: UIC Safe, UIC Mobile, and UIC Guides.

Attend Orientation
Check-in starts at 7:45 a.m. on your orientation day at Student Center East (SCE), located at 750 South Halsted Street.
FIRST-YEAR, TRANSFER & READMIT ORIENTATION

First-Year, Transfer & Readmit Orientation
UIC Orientation for first-year, transfer and readmit students is a one-day session designed to acquaint you with UIC and provide you with your first opportunity to meet with an academic advisor. Orientation is mandatory for first-year and transfer students and although it is optional for most readmitted students, attendance is highly encouraged. Those who do not attend UIC Orientation run the risk of having an account hold placed on their account, limiting their ability to register for classes until the start of the new semester.

Program Overview
- Confirm registration access with your NetID
- Student Services Building tour
- Academic success programs
- Safety presentation
- Student health information
- Financial Aid presentation
- Campus units information fair
- Lunch (provided)
- Introduction to your academic college
- Academic advising and registration
- University ID card issued (i-card)

Concluding Orientation
Your day will wrap up by 5:00 p.m. at which point you can coordinate with your family and guests on a designated pick up location.

FAMILY & GUEST ORIENTATION

Family & Guest Orientation
Any family members or other guests deciding to take part in the UIC Family and Guest Orientation program will check-in at the same location as the student on the scheduled day of the student's program. After check-in, family/guests will follow a program separate from their student that is designed to address their specific needs and concerns.

The UIC Family and Guest Orientation program is optional, but recommended.

Program Overview
- Financial Aid presentation
- Campus tour
- Student panel
- Campus safety
- Student health information
- Campus units information fair
- Academic college introduction
- Academic success programs
- Residence hall information
- Commuter student information
- Lunch (provided)

Concluding Orientation
Family and guests can expect their orientation to conclude by 5:00 p.m.
Transfer Assistance Center
The Transfer Assistance Center specializes in helping students find resources that facilitate a smooth transition into UIC.

Transferology
For transfer and readmitted students who are interested in learning more about how credits transfer, visit transferology.com and enter your college coursework. Transferology will allow you to run degree plans that give you a preview of how your college coursework may transfer.

Degree Audit
You can expect to be able to view your UIC degree audit in your my.uic.edu portal account during the semester prior to the December 1 (spring) Intent to Enroll deadline. You will be notified via email.

Questions about your degree audit?
You can make an appointment with members of the Transfer Assistance Center after you receive your degree audit and before you attend your Orientation at transferassistance@uic.edu. During the Transfer and Readmit Student Orientation, your academic advisor will review your degree audit and provide you with advice and recommendations regarding the registration and selection of UIC courses for the following semester.
International Students
The Office of International Services (OIS) supports all non-immigrant visa holders at UIC.

Office of International Services
The Office of International Services is a unit within the Office of the Vice Provost of Global Engagement which promotes UIC’s international efforts on-campus and around the world. OIS supports all non-immigrant visa holders at UIC by providing immigration advising, welcome and orientation events, programming, workshops, and advocacy on behalf of the international community.

After admission to UIC, all international students must submit OIS Documents via their application summary page to either obtain an I-20/DS-2019 from OIS in order to apply for a student visa or confirm a visa status other than F-1 or J-1 that is eligible for study in the U.S. More information about the OIS Document requirement can be found at ois.uic.edu and questions can be directed to the OIS New International Student Team at newintl@uic.edu.

Immigration Check-in
All new international students must complete an Immigration Check-in with OIS upon arrival to Chicago in order to have their SEVIS hold removed and allow for course registration. It is strongly recommended that you complete the Immigration Check-in prior to attending UIC Orientation so that you are able to register for fall coursework with your academic advisor during the program. More information can be found at ois.uic.edu > students > admitted students > check-in.

New International Student Orientation & Welcome
In addition to attending UIC Orientation, all new international students should attend the New International Student Welcome events hosted by OIS, including the International Student Summit.

Details and registration information are posted at ois.uic.edu.
**PARKING FEES**

Unfortunately, parking fees are not included in the program costs. Please plan accordingly. It is suggested that participants park in the Halsted Street Parking Structure at 760 W. Taylor St. Please look for the UIC Orientation parking signage. Parking in this structure costs $13.00 per day, paid upon departure.

**DIRECTIONS TO ORIENTATION CHECK-IN**

**CTA “L” Train**

Take the CTA Blue Line to the UIC-Halsted stop. Walk through the East exit onto Halsted Street (toward the Willis Tower that appears on the skyline in the East). Turn right and proceed South to the second stoplight at Polk Street. You have arrived at Student Center East (SCE) at 750 S. Halsted St. Follow the signage and Orientation Leaders to the designated check-in location.

**CTA BUS**

Take the #60 or #7 CTA bus to the corner of Harrison and Halsted Streets where a CTA bus stop is located. From the corner proceed South on Halsted Street to the stoplight at Polk Street. You have arrived at Student Center East (SCE) at 750 S. Halsted St. Follow the signage and Orientation Leaders to the designated check-in location.

**DRIVING TO CAMPUS**

There are many ways to get to UIC from the places our students join us from. We encourage you to map out your drive in advance and note that Chicago always has a lot of traffic and construction that can impact your travel times. Use the included parking map to park your car and head across the street to Student Center East (SCE) at 750 S. Halsted St. Follow the signage and Orientation Leaders to the designated check-in location.
ORIENTATION INFORMATION

Program Change or Cancellation
If you need to cancel or change your or your family/guest reservation, you must do so a minimum of seven days prior to your scheduled date by adjusting your reservation status in my.uic.edu. Changes or cancellations made less than seven days prior to the scheduled date of your program will result in the respective orientation fees being assessed, regardless of your attendance to the program or university. Additionally, if you or your guests fail to attend your scheduled orientation program, the appropriate orientation fees will be applied to your student account. If you have scheduled an orientation and then decide to adjust your enrollment status (such as deferred or withdrawal from the University) you MUST:

- Cancel your UIC Orientation reservation online through my.uic.edu seven days prior to your scheduled orientation.
- Log on to my.uic.edu to adjust your Intent to Enroll status, the official method through which to inform the university.

Contact the Office of Admissions at 312-996-4350 to see if additional information is required.

No refunds will be provided to those who attend their scheduled orientation session and later withdraw from UIC.

Special Assistance
We pride ourselves in making UIC as inclusive and accessible as possible. If you, a family member or guest are seeking disability-related accommodations, you are encouraged to contact the Disability Resource Center (DRC) at 312-413-2183 or drc@uic.edu to learn about the university services available to you. Any request for accommodations must be accompanied by documentation indicating diagnosis of disability and how it limits participation in the educational environment.

Please notify the Disability Resource Center at least seven days prior to your orientation date. Students with disabilities are encouraged to register for the earliest orientation program dates to ensure that appropriate accommodations can be reviewed before classes begin.

Meals
If you have any special dietary needs/requests or any food allergies, please speak with a staff member in the dining facility during your visit.

Orientation Fee Discount Request Form
If you are in need of financial assistance, we offer a limited number of discounts to those attending. The form is available at orientation.uic.edu. Your completed form with supporting documentation must be received at least seven days prior to your orientation, or the full orientation fee will be incurred. Only a limited number of half-off requests are granted based on specific criteria listed on the discount form. Forms will not be accepted after a student attends a program.

Meals
If you have any special dietary needs/requests or any food allergies, please speak with a staff member in the dining facility during your visit.

Special Assistance
We pride ourselves in making UIC as inclusive and accessible as possible. If you, a family member or guest are seeking disability-related accommodations, you are encouraged to contact the Disability Resource Center (DRC) at 312-413-2183 or drc@uic.edu to learn about the university services available to you. Any request for accommodations must be accompanied by documentation indicating diagnosis of disability and how it limits participation in the educational environment.

Please notify the Disability Resource Center at least seven days prior to your orientation date. Students with disabilities are encouraged to register for the earliest orientation program dates to ensure that appropriate accommodations can be reviewed before classes begin.

Orientation Fee Discount Request Form
If you are in need of financial assistance, we offer a limited number of discounts to those attending. The form is available at orientation.uic.edu. Your completed form with supporting documentation must be received at least seven days prior to your orientation, or the full orientation fee will be incurred. Only a limited number of half-off requests are granted based on specific criteria listed on the discount form. Forms will not be accepted after a student attends a program.
**Orientation Fee Payment**
The orientation fee will be assessed to your online student account at the end of the orientation programs in early January. Please make a payment as soon as possible to avoid late charges on your account. You can access your university bill and make an online payment at [paymybill.uillinois.edu](http://paymybill.uillinois.edu).

**Medical Immunization Form**
Medical Immunization for the Illinois Department of Public Health requires that all students living in on-campus housing, and born on or after January 1, 1957, entering a post-secondary institution, present documented proof of immunity within the first term of enrollment. See [registrar.uic.edu](http://registrar.uic.edu) and select “Student Records” for more details. Please submit your medical immunization forms in person to the Office of Medical Immunization Records at SSB Suite 1200 (1200 W. Harrison St.) or mail them to:

Office of the Registrar, MC 018
University of Illinois at Chicago
Suite 1200 Student Services Building
1200 West Harrison Street
Chicago, Illinois 60607-7161

**CTA U-PASS**
One you arrive on campus, be sure to pick up your U-PASS, which will allow you to use the CTA rail and bus transportation. Passes are distributed at the Student Services Building (1200 W. Harrison St.) beginning five days prior to the start of the semester. Please note you must be enrolled as a full-time student in order to be eligible for a CTA U-PASS.

**CampusCare Student Health Benefit Program**
CampusCare is the university-based student health benefit program that is automatically provided to all registered UIC students. The charge for CampusCare is shown on your online student account. If you are already covered by another insurance provider, you have the option to waive out.

Waivers can only be submitted online during the Enrollment Period to avoid being charged for the CampusCare fee. The Enrollment Period Deadline Date is February 9, 2020. All forms must be submitted before that date. Please visit [campuscare.uic.edu](http://campuscare.uic.edu) for any questions.

**Sexual Misconduct Prevention Training**
The University requires all incoming and returning students to be regularly educated on discrimination and harassment prevention, sexual violence, and reporting options and obligations. All students are provided training materials to complete at the start of each academic year. Students will be contacted via their UIC email with a link to complete the required training, and it must be completed to avoid a hold being placed on the student’s account.