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

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
- Registration Changes, Add/Drop, & Grades
- Withdrawal from a Course
- Leave of Absence or Withdrawal from the University
- FAQ
- News
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.
<table>
<thead>
<tr>
<th>BLACKBOARD 9.1 QUICK GUIDE FOR STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCESS BLACKBOARD</strong></td>
</tr>
<tr>
<td>▶ Via my.iit.edu portal; click on Blackboard icon.</td>
</tr>
<tr>
<td>▶ Via original portal at blackboard.iit.edu (using UID and myIIT password).</td>
</tr>
<tr>
<td><strong>ACCESS COURSES</strong></td>
</tr>
<tr>
<td>▶ Use course links shown in the My Courses box to access course materials. 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.</td>
</tr>
<tr>
<td><strong>COURSE DOCUMENTS</strong></td>
</tr>
<tr>
<td>▶ Posted under Syllabus, Content, Course Documents and Assignments menu items.</td>
</tr>
<tr>
<td>▶ 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.</td>
</tr>
<tr>
<td><strong>SUBMIT ASSIGNMENTS</strong></td>
</tr>
<tr>
<td>▶ Per instructor directions, via appropriate Assignment link in Blackboard or via email.</td>
</tr>
<tr>
<td>▶ To use Assignment link, 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.’</td>
</tr>
<tr>
<td>▶ When attaching a file, type in a Link Title to name assignment according to instructor directions or to include your name (e.g., Assignment2_LastName). If you do not add a Link Title, the file name becomes the link name.</td>
</tr>
<tr>
<td>▶ Use the Comments box to include comments on the assignment for the instructor.</td>
</tr>
<tr>
<td>▶ To submit your assignment, 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.</td>
</tr>
<tr>
<td><strong>DISCUSSION BOARD</strong></td>
</tr>
<tr>
<td>▶ Click on Discussions in the course menu; click on desired forum title.</td>
</tr>
<tr>
<td>▶ Click CREATE THREAD button to add a new discussion thread inside an established forum. Type in the subject and your comments then click SUBMIT.</td>
</tr>
<tr>
<td>▶ To read and respond to an existing thread, click on title and use REPLY button.</td>
</tr>
<tr>
<td><strong>VIEW ONLINE LECTURES</strong></td>
</tr>
<tr>
<td>▶ 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.</td>
</tr>
<tr>
<td>▶ Click on desired date to launch lecture video.</td>
</tr>
<tr>
<td><strong>QUESTIONS/PROBLEMS?</strong></td>
</tr>
<tr>
<td>▶ Visit BB Online Learning Center at <a href="http://ondemand.blackboard.com/students.htm">http://ondemand.blackboard.com/students.htm</a></td>
</tr>
<tr>
<td>▶ 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 <a href="mailto:supportdesk@iit.edu">supportdesk@iit.edu</a>. A request ticket will be cc’d to your IIT email.</td>
</tr>
</tbody>
</table>
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.
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](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.
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](https://web.iit.edu/student-accounting/tuition-fees/current-tuition) to view the Tuition and Fees schedule for the 2019-2020 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](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).

April 2020
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
Office of Financial Aid

Contact Us

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

LEARN MORE ABOUT APPLYING FOR FINANCIAL AID

Office of Financial Aid
Pondstein Hall 206
10 W 33rd Street
Chicago, IL 60616
Toll Free 866.991.1986 | Tel 312.567.7219
Fax 312.567.3982
finaid@iit.edu

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.
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
The CTA UPass Program 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.