MyUI Quick Guide

• Access MyUI at [myui.uiowa.edu](http://myui.uiowa.edu) and click on the *Course Browse/Registration* button. The *Course Search* and *Browse* options will be displayed. When you find your desired course, the *Enroll* link will allow you to register for the course (the *Enroll* link is visible only if you are logged into MyUI).

• 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").
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

2. After clicking Enroll on either the Course Search Results page or the individual Section Detail page, you will see the following screen.
   a. Click the Add button to add this section to your schedule.
3. You will then see the following message, indicating that you have registered for this course and that the course has been added to your schedule.

![Image of successfully registered message]

**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!

![Image of course schedule display]

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Course #   Title                      Time / Location                  Hours  Flags
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MBA:8150:0EXD  Business Analytics    May 20, 2015 - Jul 22, 2015         3 s.h.  Drop
Instructors: Patrick Johannes (Primary Instructor)
W JOHN & MARY PAPPAJOHN EDUCATION CENTER 1200 Grand Ave, Suite 301 Des Moines

Total Semester Hours: 3 s.h.
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