MyUI Quick Guide:

- **Access** MyUI at [https://myui.uiowa.edu/my-ui/home.page](https://myui.uiowa.edu/my-ui/home.page) and login with your HawkID.

- Click on the **Course Browse/Registration** button. The **Course Browser** will be displayed. When you find your desired course, the **Enroll** button will allow you to register for the course (the **Enroll** is only visible when you are logged on to MyUI with your HawkID, registration is underway, you have a current program of study and the section is open).

Register for Stand Alone Section

Information regarding registering for a Stand Alone section in MyUI.

- Browse or Search for courses on MyUI to find sections to enroll in.
- Only Open sections will have the Enroll button available.
- The enroll button for registration can be found on the Course Browse Results page or the Section Detail on an individual section.
- After the Enroll button is selected, MyUI will display the option to “Add” the section to a schedule, or “Cancel” the enrollment process for that section.
- Once the “Add” button has been selected then the following message will appear in MyUI if registration was successful: “Successfully registered for SUB/CRI/SECT”
- Check Course Schedule to confirm selection.

- **MyUI Waitlists.** If a section has closed with full enrollment there will be an option to “Join Waitlist”

Notification Information

Once a seat becomes available you will be notified of the offer:

- After this first notification you will either have 24 hours or until MyUI registration closes to accept the offer.
- You will receive additional notifications when you have 12 hours left and when you have 6 hours left.

If you fail to respond within those 24 hours your offer will be revoked and you will be removed from the waitlist. You will also be sent an additional notification to let you know that the deadline has passed and your offer has expired. If you would still like to be on the waitlist you may then rejoin the list, but will be placed at the end of the list.

- You will automatically receive notifications through MyUI and by your official University of Iowa email address if and when a seat becomes available.
- If you would like to receive text messages, you may indicate below. Currently only cell carriers in the U.S. are supported. SMS rates may apply.

Note: Choosing to receive text messages here does not mean anyone can text this number. It will only apply to this specific waitlist.

Leaving a Waitlist

Once on a waitlist there will be an option to leave the waitlist from the Course/Registration page.

- Choose Leave Waitlist and then a pop-up window will ask “Are you sure you want to leave the waitlist?” to confirm the option or cancel.
- There will be a confirmation notification stating “You were successfully removed from the waitlist for SUB/CRI/SECT.”

Accepting Seat in a Section

If a seat opens in a section and if you are first on the waitlist then you will be sent a notification via MyUI and official University of Iowa email account (as well as test message if opted in) to accept the seat. Receiving a waitlist notification is not the same as accepting the seat:

- You must accept the seat from the MyUI Student Portal and it is a two step process.
- After viewing the proposed schedule, you must then click Accept Offer to have the section added to your schedule (If the schedule is not to your liking you can Decline Offer from this page as well)
- You will receive a confirmation pop-up and the section will be added to your schedule.

Declining Seat in a Section

If a seat opens in a section and if you are first on the waitlist then you will be sent a notification via MyUI and official University of Iowa email account (as well as test message if opted in) to accept the seat. If you are no longer interested in the seat then you have the option to decline the seat at that time.

- You must decline the seat from the MyUI Student Portal or take no action for 24 hours and the offer will automatically expire.
- Once the Decline Seat link is clicked you will be taken to a summary page which will ask you to confirm your intent to decline the offer.
- You will receive a confirmation pop-up that you have declined the offer and you will be removed from the waitlist.
• MyUI Registration is intended to function intuitively or provide appropriate instructions.

• You do not need to type in the "placeholder" zeroes in MyUI (e.g., "12" works for "012", "3" works for "003").

• You can search for a course by Section Number or Learning Center.

• When searching for courses in MyUI, you may see the “Add to Scheduler” green button. This is a new feature designed for undergrads. Therefore, we don’t encourage you to use it. It does not add courses to your schedule. Instead we recommend you use the Iowa MBA Course Schedule or the Business Analytics Course Schedule as your primary source for planning and viewing actual course days and dates and register for courses via MyUI.

• MyUI Help: https://myui.uiowa.edu/my-ui/help/dashboard.page

• **Shared Courses:** Several of our courses are shared between our various Programs. These courses may indicate there are “0 unreserved seats available”. That is because all seats in the course are reserved for students in multiple programs and is not an indication that the course is full or has been canceled. As seats are split between the multiple programs, you may be added to a waitlist after you click to enroll in the course even if it appears the course is not yet full. If you add yourself to a waitlist, we encourage you to also register for a backup course.
Registration
Enrolling in a Course

1. There are two ways to enroll in a course: on the Course Search Results page or the individual Section Detail page.
   a. Click Enroll for the desired section; OR
   b. Click the course number link for the desired section
      
      ![Course Search Results](image)

      **1.a.** OR **1.b.**

   c. Click Enroll on the course detail screen
      
      ![Course Detail](image)

2. After clicking Enroll on either the Course Search Results page or the individual Section Detail page, you will receive the following screen.
   a. Click Add button to add this section to your schedule.
      
      ![Add Button](image)

3. You will receive the following message, indicating that you have registered for this course and that the course has been added to your schedule.
Viewing Your Class Schedule

1. You can access your Class Schedule from the MyUI main menu.
   a. Click on **STUDENT INFORMATION**
   b. Click on **COURSE SCHEDULE**

2. You will see the following display – Be sure to verify that your schedule is correct!