

# Tippie Quick Guides

## Process to request a section change

Some changes, such as a section change, are not available in MyUI starting the 6<sup>th</sup> day of the semester for courses that meet the entire session. For this change you are required to use the email process listed below. More details can be found [here](#).

1. Use your uiowa email address to send an email to the instructor of the new section
2. After receiving permission from the instructor forward the entire email chain to [registrar@uiowa.edu](mailto:registrar@uiowa.edu) including the following information:
  - a. Student Name
  - b. Student ID or Hawk ID
  - c. Session – Ex: Spring 2023
  - d. Section Change
  - e. Switching to: New Course Number and Section
3. You do not need advisor or dean permission for section change, just new instructor
4. Once change is confirmed by the Registrar you should see the change on MyUI

Sample Email to Gain Permission – Update bolded text with personal details

I, **Student Name and ID**, am requesting a section change for **SUBJ:#### Course Name** (Include course subject with section number and full course name – EX: ACCT:2200:0002 Managerial Accounting) to my schedule this semester. I am requesting to switch to section **SUBJ:####** (EX: ACCT:2200:0004). I have included **Instructor Name(s)** as instructors for the course. If approved, please reply all and I will forward your permission to [registrar@uiowa.edu](mailto:registrar@uiowa.edu) for processing.

Thank you,  
**Student Name**