ILLINOIS TECH
Graduate Programs

Welcome to Illinois Tech!

Resource Guide

Useful Information and Important Deadlines

A Guide for **Illinois Tech** Graduate Students and Families

Welcome to Illinois Tech! We're excited about your acceptance and hope you ultimately choose to join thousands of other talented students at our university who aim to use their graduate studies to launch themselves into successful and meaningful careers.

The Office of Graduate Admission would like to familiarize you with the essential offices on campus that provide services for students and families. Once you decide to commit to attending Illinois Tech, this resource guide will provide you with important information and deadlines as you prepare for the start of classes.

If you already know Illinois Tech is right for you, we ask you to **submit your Intent to Enroll Form in your App Tracker today**.

It has been our pleasure to work with you during the admission process. We encourage you to contact the appropriate offices listed in this guide with any questions you may have.

We look forward to seeing you on campus soon!

Office of Graduate Admission

GREETINGS FROM PRESIDENT CRAMB

You are embarking on an extraordinary time in your life, filled with limitless possibility. I hope in the years ahead you will relish every opportunity to discover, create, and solve. At Illinois Tech our professors, staff, and your fellow graduate students are all part of a culture of excellence that values and encourages innovation and invention. We are here to help you grow as an individual, a scholar, and a professional—and we're committed to helping you achieve all of your goals.

The experiences that you will gain during your time here as a graduate student will shape you in ways perhaps unimaginable. Be proud of the accomplishments that led you here—and get ready for an even more exciting and fulfilling road ahead.

On behalf of the Illinois Tech community, welcome to our university. We aspire to have students like you and are pleased that you plan to join us for your graduate studies.

Alan W. Cramb
President

ILLINOIS INSTITUTE OF TECHNOLOGY

IMPORTANT DEADLINES

IMMEDIATELY
- ☐ Check out **myIIT** portal and email
- ☐ Submit your FAFSA if you plan to use Federal Student Aid
- ☐ Submit graduate housing application (if you want to live on campus)
- ☐ Sign up for SOAR

JANUARY
For students beginning during the spring semester:
- ☐ Attend SOAR; residence hall move in
- ☐ Submit Immunization Forms
- ☐ Waive Illinois Tech health insurance, if applicable

APRIL
For student beginning in the fall semester:
- ☐ Sign up for fall semester classes

JULY
- ☐ Accept any student loans needed to finance your tuition and necessary living expenses

AUGUST
- ☐ Attend SOAR; residence hall move in
- ☐ Submit Immunization Forms
- ☐ Waive Illinois Tech health insurance, if applicable
- ☐ Deposit due

SEPTEMBER
- ☐ Tuition and fees bill due

NOVEMBER
- ☐ Sign up for spring semester classes

Additional fall and spring important dates can be found at

web.iit.edu/registrar/academic-calendar

" I've been fortunate in my life, but Illinois Tech was one of my luckiest choices. The fundamentals I learned at Illinois Tech have been my guiding light in everything I've done. "

—**Marty Cooper** (EE '50, M.S. '57)
Inventor of the cell phone

TABLE OF CONTENTS

LET'S GET STARTED

Accessing Your **myIIT** Portal and **Illinois Tech Email**

Be sure to log in and check your Illinois Tech portal and university Gmail account **daily**. This is the primary way that everyone from your professors to university departments to fellow students will communicate with you.

1. Go to **my.iit.edu**

- Insert your username and password, which we sent to you in an email.

USER TIP: You'll find direct links to everything you need by using the grid in the upper right-hand corner once you log in to your account.
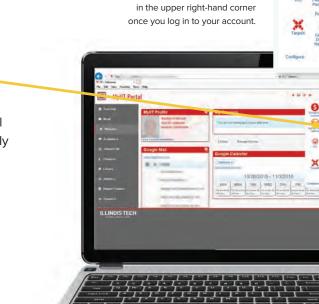
2. Click on the grid icon icon in the upper right-hand corner and click on the Google Apps for Students icon.

You can also access your email by using your full **hawk.iit.edu** email address and password directly at **gmail.com**.

Uses for the Portal

- Course registration
- View/accept financial aid
- Register for SOAR (Student Orientation, Advisement, and Registration)
- Access Illinois Tech email
- Access library resources
- Access Blackboard
- And more!

THE ONE STOP?

ILLINOIS TECH'S STUDENT ENGAGEMENT CENTER

web.iit.edu/onestop

The McCormick Tribune Campus Center Bridge, next to the Commons
Monday–Friday, 8:30 a.m.–5 p.m.

Email: onestop@iit.edu
Phone: 312.567.3810

The goal of Illinois Tech's **One Stop** is to provide services to students with maximum efficiency and minimum confusion. The One Stop represents the offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting. It is the starting point for all Illinois Tech students (prospective, new, and continuing) who are seeking administrative and academic assistance. Visit the One Stop to get multiple questions answered—**all in one place.**

OFFICE OF FINANCIAL AID

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 and 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. If you are not packaged with enough loan funding to meet your needs, please contact the office to inquire about PLUS loan funding. Remember: You are not required to accept the full offered value of a loan. Additionally, know that most graduate students are packaged at 6 credit hours per semester. If you plan to enroll in more credit hours and need an increase to your student loan offers, please contact our office.

STEP TWO:
Complete the Necessary Requirements for the Accepted Financial Aid Awards

The Financial Aid Requirements section of your **myIIT** portal includes a link (Financial Aid Requirements) that lists all of the documentation required for your aid to disburse to your student account. For reference, documentation and forms can be emailed to **finaid@iit.edu**. Awards will be split evenly between the fall and spring semesters.

STEP THREE:
Make Arrangements to Cover All Remaining Costs

If you plan to cover some or all of your bill with personal savings, not loans, plan to make a payment for all remaining charges on the first day of class for each semester. If you are not able to pay all at once, please enroll in a payment plan with the Student Accounting Office. Please remember that the Student Accounting Office handles all personal student payments.

Incoming Student **Financial Aid Checklist**

THIS SUMMER

☐ **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), Entrance Counseling, and PLUS Loan applications. for Federal Loans at **studentloans.gov**.

FALL 2019

☐ **Early August** — Complete a Title IV Authorization Form with the Office of Student Accounting. This form allows Illinois Tech to apply financial aid to non-mandatory fees such as bookstore charges, library fines, and health insurance.

☐ **August** — Fall 2019 classes begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system.

☐ **September** — 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.

☐ **Early October** — File your Free Application for Federal Student Aid (FAFSA) for 2019–20 using IIT School Code 001691. Students are encouraged to complete their FAFSA as soon as possible for full consideration of all financial aid awards.

☐ **November** — Double check bill is paid in full for the fall term. An outstanding invoice will prevent registration for additional terms.

SPRING 2020

☐ **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 be covered by scholarships or federal aid.

☐ **January** — Spring 2020 classes begin. Institutional scholarships and federal financial aid disburse to your account. Payments can be made through the portal, in the TouchNet system.

☐ **January** — 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.

☐ **March** — Receive 2020–21 award letter from Office of Financial Aid. Begin planning for next fall.

☐ **April** — Double check bill is paid in full for spring term. An outstanding balance will prevent your registration for additional terms.

☐ **May** — Any student who borrowed Federal Student Loans should complete Loan Exit Counseling at **studentloans.gov** prior to graduating.

STUDENT ORIENTATION, ADVISING, AND REGISTRATION

The Office of Campus Life oversees student clubs and organizations, as well as Illinois Tech's SOAR program: **Student Orientation, Advisement, and Registration**.

SOAR will be your first opportunity to connect with your future classmates and begin building community at Illinois Tech. You will learn how to navigate the many resources and services in place to assist you with planning your academic career and registering for classes.

SOAR (Student Orientation, Advisement, and Registration) will take place in January in the spring and August for the fall (excludes Stuart School of Business).

Review your next steps:
admissions.iit.edu/graduate/admitted

Contact your graduate academic advisor for course selection guidance and planning.

Attend graduate orientation:
go.iit.edu/new-soar

web.iit.edu/campus-life

The McCormick Tribune Campus Center
3201 South State Street
Rooms 212, 214, 216, 217, and 220
Chicago, IL 60616

Phone: 312.567.3720
Fax: 312.567.3719
Email: campus.life@iit.edu

GRADUATE ACADEMIC AFFAIRS

The Office of Graduate Academic Affairs helps students manage everything from AP credits to special degree programs and graduation requirements. We're here to help you get the most out of Illinois Tech's exceptional and varied academic programs.

BE SURE TO SUBMIT YOUR PROGRAM OF STUDY FORM!

web.iit.edu/gaa

IIT Tower
10 West 35th Street, Suite 2F9-1
Chicago, IL 60616

Phone: 312.567.3300
Fax: 312.567.3302
Email: gradcoll@iit.edu

STUDENT HEALTH AND WELLNESS CENTER

Illinois Tech's Student Health and Wellness Center is committed to providing you quality health services and contributing to your lifelong success. Services offered through SHWC include:

- Diagnosis and management of common illnesses and injuries
- Preventative medicine such as women's health care, primary care, sexual health screenings, immunizations, nutrition and diet information, and laboratory testing
- Confidential counseling services including evaluation, individual psychotherapy, referral, and medication management by a psychiatrist
  - Counseling can address 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

IMPORTANT DEADLINES

- **Immunization Verification Form due the first week of class**
- **Health Insurance Waiver due September (fall semester) or January (spring semester).**

Immunization Verification

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 (SHWC) by the first week of class.

- As a domestic student you must submit proof of having one diptheria/tetanus/pertussis (DTP) within the last 10 years and two doses of measles/mumps/rubella (MMR).

Return your forms to SHWC via fax or email, or drop them off in person.

- Fax: 312.567.5702
- Email: student.health@iit.edu

Forms are available online at **web.iit.edu/shwc**

web.iit.edu/shwc

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

STUDENT ACCOUNTING OFFICE

What We Do
- Aid in the resolution of 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.

Please visit the Student Accounting website for more information about billing, payments, and loans.

web.iit.edu/student-accounting

Viewing Your Account

We encourage you to periodically review your account by logging unto the **myIIT** portal and clicking on the **Manage My Account icon** at the top of the page 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 for you to view online. Registered authorized users will receive email notifications as well.

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) or credit card online
- Personal check
- Money order
- Cashier's check
- Demand draft
  (Payable to Illinois Institute of Technology)
- Wire transfer
  (Instructions online at **www.flywire.com/pay/iit**)
- Mastercard, American Express, or Discover
  (2.75% transaction fee applies) online

Mail payments payable to Illinois Institute of Technology:

Illinois Institute of Technology
Illinois Tech Student Accounting
7539 Solution Center
Chicago, IL 60677

Parents and Guardians—Become an Authorized User

Parents who wish to view their students' account information and make online payments on their behalf must be added as authorized users.

Financial Responsibility

By registering for courses at Illinois Tech, you are accepting financial responsibility for all charges assessed to your student account. If payment is not received by the published due date, you will be charged a monthly 2% late payment fee. Please contact our office right away if you have questions about your bill.

Contact Information

You can update your mailing address and contact information on the **myIIT** portal.

Payment Plans

You may enroll your balance for the semester in the payment plan on the **myIIT** portal. 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.

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 Illinois Tech money. Account balances will prevent registration for the next term.

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

You can submit a Title IV Authorization through the **myIIT** portal.

Student Accounting Office Locations and Hours

Mies Campus
Tech Central
3424 South State Street, 4th Floor
Chicago, IL 60616

Phone: 312.567.3794
Email: sa@iit.edu

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

CENTER FOR DISABILITY RESOURCES

The Center for Disability Resources (CDR) determines and coordinates reasonable accommodations for students, faculty, staff, and guests with disabilities.

- **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:**
  - 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: **web.iit.edu/cdr**
  - Submit disability documentation verifying the need for accommodations and your disability status
  - If eligible, CDR will make recommendations for reasonable accommodations
  - Request accommodations each new semester

web.iit.edu/cdr

Tech Central
3424 South State Street, Room 1C3-2
Chicago, Illinois 60616

Phone: 312.567.5744
Fax: 312.567.3845

ACCESS, CARD, AND PARKING SERVICES

Access, Card, and Parking Services facilitates your access to the Illinois Tech experience on campus. We provide student ID cards, manage parking access, and connect students with other transportation outlets throughout the Chicago metro area.

Parking on Campus

Students are welcome to bring a car to campus. Visit our Access, Card, and Parking Services office to register for a parking permit. View rates at **web.iit.edu/acaps**

U-Pass:
Your Ticket to Chicago-area Transportation

All full-time students will receive a **Ventra U-Pass**, which gives you unlimited access to CTA public transportation citywide

- U-Passes are distributed to students during the first week of class

Use Your U-Pass to Access Public Transportation On and Near Campus

- **Red Line "L":** Sox-35th stop
- **Green Line "L":** 35th-Bronzeville-IIT stop
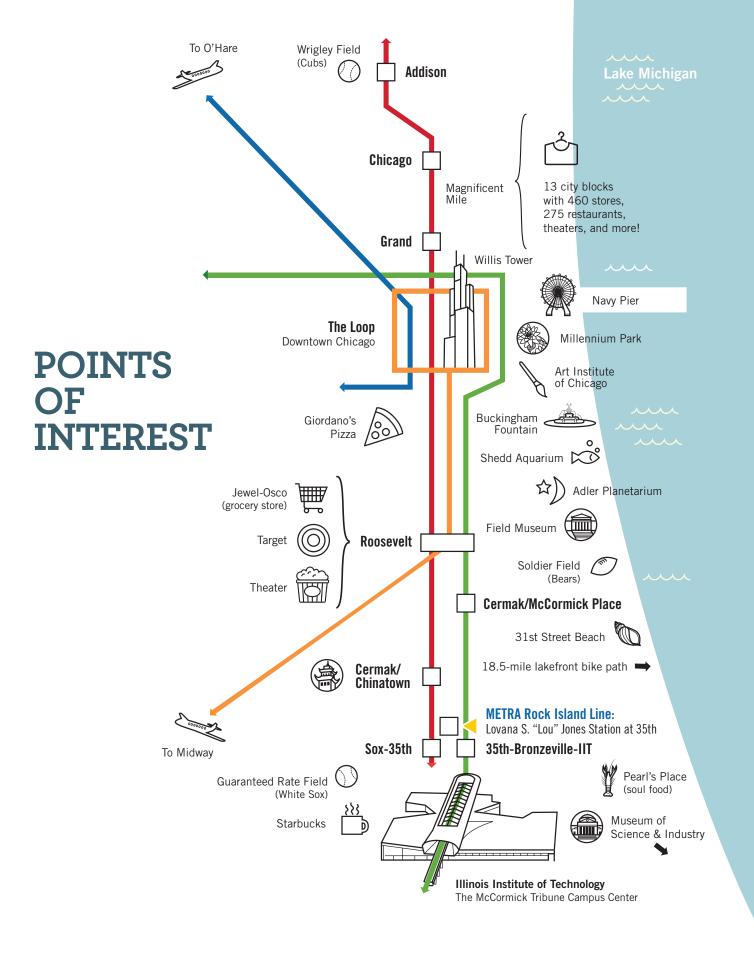- **#29 State Street bus:** multiple pick-up locations on campus

HAWKCARD

The **HawkCard** is your official Illinois Tech photo identification card. It not only serves as your ID, but also gives you access to the residence and dining halls, SSV student rooms, vending, parking lots, computer labs, Keating Hall athletic facilities, and the shuttle bus, as well as library equipment check out, meal information, and TechCash balances.

web.iit.edu/acaps

Hermann Hall, Room 201
3241 South Federal Street
Chicago, IL 60616

Phone: 312.567.8968
Email: acaps@iit.edu

POINTS OF INTEREST

To O'Hare
Wrigley Field (Cubs)
Addison
Lake Michigan
Chicago
Magnificent Mile
13 city blocks with 460 stores, 275 restaurants, theaters, and more!
Grand
Willis Tower
Navy Pier
The Loop — Downtown Chicago
Millennium Park
Art Institute of Chicago
Giordano's Pizza
Buckingham Fountain
Shedd Aquarium
Jewel-Osco (grocery store)
Adler Planetarium
Target
Roosevelt
Field Museum
Theater
Soldier Field (Bears)
Cermak/McCormick Place
31st Street Beach
18.5-mile lakefront bike path
Cermak/Chinatown
METRA Rock Island Line: Lovana S. "Lou" Jones Station at 35th
To Midway
Sox-35th
35th-Bronzeville-IIT
Guaranteed Rate Field (White Sox)
Pearl's Place (soul food)
Starbucks
Museum of Science & Industry
Illinois Institute of Technology — The McCormick Tribune Campus Center

ILLINOIS INSTITUTE OF TECHNOLOGY

THE COLLEGES OF ILLINOIS TECH

Armour College of Engineering
Chicago-Kent College of Law
College of Architecture
College of Science
Institute of Design
Lewis College of Human Sciences
School of Applied Technology
Stuart School of Business

Illinois Institute of Technology **Illinois Institute of Technology**

@illinoistech

IllinoisTech

user/IITToday

illinoistech1

Illinois Institute of Technology
Office of Graduate Admission
Perlstein Hall, Room 206
10 West 33rd Street
Chicago, IL 60616-3793
312.567.3020
312.567.3138 (fax)
grad.admission@iit.edu

admissions.iit.edu/graduate

Illinois Institute of Technology is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.