REGISTRATION TIMELINE – Summer 2020 and Fall 2020

CHANGING YOUR SCHEDULE:

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• How do I choose summer classes?
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REGISTRATION TIMELINE - For more information, visit the Registrar’s website.

February 3: Fall courses available on MyUI & Schedule Builder opens.

March 9 – 13: Early Registration for Summer 2020; you will be automatically authorized.

March 9 – April 10: Individual advising appointments for Fall 2020 registration. You must have an in-person advising appointment before you can register.

April 13 - 24: Early registration for Fall 2020

CHANGING YOUR SCHEDULE

HOW DO I ADD A COURSE?

• You can add a class on your own using MyUI until Monday, January 27 at 11:59 p.m. Search for the course on the “Course Type” search on MyUI – Courses and Registration (under the list view of your current courses.) Once you identify an open section that works in your schedule, register directly by clicking on the blue “Enroll” link on the right side; no need to use the Schedule Builder.

• Starting Tuesday, January 28, you will need to use a paper copy of the Change of Registration Form. Once the new course instructor signs your form, bring it to the advising drop-in hours for an advisor signature, and then turn the completed form into the Registrar’s Service Center in 2700 UCC.

• The last day to add a class without Dean’s approval is Monday, February 3 by 4:30 pm.

HOW DO I CHANGE SECTIONS?

• You can change sections on your own using MyUI until Monday, January 27 at 11:59 p.m. Log into MyUI – Courses and Registration and scroll down the list view of your courses. Click on the “Change/Drop” link on the far right of the course you want to change and then select your desired section from the list of options. Click to confirm the section change.

• Starting Tuesday, January 28, you will need to use a paper copy of the Change of Registration Form. Once the new course instructor signs your form, turn the completed form into the Registrar’s Service Center in 2700 UCC.
Frequently Asked Questions – First Year Students
Spring 2020

HOW DO I DROP A COURSE?

• Most students can drop a class on MyUI without any permissions until Monday, January 27 at 11:59 p.m. Log into MyUI – Courses and Registration and scroll down the list view of courses. Click on the “Change/Drop” link on the far right and select “Drop” and then confirm the drop. International students and athletes may need to receive permission for a drop; specific instructions will be provided.

• Starting Tuesday, January 28, electronic advisor permission is required for drops on MyUI. You can initiate the process by clicking on the “change/drop” link on the far right on your list of courses. Your academic advisor is not automatically notified of your request, so you should contact them via email or visit their office to alert them. Once your advisor grants permission, you must log back into MyUI and confirm the drop before it is finalized.

• Monday, February 3 by 4:30 pm is the last day to drop a class without a ‘W’ on your transcript.

• The last day to drop a class without Dean’s approval is Monday, April 6 by 4:30 pm. Permission is required from the Dean of the academic college that that course is offered in. Dean’s approval is not automatic and requires significant extenuating circumstances.

• If you are thinking of withdrawing from all of your courses, stop by drop-in hours at the SDC to speak with an advisor and review the process.

I ADDED MYSELF TO A WAITLIST, WHAT HAPPENS NOW?

• Make sure you monitor email and text messages closely – seat offers expire after 24 hours.

• Keep checking MyUI to see if seats have opened up in any other sections of the course that may work for you. For bigger courses, you can (and should) attend the lecture even if you are not officially enrolled yet.

• MyUI waitlists are only active until Monday, January 27. In order to add a course after that time, contact the instructor and follow the instructions to add a course.

THERE IS A RED ASTERISK (*) ON MY SCHEDULE – WHAT DOES IT MEAN?

• This indicates that there is a conflict between scheduled course times. Take a close look at the class times and ensure that none of your scheduled lectures, labs, or discussions overlap. To resolve these conflicts, follow the instructions to change sections.

• If you cannot spot overlapping course times, the conflict may be a mid-term exam that is scheduled during the same time as a lab or discussion for another course. You should plan to attend your regularly scheduled course section and approach the professor giving the exam to set-up an alternative testing time. Don’t stress, as this is quite common, but make sure you make arrangements with your professor well in advance.
ACADEMIC ADVISING

WHO IS MY ACADEMIC ADVISOR?
You can find your individual advisor and their contact information on MyUI – Student Information – Advising – Programs of Study & Advisors. Make sure you carefully review emails from your academic advisor!

HOW DO I MEET WITH AN ADVISOR?
Through Monday, February 4:
Visit drop-in hours in 3612 SC for immediate questions such as add/drops: Mon – Fri, 10:00 – noon & 1:00 – 3:00 pm (except for the morning of Friday, January 31).

Starting Tuesday, February 5:
• You can schedule an individual appointment with your assigned advisor online at MyUI – Student Information – Advising – My Appointments or call the SDC at 319-335-5763.
• SDC Advisors will continue to hold drop-in hours throughout the semester for brief, time-sensitive questions: Mon – Thu, 1:00 – 2:00 pm at 3612 SC. Note, these appointments cannot be used for registration authorization.
• Students with faculty advisors: many faculty members do not utilize the MyUI appointment system, so just email or call them directly to request a time to meet. You can also stop by your department’s office with questions.

HOW CAN I DECLARE A MINOR, CERTIFICATE and/or PRE-MED?
• You can add most minors and certificates on your own on MyUI – Student Information – Programs of Study & Advisor. You can then request a new degree audit to review the course requirements.
• Pre-health: You can contact the Academic Advising Center directly: C210 Pomerantz Center, (319) 353-5700. You will then be assigned an additional pre-health advisor to assist you.

HOW DO I CHANGE MY MAJOR?
• WITHIN ENGINEERING: Complete the “Change of Major/Program of Study” form on the Academic Forms page. Your major will be changed and a new advisor assigned (if needed) within one week.
• OUTSIDE of ENGINEERING: Visit drop-in hours at the SDC as soon as possible to meet with an advisor to review the process.

HOW DO I KNOW IF MY CLASS COUNTS AS A GENERAL EDUCATION COURSE IN ENGINEERING?
• Review the General Education section on you Degree Audit (towards the end) to see which specific requirements you have left to fulfill.
• Before enrolling, reference the lists of approved courses on the Gen Ed page of the Engineering website. This is especially true for the Be Creative requirement as only specific courses will count!
SUMMER CLASSES

I WANT TO TAKE SUMMER CLASSES AT A DIFFERENT COLLEGE THIS SUMMER, HOW DO I KNOW IF THE CLASSES WILL TRANSFER?

You can check for transfer equivalencies in a few different places:

- **Iowa and IL Transfer Guides** on the College of Engineering website, under *Future Students > Transfer Students*. Select the institution you are planning to attend.
- **MyUI Transfer Search** on the right side of the Courses/Registration tab of MyUI, click on Transfer Courses. The “UI Search” option allows you to see all the approved transfer courses by department.
- **Transferology**: Create an account with this national database for a broader national search.

I DON’T LIVE IN IOWA CITY; CAN I STILL TAKE CLASSES AT THE UI OVER THE SUMMER?

Yes! Many summer classes are offered as online courses. You can search for online options on MyUI/Courses and Registration by selecting the “Web/Online” option for the delivery mode. Each online class is taught in a slightly different format – to learn more about each course’s requirements and testing, contact the course instructor listed on MyUI.

HOW DO I CHOOSE SUMMER CLASSES?

Choosing summer classes is very dependent on your major and the courses you have already completed. Use your *major’s curriculum guide* and your degree audit to review possible options. For individual questions about your specific situation, discuss your options with your academic advisor or see a *Peer Advisor* for suggestions.

HOW MUCH DO SUMMER CLASSES COST?

You can review Summer 2020 tuition and fees rates at the *Registrar’s page*. Select the College of Engineering on the top right dropdown and then scroll down to the appropriate table for your resident status and classification. To verify which tuition table to use, log into MyUI - Financial Aid & Billing - Student Finances - Tuition & Mandatory Fees.