

Adding a semester-length course before the sixth day of the fall or spring semester

Sign in to MyUI with your Hawk ID and navigate to the COURSES/REGISTRATION section.



Scroll down below your schedule, and type in the course subject and number of the course you want to add. You can also search for specific semester hours, instructors, or Gen Ed classes.

Course Search

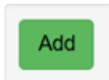
Session	Spring 2026
Course Subject	Subject
Course Number	Course e.g. 2345, 2*** (2000 level), 23** (2300 level)

Browse the course listings and find open courses that take place at times that do not conflict with your other courses. On the right side of the course listings, you can see if the course is still open based on the number of students already enrolled.

To enroll in the course, click on the “Enroll in Course” button.

CCP:1300:0001	Major and Career Explorations Subsession: Off-cycle Mar 25, 2026 - May 8, 2026 2:30P - 4:20P W C129 PC 03/25/2026 - 05/06/2026 Arranged Time Arranged Location Instructors: Kaitlyn Bailey (Primary Instructor), Amanda McFadden (Course Supervisor)	1 s.h. Restricted to 1st & 2nd year undergrads. Delivery Mode: i Registration Information: ARR time is for students to submit final project after last class meeting. 3rd and 4th year undergraduate students who would like to enroll should email Lisa McKirgan at lisa-mckirgan@uiowa.edu to request special permission. more	Open 11 of 28 enrolled Enroll in Course Add to Schedule Builder
CCP:3105:0001	Transitioning From Campus to Workplace Subsession: Off-cycle Mar 10, 2026 - May 7, 2026 11:00A - 11:50A TTh N103 LC Instructors: Katie Abrams (Primary Instructor), Amanda McFadden (Course Supervisor)	1 s.h. Delivery Mode: i	Open 13 of 30 enrolled Enroll in Course Add to Schedule Builder
CCP:4000:0001	Guiding Graduates: Senior Year Seminar <i>This course has specific requirements view</i> Subsession: Off-cycle Feb 11, 2026 - Apr 25, 2026 3:30P - 4:45P 02/11/2026 Wed 219 NH 3:30P - 4:45P 02/18/2026 Wed 219 NH 3:30P - 4:45P 03/04/2026 Wed 219 NH 3:30P - 4:45P 03/25/2026 Wed 219 NH 3:30P - 4:45P 04/08/2026 Wed 219 NH more Instructors: Hannah Shellon-Hauck (Primary Instructor), Amanda McFadden (Course Supervisor)	1 s.h. Delivery Mode: i Registration Information: ARR/Asynchronous Online time is for completion of modules in ICON. The course alternates in-person and asynchronous modalities with the last activity including attending Grad Fest. Students must be graduating Spring 2026 to enroll in the class. more	Open 18 of 25 enrolled Enroll in Course Add to Schedule Builder

You will be taken to a page that will have a green "Add" button at the bottom. There may also be additional information about course prerequisites or restrictions on this page. Carefully read those; if additional permission is required for enrollment, reach out to the listed parties for support. Click that "Add" button to finish adding the course.



Return to your semester schedule and review it to confirm the course has been added to your schedule and that there are no time conflicts. A red asterisk indicates a time conflict.

Adding a semester-length course after the sixth day of the fall or spring semester

Sign in to MyUI with your Hawk ID and navigate to the COURSES/REGISTRATION section.



Scroll down below your schedule and type in the course subject and number of the course you want to add.

Course Search

Session	<input type="text" value="Spring 2026"/>
Course Subject	<input type="text" value="Subject"/>
Course Number	<input type="text" value="Course"/> e.g. 2345, 2*** (2000 level), 23** (2300 level)

Browse the course listings and find open courses that take place at times that do not conflict with your other courses. On the right side of the course listings, you can see if the course is still open based on the number of students already enrolled.

Once you have found a course that is open at a time that works with your other classes, click on the “Initiate Add Request” button for that course. For courses with both a lecture and discussion component, choose the discussion section you want, and the corresponding lecture will be added.

ACCT:2100:0001 <i>Lab/Discussion</i>	Introduction to Financial Accounting 1:30P - 2:20P F W107 PBB Instructors: Brandon Berggren (Primary Instructor), Carolyn Reddick (Course Supervisor) Choose 1 Lecture when registering	3 s.h.	Delivery Mode: TL Registration Information: The Department of Accounting recommends that students have completed at least a full-time semester of college-level coursework before enrolling. For more information, please contact the Department of Accounting at tippie-west-asst@uiowa.edu , (319)335-0910, or in W252 PBB. more	Underway 36 of 36 enrolled	Initiate Add Request Add to Schedule Builder
ACCT:2100:0002 <i>Lab/Discussion</i>	Introduction to Financial Accounting 10:30A - 11:20A F S121 PBB Instructors: Anna Turnquist (Primary Instructor), Carolyn Reddick (Course Supervisor) Choose 1 Lecture when registering	3 s.h.	Delivery Mode: TL Registration Information: The Department of Accounting recommends that students have completed at least a full-time semester of college-level coursework before enrolling. For more information, please contact the Department of Accounting at tippie-west-asst@uiowa.edu , (319)335-0910, or in W252 PBB. more	Underway 36 of 36 enrolled	Initiate Add Request Add to Schedule Builder
ACCT:2100:0003 <i>Lab/Discussion</i>	Introduction to Financial Accounting 1:30P - 2:20P F S207 PBB Instructors: Connor Edgeworth (Primary Instructor), Carolyn Reddick (Course Supervisor) Choose 1 Lecture when registering	3 s.h.	Delivery Mode: TL Registration Information: The Department of Accounting recommends that students have completed at least a full-time semester of college-level coursework before enrolling. For more information, please contact the Department of Accounting at tippie-west-asst@uiowa.edu , (319)335-0910, or in W252 PBB. more	Underway 36 of 36 enrolled	Initiate Add Request Add to Schedule Builder

Before clicking “Continue,” note how to contact the department or instructor (details listed in MyUI and on the [Contacts for Adding](#) page) and discuss your schedule change with your advisor.

⚠ Permissions are required before this add request can be completed. Please review the required permissions below.

- 1 Review Permissions Required
- 2 Review Acknowledgements
- 3 Next Steps

Course #	Title	Hours	Notes
HIST:1115:0A02 <i>Discussion</i>	The History of Oil 1:30P - 2:20P F 134 TH Instructors: John Jepsen (Primary Instructor), Richard Priest (Course Supervisor) HIST.1115.0AAA will be automatically added with this section	3 s.h.	Delivery Mode: TL

⚠ PERMISSIONS REQUIRED

You are responsible for obtaining the required permissions. Once the last permission is obtained, you have 24 hours to complete the add in MyUI. You will receive an email message and a MyUI message once the last permission has been authorized which starts the 24 hour clock. Once the 24 hours have passed, your opportunity to add will expire. It is not a guarantee that you will be given permission to late add this course. It will depend on the course, instructor requirements, departmental policies and your specific circumstances.

You need to contact each permission below and ask for approval to add this course. Approvals are granted online and MyUI will show when the approval has been authorized.

- 1 DEPARTMENT OR INSTRUCTOR
Permission from the department/instructor of the course is required for this change in registration. Registration change requests for HIST are monitored by historydept@uiowa.edu
- 2 ADVISOR
Permission from your Academic Advisor is required for this change in registration. You can find your advisor listed in MyUI under Programs of Study & Advisors.

= permission is still needed = permission has been granted

[Continue](#) [Cancel](#)

Review the important information about deadlines, tuition, and financial aid before clicking “I agree to obtain required permissions.”

1 Review Permissions Required 2 Review Acknowledgements 3 Next Steps

Course #	Title	Hours	Notes
HIST.1115.0A02 Discussion	The History of OI 1:30P - 2:20P F 134 TH Instructors: John Jensen (Primary Instructor), Richard Priest (Course Supervisor) HIST.1115.0AAA will be automatically added with this section	3 s.h.	Delivery Mode: TLU

DEADLINES

All permissions must be obtained by **4:30 pm** on any deadline day to avoid being late. Students with all required permissions have until 11:59 pm to finalize the add on MyUI on any deadline day. Once a deadline has passed you may no longer be able to add the course or you may need additional permissions.

Date	Description
09/01/2023	Last day to add without Collegiate approval

WARNINGS

TUITION & MANDATORY FEES
Tuition and Mandatory fees may increase with this course add. Do you want to speak with someone about possible tuition and fee implications before you add a course? You may contact the UI Service Center at 319-384-4300 or registrar@uiowa.edu if you have questions.

FINANCIAL AID
If you have questions about how this change of registration will affect you and your financial aid award please contact The Office of Student Financial Aid at 2400 University Capitol Centre or 319-335-1450 or financial-aid@uiowa.edu

I understand that making changes to my registration might affect:

- tuition assessment
- financial aid
- or have other consequences.

[I agree to obtain required permissions](#) [Cancel](#)

Carefully read the Next Steps information before clicking “Go back to Dashboard.”

1 Review Permissions Required 2 Review Acknowledgements 3 Next Steps

NEXT STEPS

The process is not complete yet! These steps need to be completed

STEP 1:

Contact each permission below and ask for authorization:

- DEPARTMENT OR INSTRUCTOR**
Permission from the department/instructor of the course is required for this change in registration. Registration change requests for HIST are monitored by historydept@uiowa.edu
- ADVISOR**
Permission from your Academic Advisor is required for this change in registration. You can find your advisor listed in MyUI under Programs of Study & Advisors.

You are responsible for obtaining the required permissions. Once the last permission is obtained, you have 24 hours to complete the add in MyUI. You will receive an email message and a MyUI message once the last permission has been authorized which starts the 24 hour clock. Once the 24 hours have passed, your opportunity to add will expire.

STEP 2:

To complete the change of registration please return to MyUI after you receive email notification that all permissions have been received. Click on Complete Change to add the course. Click on Remove Pending Change if you no longer wish to add the course, this removes your request and any permissions you may already have.

[Go back to Dashboard](#)

Review the information in the pending changes section above the list view of your schedule in MyUI. Monitor your UI email and text messages. If you obtain permission before the deadline, return to this page to complete your schedule change.

You currently have 1 pending change

Course #	Title	Time / Location	Hours	Flags*	Required Authorizations	Change Type	Tools
HIST:1115:0A02 Discussion	The History of Oil Instructors: John Jepsen (Primary Instructor), Richard Priest (Course Supervisor)	1:30P - 2:20P F 134 TH	3 s.h.		<div style="border: 1px solid red; padding: 2px;"> Advisor ✘ Needed Department or Instructor ✘ Needed </div>	ADD	Remove Pending Add
HIST:1115:0AAA will be added automatically.							

Adding Off-Cycle Courses

Courses that do not meet for the entire semester are called off-cycle courses. The deadlines to add these courses are different from those for semester-length courses. You can identify off-cycle courses in MyUI by the 'off-cycle' designation and the course dates listed.

[CCP:1300:0001](#) **Major and Career Explorations** 1 s.h.
 Subsession: Off-cycle
Aug 27, 2025 - Oct 8, 2025
 2:30P - 4:20P W 8 EPB
 Instructors: [Kaitlyn Bailey](#) (Primary Instructor), [Amanda McFadden](#) (Course Supervisor)

You can add off-cycle courses on MyUI until the course begins. If the course has already started, you should check the [course deadlines calendar](#) to find the deadline to add the course.

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