Welcome to

ILLINOIS TECH

Next Steps for New Students
Thank you for choosing Illinois Tech!

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 challenge yourself to be creative, to innovate, and to become the person that you wish to become. Study something new, stand up for a cause, and explore the unfamiliar. At Illinois Tech our professors, staff, and your fellow students are all part of a culture of excellence that values and encourages discovery and innovation. 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 will shape you in ways perhaps unimaginable. Be proud of the accomplishments that led you here—and prepare for an even more exciting and fulfilling road ahead.

On behalf of the Illinois Tech community, welcome to our university.

Alan W. Cramb
President
## Deposited Student Checklist

*Make sure you complete everything on this checklist!*

### IMMEDIATELY

- [ ] Check out myIIT portal and your Hawk email (see page 2)
- [ ] Sign up for IIT Alert (see page 2)
- [ ] Submit your Room and Board Contract or Housing Waiver Application (see page 3)
- [ ] Sign up for a SOAR session (see page 4)

### BEGINNING IN APRIL

- [ ] Complete necessary academic assessments, contact your adviser, and sign up for classes (see page 5)
- [ ] U.S. domestic students only: Begin completing your financial aid checklist, if necessary (see insert in this packet)
- [ ] International students: Prepare your Financial Affidavit of Support (see insert in this packet)

### JUNE/ JULY

- [ ] Attend SOAR (see page 4)
- [ ] Interested in playing varsity sports at Illinois Tech? Contact the coaches of the sports that interest you (see page 10)

### EARLY AUGUST

- [ ] Submit immunization forms (see page 6)
- [ ] Waive Illinois Tech health insurance, if applicable (see page 6)
- [ ] Pick up HawkCard ID and U-Pass when you arrive on campus (see pages 7 and 11)

### SEPTEMBER 5

- [ ] First bill due (see page 8 for instructions on how to pay your e-bills located in the myIIT portal)
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.

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

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

**Step 2:** Click on the grid 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 (e.g., jsmith1@hawk.iit.edu).

**Uses for the Portal**
- Course registration
- View/accept financial aid
- Access Illinois Tech email
- Access library resources
- Access Blackboard
- And more!

**IIT ALERT**

IIT Alert is an emergency alert system that Illinois Tech uses to broadcast important information via text, phone, and email in the event of severe weather or a threat to the safety of our campus community. **Parents and family members can request an IIT Alert account, too.**

Note: In the event of an emergency, all account holders will automatically receive an email sent to their Illinois Tech email accounts.

Visit [web.iit.edu/iitalert](http://web.iit.edu/iitalert) to register to receive notifications.
Illinois Tech is committed to providing all students with a comprehensive educational experience. There are numerous educational and social benefits for students living in the residence halls.

First-year undergraduate students enrolled full time and transfer students with fewer than three semesters of transferable college credit are required to live in campus residence halls for two academic years. An academic year is composed of both the fall and spring semester of any given term.

Apply to live in student housing by completing your Room and Board Contract in myroom.iit.edu. The contract allows you to select your housing preferences, including residence hall, room type, and roommate. Residence hall and room requests are considered on a first-come, first-served basis. You will also have the option to select whether you prefer to live on a single-gender floor, co-ed floor, or gender-neutral floor.

More information about housing can be found in the brochure included in your deposit packet or at iit.edu/housing.

Exemption from the Two-Year Residency Requirement

Students may apply for a waiver if they live with a parent or legal guardian within the Chicago metro area. The address provided must be no more than 20 miles away from campus via public transit or major roadways. Addresses will be verified with what is on file with Illinois Tech’s Office of Financial Aid. Additional or supporting documentation may be requested.

Transfer students who are over the age of 20 or have three or more semesters of college credit are exempt from the residency requirement. If you are a transfer student with fewer than three semesters of college credit, you are not exempt from the residency requirement and must fill out a Housing Application Waiver. Waivers are considered on a case-by-case basis.

The Housing Application Waiver can be found at myroom.iit.edu.
At Student Orientation, Advising, and Registration (SOAR), you will meet with your adviser and begin the class registration process, obtain your Hawk ID, and learn all about campus resources at Illinois Tech. This is a great time to begin creating friendships with other incoming and current Illinois Tech students and becoming involved in our vibrant campus community. **SOAR is required for all incoming students.**

**SOAR participants will be able to...**

- Explain your academic requirements and expectations
- Identify resources that will assist you in succeeding academically and socially at Illinois Tech
- Describe how to get involved within the Office of Campus Life and Campus Recreation at Illinois Tech
- Describe ways that you can help create an inclusive community
- Understand how to navigate the technology services that you will use throughout your experience at Illinois Tech
- Understand the purpose of higher education and identify how it relates to your education goals
- Describe the rights and responsibilities associated with being a part of the Illinois Tech campus community
- Be familiar with faculty, staff, and students on campus

**WEB.IIT.EDU/SOAR**
The Office of Undergraduate Academic Affairs (UGAA) helps students manage all academic issues:

- AP/IB/transfer credit
- Academic progress reviews
- Curriculum substitutions
- Graduation requirements
- DegreeWorks, which is the unofficial planning tool managed by UGAA for both students and faculty

**Academic Advising and Course Registration**

**Prepare for Your Academic Placement Assessments and Submit Your Course Credit**

Be on the lookout for your advising and registration email. This email, sent by the Office of Undergraduate Admission, will provide instructions to help you complete the following checklist:

- Complete the math placement test online (if applicable—see details at right)
- Complete the essay for writing placement (if applicable—see details at right)
- Use the new student advising system in myIIT to plan possible draft schedules for your first term
- Contact your faculty academic adviser to discuss course schedules and obtain your registration PIN number
- Use your PIN number to register for courses and/or make schedule changes

The Office of Undergraduate Academic Affairs can help if you have questions regarding advising and registration.

**Questions about transfer credit or AP/IB credit?**

Visit [web.iit.edu/ugaa/services](http://web.iit.edu/ugaa/services) to see which courses will transfer for credit at Illinois Tech.

Depending on your major and existing course credits, you may be required to take placement assessments for math and/or writing. You will receive information regarding which assessments you are required to take in your initial adviser email.

**Math Placement Assessment**

Illinois Tech uses the ALEKS PPL Mathematics Placement Exam to assess a student’s prerequisite knowledge for course placement. Backed by decades of research, ALEKS Placement, Preparation and Learning (ALEKS PPL) is the premier adaptive learning and assessment platform used by millions of students around the world.

ALEKS PPL uses adaptive, open-response questioning to rapidly and accurately assess each student on a wide range of course material in 30 questions or less. Students are correctly placed and given the opportunity to improve their placement with targeted learning with up to 12 months of access to the Prep and Learning Module. We strongly suggest you aim for at least a 75 percent or 85 percent completion score in ALEKS Prep and Learning to give yourself the best chance of success on the proctored assessment.

The ALEKS PPL Math Placement determines whether students can take MATH 151: Calculus I without first taking MATH 148: Preparation for Calculus. It is REQUIRED for new undergraduate students, with the following two exceptions:

1. If you already have course credit for MATH 151 due to Advanced Placement (AP), International Baccalaureate (IB), GCE A-Levels scores, or transfer credit from another university, then you do not need to do the ALEKS PPL Math Placement. (If you have questions about this, email Undergraduate Academic Affairs at [ugaa@iit.edu](mailto:ugaa@iit.edu)).

2. The following majors do not require MATH 151, so students in these majors do not need to do the ALEKS PPL Math Placement*:
   - Architecture
   - Behavioral Health and Wellness
   - Communication: General Communication
   - Communication: Journalism of Technology and Business
   - Communication: Professional and Technical Communication
   - Consumer Research, Analytics, and Communication
   - Digital Humanities
   - Global Studies
   - Humanities
   - Industrial Technology and Management
   - Information Technology and Management
   - Psychological Science
   - Science, Technology, and Society
   - Social and Economic Development Policy

*Minors, certificates, etc., may also require MATH 151 or more advanced mathematics courses, for which the ALEKS PPL Math Placement would still be needed.

**All other new undergraduate students must take the ALEKS PPL Math Placement!**

To get started, log in to Blackboard located in your myIIT portal, for instructions on how to access the ALEKS math placement assessment.

**Writing Placement Assessment**

All new first-year and transfer students are required to submit an essay to demonstrate basic writing proficiency as defined by Illinois Institute of Technology, then you will be required to enroll in COM 101 or COM 111 in your first semester. Instructions on how to prepare and submit your writing assessment essay can be found in Blackboard.

Students may be exempt from submitting the Writing Placement Assessment if they meet one of the following criteria:

1. Receive transferable credit for COM 101
2. Receive a score of 4 or better on the AP English Exam
3. Receive sufficient ACT or SAT English/Writing scores: ACT Writing 8 or better, SAT Writing 600 or better, SAT Essay 9 or better, New SAT Writing and Language 33 or better

AP English Exam scores are not released to universities until July. If you receive a 4 or higher on the AP English Exam, the requirement to enroll in COM 101 or COM 111 will be waived.
Illinois Tech’s Student Health and Wellness Center (SHWC) 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 primary care, women’s health 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.

**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 SHWC by the first week of class.

- If you are a domestic student you must submit proof of having three doses of diphtheria/tetanus/pertussis (DTP), one being within the last 10 years, and two doses of measles/mumps/rubella (MMR).
- All students between the ages of 16–23 are required to submit proof of having a meningococcal vaccine after the age of 16.

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

**Health Insurance**

All students are automatically billed for health insurance through Illinois Tech.

The final 2020–21 insurance cost will be available online at web.iit.edu/shwc in March 2020.

If you are already insured and would like to remain on your current plan, you may submit a waiver at aetnastudenthealth.com/iit to remove this charge from your bill.

- You will not be able to waive Illinois Tech insurance until the charge appears on your student bill after course registration.

**IMPORTANT DEADLINES**

- Immunization Verification Form due the first week of class
- Health Insurance Waiver due September 1
See You On Campus!

**STEP 6**

Pick Up Your HawkCard First!

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, and Keating Hall athletics facilities, as well as library equipment check out, meal information, and TechCash balances.

Please obtain your HawkCard before you move in. You must register for courses before you may obtain your HawkCard. Pick up your HawkCard from the Access, Card, and Parking Services office during SOAR or during their regular business hours, M–F, 8:30 a.m.–5 p.m.

**AUGUST 17**

**Move-In Day**

Students who need to obtain their HawkCard IDs should do so FIRST prior to checking in for housing. Housing check in will begin at 9 a.m. Please report directly to your assigned hall for check in. Moving volunteers will be available from 9 a.m.–3 p.m.

**AUGUST 17–21**

**Welcome Week**

TECH YEAH! It’s finally time for your life-changing experience at Illinois Tech! College is more than just classes, and the Office of Campus Life has several exciting events planned for you and your classmates before the fall semester kicks off.

From a hypnotist to a giant outdoor movie to a welcome back bash for all undergraduate students, there’s no shortage of fun at Welcome Week. Festivities kick off with Convocation on August 17.

**AUGUST 24**

Fall classes begin
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 web.iit.edu/student-accounting for more information about billing, payments, and loans.

Viewing Your Account
We encourage you to periodically review your account by logging in to the myIIT portal, clicking on the Manage My Account icon (located in the grid), and making 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 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 flywire.com/pay/iit)
- Mastercard, American Express, or Discover (2.85% online transaction fee applies)

Mail payments payable to Illinois Institute of Technology:
Illinois Institute of Technology
Illinois Tech Student Accounting
7539 Solution Center
Chicago, IL 60677

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 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.

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.

Student Accounting Office
Technology Park—Central
3424 South State Street, 4th Floor
Chicago, IL 60616
Phone: 312.567.3794
Email: sa@iit.edu
Illinois Tech places a premium on experiential, hands-on, action-oriented learning. We believe this robust approach to education transforms our students into graduates who are uniquely equipped to create, solve, and innovate—people who will change the world.

Elevate at Illinois Tech is a hub that connects you with out-of-classroom opportunities and other experiences that propel your education to new heights. From internships to immersive research to study abroad, Elevate programs empower you to be a dynamic leader and innovator—a knower and doer.

The best part: You can participate in Elevate in as early as your first year of undergraduate study! That’s just one of the many aspects of Elevate that make it truly distinctive.

Transform Your Experience

Regardless of your major at Illinois Tech, Elevate allows you to choose from a list of global opportunities that are not only challenging, fun, and rewarding, but that also give you the relevant and specialized experience to stand out.

EDU/ELEVATE

Elevate Your Education
INTERNATIONAL CENTER

The International Center provides support to international students, faculty, and staff, as well as students who are studying abroad. It also ensures compliance with immigration and related regulations.

- **Study Abroad Advising**
  - Illinois Tech has education partnerships around the world and unique STEM opportunities—plus study abroad options that include a full year, semester, summer, or winter break.
  - Our faculty-led research-oriented programs throughout the year enable students to explore their majors abroad.
  - Students can take IPRO courses overseas, enriching their cultural experiences and creating a positive impact on communities around the world.

- **International Fest**: Activities and events celebrating international diversity on campus

- **Taste of IIT**: Event celebrating the foods of cultures represented on campus

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**DOWNLOAD THE RAVE GUARDIAN APP**

The Rave Guardian app integrates seamlessly with the university’s emergency alert system, IIT Alert, to deliver you emergency alerts while also providing a variety of other features related to safety. If you contact Public Safety through the app, it will display your profile and location, which will help Public Safety respond with even more precision.

Rave Guardian tutorial for Illinois Tech: [https://youtu.be/wW1bnq3Fu7Y](https://youtu.be/wW1bnq3Fu7Y)

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**VARSITY ATHLETICS AND INTRAMURALGS**

Illinois Tech is proud of our legacy of excellent student-athletes. At Illinois Tech you can really get in the game—and still get a world-class education.

**Men’s Programs**: Baseball, Basketball, Cross Country, Lacrosse, Soccer, Swimming and Diving, Tennis, Track and Field, Volleyball

**Women’s Programs**: Basketball, Cross Country, Lacrosse, Soccer, Swimming and Diving, Tennis, Track and Field, Volleyball

Want to Be a Scarlet Hawk? Visit [illinoistechathletics.com](http://illinoistechathletics.com) and click the Recruit Me tab to complete a Recruit Me Form for the sport you are interested in playing.

Our extensive intramurals program lets you get moving at everything from cricket and yoga to dodge ball and martial arts—even a color run!

- Flag football
- Badminton
- Tennis
- Bags/cornhole
  ...and many more!

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**WEB.IIT.EDU/INTERNATIONAL-CENTER**

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**INTERNATIONAL TECHNICAL CENTER**

The McCormick Tribune Campus Center
3201 South State Street, One Stop
Chicago, IL 60616

Phone: 312.567.3680 | Fax: 312.567.3687
Email: icenter@iit.edu
ACCESS, CARD, AND PARKING SERVICES

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

Parking on Campus

First-year students are welcome to bring a car to campus. Visit web.iit.edu/acaps to view rates and register for a parking permit.

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. Visit web.iit.edu/student-affairs for more information.

• 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 stops on campus

Access, Card, and Parking Services
Hermann Hall
3241 South Federal Street, Room 201
Chicago, IL 60616
Phone: 312.567.8968
Email: acaps@iit.edu

WEB.IIT.EDU/ACAPS

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
  ▪ 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.

Center for Disability Resources
IIT Tower
10 West 35th Street, Suite 3F3-1
Chicago, IL 60616
Phone: 312.567.5744 | TDD: 312.567.5135 | Fax: 312.567.3845
Email: disabilities@iit.edu

WEB.IIT.EDU/CDR
### Academic Resource Center and Illinois Tech Writing Center

Need help with a class or want some extra course prep? The Academic Resource Center offers free tutoring and other related services. Who better to guide you than our ARC Scholars—current students who have excelled in the same courses you’ll be taking? The Writing Center offers additional one-on-one help with writing assignments in all disciplines.

### Student Professional Organizations

Illinois Tech has student chapters affiliated with major national professional societies and organizations. Learn about a field of interest to you, meet fellow students with similar interests, and gain valuable leadership skills. It’s a great way to boost your résumé. We have student chapters affiliated with most academic disciplines, as well as chapters of professional societies for women and minorities.

### Paul V. Galvin Library

What won’t you find at the library? In addition to quiet spaces, books, and electronic journals, our main library offers computers, scanners, 3D printers, research assistance from librarians, group study rooms, bean bags, role-playing games, a LEGO station, collections of graphic novels and anime DVDs, and lots more. Plus it’s open 24/7 most days of the week during the fall and spring semesters.

### Illinois Tech esports

Illinois Tech’s competitive computer gaming program boasts some of the country’s top players. With more than 30 competitors and 240 members in our esports club, and a roster of competition and viewing events, Illinois Tech’s esports community runs deep.

### Undergraduate Research Opportunities

Whether you know you want a career in research, aren’t sure, or definitely don’t, research projects are a great way to explore a topic that interests you and gain valuable professional experience—regardless of your eventual career path. Illinois Tech offers access to research from year one. Visit our Office of Research website, research.iit.edu, to learn about cool faculty research, student research projects, and how you can find research opportunities on campus and around the country.

### Illinois Tech Bookstore

Our on-campus bookstore offers new and used books, Scarlet Hawks apparel, and special savings on software and accessories. It’s also a great place to buy Illinois Tech gear for your family.
First-Year Experience

The First-Year Experience (FYE) program is designed to help you and your fellow students find the resources and support you need to succeed during your time on campus. The FYE program includes a collection of 15 events that first-year students should attend each semester. We recognize that you need to stay engaged beyond SOAR and Welcome Week, and hope you remain involved with FYE during your entire first year.

Commuter Ambassador Program

New incoming students are assigned Commuter Ambassadors, who provide guidance during the first year.

Diversity, Education, and Training

The Office of Campus Life coordinates workshops and programs that foster inclusion for all members of the Illinois Tech community, including programming pertaining to gender/sexual identity, religion, race, ability, and culture. Our Social Justice Ambassadors work to facilitate workshops and advocate for students. The Office of Campus Life also plans heritage and awareness month programs.

HawkLink

With more than 150 active student organizations, we have something for everyone! Log in to HawkLink (hawklink.iit.edu) using your Illinois Tech credentials and begin exploring what the university’s student organizations have to offer you. Join the Office of Campus Life for a variety of campus events, including social events, dances, and large traditional events held throughout the year.

Leadership

Looking to explore what being a leader means? Take part in our student leadership conference, LEAD @ Tech, or our monthly leadership workshops, which focus on authentic leadership, values-based leadership, and leadership assessments. By exploring self discovery and reflection, you can be your very best.

Service

Interested in giving back to the Illinois Tech community and surrounding areas? Participate in Start with Service during your first week on campus, and then continue to make a difference through our monthly off-campus service events.

Office of Campus Life

The McCormick Tribune Campus Center
3201 South State Street
Chicago, IL 60616

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

DID YOU KNOW?

In 2018–19, Illinois Tech students did 5,337 hours of community service. The monetary impact of that service on our local community is $120,000.88.

ILLINOIS TECH | Office of Campus Life

Special Programs, Unlimited Opportunities

Make sure to complete all items on our New Student Checklist!

GO.IIT.EDU/NEW-CHECKLIST
I’M A
SCARLET
HAWK!

ILLINOIS TECH
Discover. Create. Solve.