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Frequently Asked Questions – First Year Students Fall 2020

ACADEMIC ADVISING

WHO IS MY ACADEMIC ADVISOR?

Most first year students are advised by the professional advisors in the Student Development Center. Each student is assigned a specific advisor. Chemical Engineering students are assigned a faculty advisor. Students can look up their individual advisor on *MyUI – Student Information – Advising – Programs of Study & Advisors*.

HOW DO I MEET WITH AN ADVISOR?

Through Friday, September 4:

- SDC advisors will hold virtual zoom drop-in hours for immediate questions such as add/drops.
 - Hours: Monday 10-11 and 1-3, Tuesday-Friday 10-12 and 1-3.
 - You can access virtual hours at the following link:
<https://apps.its.uiowa.edu/swipe2/site/engineering/signin/virtual/dropinadvising>
- ChemE students are welcome to come to the SDC virtual drop-in hours for the first two weeks.

Starting Tuesday, September 8:

- You can schedule an individual virtual (phone/zoom) appointment with your assigned advisor online at *MyUI – Student Information – Advising – My Appointments* or call the SDC at 319-335-5763. Appointment times for September 8 and beyond will be available on MyUI on Wednesday, September 2.
- SDC Advisors will continue to hold virtual drop-in hours throughout the semester for brief, time-sensitive questions: **Mon – Fri, 1-2pm**. You can access virtual drop-in hours at the following link:
<https://apps.its.uiowa.edu/swipe2/site/engineering/signin/virtual/dropinadvising>. 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 contact 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: advising-center@uiowa.edu or (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 virtual drop-in hours at the SDC as soon as possible to meet with an advisor to review the process.

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HOW DO I KNOW IF MY CLASS COUNTS AS A GENERAL EDUCATION COURSE IN ENGINEERING?

- Review the General Education section on your 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!

CHANGING YOUR SCHEDULE

[HOW DO I ADD A COURSE?](#)

- You can add a class on your own using MyUI until Sunday, August 30 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 Monday, August 31, you will need to follow the email procedure outlined on the [University Registrar’s website](#) to add a course.
- The last day to add a class without Dean’s approval is Friday, September 4 by 4:00pm.

[HOW DO I CHANGE SECTIONS?](#)

- You can change sections on your own using MyUI until Sunday, August 30 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 Monday, August 31, you will need to follow the email procedure outlined on the [University Registrar’s website](#) to change a section.

[HOW DO I DROP A COURSE?](#)

- Most students can drop a class on MyUI without any permissions until Sunday, August 30 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 when initiating the drop process.*
- Starting Monday, August 31, 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** to finalize the process.
- Friday, September 4 by 4:30 pm is the last day to drop a class without a ‘W’ on your transcript. A ‘W’ on the transcript just indicates that you dropped the course following the first 10 days of the semester.

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- The last day to drop a class without Dean’s approval is [Monday, November 2 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, log-in to virtual [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.
- MyUI waitlists are only active until [Sunday, August 30 at 11:59pm](#). 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 email 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.

TEXTBOOKS AND SUPPORT

WHERE CAN I BUY MY TEXTBOOKS?

- To view the list of required and/or optional textbooks and resources for each course, click on the course name on MyUI and review the information under “Textbooks and Resources.” MyUI will also indicate where books have been ordered.
- Local bookshops include: [Iowa Hawk Shop](#), [Iowa Book](#), and [Prairie Lights](#).
- This [article](#) includes some helpful general tips for purchasing textbook.

I GET SO MUCH EMAIL! HOW CAN I MANAGE IT?

We recommend exploring the [ITS](#) Help and Support articles to learn how to use your Microsoft 365 Outlook most effectively. Filtering is a great strategy to help manage mass mailings – learn how to set up your filters [here](#). You can also choose which categories of mail you wish to receive on [MyUI](#).

I NEED SOME HELP WITH MY CLASSES, WHERE CAN I GO?

The College of Engineering offers a wide range of [academic support resources](#) for students. You are encouraged to visit [Engineering Tutoring](#), offered Sunday – Thursday from 6:00 – 9:00 pm in 3612 SC. Tutoring will begin on Tuesday, September 3. Be on the lookout for review sessions as well, especially before your first exams!