

ADMITTED STUDENT INFORMATION

IIT ARCHITECTURE CHICAGO

S. R. CROWN HALL
3360 S. STATE STREET
CHICAGO IL 60616

ARCH@IIT.EDU

On behalf of the faculty, staff, and current students, we welcome you to IIT Architecture for the Fall 2016 semester. Please review the following information and contact Jaucinta Echols, Director of Admission and Enrollment Management, via email at jechols@iit.edu or phone at 312-567-3231 with any questions.

INTENT TO ENROLL

Submit your Intent to Enroll Form to secure your spot for the Fall 2016 term. We do not require a deposit. We will accept decisions via the online form found in your MyIIT portal. Be sure to include your full name and CWID number. Admitted applicants may defer up to one year. Scholarships however do NOT carry over to the next year. A student must reapply for any awarded scholarship.

The deadline for filling out the Intent to Enroll form in your Applicant Portal is May 15, 2016. An extension may be granted if circumstances merit one.

ADMISSION CONDITIONS

If you have conditions listed on your admission letter these must be fulfilled before the start of the Fall 2016 term. You will not be able to attend IIT unless you fulfill the required conditions stated in your letter. If test scores are required these must be sent directly from the testing service.

Send materials to: IIT Architecture Graduate Admissions Illinois Institute of Technology, S.R. Crown Hall, 3360 South State Street Chicago, IL 60616-3793, US

SCHOLARSHIPS

All scholarships are merit-based and recipients have been selected by the Graduate Admissions Committee during the general admission review. Notifications of scholarships will be included along with the admission letter. If any additional funds become available, we will notify the next eligible candidate. Scholarships are only offered to incoming full-time students to be used during their first academic year; Fall and Spring. Students in their second or subsequent years may apply for TAships.

ADDITIONAL DOCUMENTS

Your admission to IIT was contingent on your completion of a Bachelor's degree, and if applicable, a Master's degree. Upon enrollment at IIT, you must present, either electronically or physically:

- all original, final transcript(s) and/or individual mark sheets from each institution you attended
- all diploma(s) and/or degree(s) with an official English translation, if necessary, from each institution you attended

ORIENTATION

We will have several orientation activities scheduled for the week of August 15, 2016. Please plan to be available during this week. You are expected to attend the Graduate Orientation on Wednesday, August 17, 2016. At this time, students can participate in Course Substitution Reviews. Such reviews consist of an examination or scheduled discussion with a faculty member to determine if a course taken is sufficient for a course substitution. On Thursday, August 18, 2016 student will be able to meet with their advisor, receive their registration pin and register for courses.

CAMPUS VISITS

We invite you to join us for one of our Fall 2016 Admitted Student Visit Days. We encourage you to attend our Admitted Student Weekend on April 22-23, 2016. We will have faculty and current students present some of their work and discuss our graduate programs. This will be a great chance to explore the College as well as Chicago. Please be sure to save the dates as the official invitations will be sent soon.

The Open House will be held on May 13, 2016. We invite all admitted students to stop by and view our display of the best and most innovative student work from the past academic year. We also arrange individual appointments and tours of the College of Architecture facilities, including Ludwig Mies van der Rohe's masterpiece Crown Hall. We recommend visiting on Monday, Wednesday or Friday afternoons when studios are in session. Please contact Jaucinta Echols via email at jechols@iit.edu or phone at 312-567-3231 to schedule a visit. The Mies van der Rohe Society also offers a variety of architectural tours and more information can be found at their website.

Mies van der Rohe Society (tours)
miessociety.org/home/tours

REGISTRATION

Registration is completed online in the MyIIT system. Please see the enclosed document "MyIIT Account Information" for instructions. You will be able to register for classes after meeting with an advisor during orientation on Thursday, August 18, 2016. International students may only register after arriving on campus and checking in with the International Center.

FIRST DAY OF CLASS

The Fall 2016 term begins on August 22, 2016. The academic calendar for 2016/17 is available online.

TUITIONS AND FEES

MASTERS PROGRAMS

Students in the Masters level graduate architecture programs take between 15-18 credit hours per semester. Tuition is charged per credit hour. Tuition rates are subject to change.

2016-2017 ESTIMATED EXPENSES/9 months

| | |
|--|----------|
| TUITION: 36 credits at \$1,400 per credit | \$50,400 |
| FEES: service, U-Pass, orientation, library, activities, orientation, model shop | \$2,914 |
| INSURANCE: health insurance for 1 year | \$1,441 |
| ROOM AND BOARD: | \$13,275 |
| ESTIMATED TOTAL COST: | \$68,030 |

PH.D. PROGRAM

Students in the Ph.D. program take a minimum of 9 credits hours per semester for full-time status. Tuition is charged per credit hour. Tuition rates are subject to change.

2016-2017 ESTIMATED EXPENSES/9 months

| | |
|--|----------|
| TUITION: 18 credits at \$1,400 per credit | \$25,200 |
| FEES: service, U-Pass, orientation, library, activities, orientation | \$2,834 |
| INSURANCE: health insurance for 1 year | \$1,441 |
| ROOM AND BOARD: | \$13,275 |
| ESTIMATED TOTAL COST: | \$42,750 |

FINANCES

DOMESTIC STUDENTS:

Financial support for graduate study is available from a number of sources. U.S. citizens and permanent residents may be eligible for federal student loan and work-study programs. For more information, please contact the Financial Aid office using the information listed at right.

INTERNATIONAL STUDENTS: Submit your 2016-17 Financial Affidavit of Support form along with supporting documents and a copy of your passport. We can create your I-20 only after your valid documents have been received and approved.

INSURANCE

All full time IIT students must have health insurance. Any graduate student with 9 or more credits per semester is considered full time. International students on F1 or J1 visas are required to enroll in the IIT Student Health Insurance Program. Domestic students who have their own insurance must complete the Insurance Waiver Form or they will be charged for the IIT Student Health Insurance Program. IIT student health coverage is provided by Aetna Student Health. Please see their website for insurance details and forms: iit.edu/shwc/insurance

IMMUNIZATION REQUIREMENT

Illinois law requires that students enrolled in colleges and universities be immunized against certain communicable diseases. For that reason, students are required to submit proof of immunization to the Student Health and Wellness Center. Individuals who are not properly immunized or who do not have proof of immunization may receive the required immunizations at the Student Health and Wellness Center for a nominal fee.

HOUSING

While many graduate students choose to live off campus in independent housing, others enjoy the convenience of living on campus. The on-campus facilities include graduate apartment-style housing. If you are interested in living on campus, please contact the Residence and Greek Life Office using the information listed on the right.

STUDENT ID CARD

The Access, Card, and Parking Services Office issues all university identification cards and parking permits. All registered full- and part-time students who will be studying on campus should obtain a student identification card once they have registered for classes.

Course Descriptions: arch.iit.edu/study

Course Schedule:

my102.iit.edu/banr/bwckschd.p_disp_dyn_sched

Academic Calendar: http://www.iit.edu/registrar/important_dates/academic_calendar.shtml

IIT Financial Aid Office Perlstein Hall, 206
10 W. 33rd Street, Chicago, IL 60616
finaid@iit.edu
312.567.7219 iit.edu/financial_aid

*College of Architecture 2016-17 Financial Affidavit of Support forms:
Masters: <http://arch.iit.edu/files/pdf/15140/financial-affidavit-masters-f16.pdf>
PhD: <http://arch.iit.edu/files/pdf/15141/financial-affidavit-phd-f16.pdf>

IIT Student Health and Wellness Services
IIT Tower, Suite 3D9-1
10 W. 35th Street, Chicago, IL 60616
student.health@iit.edu
312.567.7550 iit.edu/shwc
For more information on the immunization requirements: iit.edu/shwc/health_services/immunization.shtml

IIT Residence and Greek Life
3241 South Wabash Ave, Chicago IL 60616
housing@iit.edu
312.567.5075 iit.edu/housing

IIT HawkCard Office Hermann Hall, Room 201
3241 S. Federal, Chicago IL 60616
hawkcard@iit.edu 312.567.8968
iit.edu/~hawkcard

Career Services Hermann Hall, Suite 113 3241
S. Federal Chicago IL 60616
careerservices@iit.edu 312.567.6800

MY IIT ACCOUNT INFORMATION

IIT ARCHITECTURE CHICAGO

S. R. CROWN HALL
3360 S. STATE STREET
CHICAGO IL 60616

ARCH@IIT.EDU

MyIIT is a live interactive web site that offers students access to general as well as personal information regarding registration, billing, and financial aid.

In your MyIIT account you can: register, add, drop or withdraw from classes; access your IIT email; check your financial aid status; view your registration fees and pay your tuition online; check your grades and unofficial transcripts; and maintain your personal information.

To access your account, go to my.iit.edu. There you will need to enter your UID. If you do not know your UID you may search by your first and last name at myuid.iit.edu. Your initial password is the month and day you were born (MMDD) followed by the last four digits of your CWID (XXXX). Thus, the eight digit format is MMDDXXXX.

COURSE AVAILABILITY

To see the course availability, go to the Academics tab in your MyIIT account. Choose Look Up Classes in the Registration Tools section. Then you will need to select the term (e.g. Fall 2016) and select a subject (e.g. Architecture). You may also choose to limit your search by narrowing the different search fields (e.g. day of week, graduate level, instructor).

REGISTRATION

Registration is completed in the Academics tab by choosing the Add or Drop Classes option from the Registration Tools section. Select the term (e.g. Fall 2016) and then you will be prompted to enter your registration pin (provided during orientation). To add a class go to the bottom of the page and choose Class Search. Then select a subject (e.g. Architecture). You may also choose to limit your search by narrowing the different search fields (e.g. day of week, graduate level, instructor). Check the box to select the class(es) you would like and press the Register button at the bottom of the page. The class(es) will now appear in your course schedule.

If you decide to drop a class again, go to the Add or Drop Classes section within Registration Tools. Follow the prompt to select your term and enter your Alternate Pin. This will take you to your current schedule and any classes you have registered for will appear. Go to the Action tab on the class you would like to remove and choose Drop. Press the submit changes button and the class will be removed from your schedule.

EMAIL

IIT students receive a unique identifier (UID) that is also their IIT email username and login for IIT's networking and computing services. Your UID will remain the same during your entire IIT experience. IIT only maintains one official email for students which is the iit.edu account.

You may access your email account from within your MyIIT portal. Once you have logged into your account click on the Google Apps for Students icon at the top of the page. Your IIT Google features will open in a new tab. Choose "Mail" to view your IIT email.

If you would prefer to forward your IIT email to another account you should go into the IIT email account. Choose the Settings link from the righthand drop-down menu. Choose the "Forwarding and POP/IMAP" tab. There you will enter your personal email account and save the changes.

REGISTRATION HOLDS

If you have a hold on your account, you will not be able to register or make changes to any previous registration. To view your holds go to the Academics tab and select Registration Status. Select the appropriate term and if you have any holds a notice will appear. Choose View Holds at the bottom of the page to see the type of hold on your account.

You must follow up with the appropriate office to have a hold removed. Here are the contacts for common holds:

Address Hold – Contact the Registrar's Office at registrar@iit.edu or 312.567.3100

Financial Hold – Contact the Bursar's Office at bursar@iit.edu or 312.567.3794

Immunization Hold – Contact the Student Health and Wellness Center at student.health@iit.edu or 312.567.7550

If you have trouble accessing your MyIIT account please contact: Office of Technology Services, IIT Tower, Room 8E4-1, 10 West 35th Street, Chicago, IL 60616 supportdesk@iit.edu 312.567.3375

Course Reference Number: Each course is given an individual course reference number (CRN) for a particular semester. You may use this number as a shortcut for registration rather than looking up the course by subject.

Alternate Pin: Prior to registration, each student must obtain the current semester's Alternate Pin. This pin will be given to you during orientation.

International Office Hold (All new International Students will have a hold from the International Center. New International Students must check in with the International Center upon arrival in Chicago to have this hold cleared.) – Contact the International Center at icenter@iit.edu or 312.567.3680

Program of Study Hold – Contact the Graduate College Office of Academic Affairs at gradcoll@iit.edu or 312.567.3024, or Cynthia Torres, Director of Academic Affairs, at ctorres2@iit.edu.

PERMITS

If you are informed by an instructor or the COA Office of Academic Affairs that a permit has been placed on your registration account, you will be able to register or waitlist for a class that was previously closed to you. A permit does not mean that you have been registered for a class, only that you have been given permission to register or place yourself on the waitlist.

To view your permits go to the Academics Tab and then Registration Tools. Choose Registration Status and select your term. Any permits on your account will be listed.

Once you verify that your permit is listed you can go to the Add or Drop Classes link at the bottom of the page and enter the course reference number (CRN). Press submit and go to your course schedule to verify that it has been added.

REGISTRATION FEES AND ONLINE PAYMENT

Tuition is charged per credit hour based upon your registration in the MyIIT system. There may be up to a 24 hour delay in the processing of charges when registration changes are made to your account. To view your registration fees for a term go to the Finances tab. In the My Account section click on your current term and it will take you to the account summary for that term. If you select Manage My Account at the bottom of the page you will be taken to a new page where you can view your account, enroll in payment plan, make a payment, or elect automatic refund deposits.

FINANCIAL AID

Domestic students receiving Financial Aid should check their status in their MyIIT account. To view your Financial Aid award for a term go to the Finances tab and choose Financial Aid Requirements. Select your term and then go to the Financial Aid Status link. If there is a red flag, click on the requirement to view the action(s) you need to take. A green flag indicates the requirements have been met.

GRADES AND UNOFFICIAL TRANSCRIPTS

You may view your grades by going to the Academics tab and selecting your term within the Student Grades section.

If you would like to view your unofficial transcript go to the Academics tab and then the Banner Self Service folder. Choose the Student option and then within the Student Records folder choose Academic Transcript. All of your coursework should be listed on your unofficial transcript.

PERSONAL INFORMATION

All students must have a local address on file as well as an emergency contact. To update your contact information go to the Academics Tab and select the Banner Self Service folder. From there select Update Address and Phone and choose the type of information you would like to update (e.g. local address).

To add or update your emergency contact go the Banner Self Service folder and select Update Emergency Contacts. If you do not have any emergency contacts on file, choose New Contact. If you are editing an existing contact go to View Emergency Contacts and then choose Update Emergency Contacts at the bottom of the page. Click on the contact you would like to edit and be sure to submit your changes.

PRINTING ACCOUNT

To view your printing account go to the Finances tab and the IIT Print section. There you will find your current printing balance.

Each registered student receives \$5.00 free printing credits per semester. Free printing credits that remain in a user's account at the end of the fall and spring semesters will roll over to the next semester until the end of the academic year (end of the summer semester). At the completion of the summer semester, all remaining free printing credits from that year will expire.

For information on adding, dropping and waitlisting: iit.edu/registrar/registration_tools

For more details on the tuition rates and university fees please see the Office of the Bursar's website at: iit.edu/bursar/tuition_and_fees.shtml

If you have questions regarding your Financial Aid please contact: IIT One Stop McCormick Tribune Campus Center 3201 S. State Street Chicago, IL 60616 onestop@iit.edu 312.567.3810 iit.edu/financial_aid

For information on ordering Official Transcripts or Enrollment Verifications please see the Office of the Registrar's website at: iit.edu/registrar/student_records

To change your name or your social security number please contact: IIT One Stop McCormick Tribune Campus Center 3201 S. State Street Chicago, IL 60616 onestop@iit.edu 312.567.3810