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” tab to access registration tools, which include:**

- **Academic Profile**  
  View basic academic profile, primary advisor and quick links to view unofficial transcript and holds.

- **Registration Tools**  
  This channel provides quick links to look up your class schedule and add or drop classes.

- **Banner Self-Service**  
  Navigate through all areas of Banner Self Service including your student records, financial aid and personal information forms for updating an address and other information.

- **Student Grades**

**Within the “Finances” tab, 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.

*Continued...*
“Alternate PIN” Required for Registration

A unique term-specific number called an "Alternate 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 Alternate PIN from their advisor. Continuing graduate students can find their Alternate PIN under ‘Personal ID Numbers’ on the Welcome tab within myIIT portal. The PIN is valid for one semester only.

How to Register for Courses

1. Log into the myIIT portal;
2. Click on the Academics tab;
3. Under the Registration Tools, check ‘Add or Drop Classes’;
4. Select the appropriate term;
5. When prompted, enter your Alternate PIN;
6. Type in CRN number -or- use the Class Search function to look up and add classes. To waitlist for a course, you must attempt to register by typing in the CRN directly in order to get the waitlist prompt.

‘Waitlisting’ for Closed Sections

1. When registration cannot be completed due to a closed course section, the option to waitlist is offered;
2. Choose ‘Waitlist’ for respective course and click Submit.
3. If a seat is available, INTM staff will ask Registrar to release a seat.
4. Registrar will send email to student indicating registration must be completed within one to three days.
5. Return to Add/Drop Classes, change option to ‘Registered’ and click submit.
6. Registration confirmation appears on screen.

Quick Guide Available for Basic Procedures

The ‘Banner Student User Guide’ provides step-by-step instructions on how to register, view and accept financial aid, view current transcripts and holds, view current student schedule, and update addresses. This 9-page guide is available within the myIIT Portal under the ‘Academics’ tab, specifically in the box titled ‘About this Tab – Academics’.

The Best Way to View IIT’s Course Offering

Use the “Quick Links” menu under ‘SEARCH’ on IIT’s Home Page at www.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" (the call number), the course 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
   > Click on 'View Catalog Entry' to review course description

Questions or problems?

Contact the INTM Office at 312.567.3650 for assistance or IIT’s OTS Help Desk at 312.567.3375. A “Help Ticket” can also be submitted by clicking on the “OTS Support” icon within the myIIT Portal.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>Residence Hall Move-in Begins for Returning Students</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Martin Luther King, Jr. Day - No Classes</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Last Day to Add/Drop for Spring Classes with No Tuition Charges</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Last Day to Waive Student Health Insurance</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Spring Tuition &amp; Fees Due in Full</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Spring Degree Conferral Applications Due</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Summer Class Schedule Published Online</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Fall Incomplete Grades Due</td>
</tr>
<tr>
<td>Mar 10</td>
<td>Recommended Midterm Grade Due Date</td>
</tr>
<tr>
<td>Mar 13-18</td>
<td>Spring Break Week - No Classes</td>
</tr>
<tr>
<td>Mar 20</td>
<td>Fall Class Schedule Published Online</td>
</tr>
<tr>
<td>Mar 27</td>
<td>Last Day to Withdraw from Spring Semester Classes</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Summer &amp; Fall Registration Begins</td>
</tr>
<tr>
<td>Apr 21</td>
<td>IPRO Day</td>
</tr>
<tr>
<td>Apr 24 or 25</td>
<td>Graduate Salute (classes in session)</td>
</tr>
<tr>
<td>Apr 29</td>
<td>Last Day of Spring Classes</td>
</tr>
<tr>
<td>May 1-6</td>
<td>Final Exams Week/Final Grading Begins on May 1</td>
</tr>
<tr>
<td>May 7</td>
<td>Last Day to Move Out of Residence Halls (except Commencement attendees)</td>
</tr>
<tr>
<td>May 10</td>
<td>Final Grades Due at Noon (12 p.m. CST)</td>
</tr>
<tr>
<td>May 13</td>
<td>Spring Degree Conferral &amp; Commencement</td>
</tr>
</tbody>
</table>
Important Reminders for all INTM Students

PLEASE UPDATE YOUR 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’ tab, 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.

November 2016
Banner CWID
A Banner Campus-wide ID is a personal identifier used in place of your social security number. All Banner 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.

myIIT (my.iit.edu) Login
Every student has a single login to access the university’s technology services such as myIIT, computer labs and the IIT network.

Username
Your Unified ID is your username for technology services. Look up your UID at:
http://myuid.iit.edu

Password
Your initial password is: MMDDXXXX

*Where, MMDD is the 2-digit month and day you were born and XXXX is the last 4 digits of your Banner CWID. You will be prompted to change your password immediately.

IIT Email Address
The format for IIT student email addresses is Unified ID followed by @hawk.iit.edu (for example, jdoe234@hawk.iit.edu). All official university communications are sent to IIT email accounts.

Google Apps
Access Email and other Google Apps, including, Calendars, Docs, Groups and Sites through the myIIT portal by clicking on the icon labeled Google Apps for Students.

Blackboard
View supplemental class materials through IIT’s course management system where instructors post lectures, notes and other course materials.
Academics Tab
Use Banner Student Self Service to register for classes, check grades and other academic information. Use Degree Works to track and plan progress toward your degree and use the “what if” feature to view requirements and how credits will transfer for a change in course of study.

Finances Tab
Check tuition, student account and financial aid information.

Training and Support Tab
Find help in the FAQs, download free software and more.

Free and Discounted Software
To download free software, such as Mathematica, McAfee and Autodesk go to the “OTS Downloads” channel on the “Training and Support” tab 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 to accept the IIT Computer Usage Policy. Complete instructions for connecting to the Internet are also available on the FAQ section of the OTS Portal web site. Sign into myIIT and click on the “Training and Support” tab 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 a semester each registered student’s printing accounts is credited with $12.50 (the equivalent of 250 black & white 8.5” x 11” prints). If necessary, you can add funds to your account in the IIT Print channel on the myIIT Finances tab. 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” tab. Remote Printing Stations are available in several OTS labs as well as in the MTCC, Galvin Library, and Residence Halls.

OTS Support Desk
The OTS Support Desk offers technical support to students, faculty, and staff for any computer related concerns. For assistance you can use the “ots support” single sign-on in myIIT to search the knowledge base and submit a support request. You can also email the support desk at supportdesk@iit.edu or call at 312.567.3375.
How to Access IIT-Secure wireless network

To access instruction for WIFI connections go to http://www.iit.edu/ots/wireless.shtml.

- To connect to IIT–Secure wireless network:
  Click on the link “Instructions for connecting to the IIT-Secure wireless network”. This link will redirect you to http://www.iit.edu/ots/pdfs/iit_secure.pdf where this manual exists.

- To set up a network manually on various mobile devices, scroll down to the “Secure Wireless Configuration” section to access step-by-step instructions.

  **Secure Wireless Configuration**

  Users must authenticate with their IIT e-mail address and myIIT password in order to utilize the IIT-Secure wireless network. Wireless devices must be capable of WPA2 Enterprise. OTS provides a tool for configuring secure wireless on your device that can be accessed by connecting to IIT-Connect SSID. Once connected, please open a web browser and click on the Students, Faculty and Staff link. If you have any questions or problems, please contact Support Desk.

  Directions to manually configure mobile devices can be found here:

  - Android Configuration
  - iPhone Configuration
  - iPad Configuration
  - Mac Configuration
  - Windows Configuration

  **Network device registration**

  - All devices are required to be registered when connecting to IIT network for the first time. After connecting, please open http://dpol.iit.edu in your web browser and follow the directions to register the device. If you have any problems, please contact Support Desk.
  - Some devices, such as game consoles, may not have a web browser. Please contact Support Desk to have these devices registered.

  **Roaming**

  The IIT wireless network supports roaming between access points using the same SSID for wireless devices. You do not need to reconnect or reconfigure your device when mobile.

- To use a wizard to set up secure network access, go to http://www.iit.edu/ots/xpc/.
# BLACKBOARD 9.1 QUICK GUIDE FOR STUDENTS

## ACCESS BLACKBOARD
- Via my.iit.edu portal; click on Blackboard icon.
- Via original portal at blackboard.iit.edu (using UID and myIIT password).

## ACCESS COURSES
- 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.

## COURSE DOCUMENTS
- Posted under Syllabus, Content, Course Documents and Assignments menu items.
- Click on links to open documents. Some documents open in presentation mode, such as PowerPoint presentations; to save such documents right-click on the link instead of opening it, choose ‘Save Target As’, identify save location and click SAVE.

## SUBMIT ASSIGNMENTS
- Per instructor directions, via appropriate Assignment link in Blackboard or via email.
- 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.’
- 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.
- Use the Comments box to include comments on the assignment for the instructor.
- 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.

## DISCUSSION BOARD
- Click on Discussions in the course menu; click on desired forum title.
- Click CREATE THREAD button to add a new discussion thread inside an established forum. Type in the subject and your comments then click SUBMIT.
- To read and respond to an existing thread, click on title and use REPLY button.

## VIEW ONLINE LECTURES
- Click on IIT Online Videos in course menu. Lectures are listed in date order and usually post within 24 hours after live lecture takes place. Lectures remain accessible throughout the semester, but cannot be downloaded.
- Click on desired date to launch lecture video.

## QUESTIONS/PROBLEMS?
- Visit BB Online Learning Center at [http://ondemand.blackboard.com/students.htm](http://ondemand.blackboard.com/students.htm)
- Contact OTS Support Desk for assistance. To submit a help ticket, click on the OTS Support icon in myIIT (next to BB icon), call 312.567.3375 during daytime hours, or send an email to supportdesk@iit.edu. A request ticket will be cc’d to your IIT email.
Tuition, Fees, Room and Board Payment Instructions

Tuition payments are generally due by the add/drop deadline established for each semester. For the spring '17 semester, the deadline for paying your balance or enrolling in a payment plan is **MONDAY, JANUARY 23.** If you register late, your payment will be due on the date of registration. A late fee equal to 2% of your outstanding balance will be assessed if payment is received after the deadline. 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
- EI/PE Review Course Fees

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 accepted through **TouchNet**, accessible through your myIIT portal. Click on the 'Finances' tab and find the 'Manage My Account' box. Click on the 'Manage My Account' link offered inside that box to open TouchNet and access your account.

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 peerTransfer to streamline the tuition payment process for international students. PeerTransfer allows payment from any country and any bank with an excellent foreign exchange rate. Track payments via a student dashboard and obtain email confirmation once payment is received by the school.

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’ tab and click on the link for ‘Manage My Student Account’ to access the TouchNet System.

Spring 2017 Payment Plans

The university has two payment plans for making installment payments: a 4-Month Plan and a 3-Month Plan. You have the flexibility to enroll as much or little of your total out of pocket cost as you’d like. 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 MONDAY, JANUARY 23.

- 4-Month Plan installments are due December 23, January 23, February 23 and March 23.
- 3-Month Plan installments are due January 23, February 23 and March 23.

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 spring 2017 semester, please complete the following by SATURDAY, JANUARY 21:

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).
# 2016–17 Student Accounting Annual Checklist

The Office of Student Accounting is here to help you! Please use the checklist below as a reference guide to keep on track of important billing dates throughout the year.

## STUDENT TO DO LIST

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑</td>
<td>Set up your parent or guardian as an Authorized User in the TouchNet system (accessible through the MyIIT Portal Finances tab)</td>
</tr>
<tr>
<td>❑</td>
<td>Enroll in direct deposit for tuition refunds (accessible through the MyIIT Portal Finances tab)</td>
</tr>
<tr>
<td>❑</td>
<td>Submit a FERPA release form to the Registrar’s Office to allow your parent or guardian access to your financial, personal and/or academic information</td>
</tr>
<tr>
<td>❑</td>
<td>Review our monthly payment plan options and enroll in one that suits your budget</td>
</tr>
<tr>
<td>❑</td>
<td>Add alternate email addresses and cell phone numbers to your profile in TouchNet</td>
</tr>
<tr>
<td>❑</td>
<td>Make a note in your calendar of tuition due dates and the deadline to add and drop courses each term for a refund.</td>
</tr>
<tr>
<td>❑</td>
<td>Ensure that all financial aid is accepted and paperwork is complete. Contact the Financial Aid office at <a href="mailto:finaid@iit.edu">finaid@iit.edu</a> with questions</td>
</tr>
<tr>
<td>❑</td>
<td>Decide on a checking and/or savings account, and ask your banker for a record of your routing and account number</td>
</tr>
</tbody>
</table>

## FALL 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 1</strong></td>
<td>Health insurance waivers available</td>
</tr>
<tr>
<td><strong>July 1</strong></td>
<td>Fall charges available to view on myiit portal</td>
</tr>
<tr>
<td><strong>July 1</strong></td>
<td>Payment plans available for enrollment</td>
</tr>
<tr>
<td><strong>August 6</strong></td>
<td>Deadline and first payment due for four month payment plan</td>
</tr>
<tr>
<td><strong>August 22</strong></td>
<td>Fall 2016 classes begin</td>
</tr>
<tr>
<td><strong>September 3</strong></td>
<td>Health insurance waiver deadline</td>
</tr>
<tr>
<td><strong>September 3</strong></td>
<td>Last Day to Add/Drop classes</td>
</tr>
<tr>
<td><strong>September 6</strong></td>
<td>First Fall E-Bill available</td>
</tr>
<tr>
<td><strong>September 6</strong></td>
<td>Tuition and Fees due. Tuition remission and tuition deferment deadline</td>
</tr>
<tr>
<td><strong>September 6</strong></td>
<td>Payment plan payment deadline</td>
</tr>
<tr>
<td><strong>September 16</strong></td>
<td>Late Fee Assessment</td>
</tr>
<tr>
<td><strong>October 4</strong></td>
<td>Second Fall E-Bill available</td>
</tr>
<tr>
<td><strong>October 6</strong></td>
<td>Payment plan payment due</td>
</tr>
<tr>
<td><strong>October 14</strong></td>
<td>Late Fee Assessment</td>
</tr>
<tr>
<td><strong>November 6</strong></td>
<td>Final Fall Payment for payment plan due</td>
</tr>
<tr>
<td><strong>November 7</strong></td>
<td>Third Fall E-Bill available</td>
</tr>
<tr>
<td><strong>November 18</strong></td>
<td>Late Fee Assessment</td>
</tr>
<tr>
<td><strong>December 1</strong></td>
<td>Final Fall E-Bill available</td>
</tr>
<tr>
<td><strong>December 16</strong></td>
<td>Late Fee Assessment</td>
</tr>
</tbody>
</table>
SPRING 2017

November 7  Registration for Spring classes. Double check bill is paid in full for the Fall term. An outstanding balance will prevent registration for additional terms.

November 30  Spring charges available to view on myiit portal

December 7  Payment plans available for enrollment

December 23  Deadline and first payment due for Four month payment plan

January 9  Spring 2017 Classes Begin

January 21  Last Day to Add/Drop classes

January 23  First Spring E-Bill available

January 23  Health insurance waiver deadline

January 23  Tuition and Fees due. Last day to sign up for tuition remission and tuition deferment.

January 23  Payment plan payment due, Three month payment plan deadline

February 2  Late Fee Assessment

February 20  Second Spring E-Bill available

February 23  Payment plan payment due

March 3  Late Fee Assessment

March 21  Third Spring E-Bill available

March 23  Final Spring Payment for payment plan due

April 3  Late Fee Assessment

April 21  Final Spring E-Bill available

May 1  Late Fee Assessment

SUMMER 2017

April 3  Registration for Summer and Fall classes. Double check bill is paid in full for the Spring term. An outstanding balance will prevent registration for additional terms.

April 24  Summer charges available to view on myiit portal

June 12  First Summer E-Bill available

June 12  Tuition and Fees due. Last day to sign up for tuition remission and tuition deferment.

June 19  Late Fee Assessment

Student Accounting Office
3424 South State Street
TC – 4th Floor
Chicago, IL 60616
312.567.3794
sa@iit.edu
Student Health and Wellness Center (SHWC)

The 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 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 by Saturday, January 21.

International students are not allowed the option to waive health insurance. See the SHWC page on ‘Insurance’ at http://web.iit.edu/shwc/insurance.

Illinois State law requires university students who are enrolled at least half-time to be immunized against certain communicable diseases. All Main Campus students must submit proof of immunizations to the Student Health and Wellness Center. 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
Chicago, IL 60616

Monday – Friday
8:30 AM – 5:00 PM
Saturday & Sunday - closed
INTM’s Master Textbook Listing is available online at:
http://appliedtech.iit.edu/industrial-technology-and-
management/students/intm-required-textbooks

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.
One Stop

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

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

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

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

Undergraduate Academic Affairs
- Transfer Credit Guidelines
- Request an Audit
- Leave of Absence / Withdrawal
- Application for Graduation
- Undergraduate Bulletin
- Advanced Placement Credit
- Change or Declaration of Major
- Reinstatement to IIT

Graduate Academic Affairs
- Graduate Bulletin
- Thesis Information
- Application for Graduation
- Forms
- Important Dates & Deadlines
- Thesis Fee

Registrar
- Request a Transcript
- Enrollment Certification
- What Is FERPA
- FERPA Release Form
- Academic Calendar
- Class Schedule
- Final Exam Schedule
- How to wash list for classes
- Minimum/Maximum Credit hours
- Registration Error Descriptions
- Veteran Services

Finances
- Tuition and Fees
- Financial Aid Refund
- Refund Request Form
- Make a payment
- Student Loans
- Tuition Defeather form
Directions to Illinois Institute of Technology, Mies Campus
East of Dan Ryan Expressway (I-90/94) from 31st to 35th Streets

By Automobile...

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

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

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

By Rapid Transit...

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

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

Parking...

Permit and visitor parking lots are located on the east side of State Street between 35th and 31st Streets. Visitor lots are available and utilize “Pay Stations” to collect parking fees. The first visitor lot is located immediately north of the McCormick Tribune Campus Center (33rd & State) and offers northbound and southbound access from State Street; parking costs $2/hour. The second visitor lot fronts the lot located at 35th & State and only offers northbound access; parking costs $2/hour. 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 www.iit.edu/~parking.

ID Cards and Main Campus Parking Permits

ID cards and parking permits are issued through the Access, Card and Parking Office located in Hermann Hall (upper level). Office hours are Monday through Friday, 8:30AM – 5:00PM. For more parking permit details and the application form, visit http://www.iit.edu/~parking/

PLEASE NOTE: FULL-ACCESS, ANNUAL PARKING PERMITS ARE EXPENSIVE. MOST PART-TIME STUDENTS DO WELL USING THE VISITOR LOTS, WHERE PARKING FEES ARE $2/HR UP UNTIL 7PM. TWO VISITOR LOTS ARE AVAILABLE, ONE AT 35TH & STATE AND THE OTHER NORTH OF 33RD & STATE.

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

Please feel free to contact INTM with any questions at 312.567.3650
INTM OFFICE
3424 S. State Street
Room 4001, South Bldg.
Online CTA System Map
Click a part of the map to see a part of the system in your browser.