

NEW STUDENT INFORMATION PACKET

Welcome to Illinois Tech! The staff and faculty in the Industrial Technology and Management (INTM) program look forward to working with you throughout your degree studies. Please review thoroughly the information in this packet to help you prepare for your first semester at the university, and contact our office with any questions or concerns at intm@iit.edu or 312.567.3650.

The Illinois Tech Website and the myIIT Portal

IIT's website provides a wealth of information and resources, and the myIIT Portal is the primary system you'll use to do most things... register for classes, access your academic record and unofficial transcript, manage your student account, review financial aid, access Blackboard for course lecture materials and online videos, use your IIT email and other Google tools (Google Apps for Students), access library resources and more. Upon admission, all students are provided credentials for accessing the myIIT Portal.

Academic Advising

Academic advising plays an important role for all students at IIT. The few minutes it takes to review course choices and discuss scheduling options with an advisor helps ensure all courses taken will apply towards the student's degree program. Your academic advisor(s) are identified within your academic record in the *Degree Works* system, accessible via the myIIT Portal. Students may schedule an academic advising appointment using INTM's online booking system at <https://intm.youcanbook.me>

Registration PIN

A "Registration PIN" is required to add, drop or withdraw from courses. All undergraduate and first term graduate students must consult with an advisor regarding course choices prior to registration and then will receive the Registration PIN from their advisor. Continuing graduate students can find their Registration PIN under 'Quick View' on the Welcome menu option within myIIT portal. The PIN is valid for one semester only.

Registration Procedure

1. Log into the **myIIT** portal.
2. Click on the 'Welcome' menu option.
3. Locate the 'Registration Dashboard', then click on 'Register for Classes'.
4. Select the appropriate term and enter your Registration PIN.
5. On the 'Register for Classes' page, click the 'Enter CRNs' tab, enter the CRN number(s), click 'Add to Summary & 'Submit' - or- use the 'Find Classes' tab to look up and add classes. **Typing in the CRN is recommended, as that is the only way the waitlist option will appear if a desired course section is closed.**
6. Online courses require students to identify which campus they will go to for exams.

'Waitlisting' for Closed Course Sections

1. When registration using a CRN cannot be completed due to a closed course section, the waitlist option appears in the 'Action' field (mini drop-down menu) associated with that course.
2. Choose 'Waitlist' for respective course and click 'Submit'.
3. If a seat is available, INTM staff will release a seat. (If a class is completely full, you may need to remain on the waitlist for a period of time until another student drops the course and/or a seat opens up.)
4. Registrar forwards an email to the student indicating registration must be completed within 72 or 24 hours.
5. Return to the 'Schedule and Options' tab, change 'Action' field choice to 'Registered' and click submit.
6. Registration confirmation appears on screen.

How to Access IIT's Master Course Offering

Use the "Quick Links" menu under 'SEARCH' on IIT's Home Page at <https://web.iit.edu/>

1. Click 'Class Schedules'
 - Choose Appropriate Term
 - Choose Subject: Industrial Technology and Management
 - > To view INTM's entire offering, proceed to scroll to the bottom and click 'Class Search'
 - > To view information on a single course, input only the course number (e.g., 409) into the Course Number field, then scroll down and click 'Class Search'
2. Displayed results include course title, the "CRN" (course registration number), the course identification number and section number (i.e., INTM 305-01), as well as location, credits, day and time, and course instructor.
 - > Click on the course title to check current course enrollment and waitlisted student count
 - > Click on 'View Catalog Entry' to review course description

New Student Checklists



Domestic Students:

- Complete Academic Advising; obtain registration PIN
- Register/waitlist for classes
- Review your student account; enrollment deposits are applied on the first day of the semester
- Get financial aid in order
 - UG students: Submit McKee Scholarship application
 - IBEW 134 members: submit INTRP application
 - IUOE 399 members: submit ETF application (if eligible)
 - Review student loans and accept in myIIT Portal
 - Arrange to pay semester charges or sign up for IIT payment plan before ADD/DROP DEADLINE
- Submit waiver for student health insurance ASAP** (if already insured) **WAIVER DEADLINE: SEPT 1**
- Attend GRAD SOAR session** (mandatory university Orientation) **SOAR IS TBD**
- Attend UG SOAR session** (mandatory university Orientation) **SOAR IS TBD**
- Get your STUDENT ID (at SOAR or ACAPS Office)
- WEEK BEFORE CLASSES BEGIN: Access course syllabi in BLACKBOARD; review & bring to first class
- FIRST DAY OF CLASS: Consult your class schedule to confirm classroom location(s)
- WEEK 1: Attend INTM's New Student Orientation** (UG or GRAD session)
- BEFORE WEEK 2: Acquire required textbooks and course materials
- BEFORE ADD/DROP DEADLINE: Make any necessary schedule changes; no refunds after this date
- Laptop/tablet users > Register for on-campus wireless network access
- BY WEEK 8: Submit immunization records (non-compliance registration holds take effect WEEK 11)



International Students:

- Complete Academic Advising; obtain registration PIN
- Register/waitlist for classes
- Review your student account; enrollment deposits are applied on the first day of the semester
- Arrange to pay semester charges or sign up for IIT payment plan before ADD/DROP DEADLINE
- Attend TBD SOAR for Graduate/Int'l Students (includes mandatory session re: Visa status)**
 - IIT EUROPE STUDENTS also must attend the IIT Europe Orientation (mandatory)
 - LATE-ARRIVING STUDENTS must attend SOAR MAKE-UP SESSION (stay tuned to IIT email)
- Get your STUDENT ID (at SOAR or ACAPS Office)
- WEEK BEFORE CLASSES BEGIN: Access course syllabi in BLACKBOARD; review & bring to first class
- FIRST DAY OF CLASS: Consult your class schedule to confirm classroom location(s)
- WEEK 1: Attend INTM's New Student Orientation** (UG or GRAD session)
- BEFORE WEEK 2: Acquire required textbooks and course materials
- BEFORE ADD/DROP DEADLINE: Make any necessary schedule changes; no refunds after this date
- Laptop/tablet users > register for on-campus wireless network access
- BY WEEK 8: Submit immunization records (non-compliance registration holds take effect WEEK 11)

INTM ORIENTATION FOR FALL 2020

All new students are expected to attend the INTM Orientation. Plan to arrive at least 10 minutes prior to session start time in order to sign in and pick up orientation materials. Your timely arrival is important to assure timely dismissal for students who must attend a class after the orientation session.



INTM ORIENTATION (BINTM & MITO students)

TO BE DETERMINED

Tech South (TS), Room 4000 (INTM Classroom)
3424 S. State Street

Office of Technology Services (OTS) Support

If you have trouble accessing the myIIT Portal or any features within it (such as Blackboard), contact the OTS Help Desk at 312.567.3375, submit a "Help Ticket" by clicking on the "OTS Support" icon within the myIIT Portal, or send an email to supportdesk@iit.edu.

Questions or Problems?

Students are welcome to visit the INTM office at IIT's Main Campus (Room 4001, Tech South) for advising or to request assistance with other matters from 1:00-5:00PM, Monday through Friday. Appointments are strongly recommended. Contact INTM for assistance at 312.567.3650 or intm@iit.edu. Contact information for INTM administrative staff members is listed below. To connect with an individual faculty member, please consult directory information on INTM's webpage titled 'People' (<https://appliedtech.iit.edu/industrial-technology-and-management/about/people>).

INTM Administrative Staff

Mazin Safar, Program Director/Academic Advisor 312.567.3624 safar@iit.edu
Pam Houser, Director of Operations/Academic Advisor 312.567.3584 houser@iit.edu
Cindy Spoor, Program Manager/Academic Advisor 312.567.3652 spoor@iit.edu
Kayla Botica, Onboarding & Admin Specialist 312.567.3656 kbotica1@iit.edu
Gurram Gopal, Graduate Academic Advisor 312.567.3651 gopal@iit.edu
Will Maurer, Outreach Coordinator 312.567.3654 maurer@iit.edu
Herb Shields, Career Development Advisor 312.567.3604 shields@iit.edu

University Offices/Informational Resources

- Academic Affairs (Undergraduate): <https://web.iit.edu/ugaa>
- Academic Affairs (Graduate): <https://web.iit.edu/gaa>
- Academic Calendar: <https://web.iit.edu/registrar/academic-calendar>
- Academic Resources: <https://web.iit.edu/arc>
- Admission (Graduate): <https://admissions.iit.edu/graduate/choose>
- Admission (Undergraduate): <https://admissions.iit.edu/undergraduate/>
- Career Services: <https://web.iit.edu/career-services>
- Digital Learning (Distance/Online Learning): <https://online.iit.edu/>
- Disability Resources: <https://web.iit.edu/cdr>
- English Language Services: <https://appliedtech.iit.edu/english-language-services><
- Financial Aid: <https://web.iit.edu/financial-aid>
- Health and Wellness Center: <https://web.iit.edu/shwc>
- Idea Shop and IPROs: <https://web.iit.edu/academic-affairs/idea-shop-and-ipro>
- International Center: <https://web.iit.edu/international-center>
- One Stop: <https://web.iit.edu/onestop>
- Payment Information: <https://web.iit.edu/student-accounting/payments>
- Registrar: <https://web.iit.edu/registrar/registration>
- Student Accounting: <https://web.iit.edu/student-accounting/>
- Tuition and Fees, 2020-21: <https://web.iit.edu/student-accounting/tuition-fees/future-tuition>

IIT ACADEMIC CALENDAR > FALL 2020

TBD	SOAR Orientation for Graduate Students (Mandatory)
TBD	IIT Europe/ Int'l Partners SOAR Orientation (Mandatory)
TBD	SOAR Orientation for Undergraduate Transfer Students
Aug 24	Fall Classes Begin
Sept 5	Last Day to Add/Drop classes with Tuition Refund
Sept 7	Labor Day - No Classes
Sept 5	Last Day to Waive Student Health Insurance
Sept 7	Tuition and Fees Due
Sept 11	Last Day to Request Late Registration
Sept 14	Fall Graduation Applications Due
Sept 16	Fall Final Exam Schedule Published Online
Oct 5	Spring & Summer Incomplete Grades Due
Oct 12	Fall Break Day – No Classes
Oct 23	Midterm Grades Due
Oct 26	Spring & Summer Class Schedules Published Online
Nov 2	Last Day to Withdraw for Full Semester Classes
Nov 9	Spring & Summer Registration Begins
Nov 25-29	Thanksgiving Break – No Classes
Dec 5	Last Day of Fall Classes
Dec 6	Last Day to Request an Incomplete Grade
Dec 7-12	Final Exam Week/Final Grading Begins on Dec 7
Dec 16	Final Grades Due at Noon (12 p.m. CST)
Dec 19	Fall Degree Conferral

REGISTRATION NEWS

Are you ready to register? Click here for important registration information for the upcoming term.



[Show Me More »](#)



Academic Calendar



Transcripts



Diplomas



Faculty and Staff



Final Exam Schedule



Registration



FERPA

OFFICE OF THE REGISTRAR

Registration

Information regarding registration policies and procedures can be found at the links below and on our [Frequently Asked Questions](#) page.

NEWS » Specific dates and times for registration related events are posted on our [News](#) page before the term's registration period begins.

Chicago-Kent College of Law registration information is made available in a [Quick Guide](#).

Registration Policies

- [Hold Information](#)
- [Prerequisites](#)
- [Course Repeat Policy](#)
- [Late Registration Petition and Fee Waiver](#) (effective Spring 2017)
- [Internet Course Registration](#)
- [Credit Hour Limits](#)
- [Advising](#)
- [Undergraduate Approval for a Graduate Course](#)
- [Taking a Course for Pass/Fail](#)
- [Auditing a Course](#)
- [Full-time Status](#)
- [Tuition & Fees](#)

Registering for Courses

- [Requirements](#)
- [PIN](#)
- [How To Register](#)
- [Resources](#)

Registration Errors & Waitlisting

- [Registration Errors and Descriptions](#)
- [Waitlisting Overview](#)
- [Waitlist Managers](#)
- [Department Permit and Time-Conflict Permit Approvers](#)

« OFFICE OF THE REGISTRAR

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Using the **myIIT Portal**... my.iit.edu

The myIIT Portal is a “one-stop shop” where staff, faculty and students alike can access all essential online systems (Blackboard, e-mail, Banner Student, IIT announcements) and other helpful resources.

Banner Student

A multi-faceted information system, Banner Student provides access to IIT’s registration system, academic records, financial aid award packages, and student account transactions.

Students use the “Academics” menu option to access registration tools, which include:

Academic Profile

View basic academic profile, primary advisor and links to view unofficial transcript and holds.

Registration Tools

Add or drop classes, look up your class schedule to check classroom locations.

Banner Self-Service

Review your student records and personal information, update contact information (local address and cell phone number).

Student Grades

Within the “Finances” menu option, students can access:

Financial Aid Awards

View and accept financial aid scholarships and loans, and to view important related messages.

Account Information

View current account balance and payment history, and make online payments under “Manage My Account.”

Student Accounting Office

View payment options, current rates for tuition and fees, and download 1098-T forms.

IIT Print Account

Check account balance and replenish the funds.

Banner CWID (Campus-wide ID)

Your Banner Campus-wide ID is the personal identifier used to access most campus systems. All CWIDs start with A and are followed by a unique 8-digit number. If you don't know your CWID, refer to your student ID card or log in to myIIT. **Please include notation of your CWID in all communications sent to IIT staff.**

IIT Email / Google Apps for Students

Access your IIT email by clicking on "Google Apps for Students" in the Grid Menu in the myIIT portal. Other Google Apps (Calendar, Docs, Sheets, Groups, etc.) are accessible via the Grid Menu in the Gmail Inbox (upper right corner, next to user name).



Blackboard

IIT's course management system. Access syllabi, weekly lectures notes, course materials, assignments, and view lecture videos through Blackboard.

Navigating myIIT

Menu options & Channels:

- "Welcome" – Quick View & Personal ID Numbers
- "Academics" – Use Banner Self Service to register for classes, check grades and other academic information. Use Degree Works to track and plan progress toward your degree.
- "Finances" – Check tuition, student account and financial aid information.
- "Training and Support" – Find help in the FAQs, download free software and more.
 - o Free and Discounted Software – To download free software, go to the "OTS Downloads" channel on the "Training and Support" menu option in myIIT.

Wireless Internet Access

IIT provides campus-wide secure wireless access. All users are required to register with the IIT network using their myIIT login and accept the IIT Computer Usage Policy. Complete instructions for connecting to the Internet are available on the FAQ section of the OTS Portal web site. Sign into myIIT and click on the "Training and Support" menu option to find the Office of Technology Services channel.

OTS Computer Lab Locations:

3410 S. State, Room 110

Alumni Memorial Hall, Room 218

Crown Hall, Room 001

Galvin Library, Night Owl Lab

Siegel Hall, Rooms 237 & 236

Stuart Building, Room 112

Please note:

The computer lab login is the same as your myIIT login. Each lab has different hours and software. Please check the OTS web site for lab hours and availability:

http://www.iit.edu/ots/computer_labs.shtml



Lab & Printing Accounts

At the beginning of each semester, each registered student's printing account is credited with \$5.00 (the equivalent of 100 black & white 8.5" x 11" prints). Students can replenish their printing account by adding funds to their TechCash account by visiting <https://get.cbord.com/iit/>. The OTS printing system provides you the option of printing from a lab computer or directly from your personal computer using the Remote Printing Package available in the OTS Downloads channel on the myIIT "Training and Support" menu option. Remote Printing Stations are available in several OTS labs as well as in the MTCC, Galvin Library, and Residence Halls.

BLACKBOARD 9.1 QUICK GUIDE FOR STUDENTS

ACCESS BLACKBOARD	<ul style="list-style-type: none">▶ Via my.iit.edu portal; click on Blackboard icon.▶ Via original portal at blackboard.iit.edu (using UID and myIIT password).
ACCESS COURSES	<ul style="list-style-type: none">▶ Use course links shown in the My Courses box to access course materials. <i>Note – To display a course number (i.e., INTM 415) in the course link, click on the * in the upper right corner of 'My Courses' box, then click the related checkbox to indicate a checkmark under DISPLAY COURSE ID and click SUBMIT.</i>
COURSE DOCUMENTS	<ul style="list-style-type: none">▶ Posted under Syllabus, Content, Course Documents and Assignments menu items.▶ Click on links to open documents. Some documents open in presentation mode, such as PowerPoint presentations; to save such documents right-click on the link instead of opening it, choose 'Save Target As', identify save location and click SAVE.
SUBMIT ASSIGNMENTS	<ul style="list-style-type: none">▶ Per instructor directions, via appropriate Assignment link in Blackboard or via email.▶ <u>To use Assignment link</u>, after downloading and completing the assignment, return to the same Assignment link to type homework answers into the Submission box or upload/attach a separate homework file by clicking 'Browse My Computer.'▶ When attaching a file, type in a Link Title to name assignment according to instructor directions or to include your name (e.g., <i>Assignment2_LastName</i>). If you do not add a Link Title, the file name becomes the link name.▶ Use the Comments box to include comments on the assignment for the instructor.▶ <u>To submit your assignment</u>, click the SUBMIT button. The 'Save as Draft' option can be used if an assignment is partially completed. To return to a saved draft, go to the 'Review Submission History' section within the Assignment and click on 'Continue Current Submission' to access saved work. Once assignment is complete, click SUBMIT button.
DISCUSSION BOARD	<ul style="list-style-type: none">▶ Click on Discussions in the course menu; click on desired forum title.▶ Click CREATE THREAD button to add a new discussion thread inside an established forum. Type in the subject and your comments then click SUBMIT.▶ To read and respond to an existing thread, click on title and use REPLY button.
VIEW ONLINE LECTURES	<ul style="list-style-type: none">▶ Click on IIT Online Videos in course menu. Lectures are listed in date order and usually post within 24 hours after live lecture takes place. Lectures remain accessible throughout the semester, but cannot be downloaded.▶ Click on desired date to launch lecture video.
QUESTIONS/ PROBLEMS?	<ul style="list-style-type: none">▶ Visit BB Online Learning Center at http://ondemand.blackboard.com/students.htm▶ Contact OTS Support Desk for assistance. To submit a help ticket, click on the OTS Support icon in myIIT (next to BB icon), call 312.567.3375 during daytime hours, or send an email to supportdesk@iit.edu. A request ticket will be cc'd to your IIT email.

Visit the [IIT Bookstore website](#) to look up prices for new, used and e-book options. Click on 'Resources' menu option on any IIT web page, then 'Bookstore' under the Services menu.

The screenshot shows the IIT Bookstore website interface. At the top, there is a red header with the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY". To the right of the logo, there is a shopping cart icon labeled "CART" and a button labeled "0 ITEMS". Below the header, there is a navigation menu with the following items: TEXTBOOKS, APPAREL, GIFTS & ACCESSORIES, SUPPLIES & ELECTRONICS, OFFERS, and COLLECTIONS. To the right of the navigation menu, there is a search bar with the placeholder text "Enter your search details" and a search icon.

Below the navigation menu, there is a promotional banner for the "ENTERWIN" sweepstakes. The banner includes the text "ENTERWIN FOR A CHANCE TO WIN" and "STUDENT LIFE SWEEPSTAKES". It also features logos for "BED BATH & BEYOND", "hp", and "SAMSUNG". A blue button labeled "Enter Now" is located on the right side of the banner.

Below the banner, there is a section titled "FIND COURSE MATERIALS" with the subtitle "Add your courses to find everything you need for class." Below this, there is a search form with four columns: TERM, DEPARTMENT, COURSE, and SECTION. Each column has a dropdown menu. The TERM dropdown is currently set to "FALL 2016". The DEPARTMENT, COURSE, and SECTION dropdowns are currently set to "Select Department", "Select Course", and "Select Section" respectively. There is a small "x" icon to the right of each dropdown menu. Below the search form, there is a link that says "Add More Courses >>>". At the bottom of the search form, there is a button labeled "FIND MATERIALS".



OTS IS HERE TO HELP WITH YOUR TECHNOLOGY NEEDS

The OTS Support Desk provides free computer support (labor only) for student PCs and Macs.

OTS Website: <https://ots.iit.edu>

OTS Support Desk: Connect with OTS and/or submit a HELP TICKET in the following ways:

- Click on “OTS Support” icon in the myIIT Portal grid menu
- Call 312.567.3375 (312.567.DESK)
- Submit an email request to supportdesk@iit.edu
- Visit the Help Desk in Galvin Library (Upper Level)

Getting Connected

Connect to the IIT-Secure Wireless Network

- Click the wireless icon to view available networks. Select IIT-Connect as your Wireless network.
- Open a web browser and the IIT Wireless Network Webpage will automatically display. Select the Students, Faculty and Staff link.
- Run the wireless network wizard, accept the end user agreement, and select the Start button.
- Check boxes to accept the risk and not to show the notice again. Select "Run".
- Accept the risk once more by clicking the box in the security warning dialogue window. Select "Run".
- If an error message displays indicating that your network driver is not up to date, go to your network driver manufacturer's website (e.g.Intel.com) to search for any updates. If you have difficulty completing the driver update, contact the OTS Support Desk for assistance.
- A new window labeled XpressConnect by Cloudpath Networks will pop-up (if the window does not appear, make sure pop-ups are enabled in your browser). Click "Continue". Allow the application to run. When complete click on the bubble that appears in the task bar.
- Enter your full IIT email address and password within the Network Authentication window.
- Select your network location.
- Click "Done" in the XpressConnect window.

IIT-Secure will be your primary wireless network. You will no longer need to use IIT-Connect. However, you may be prompted to authenticate using your email address and password when you move between locations.

Supported Devices

OTS supports the following devices and equipment for accessing IIT network and systems wirelessly

- Computers using Windows Vista/7/8 and above or Mac OS X 10.7.5 and above
- Apple iPads running IOS 6.1.6 and above
- All other devices will be supported on a best-effort basis

DHCP Registration

- All IIT students, faculty and staff are required to register their device(s) via the IIT DHCP Registration site (<https://dhcp.iit.edu> or <https://216.47.143.52>).
- Devices that do not have a web browser or unable to access the registration site must be registered manually by contacting the OTS Support Desk.
- Users connecting to IIT-Connect are not required to register their device(s).

Additional Information

- [Event Access](#)
- [Guest Access](#)
- [Support Desk](#)

If you need assistance with manual configuration or experience connection issues, contact the Support Desk at support.iit.edu, for answers to Frequently Asked Questions. Or, contact them directly at 312.567.3375 (on campus x7Desk) or by email to supportdesk@iit.edu.

Search OTS

SEARCH

« NETWORK INFRASTRUCTURE

– WIRELESS

- [INFORMATION & COVERAGE](#)
- **GETTING CONNECTED**
- [EDUROAM](#)
- [GUEST ACCESS](#)

+ NETWORK SERVICES

+ STATUS & FAQ

CONTACT THE SUPPORT DESK

To order any services or to report a problem or outage, contact the Support Desk.

Site: <http://support.iit.edu>

Phone: 312.567.3375

(on campus x7Desk)

Email: supportdesk@iit.edu

Office of Technology Services

Administrative Offices

IIT Tower, 8E4-1
10 West 35th Street
Chicago, IL 60616
Tel 312.567.5962

Support Desk

Galvin Library, Upper Level
35 West 33rd Street
Chicago, IL 60616
Tel 312.567.3375

IMPORTANT DATES AND LATEST NEWS

Click here for more information on upcoming deadlines and the latest news from the Office of Student Accounting.



Tuition, Fees, Room and Board Payment Instructions

Tuition payment or enrollment in a payment plan, is expected by the add/drop deadline established for each semester. Go to <https://web.iit.edu/student-accounting/tuition-fees/current-tuition> to view the Tuition and Fees schedule for the 2019-20 academic year. The following fees may appear on your tuition bill:

- Tuition
- Student Activity and Service Fees
- Health Insurance
- Parking Fees
- Course Lab Fees
- Room and Board
- U-Pass (unlimited CTA transit pass)

After registering for classes, you may access and manage your financial account using the ‘**Manage My Account**’ icon in the myIIT portal. Fall tuition charges will appear in student accounts on **TBD**; new student deposits appear on the first day of the semester (**TBD**). After the add/drop deadline, students cannot enroll in a payment plan, and accounts with an outstanding balance will incur a 2% late fee each month a balance remains.

For fall 2020, the deadline for paying your account balance or enrolling in a payment plan is SEPT 5.

View Student Accounting Payment Calendar: https://web.iit.edu/sites/web/files/departments/student-accounting/ChecklistFinal_2019-20%20revised.pdf

Account Payments

It is preferred that payments be made online. For security purposes, credit card payments are accepted **exclusively** through IIT’s online payment system. The following forms of payment can be accepted:

- Mastercard, American Express or Discover (**NOTE! 2.75% transaction fee applies**)
- ACH (electronic check)
- Personal check, money order, cashier’s check or demand draft

Credit card and ACH payments are processed using the **TouchNet system**, via the ‘Manage My Account’ link (through the Icon Menu, or using the ‘Manage My Account’ channel under the ‘Finances’ menu option).

Payments made by check, money order, or cashier’s check should be made payable to **Illinois Institute of Technology**, and mailed to:

IIT Student Accounting
7539 Solution Center
Chicago, IL 60677-7005

To deliver a check in person, visit the Student Accounting Office at 3424 S. State Street, Central Building (TC), Fourth Floor, Chicago IL 60616, Monday - Friday 8:30 AM – 5:00 PM. IIT does not accept cash payment.

(continued)

International Payments (including wire transfers):

Illinois Institute of Technology has partnered with Flywire to streamline the tuition payment process for international students. Flywire allows payment from any country and any bank with an excellent foreign exchange rate. Students may track payments and will receive an email confirmation once payment is received by the school. See all the details at <https://web.iit.edu/student-accounting/payments/payment-methods/international-wires>.

Visit flywire.com/pay/iit to begin the payment process from an international bank.

Payment Plans

See payment plan information at <https://web.iit.edu/student-accounting/payments/payment-plans>. To enroll in a payment plan, login to the MyIIT portal, access the 'Finances' menu option and click on the link for 'Manage My Student Account' to access the TouchNet System.

Fall 2020 Payment Plans

There are two payment plans for making installment payments: a 4-Month Plan and a 3-Month Plan. A \$35 payment plan setup fee will apply. Any portion of your bill not enrolled in a payment plan will be due in full by **SEPT 5**.

- 4-Month Plan installments (tentative) are due **TBD**.
- 3-Month Plan installments (tentative) are due **TBD**.

Employer Tuition Deferment Plan

The Employer Tuition Deferment Plan is available to students whose employers offer tuition reimbursement. The plan permits students to defer payment of the employer's portion of the current semester tuition cost until 45 days after grades are posted. Students are required to pay their portion of tuition and fees at the start of the term. **To enroll in the plan for the fall 2020 semester, please complete the following by SEPT 5:**

- a. Submit the application at www.iit.edu/bursar/tuition_deferment_application.shtml.
- b. Pay the \$55.00 Deferment Plan fee through the TouchNet System.
- c. Submit a dated letter from your employer on letterhead stating the terms of their tuition reimbursement policy and approximate time frame in which your employer will make payment (no later than 45 days after grades are posted).

WELCOME

Need a prescription or medical care?
Stressed out and just want to talk? The IIT Student Health and Wellness Center is dedicated to your total well-being. Contact us at 312.567.7550 or student.health@iit.edu.



STUDENT HEALTH INSURANCE

The Student Health and Wellness Center (SHWC) provides health, advocacy, wellness, and knowledge to the students and community of IIT in order to promote holistic, lifelong success. Explore the types of services offered to the IIT community and various ways the SHWC promotes overall wellbeing.



Upon registration, all new students are automatically enrolled in the Aetna Student Health Insurance plan.

Students who have an active health insurance policy and wish to waive the IIT student health insurance must complete the online waiver before SEPT 1.



International students are not allowed the option to waive health insurance. See the SHWC page on '[Insurance](#)'.

IMMUNIZATION RECORDS REQUIRED FROM NEW STUDENTS

Illinois State law requires university students who are enrolled at least half-time to be immunized against certain communicable diseases. **All Main/Mies Campus students must submit proof of immunizations to [Med + Proctor](#).** Do not bring or email your completed forms to the Student Health and Wellness Center. You must upload ALL forms to the Med + Proctor site. There is a \$10.00 fee to set up your Med + Proctor account. Please see the [Immunizations](#) page for complete details. The SHWC clinical staff can provide the appropriate immunizations should you need them. Please visit the [Appointments](#) page on the SHWC website for more information or to schedule an appointment.

If you have any questions or would like to speak to a SHWC staff member, please contact 312.567.7550 or email student.health@iit.edu.

SHWC

Main Campus

IIT Tower

10 West 35th Street, 3rd Floor, 3D9-1

Chicago, IL 60616

Monday – Friday, 8:30 AM – 5:00 PM

Saturday & Sunday – closed

IMPORTANT DATES

Want to make sure you're up to date with our deadlines? Check out our annual checklist of important dates!



● ● ● ●

Show Me More »

LEARN MORE ABOUT
APPLYING FOR FINANCIAL AID




Grants



Loans




Net Price Calculator



Tuition, Fees, and Costs



Scholarships



Federal Work Study

Office of Financial Aid

Perlstein Hall, 206
10 W 33rd Street
Chicago, IL 60616
Toll Free 866.901.1866 | Tel: 312.567.7219
| Fax: 312.567.3982
finaid@iit.edu

Hours of Operation

Monday-Friday: 9 a.m. - 5 p.m.

Counseling Hours

Monday and Tuesday: 10 a.m. - 4 p.m.
Wednesday and Thursday: noon - 4 p.m.
Friday: noon - 3 p.m.



COUNSELING HOURS:

Monday & Tuesday: 10 a.m - 4 p.m.

Wednesday & Thursday: noon - 4 p.m.

Friday: noon - 3 p.m.

To schedule an appointment outside of our counseling hours, please call with CWID number and specific availability for the week you are looking to meet with us.

Important Reminders for all INTM Students

PLEASE UPDATE YOUR PHONE & LOCAL ADDRESS IN myIIT

Both new and continuing students are asked to review and update their address in Banner Student. International students should input a "Local" address and phone number. **Inputting your contact information is incredibly important – especially a cell phone number** – as situations sometimes arise (e.g., inclement weather or instructor illness) which require a class to be cancelled at the last minute and INTM staff will try to notify students by phone.

To access your contact information, click on the 'Academics' menu option, then the 'Banner Self-Service' link at right, then the 'Personal Information' link and finally the 'Update Addresses and Phone' link.

CLASS ATTENDANCE AND EXAMINATIONS

If you are enrolled in a live class (not an Internet section) at the Main Campus or Rice Campus, the course instructor expects to see you in class each week. Domestic students who are not enrolled in an Internet section and must travel for work should notify their course instructor of expected absences before the class takes place (a simple email is sufficient).

Also, all students in the Chicagoland area (including Internet students) are expected to attend in-class (or proctored) examinations as scheduled by the course instructor. If you cannot take an examination on the scheduled date, alternate arrangements must be approved by the course instructor and coordinated with the INTM office at least **one week in advance**.

Out-of-state Internet students who are required to secure a test proctor should contact the IIT Online Office (Chuck Scott, scott@iit.edu) to make arrangements at least **one week before the exam**. Students who contact an instructor just before or after an examination to make alternate arrangements should expect to receive a failing grade (0 points) for that examination.



<https://web.iit.edu/onestop>

IIT ONE STOP

WHERE STUDENTS GET ANSWERS

ACADEMIC AFFAIRS REGISTRAR FINANCES VETERANS UNDOCUMENTED STUDENTS RESOURCES

Got a question about your bill? Have forms you need to submit? Need advice about registering for classes? Tired of bouncing from office to office? **The One Stop is your solution!**

In order to provide our students services with maximum efficiency and a minimum of confusion, the One Stop has been established representing the Offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting. The One Stop is the starting point for all IIT students (prospective, new and continuing) seeking administrative and academic assistance.

Located at the end of the MTCC bridge, next to the Commons, the One Stop is open 8:30 am - 5 pm, Monday - Friday.

If you can't find what you are looking for below, stop by the One Stop office, call us at 312.567.3810, or email us.

- Interpretation of Academic Rules and Procedures
- Change of major/declaration of major
- Advising assistance
- Leave of absence process
- Reinstatement to the university
- Undergraduate academic audit requests
- Enrollment certification
- Transcript requests and pick-up
- FERPA release submission
- Application for graduation submission
- Student petitions
- Billing questions
- TouchNet payments
- Student federal aid refunds
- Financial Aid and/or Student Accounting form submission

« ONE STOP

- ACADEMIC AFFAIRS
- REGISTRAR
- FINANCES
- VETERANS
- UNDOCUMENTED STUDENTS
- RESOURCES

McCormick Tribune
Campus Center
Room 106
Monday - Friday
8:30 am - 5 pm

Illinois Institute of Technology
One Stop
3201 S. State St., Room 106
Chicago, IL 60616

Phone: 312.567.3810
Email onestop@iit.edu

INTERNATIONAL CENTER <https://web.iit.edu/international-center>

ABOUT US STUDENT SERVICES EXPERIENTIAL LEARNING STUDY ABROAD IIT EMPLOYEE & SCHOLAR SERVICES

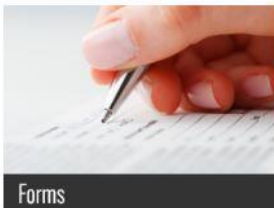
INTERNATIONAL STUDENT SUPPORT SERVICES ON CAMPUS



International Center

McCormick Tribune
Campus Center (MTCC)
Room 106
3201 S. State Street
Phone: +1 312.567.3680
Email: icenter@iit.edu

[Show Me More >](#)



Forms



Optional Practical Training



Curricular Practical Training



Travel



Experiential Learning



Life in the United States



Study Abroad









Employee/Scholar Services

IIT Mies/Main Campus Map

★ = Visitor Lot

Center for Disability Resources
Campus Accessibility Map

-  Accessible Entrance
-  Accessible Entrance w/
Power Operated Door
-  Elevator/Lift
-  Parking
-  Accessible Parking
-  Single Occupant
Bathroom



INTM OFFICE
3424 S. State Street
Room 4001, South Bldg.

METRA Rock Island Line
Lovana S. "Lou" Jones Station at 35th

Directions to Illinois Institute of Technology, Mies Campus

East of Dan Ryan Expressway (I-90/94) from 31st to 35th Streets



By Automobile...

From the North:

Dan Ryan Expressway east to 35th Street exit, turn left (east). Turn north on State Street and proceed to desired parking location.

From the South:

Dan Ryan Expressway west to 35th Street exit, turn right (east). Proceed to State Street and turn left (north). Proceed to desired parking location.

From Lake Shore Drive:

Exit at 31st Street, go inland (west) to State Street and turn left (south). Proceed to desired parking location.

By Rapid Transit...

- CTA Red Line (Howard-Dan Ryan) to Sox Stadium/35th Street station
- CTA Green Line (Lake-Englewood-Jackson Park) train to 35th Street/Bronzeville station
- CTA Bus lines with stops on State Street (#29 or #35) or Michigan Avenue

Visit the CTA's web page at www.transitchicago.com for schedules and bus routes.

Student ID Cards and Main Campus Parking Permits

Student ID cards and parking permits are issued through the **ACCESS, CARD and PARKING (ACAPS) Office** located in Hermann Hall (upper/Mezzanine level). Office hours are Monday through Friday, 8:30AM – 5:00PM.

FULL-ACCESS, ANNUAL PARKING PERMITS ARE AVAILABLE. Most part-time students use the Visitor Lots; parking fees are \$2.50/hour up until 7 PM (after which time no fees apply).

Two Visitor Lots are available: 1) NE corner of 35th & State – and 2) at ~32nd & State

If you attend classes more than three (3) nights per week, the evening permit may be more economical.

Permit and visitor parking lots are located on the east side of State Street between 35th and 31st Streets. Two visitor lots are available and utilize "Pay Stations" to collect parking fees. Parking fees must be paid in advance and the receipt placed on the car dashboard. Visitors must pay for parking through 7pm, after which time vehicles may remain in the lot at no charge. Individuals with an IIT parking permit should park in gated lots only. For details on parking and permits, please visit the Parking Services website at <https://web.iit.edu/acaps/parking>.

Please feel free to contact INTM with any questions at 312.567.3650

ILLINOIS INSTITUTE OF TECHNOLOGY

Access, Card, and Parking Services



24 HOUR ENFORCEMENT

Reserved Parking, No Parking Zones, and Vehicular & Pedestrian Obstructions

Standard Parking Enforcement (Monday-Friday, 7am-7pm)

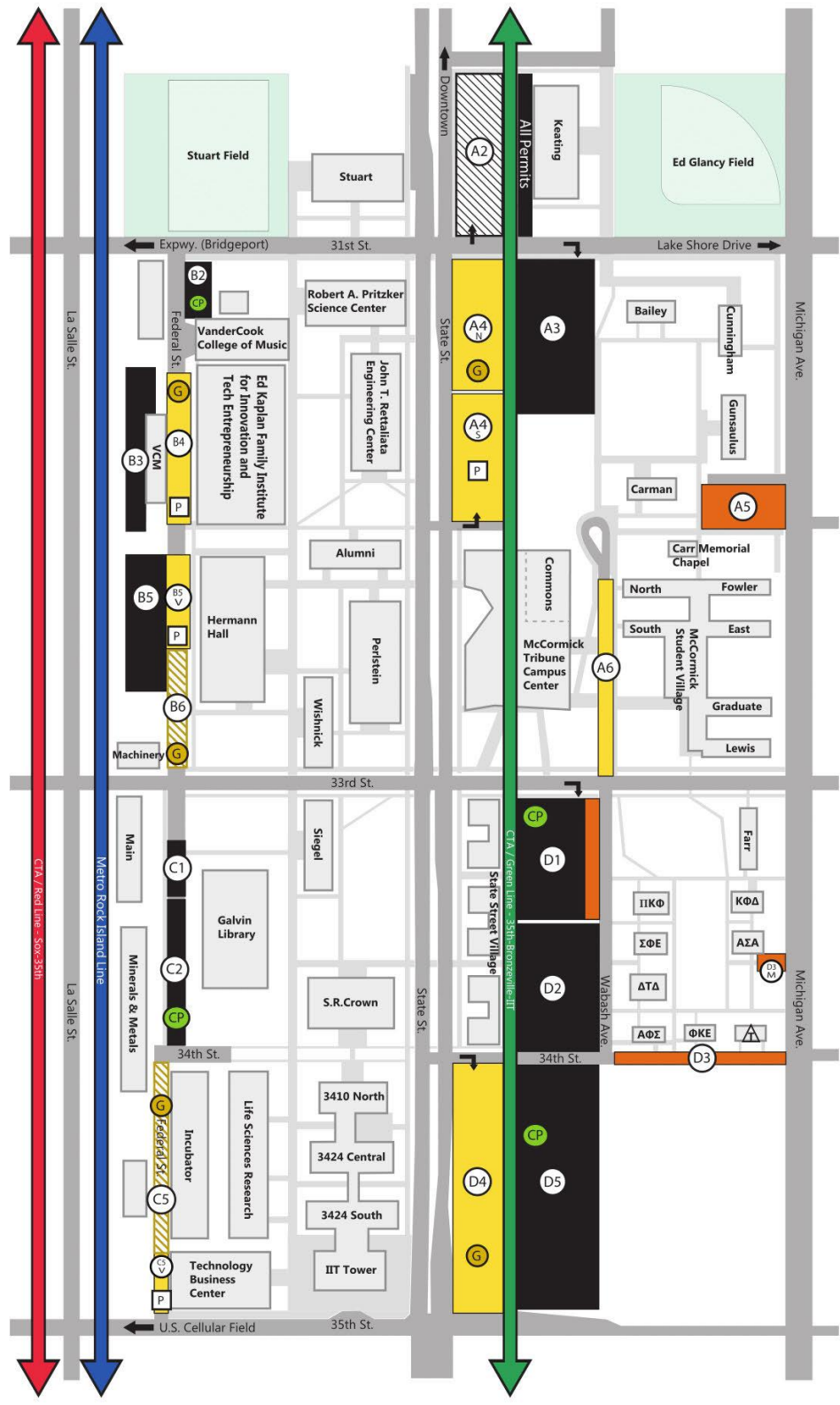
All Permit and Visitor Parking Lots

- Flex Permit Lots**
- Residential Permit Parking**
- A2 Permit Lot**
Lot specific permit required
- Visitor Lot**
 PayStation location (Credit/Debit Card Only)
- Gold Parking**
Lot specific gold permit, access to all general spaces
- Carpool Parking**
Access to designated areas campus wide, permit required
- Electric Charging Stations**
Stations are located in lots A4 South and B4

EVENING PERMITS
Access to general spaces campus wide, Mon-Fri, 4pm-7am

ALL PERMITS
Access to general spaces campus wide, Mon-Fri, 4pm-7am

A2 East- 24/7



Chicago Transit Authority

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Online CTA System Map

Click a part of the map to see a part of the system in your browser.

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Maps

Alerts

Transit Tracker

Ventra

Fare Info

Plan a trip

Start (e.g. O'Hare Airport)

End (e.g. 1 N State St, Chicago, IL)

Leave How More ▾

Get directions with:

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RTA Trip Planner →

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System Status

Trains:

Red Line	Normal Service
Blue Line	Normal Service
Brown Line	Normal Service
Green Line	Normal Service
Orange Line	Normal Service
Purple Line	Normal Service
Pink Line	Normal Service
Yellow Line	Normal Service

Buses:

Routes with Current Alerts ([View All](#)):

1	4	115	7	22	24
28	34	36	43	44	47
53	54B	55	59	62	62H
67	70	75	77	95E	103
119	121	126	134	135	136
151	156	169	170		

More: [See all Alerts](#) [Accessibility](#)

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Phone: 1-888-YOUR-CTA | TTY: 1-888-CTA-TTY1 | E-mail: feedback@transitchicago.com

CTA UPass Program

The CTA UPass offers unlimited rides for full-time students on any CTA bus or train during the fall and spring semesters. Illinois Tech does not participate in the UPass program during the summer terms. When school is not in session or you do not qualify as a full-time student, you will be able to add money to your card and use it as a transit card. Check for an announcement in IIT Today regarding UPass distribution dates. You can order your UPass in the OneStop office (MTCC 106). You will need your Illinois Tech ID to order or pick up your UPass.