

## MyUI Quick Guide

- Access MyUI at <https://myui.uiowa.edu/my-ui/home.page> and click on the *Course Browse/Registration* button. The *Course List Search/Browse* 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).
- 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 [PMBA Course Schedule](#) as your primary source for planning and viewing actual course days and dates and register for courses via MyUI.

# 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

19 courses found, displaying all courses.

| Course #                      | Title  | Hours  | Notes  | Enrollments                                  |
|-------------------------------|--|--------|--|--|
| <a href="#">MBA:8110:0EXC</a> | <b>Marketing Management</b><br>Subsession: Off-cycle<br><b>May 18, 2015 - Jun 25, 2015</b><br>6:00P - 9:20P MTH CEDAR RAPIDS CENTER 221 2nd Ave SE, Suite 301<br>Cedar Rapids<br>Instructors: <a href="#">Dhananjay Nayakankuppam</a> (Primary Instructor)   |        |  | <b>Open (Enroll)</b><br>26 of 45<br>enrolled |
| <a href="#">MBA:8110:0EXD</a> | <b>Marketing Management</b><br>Subsession: Off-cycle<br><b>May 18, 2015 - Jul 20, 2015</b><br>6:00P - 10:00P M John and Mary Pappajohn Education Center 1200<br>Grand Ave, Suite 308 Des Moines<br>Instructors: <a href="#">Thomas Walsh</a> (Primary Instructor)  | 3 s.h. | Restricted for all students.<br>MBA for Professionals & Managers | <b>Open (Enroll)</b><br>20 of 45<br>enrolled |
| <a href="#">MBA:8120:0EXC</a> | <b>Management in Organizations</b><br>Subsession: Off-cycle<br><b>May 19, 2015 - Jul 14, 2015</b><br>6:00P - 10:00P T CEDAR RAPIDS CENTER 221 2nd Ave SE, Suite 301<br>Cedar Rapids<br>8:30A - 12:30P 06/13/2015 Sat CEDAR RAPIDS CENTER 221 2nd Ave<br>SE, Suite 301 Cedar Rapids<br>Instructors: <a href="#">Virginia Wilson Peters</a> (Primary Instructor) | 3 s.h. | Restricted for all students.<br>MBA for Professionals & Managers | <b>Open (Enroll)</b><br>36 of 45<br>enrolled |


- c. Click **Enroll** on the course detail screen

One course found.

| Course #                      | Title  | Hours  | Notes   | Enrollments                                  |
|-------------------------------|--|--------|---|--|
| <a href="#">MBA:8150:0EXD</a> | <b>Business Analytics</b><br>Subsession: Off-cycle<br><b>May 20, 2015 - Jul 22, 2015</b><br>6:00P - 10:00P W JOHN & MARY PAPPAJOHN EDUCATION CENTER 1200 Grand Ave, Suite<br>301 Des Moines<br>Instructors: <a href="#">Patrick Johanns</a> (Primary Instructor) | 3 s.h. | Restricted for all students.<br>MBA for Professionals &<br>Managers | <b>Open (Enroll)</b><br>47 of 50<br>enrolled |

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.

| Course #                      | Title  | Hours  | Notes   |
|-------------------------------|--|--------|---|
| <a href="#">MBA:8150:0EXD</a> | <b>Business Analytics</b><br>Subsession: Off-cycle<br><b>May 20, 2015 - Jul 22, 2015</b><br>6:00P - 10:00P W JOHN & MARY PAPPAJOHN EDUCATION CENTER 1200 Grand Ave, Suite 301 Des<br>Moines<br>Instructors: <a href="#">Patrick Johanns</a> (Primary Instructor) | 3 s.h. | Restricted for all students.<br>MBA for Professionals &<br>Managers |

**Add**  **Cancel**

- You will receive the following message, indicating that you have registered for this course and that the course has been added to your schedule.

✔ Successfully registered for MBA:8150:0EXD (06N:216:EXD) - Business Analytics (MBA:8150:0EXD)

**You are authorized to register for the Summer 2015 session**

This page allows you to register for **Summer 2015** session. You can use the fields or links below to search for courses. When you find an open course, there will be an Enroll link on the right that you can click on to register for the course.

**Your current Summer 2015 schedule**

[Add Course](#)

[To Printable Schedule Page](#)  
[Tuition & Fees Assessment](#)

▼ List View

| Course #                      | Title   | Time / Location  | Hours  | Flags* | Tools                       |
|-------------------------------|---|--|--------|--------|-----------------------------|
| <a href="#">MBA:8150:0EXD</a> | <b>Business Analytics</b><br>Instructors: <a href="#">Patrick Johanns</a><br>(Primary Instructor) | <b>May 20, 2015 - Jul 22, 2015</b><br>6:00P - 10:00P W JOHN & MARY PAPPAJOHN EDUCATION CENTER 1200 Grand Ave, Suite 301 Des Moines | 3 s.h. |        | <a href="#">Drop Change</a> |
| <b>Total Semester Hours:</b>  |   |  | 3 s.h. |        |                             |

## 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!

| Student Records > Course Schedule |   | Session Summer 2015   |        |        |
|-----------------------------------|---|---|--------|--------|
| Course #                          | Title   | Time / Location   | Hours  | Flags* |
| <a href="#">MBA:8150:0EXD</a>     | Business Analytics<br>Instructors: <a href="#">Patrick Johanns</a> (Primary Instructor) | May 20, 2015 - Jul 22, 2015<br>6:00P - 10:00P W JOHN & MARY PAPPAJOHN EDUCATION CENTER 1200 Grand Ave, Suite 301 Des Moines | 3 s.h. |        |
| <b>Total Semester Hours:</b>      |   |   | 3 s.h. |        |