Pre-Appointment Checklist for Registration

☐ Schedule a registration authorization appointment.
  ☐ Student Development Center (SDC) Advisees (BME, ISE, ME, Undeclared): Schedule through MyUI for sometime between October 4 and November 22 with Kristin or Josh.
  ☐ Faculty Assigned Advisees (CBE, CEE, ECE/CSE): Review instructions on the Virtual Hub for scheduling an appointment with your advisor.
  ☐ Academic Advising Center (AAC) Advisees: Follow directions noted on the AAC website.

☐ Review your degree audit and note whether it reflects accurate course credits you expected.

☐ Use your major’s sample four-year plan to select courses for the spring semester.

☐ Consult the Peer Advisors during office hours (Monday-Friday, 10am-12pm and 12:30-3pm) for a student perspective.

☐ Write down your planned spring courses and any questions you have for your advisor to share during your appointment.

☐ If completing your appointment virtually:
  ☐ Find a quiet place that will allow you to focus and talk freely with your advisor.
  ☐ Be in your space and logged in to a computer at the time of your appointment. For appointments scheduled through MyUI, you will receive arrival instructions by email in a calendar invitation. This information will contain a link to your advisor’s Zoom meeting.
How to Find and Use Your Degree Audit

1. Log into MyUI and click on the Degree Audit tile

2. Your Declared Program of Study is automatically selected. Click Request Audit.

3. After ten seconds, click Check for Completed Audits. Then click View to open your degree audit in a new tab.

If you are considering a different major or interested in pursuing a minor, you can also request a What-if Degree Audit to learn what is required for that program.
How to Find and Use Your Degree Audit

Your degree audit is your official record of academic requirements. It tracks which requirements you have already completed and which you still need to complete to graduate.

You should request a new degree audit before any advising appointment.

A red minus sign indicates that you have not yet completed a requirement.

A black plus sign indicates a requirement is met. This may be from current (in progress) or previous coursework.

All of your General Education courses are listed together towards the beginning of your degree audit. Note: Only courses and credits that have been officially reported to the University of Iowa will appear on the degree audit.

Classes in the Course Pool are not currently counting toward your engineering degree. Check with your advisor if you have questions about these courses.
# How to Find and Use a Sample Four-Year Plan

1. **Download the Sample Four-Year Plan** for your major from the College of Engineering website:
   
   *For Current Students > Programs of Study (Majors), Minors, Certificates > Click into your Major*

2. **Review the information on the Sample Four-Year Plan**
   
   *This is the order of courses for a four-year plan of each major as recommended by the departments. Reach out to your advisor to discuss possible changes based on your individual needs.*

## Indicators of Course Offerings
- **F** – Fall
- **S** – Spring
- **F/S** – Fall & Spring
- **ALL** – Fall, Spring, & Summer

## Prerequisite (P)
Courses you need to complete PRIOR to taking that course.

## Corequisite (C)
Courses you need to complete AT THE SAME TIME or PRIOR to taking that course.

## Sequence
Many courses are sequential in nature, meaning they should be taken in a certain order, paying close attention to prerequisites and corequisites of courses as well as when the courses are offered each academic year.

Look at the prerequisite sequence above starting with ENGR:2120, Engineering Fundamentals II: Circuits in the 3rd semester (which has a corequisite of MATH:2560, Engineering Math IV). Notice that some of the courses in the sequence are only offered in certain semesters (ECE:3400 – fall only, ECE:3500 – spring only).
Searching for Engineering Gen Ed Courses

Review the detailed requirements on the College of Engineering General Education Component webpage and check your degree audit to learn which specific categories you still need to complete. Note that courses in the fields of science, technology, engineering, or math will not count as gen eds for engineering students.

1. To begin searching for Gen Eds, make sure you are logged in to MyUI

2. Bring up Schedule Builder to begin searching

   On the MyUI/Courses and Registration tab, click on the Schedule Builder link

To add the first course to your course cart, select the Click me to start adding some Course Options! link

If you already have courses in your cart, click on the +Add Course Options, then Add Courses button to begin searching

3. Searching for Approved Subject courses:

   Select a course subject that interests you from this list on the College of Engineering website and type it into the “Course Number” bar.

   To browse entry-level courses in that department, select the “Lower Level Undergraduate” course level. Click Search to display all courses offered in the selected semester. Skip to step #5 to choose a course.
4. Searching for Be Creative & Diversity and Inclusion courses:

Only certain courses meet the requirements for these two Gen Ed categories. Select the desired category from the drop-down menu and click Search to display all courses offered in the selected semester that satisfy that requirement.

For Be Creative course considerations, see step #6 below.

5. Choose a course:

Read the course descriptions. To learn more about a specific course, click on the course title.

Check to be sure there are still open seats in the course and that you meet all the prerequisites to enroll. If so, click Add to Scheduler to add the course to your course cart.

6. Special Considerations - Engineering Be Creative courses:

Certain Engineering Be Creative courses have sections designated as "Restricted to Engineering Majors." You should only register for these sections.

If prerequisites are listed for an Engineering Be Creative course, you must complete the “Request Prerequisite Special Permission” form on MyUI/Student Information/Courses & Grades at least one week before your registration date. On the form, select “My reason is not listed above” and upload a snapshot of your “Program of Study & Advisors” MyUI section showing you are an engineering student.
Post-Appointment Checklist for Registration

☐ After October 4, review course descriptions on MyUI.

☐ After October 18, check MyUI to find the date and time your registration will open. Early Registration is November 8-19.

☐ Resolve any registration holds prior to your registration date. To check for holds, log into your MyUI, and click the Home tab. Holds and contact information will be displayed under Important Registration Information in the appropriate session boxes. You will not be able to register if you have a hold.

☐ Add your selected courses to the course cart in Schedule Builder and build/save preferred schedules. For assistance and FAQs: Schedule Builder. Visit the Peer Advisor drop-in hours (M-F 10am-12pm and 12:30-3:00pm) for additional assistance.

☐ Before enrolling on your registration date, ensure there are still open seats in the course sections in your preferred schedule. If not, build new schedules before attempting to enroll.

☐ After enrolling, check your Spring 2021 schedule on the MyUI Courses/Registration page to ensure you have properly enrolled in all of your courses.

☐ When registering, if all sections of a course are full, add yourself to the waitlist for any and all sections that work in your schedule. Closely monitor your email/text messages for waitlist seat notifications. You only have 24 hours to accept a seat once offered.

☐ Adjust your spring course registration if a prerequisite/requirement for a spring course is not met in the fall semester. Students will be administratively dropped from courses with unmet prerequisites.