Frequently Asked Questions – August/September 2019
First Year Students

WHO IS MY ACADEMIC ADVISOR?

Most first year students are advised by the professional advisors in the Student Development Center (SDC) in 3612 SC; each student is assigned a specific advisor based on their major. Chemical engineering students are assigned a faculty advisor. You can find your individual advisor and their contact information on *MyUI – Student Information – Advising – Programs of Study & Advisors*.

HOW DO I MEET WITH AN ADVISOR?

Through Monday, September 9:
Visit drop-in hours in 3612 SC for immediate questions such as add/drops: **Mon – Fri, 10:00 – noon & 1:00 – 3:00 pm** (office closed Labor Day, Sep 2).

Starting Tuesday, September 10:
- 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.

HOW DO I ADD A COURSE?

- You can add a class on MyUI until Monday, September 2, 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 register, register directly by clicking on the blue "Enroll" link on the right side; no need to use Schedule Builder.
- Starting Tuesday, September 3, 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 SDC 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, September 9 by 4:30 pm.

HOW DO I CHANGE SECTIONS?

- You can change sections on-line on MyUI until Monday, September 2, 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 and select the desired section from the list of options. Click to confirm the section change.
- Starting Tuesday, September 3, 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. The last day to add a class without Dean's approval is Monday, September 9 by 4:30 pm.

HOW DO I DROP A CLASS?

- Most students can drop a class on MyUI without any approvals until <u>Monday, Sep 2 at 11:59 p.m</u>. 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 <u>Tuesday, September 3</u>, electronic advisor authorization 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 advisor is <u>not</u> automatically notified of your request, so you should contact them via email or in their office to alert them. Once your advisor grants permission, you must log back into MyUI and **confirm the drop** before it is finalized.
- After the deadline on <u>Monday, September 9 at 11:59 pm</u>, you will have a W on your transcript.
- The last day to drop a class without Dean's approval is <u>Monday, November 4 by 4:30pm.</u> Permission is required from the Dean of the college that that course is offered in. Dean's approval is not automatic and requires major 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?

- First, check MyUI to see if seats have opened up in any other sections of the course as things shift around constantly in the first week. For bigger courses, you can (and should) attend the lecture even if you are not officially enrolled yet.
- Make sure you monitor email and text messages closely – seat offers expire after 24 hours.
- MyUI waitlists are only active until <u>Monday, September 2, at 11:59 p.m</u>. In order to add a course after that time, follow the instructions above.

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.

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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 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!

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

- Don't stress! This indicates a conflict between scheduled course requirements, typically a mid-term exam that is occasionally scheduled during the same time as a lab or discussion that you regularly attend.
- You should plan to attend your regularly scheduled course section and approach the professor giving the exam to set-up an alternative testing time. This is quite common, but make sure you arrange this well in advance.

WHERE CAN I BUY MY BOOKS?

- 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!

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!