

# CHANGE OF REGISTRATION FORM

## THE UNIVERSITY OF IOWA

\* = required field

**Procedure:**

Check with your advisor, department, or the [Change in Registration page](#) on the Office of the Registrar’s website for information on the rules and regulations that govern changes in registration. If you need more information, please see the [Student Academic Handbook](#). **Note: Changes in registration become effective on the date the form is processed in the UI Service Center, 2700 UCC (University Capitol Centre). Hours 8:00 am – 4:30 pm M-F.** Completed forms with required signatures can also be emailed as a pdf attachment to registrar@uiowa.edu. Questions please call 319 384-4300 or email registrar@uiowa.edu.

**Signatures:**

- **Instructor-** The signature of the instructor is only needed to add or change sections/hours of a course.
- **Advisor-** the signature of the academic advisor is required for an add or hours changes but not for section changes from one section, lab or discussion to another. Advisor signature is not required for students enrolled in the Tippie College of Business after a student’s full year enrollment.
- **Dean of College-** The signature of the dean is needed only if you are making a change after the stated deadline for that change (see the Registrar’s “[Course Deadlines](#)”). Undergraduate students need the signature of the dean of the college that the course is offered in. Graduate and Professional students need the signature of the dean of the college the student is enrolled in.

**Tuition & Fee Adjustment:**

Tuition and fees are assessed based on the “fee hours” for which you are enrolled. Tuition and fees will not be adjusted downward after the published deadline on the [Course Deadline Lookup](#) on the Office of the Registrar’s webpage.

**I understand that making changes to my registration might affect:**

- my enrollment status
- my health insurance
- or have other consequences
- my financial aid
- my tuition/fees assessment
- my progress toward degree
- my military benefits

**Student Information:**

[Click here if change is for past session.](#)

\*University ID

\*Semester/Session

\*Name (Please Print)

\*Your College of Enrollment

\***Registration Change:** Dropping a course can now be done through MyUI throughout the session.

Choose Action	Action	Section Type	Subject	Course	Lec/Lab/Disc/Sect	Course Title	S.H.
	<b>DROP</b>						
	<b>ADD</b>						
	<b>CHANGE SECTION</b>	Old					
		New					
	<b>CHANGE HOURS</b>	Old					
		New					

**Signatures:**

Instructor's Signature (required for adds, section/hour changes)

Date

Advisor’s Signature

Date

Intercollegiate Athletics (if required)

Date

Dean of College (after deadline)

Date

ISSS (required for International Students, drops only)

Date