On behalf of the faculty, staff, and current students, we welcome you to IIT Architecture for the Fall 2017 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/DEPOSIT
Submit your Intent to Enroll Form to secure your spot for the Fall 2017 term. 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. A non-refundable tuition deposit of $300 is required to reserve your place as an incoming student. Your deposit & intent to enroll for Fall 2017 is due May 15th. All deposits must be submitted through the myIIT portal and may be paid by electronic check or credit card.

ADMISSION CONDITIONS
If you have conditions listed on your admission letter these must be fulfilled before the start of the Fall 2017 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.

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 14, 2017. Please plan to be available during this week. You are expected to attend the Graduate Orientation on Thursday, August 17, 2017. 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. Students will also be able to meet with their advisor, receive their registration pin and register for courses.

CAMPUS VISITS
We invite you to join us for our Fall 2017 Admitted Student Weekend on April 7-8, 2017. We will have faculty discuss our graduate programs in depth, tours of the architecture facilities and fun events in the evening and Saturday. This will be a great chance to explore the College as well as Chicago. Please be sure to save the dates.

The Open House will be held in May 2017. 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 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.
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 online in July when we will email you your registration pin. An additional opportunity will be available after meeting with an advisor during orientation on Thursday, August 17, 2017. International students may only register after arriving on campus and checking in with the International Center.

FIRST DAY OF CLASS
The Fall 2017 term begins on August 21, 2017. The academic calendar for 2017/18 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.

2017-2018 ESTIMATED EXPENSES/9 months
Tuition: 33 credits at $1,470 per credit $48,510
Fees: service, U-Pass, orientation, library, activities, orientation, model shop $2,914
Insurance: health insurance for 1 year $1,441
Room and Board: $13,500
ESTIMATED TOTAL COST: $66,365

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.

2017-2018 ESTIMATED EXPENSES/9 months
Tuition: 18 credits at $1,470 per credit $26,460
Fees: service, U-Pass, orientation, library, activities, orientation $2,834
Insurance: health insurance for 1 year $1,441
Room and Board: $13,500
ESTIMATED TOTAL COST: $44,235

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 on the right.

INTERNATIONAL STUDENTS:
Submit your 2017-18 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.
MY IIT ACCOUNT INFORMATION

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 2017) 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 2017) 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 POP3/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. Initially this pin will be emailed to you in July and will be available 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.

ESL Assessment Hold – Contact the Office of Graduate Admissions at gradstu@iit.edu or 312.567.3020.

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.