Tippie Quick Guides

How to add a course remotely (fall 2020)

The Add process usually requires a printed Change of Registration form, taken to the UI Service Center for processing. For fall 2020, the form is not necessary, and all approvals can be obtained by email.

Key: While the add process varies slightly depending on your student status and when you are seeking to add the course, the key point is this: you are gathering emails from the people who need to give you permission and then submitting those in one email to the Registrar’s Office at registrar@uiowa.edu.

What permissions do I need?

The table here sets out the process for semester-long courses.

Shorter courses have different deadlines. See the Registrar’s Course Deadline calendar for course-specific dates.

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Permission required from:</th>
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| Tippie student in 1\textsuperscript{st} or 2\textsuperscript{nd} semester at UI (including transfer students) | • Instructor  
• Academic advisor |
| Tippie student with 2+ semesters competed at UI | • Instructor |

*Permission required from:*  
- Instructor  
- Academic advisor

Obtain instructor permission first, then forward that to academic advisor.

Send permission(s) in one email to registrar@uiowa.edu by 4:30pm on September 4.
<table>
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<td>Saturday, September 5 – Friday, December 18</td>
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Dean’s permission contact information by college:

**Tippie:** Assistant Dean Shari Piekarski, shari-piekarski@uiowa.edu

**CLAS:** Office of Academic Programs, clasps@uiowa.edu

**University College:** Academic Support and Retention, uc-retention@uiowa.edu

**College of Engineering:** Admissions and Registrar Office, engr-registrar@uiowa.edu

**College of Public Health:** Becky Toner, becky-toner@uiowa.edu

Permission required from:
- Instructor
- Academic Advisor
- Dean’s representative for the college that administers the course

Permission required from:
- Instructor
- Dean’s representative for the college that administers the course

Dean’s permission does not come from Dean of the College but rather from a designated administrator in the College. See list to the left.

You are seeking Dean’s permission in the college that administers the course, which may be different than your college of enrollment. For example, almost all General Education courses are administered by CLAS.

Forward the entire email chain with all permissions to registrar@uiowa.edu.

When emailing registrar@uiowa.edu with the chain of approvals, please include this information:

- That you are requesting an Add
- Your name
- University ID number or hawk ID
- Course name
- Full course number including section(s)
- Semester hours of credit for the course
- Instructor name if you are adding an Independent Study