

F A Q s f o r S t u d e n t s A f f a i r s O f f i c e

Students:

Where are the mailboxes?

TA and RA mailboxes are located in the hallway outside of room 1020 SEO. Faculty and Staff mailboxes are in room 1020 SEO.

How do I get my grades?

You can get grades via Web for Student

<https://ossorawebprod2.admin.uillinois.edu/WEBFORSTUDENT/wfs3.asp>. Once there please click on the Student Self Service Login link. If you want a comprehensive list of all your grades, you need to request a transcript from Records & Registration. You will need to click on Records link. Grades are **NOT** given out by any office in the department, unless they are given to you by your instructor.

Who is my advisor?

If you are an undergraduate student, you can check the list in room 1020 SEO. The list is also posted on the bulletin board outside of room 1020 SEO. If you are a graduate student, you were assigned a temporary advisor when you were admitted. Once you start taking classes you can change advisors.

When is advising?

All undergraduate engineering students are required to seek advising from their faculty advisor prior to registering for the Spring, Summer and Fall terms. An advising hold will be placed on the record of each engineering student which will prevent them from registering until they speak with their faculty advisor. Students should visit room 1020 SEO to find out who is their advisor during the 9th week of the term. Advising will take place during the 10th week of the term.

What if I missed advising?

It will be your responsibility to get a hold of your advisor and make an appointment with him/her for advising.

When are my finals?

Your instructor will give you the time and location of the final during the last few weeks of classes. Or you may visit the following website

http://www.uic.edu/depts/oar/current_students/calendars/final_exam_schedule.html.

You may also check in room 1020 SEO.

The class is closed, how can I get into it?

You should continue to make frequent attempts to add the course in case someone else drops. Beginning the first week of school you may also speak with the instructor about being added (if space still allows). If the instructor agrees he or she must send an email to the Student Affairs Office (room 1020 SEO) with your name and UIN.

Faculty & Staff: How do I change a grade?

Fill out a Supplemental Grade Report Form. These forms are available in room 1020 SEO and are **NOT** given out to students.

 How do I change an incomplete grade?

Fill out a Supplemental Grade Report Form. These forms are available in room 1020 SEO and are **NOT** given out to students.

 How do I propose a new course or make changes to the current one?

Send an e-mail to ala@ece.uic.edu. Necessary forms and procedures will be provided.

 What & When is advising?

Undergraduate students have to be advised each semester and should prepare a schedule for the following semester with their faculty advisor. Advising is during the 10th week of Fall & Spring semesters. Students are supposed to sign-up during the 9th week. Faculty will receive the sign-up sheet during the 8th week and advising materials during the 9th week.

 Where are the course history files?

The department keeps course history files for all courses. Materials are collected from each instructor at the end of the semester. They are available through the Student Affairs Office (room 1020 SEO). Files can be signed out for a brief period of time.

 Where can I get student files?

You can view files for current graduates, undergraduates and graduate admissions in room 1020 SEO.

 What are teaching evaluations?

Teaching evaluations are filled out by students who provide feedback for a specific course. These are done for each class every semester. The evaluations are distributed to the faculty usually during the 13th week of classes. The faculty must distribute these to the students, and have their TA or a student from the class collect them and return them by the specified deadline on the envelope to room 1020 SEO.

 How do I find a RA?

If a continuing student approaches you for a RA and you are interested in offering them a position, you may review their academic record in room 1020 SEO. Once you decide, fill out the RA Appointment Form with the Grants & Contracts Office. If you are interested in hiring a new student, you may request a list of admitted students from the Office of Student Affairs. You can go over the list and stop by in room 1020 SEO to review the files. Once you decide whom you want to appoint, contact the student

and see if they will be interested in the offer. Once, that is done fill out the RA Appointment Form with the Grants & Contracts Office.