



ILLINOIS  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

*University of Illinois at Urbana-Champaign  
Office of Continuing Education*

*Special Notices and Information for Off-Campus/Online Students  
Fall 2009-Summer 2010*  
[www.outreach.uiuc.edu](http://www.outreach.uiuc.edu)

**Questions? Need Help?**

**Contact Heather Miller, Program Director**  
[hmiller1@illinois.edu](mailto:hmiller1@illinois.edu) or (217) 265-6568

### **Non-degree Seeking Student Registration Information**

[www.outreach.uiuc.edu](http://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**

*(\*\*\*Non-degree undergraduates desiring to apply to the B.S. in Horticulture program, please contact the NRES department.)*

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 “nondegree 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](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>.

## **GETTING STARTED**

**A new student may be helped by following this process to acquire what they need to navigate all the tools and resources on the campus for online classes. If you are NEW you may not yet have received your University ID number via U.S. Mail (your UIN as we call it) you should contact Academic Outreach at 217-244-2507 and speak to Peggy Day, registrar, or contact Heather Miller at 217-265-6568 to get your UIN. You will need this University ID number to "claim" your NET ID (network ID). By using your UIN you can set your password up to access your University of Illinois email and Illinois Compass (the course management system used in conjunction with Elluminate sometimes for courses). Follow these steps in order so you will have what you need for your courses and other University of Illinois resources:**

- Acquire your UIN (either contact Heather or Peggy at the numbers above if you did not receive this in the U.S. Mail) this is a 9 digit number. This is your unique student number assigned to you.
- Go to the claiming page at <https://netidclaim.uiuc.edu/claim/claim.fcgi> and enter the requested information to claim your NET ID and set up your password.
- Your Illinois email address is your [NetID@illinois.edu](mailto:NetID@illinois.edu) (example: hmiller1@illinois.edu)
- Once you set up your NET ID and password you can now access U of I email by going to [www.illinois.edu](http://www.illinois.edu) which is the university homepage and in the upper left hand corner is a link to "email". You will need your NET ID and password to login.
- For courses using Illinois Compass (not all use them but some do—this is the course management system that some professors use to upload the course files and readings for courses) you will need to go to this URL and login using your NET ID and password again: <https://compass.illinois.edu>. There you will see your course you have access to as an official student of the University of Illinois.
- You will notice that there are several systems you will need to access, so keeping your passwords and logins straight for each system can be a challenge—we would recommend you write them down in a secure location. You will have a NET ID and password, an Elluminate login and password (a derivative of your NET ID). You will use your NET ID and password most often—to register, pay your bills, etc.

## **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://registrar.illinois.edu/transcripts/request\\_former.html](http://registrar.illinois.edu/transcripts/request_former.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 and graduate 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**

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@illinois.edu](mailto:hmiller1@illinois.edu) or at 217-265-6568 if you are unsure about ordering.

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

This information for site based classes or class sessions 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@illinois.edu e-mail address as specified in the University's Electronic Directory, found at <http://www.illinois.edu>. 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.cites.uiuc.edu/email/redirection/index.html>. You must know your Net ID and Net ID 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 implemented 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: <http://www.usfscouillinois.edu/Billing.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.usfscouillinois.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?*  
*Contact Heather Miller,  
Program Director for  
College of ACES programs  
at 217-265-6568 or at  
[hmiller1@illinois.edu](mailto:hmiller1@illinois.edu)*

Payment plan options: <http://www.usfscouillinois.edu/prepaymentplan.html>

## **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 ILCSSO 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>

## **Off-Campus Library Services**

The University of Illinois Library is available to assist students with library and information needs, including:

- Reference and research help
- Assistance with accessing electronic journals and other library resources
- Finding course reserves
- Troubleshooting the library's electronic resources
- Assistance with Doc Express and Interlibrary Loan

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. [http://uiuc.libguides.com/distance\\_learners](http://uiuc.libguides.com/distance_learners) is the website that online/off-campus students can use to get assistance as a distance education learner. Academic Outreach is committed to providing its users with the resources and services that are essential for their academic needs, regardless of distance or location.

To access the library's electronic resources from off-campus, you need your NetID and password. To borrow books from the library, you need the library ID number on your University of Illinois i-card. Your i-card also gives you borrowing privileges at I-Share member libraries ([http://www.carli.illinois.edu/members\\_i-s.php](http://www.carli.illinois.edu/members_i-s.php)).

For assistance in using the library, please use our *Ask a Librarian Service*:

<http://www.library.illinois.edu/askus/>

### **Career Services Information**

Students may locate information on internships, and jobs through many career services offices located on the Illinois 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](mailto: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 and 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](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 Programs Available to Students**

- **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)

Updated 7/21/09 HM