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.


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.

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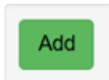
Return to your semester schedule and review it to confirm the course has been added to your schedule and that there are no time conflicts. A red asterisk indicates a time conflict.

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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 Lab/Discussion	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: 🏛 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 Lab/Discussion	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: 🏛 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 Lab/Discussion	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: 🏛 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

(MyUI main page content)

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 Discussion	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: 🏛 TILE

⚠ **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."

Carefully read the Next Steps information before clicking "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) HIST:1115:0AAA will be added automatically.	1:30P - 2:20P F 134 TH	3 s.h.		Advisor Department or Instructor	✗ Needed ✗ Needed	ADD	Remove Pending Add

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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