Tippie Quick Guides

How to add a course remotely (Fall 2023)

This guide sets out the process for submitting email permissions. Note the process changes by the date you are trying to add the course.

NOTE: If the course is shorter than a full semester, then you need to obtain the permissions below from the first day of class.

What permissions do I need?

This table sets out the deadlines for **semester-long courses.** A full set of directions with screenshots can be found on the Registrar's website:

https://registrar.uiowa.edu/myui-course-add-tutorial

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

Monday, August 21st– Sunday, August 27th (11:59pm)	You are able to add courses in MyUI without any permissions, as long as there are seats. The waitlists remain active.
Monday, August 28th – Friday, September 1st	Waitlists are no longer active. From this point forward you can only add with permission(s). *NOTE: If you are a first or second semester student at UI (including transfers), you need advisor permission as well as instructor permission to add the course.*
Saturday, September 2nd– Friday, December 15th *Dean's permission contact information by college can be found at this link:* Collegiate Dean's Office Contact Information for Students | Office of the Registrar (uiowa.edu)	You now need Dean's permission to add the course as well as instructor. Dean's permission does not come from Dean of the College but rather from a designated administrator in the College. See link 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. *NOTE: If you are a first or second semester student at UI (including transfers), you need advisor permission as well as instructor permission to add the course.*

Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

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