

Fall Semester 2009: Registration Information at IOWA

Fall Semester classes run from August 24-December 11.
Final Examination week runs December 14-18.

If no date is listed for the course, the course begins the first day of the semester. There also are courses that meet outside of this time frame, and the dates for these courses are listed on ISIS at <http://isis.uiowa.edu>.

Information to assist you in the registration process is located in this document. For information concerning collegiate policies and procedures for your college look at ISIS at <http://isis.uiowa.edu>, click on "Student Handbook and then find your college. You can check this document on ISIS as some collegiate sections are included within. Please consult the collegiate web sites for the most current information.

For information on tuition and fees, academic deadline dates, and the final exam schedule, look on ISIS or view the Registrar's web site at <http://www.registrar.uiowa.edu>.

Student Responsibility

As a University of Iowa student, it is your responsibility to obtain proper admission through the Office of Admissions prior to registration and to follow registration procedures to assure valid registration for courses. The web site for the Office of Admissions is: <http://www.uiowa.edu/~admit>.

Students not planning to pursue a University of Iowa degree who will only take courses or workshops offered through the Division of Continuing Education's Center for Credit Programs should read "Information for Extension Students" below.

Work taken in a given session must be registered in that session; you may not attend a class for which you are not properly registered.

The University reserves the right to void the registration of any student who becomes ineligible for enrollment.

The University reserves the right to cancel any course or section for which there is insufficient enrollment or for other justifiable reasons.

Policy Governing Undergraduate and Professional Students Enrolled in Courses Outside Their Own College or Degree Program

Policies have been adopted to cover situations when students in one college take courses that are offered by another college. The rules of the college where the administrative home of the course resides will govern the add, drop, grading processes of the course. If you have questions about a course you want to take offered by a college in which you are not enrolled, check with the administrative home college for details that will apply to you.

Inquire with the college in which you are enrolled for information concerning how that course will apply to your academic standing and degree requirements.

Fall Significant Deadline Dates

For information on significant deadline dates, the official University calendar, final examination policies and schedule, and tuition and fee schedules, please refer to ISIS at <http://isis.uiowa.edu> or the Office of the Registrar's home page at: <http://www.registrar.uiowa.edu>.

PRIOR TO REGISTRATION

Orientation

Undergraduate students enrolling for their first semester as degree-seeking students are required to attend an orientation program. Information about upcoming orientation programs will be mailed at the time you are admitted to The University of Iowa.

Advising

Every University of Iowa student is assigned an academic advisor to help with educational planning and registration. A meeting with your academic advisor or your academic advising office is an important part of the registration process. You must meet with your advisor to select courses and obtain your registration number.

Students advised by the Academic Advising Center are encouraged to meet with their advisor for a planning appointment prior to their registration appointment. Visit the web site for the Academic Advising Center at <http://www.uiowa.edu/~uaactr>.

Students admitted to the Tippie College of Business are not required to see an advisor to obtain their registration number. Once admitted to the business college, students can obtain their registration time, day, and number by logging on to ISIS several weeks before early registration.

Undergraduate extension students taking only courses or workshops offered through the Center for Credit Programs are not required to see an advisor prior to registration.

It is important to select alternate courses to substitute for courses which may be closed or canceled.

Beginning of Advising

Consult your department or college for their advising dates.

Registration Eligibility

To be eligible to register, you must:

–be appropriately admitted to The University of Iowa. If you do not plan to pursue a University of Iowa degree and will take *only* courses or workshops offered through the Center for Credit Programs, see "Information for Extension Students" below.

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--have no current "Not Permits" associated with your record. "Not Permits" may exist because of failure to meet academic, admission, student health, or student services requirements.

Undergraduate students must have this status cleared by the office initiating the "Not Permit" action. Graduate students are allowed to register early, except those with a "Not Permit" from Student Services, Student Health, Registrar, Admissions, English as a Second Language (ESL), and Office of International Students and Scholars (OISS). Failure to clear a "Not Permit" status by the beginning of the session may result in your registration being voided.

--be free of all debt to The University of Iowa

--register at or after the time assigned to you

You can not register for more than the maximum number of semester hours allowed by your college without dean's approval.

Maximum Semester Hours Allowed for Registration

During Early Registration for the Fall Semester, the maximum semester hours allowed without approval for undergraduate students are 16 s.h.; for graduate students, 15 s.h.

REGISTRATION FOR CLASSES

There are Scheduled Early Registration days, Unscheduled Registration days, and Late Registration days for every session. Those dates are available below.

REGISTRATION ON ISIS

You can access ISIS at <http://isis.uiowa.edu>.

You can register for Fall Semester on ISIS. Your registration day and time will be listed on ISIS in late March/early April. You must see your advisor prior to registering, if required by your college.

ISIS (Iowa Student Information Services)

ISIS provides many opportunities for you as a student at The University of Iowa.

Features of ISIS

You can **register** on ISIS at <http://isis.uiowa.edu>. ISIS allows you to look at courses that are offered in a particular semester. You can view **course descriptions** for the courses you are interested in. This information is viewable under the heading "Courses." Previous session's course descriptions also can be viewed at the same URL by clicking on the "Session" drop-down box and selecting a session.

ISIS includes powerful and convenient search methods for creating your class schedule. This information is provided to

you early in order to give you time to survey courses at your leisure, speak with your advisor, and select the courses you want to take.

The **Student Handbook** section allows you to look at registration information and collegiate policies pertinent to your college.

Once you logon, you have access to links for Significant Deadline Dates, the final exam schedule, and tuition and fees.

You can visit other offices through links provided on ISIS, including the Office of Admissions, Office of the Registrar, Office of Student Financial Aid, and the UI home page.

The **Student Records** section gives you access to all kinds of information, including, but not limited to your personalized class schedule, your degree evaluation which lets you know what courses and hours you need to graduate, your financial aid application status and aid history, your grades, enrollment history, and your University bill. In addition, you can apply for housing and change your address. You can view, request, and change items related to your status as a student.

-Policy for Parent/Guardian Access to Grades: You can access your grades in ISIS. You can establish a "guest account" through ISIS to allow parents, guardians, or others to view your grades and other aspects of your record. Instruction on how to take advantage of this arrangement can be found by clicking on the "My Ulowa" link and on "My Guest Accounts" in ISIS.

The **MyUlowa** section includes database-supported bookmarks, search functions, e-mail, and electronic voting. If you haven't already, you'll want to get your University e-mail account there.

There is a **Help** section on ISIS too. You can get further information about using ISIS and the features that are open to you.

Use of E-Mail and ISIS to Communicate Important Information

E-mail and ISIS are used to keep you up-to-date on information that applies to you. Make sure you have a valid e-mail address registered with the University and that you check it for useful information we will send you. In addition, check ISIS. ISIS is another resource for us to keep in contact with you.

University of Iowa General Catalog on the Web

The University of Iowa General Catalog is on the web at: <http://www.registrar.uiowa.edu/registrar/catalog>.

A pdf version of the Catalog also is available at the Registrar's web site: <http://www.registrar.uiowa.edu>. Use the drop-down box to select the Catalog year you are interested in viewing.

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Scheduled Early Registration

Currently enrolled students are expected to register at or after their assigned registration time during the scheduled Early Registration period. However, students can register and make schedule adjustments any time up until the day classes begin. Students are able to register on ISIS at Instructional Technology Centers (ITCs), through a personal computer with Web access to ISIS, or at the Registrar's Service Center, 17 Calvin Hall.

Registration times for undergraduates are based on total hours earned. This will be calculated before Early Registration by adding together your University of Iowa credit earned (including exam credit) and your transfer credit earned.

The time and day assignments for all students will be posted on ISIS. Check ISIS in late March/early April for your registration assignment. You also are eligible to register for Summer Session on that day and time. You must see your advisor prior to registering, if required by your college.

REGISTRATION DATES

First Semester 2009

| | |
|------------------------------|---|
| Scheduled Early Registration | April 20-May 1 |
| Unscheduled Registration | May 2-until midnight the day before classes begin |
| Late Registration | August 24- September 4 |

Early Registration Schedule

The Early Registration schedule that follows provides an estimation of students in each semester hour (s.h.) category for Fall Semester registration.

CHECK FOR POSSIBLE CHANGES TO THIS CHART AND THE DAYS FOR REGISTRATION ON ISIS. YOUR INDIVIDUAL REGISTRATION TIME WILL BE POSTED ON ISIS IN LATE MARCH/EARLY APRIL.

| Student Population | Days |
|---|--|
| Extension students and workshop students (see "Registration Schedule Specifics" below) | Monday, April 20 |
| Graduate, dentistry, law, medicine, pharmacy, public health, and School of Management students, and seniors with 90 or more earned s.h. | Monday, April 20 Tuesday, April 21 |
| Juniors, sophomores, first-year students: | 89-78 s.h. Wednesday, April 22 77-70 s.h. Thursday, April 23 69-60 s.h. Friday, April 24 59-46 s.h. Saturday, April 25 45-30 s.h. Sunday, April 26 29-19 s.h. Monday, April 27 18-15 s.h. Tuesday, April 28 14-12 s.h. Wednesday, April 29 11- 0 s.h. Thursday, April 30 |
| Nondegree-seeking students (see "Registration Schedule Specifics" below) | Friday, May 1 |

Students in the Colleges of Dentistry, Law, and Pharmacy, and the Carver College of Medicine begin registration in their collegiate deans' office at a time announced by their deans.

All continuing students who are enrolled in the Spring Semester are expected to register during Scheduled Early Registration. However, students can register or change their registration after their assigned registration time and until midnight the day before classes begin.

Registration Schedule Specifics

Day 1 (April 20) is when Extension students (AE and GE) and Workshop students (AW and GW) may begin registration for courses or workshops offered through the Division of Continuing Education's Center for Credit Programs (CCP). See the "Center for Credit Programs Registration Information" section below for more information.

Days 1-2 (April 20-21) of registration are for Graduate College, the Colleges of Dentistry, Law, Medicine, Pharmacy, and Public Health; Tippie School of Management students, and for seniors with 90 or more earned semester hours. Individual registration times for these students are assigned at random.

Days 3-13 (April 22-30) are for juniors, sophomores, and first-year students. Students are assigned registration times according to the total number of hours earned. For students

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who have the same number of semester hours, random registration times are made within that semester hour group.

Day 14 (May 1) is for nondegree-seeking students--those students who are not admitted into a degree program (A9, AX, B9, D9, E9, G9, H9, M9, N9, P9, and S9). Individual registration times are assigned at random.

YOUR INDIVIDUAL REGISTRATION TIME WILL BE POSTED ON ISIS.

Full-Time/Half-Time Student Status

Full-time student status is defined as follows:

| | |
|------------------------|--|
| Graduate students | 9 s.h. per semester during the academic year; 5 s.h. during Summer Session. |
| Undergraduate students | 12 s.h. per semester during the academic year; 6 s.h. during Summer Session. |

Half-time student status is defined as follows:

| | |
|-------------------|---|
| Graduate students | 5 s.h. per semester during the academic year; 3 s.h. during Summer Session. |
| Undergraduates | 6 s.h. per semester during the academic year; 3 s.h. during Summer Session. |

Registering at Instructional Technology Centers (ITCs)

There are numerous ITCs around campus that you can utilize to register on ISIS. Online, up-to-date course availability is accessible. You can view all courses offered for the semester and their current status.

Once your registration is complete, you can print a copy of your schedule as a record of your registration at a location where a printer is available.

Registering at the Registrar's Service Center, 17 Calvin Hall

If you require special assistance or find it more convenient, you can register at the Registrar's Service Center at or after your assigned registration time. Staff are available to process your registration during office hours from 8 a.m.-4:30 p.m. weekdays. You need to bring a list of your selected courses and your advisor's approval or your registration number.

CENTER FOR CREDIT PROGRAMS REGISTRATION INFORMATION

–Saturday & Evening Classes

–Distance Education Courses (including Guided Independent Study courses)

–CCP Workshops

The Division of Continuing Education's **Center for Credit Programs** (CCP) offers credit courses and workshops on campus through Saturday & Evening Classes as well as through a variety of distance education formats. More information is available at <http://www.continuetolearn.uiowa.edu/ccp/>.

Saturday & Evening Classes are offered on campus at times convenient for part-time or nontraditional students. They are listed on ISIS and may be identified by their section numbers, which consist of three characters beginning with "SC".

Distance Education Courses include courses delivered via the World Wide Web, extension classes that meet at off-campus locations, and Guided Independent Study courses.

Guided Independent Study (GIS) courses are self-paced online courses; some may be completed without Internet access. Students may finish most GIS courses in one session, or they may choose to utilize two sessions to complete course requirements.

Distance education courses are listed on ISIS; they have section numbers consisting of three characters beginning with "EX".

Workshops may be offered on campus or through any of the distance education formats described above. They are listed on ISIS with section numbers of three characters beginning with "WK". Tuition for workshops is billed in addition to tuition and fees assessed for courses.

University of Iowa students may register for Saturday & Evening Classes, Distance Education courses, and workshops at or after their assigned registration time during Scheduled Early Registration.

Those who are not admitted to The University of Iowa may take most courses and workshops offered through the Center for Credit Programs for personal or professional development or other reasons. They are classified as extension students, and may register beginning the first day of Scheduled Early Registration. See "Information for Extension Students" in this document.

INFORMATION FOR STUDENTS

See the Registrar's Office web site at <http://www.registrar.uiowa.edu/> for information on tuition and fees, academic deadlines, and the final exam schedule.

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REGISTRATION DATES

First Semester 2009

| | |
|------------------------------|--|
| Scheduled Early Registration | April 20-May 1 |
| Unscheduled Registration | May 2 until the day before classes begin |
| Late Registration | August 24-September 4 |

Registration Process

You can register on ISIS for Saturday & Evening Classes, Distance Education courses and workshops offered through the Center for Credit Programs (CCP).

All students may register for courses and workshops offered through the CCP during the scheduled early registration period. Extension students (those classified AE or GE) and workshop students (those classified AW or GW) may register by phone, in person, or on ISIS beginning 8 a.m. Monday, April 20. Graduate extension students who have earned 6 s.h. or more in that status must contact their advisor prior to registering.

Admitted UI students and special nondegree-seeking students (those classified A9, AX, B9, D9, E9, G9, H9, M9, N9, P9, or S9) may register at or after their scheduled registration time on ISIS, by phone, or in person. Students admitted to the UI, except those in the Tippie College of Business, must see their advisor prior to registering.

To register on ISIS first see your advisor (if required) to select courses and obtain your registration number. If you need assistance with ISIS registration for courses or workshops offered through the Center for Credit Programs, detailed instructions may be found at <http://www.continuetolearn.uiowa.edu/ccp/enroll.htm>.

When you register on ISIS, be sure to enter the correct section. Section numbers for S&E courses begin with "SC" (e.g., SCA or SC3). Section numbers for Distance Education courses begin with "EX," and section numbers for workshops begin with "WK."

ISIS registration ends at midnight Sunday, August 23 for courses that meet the full semester. For off-cycle courses (those that do NOT meet the full semester), you may register or change your registration through ISIS anytime prior to the beginning date of the course. Beginning and ending dates for off-cycle courses are listed on ISIS.

To register by telephone call 319-335-2575 or 1-800-272-6430 (toll-free) at or after your assigned registration time. Hours are 8 a.m. to 5 p.m. Monday through Friday. After 5

p.m. Friday, August 21, you must follow late registration procedures.

To register in person come to the Center for Credit Programs, 250 Continuing Education Facility (second floor of the US Bank building, 30 S. Dubuque St.), at or after your assigned registration time. Hours are 8 a.m. to 5 p.m. Monday through Friday. As of the first day of the semester, you must follow late registration procedures.

LATE REGISTRATION

See Significant Deadline Dates on ISIS or Academic Deadlines on the Registrar's Office web site at <http://www.registrar.uiowa.edu> for dates and procedures that relate to late registration. You can go to the Registrar's Service Center, 17 Calvin Hall, any time between 8 a.m.-4:30 p.m. weekdays, and register on a first-come basis.

Your registration must be approved by your advisor, the dean when required, and the instructor of each course.

Extension students may contact the Center for Credit Programs between 8 a.m.-4:30 p.m. weekdays to inquire about registering once classes have begun. Your registration must be approved by the instructor of each course, your advisor when required, and the dean when required.

CHANGES IN REGISTRATION

Changes in registration must be initiated by you. It is your responsibility to be properly registered. For justifiable reasons, departmental and deans' offices may initiate changes in registration. Changes in your registration become effective on the date the information is entered into the registration system.

For specific dates to which the rules relate, see Significant Deadline Dates on ISIS or Academic Deadlines on the Registrar's Office web site at <http://www.registrar.uiowa.edu>.

Beginning on the first day of classes, Drop or Add Forms for semester-length classes must be processed through the Registrar's Service Center, 17 Calvin Hall. Drop or Add Forms for Saturday & Evening Classes and Distance Education courses or workshops may be processed through the Center for Credit Programs, 250 Continuing Education Facility (second floor of the US Bank building, 30 S. Dubuque St.) or the Registrar's Service Center, 17 Calvin Hall.

You may add or drop courses with the signatures of both your advisor (except for undergraduate extension students and students in the Tippie College of Business) and the instructors of the courses and/or the dean of your college (when required). If a course has a begin date on the ISIS course listing screen, it may be added through ISIS until the day the course begins. If no date is listed for the course, the course begins the first day of the semester.

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The dean's signature is needed for students in the Colleges of Dentistry and Law, and the Carver College of Medicine. Changing sections requires the instructor's signature for the section being dropped and the instructor's signature for the section being added. Students in the College of Liberal Arts and Sciences or the Graduate College do not need their dean's signature before the deadline. P-F, P-N, and S-U registrations require signatures of both advisor and instructor. P-F, P-N, and S-U registrations cannot be made or changed after the deadline date.

Drop/Add Forms Online

There are online Add and Drop Forms that allow you to initiate changes to your registration. The Add Form is used to add courses, change semester hours, or change your section. The Drop Form allows you to drop courses. You can fill out the form online, print it out, and once you have completed it and the necessary signatures are obtained, return it to the Registrar's Service Center, 17 Calvin Hall.

The forms are located on the Registrar's web site at: <http://www.registrar.uiowa.edu> under "For Students" in the shaded box, then click on "Forms for Students." The forms also are on ISIS. Scroll down under "Miscellaneous" and the Add Form and Drop Form are in the list of selections. The procedures for filling out the forms are listed at the bottom of the forms.

WITHDRAWAL OF REGISTRATION

If you decide to terminate all your course work during the session, it is important that your registration be formally withdrawn. Your failure to submit the Student Withdrawal Card may result in "F" grades and in payment of tuition and fees which otherwise might be avoided.

Withdrawals of entire registration are processed according to the established refund schedule. See Significant Deadline Dates on ISIS or Academic Deadlines on the Registrar's Office web site at <http://www.registrar.uiowa.edu> for specific dates to which the rules relate.

Once the session has begun, all withdrawals for students in the College of Liberal Arts and Sciences, the Graduate College, and the Tippie College of Business must be initiated by requesting a Student Withdrawal Card at the Registrar's Service Center, 17 Calvin Hall. Students in the Colleges of Dentistry, Engineering, Law, Nursing, Pharmacy, Public Health, the Carver College of Medicine, and the Tippie School of Management should obtain a Student Withdrawal Card in the office of the dean of their college.

Extension students should contact the Center for Credit Programs to withdraw their registration. Once the semester has begun, you must sign a Student Withdrawal Card or fax a signed request for withdrawal of the entire semester's registration to 319-335-2740.

Withdrawal is not in effect until you have returned your completed card to the Registrar's Service Center, 17 Calvin Hall. That office determines if additional signatures are required.

If you are currently receiving financial aid or have received Federal financial aid loans in the past, you must receive approval of your withdrawal from the Office of Student Financial Aid. Staff in 208 Calvin Hall will sign your withdrawal card to certify financial aid approval.

If you are entitled to a tuition adjustment, authorization for that tuition adjustment is made by the Office of the Registrar effective on the date the completed card is received.

Office of Student Financial Aid Web Site

The Office of Student Financial Aid maintains a web site that contains general information about the office and the financial aid process. Some of the highlights include:

An explanation of the financial aid process

A listing of University and local part-time jobs for students

Access to a free scholarship search service

Listing of UI education expenses

The web site for the Office of Student Financial Aid is: <http://www.uiowa.edu/financial-aid>

Effects of Withdrawal

For specific dates to which the rules below relate, see Significant Deadline Dates on ISIS or Academic Deadlines on the Registrar's Office web site at <http://www.registrar.uiowa.edu>.

Tuition adjustments and refunds are not made after the deadline.

Regulations regarding the impact of withdrawal for financial aid recipients are available from the Office of Student Financial Aid in 208 Calvin Hall.

The web site for the Office of Student Financial Aid is <http://www.uiowa.edu/financial-aid>.

Adjustments for Withdrawal of Registration

See Significant Deadline Dates on ISIS or Academic Deadline Dates on the Registrar's Office web site at <http://www.registrar.uiowa.edu> for dates that affect voiding your registration and those concerning tuition adjustments. Tuition adjustments are based upon the maximum number of tuition hours for which you are registered.

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TUITION ASSESSMENT

Tuition Assessments for "0," Arranged, Reduced Credit, Audit Registrations

Auditing a course does not eliminate the payment of tuition and fees for the course.

Tuition assessment is based upon the number of semester hours (s.h.) for which a course is offered on ISIS, with a minimum of 1 s.h.

If a course is offered for 'arranged' s.h., tuition assessment is based on the number of hours for which you are registered with the exception that "0" s.h. is assessed as 1 s.h.

If a course is offered for "0" s.h. or one of the semester hour options is "0," and you register for "0" s.h., tuition is assessed as 1 s.h.

If a course is offered for variable credit (for example, 2-3 s.h.) and you register for "0" s.h., tuition is assessed at the rate of the minimum semester hours for which the course is listed. In the above example, if you register for "0" s.h., tuition assessment is at the rate of 2 s.h.

If a course is offered for a set number of hours (for example, 3 s.h. with no options), and you register for "0" s.h., tuition is assessed at the rate of the number of semester hours for which the course is listed. For example, if a course is offered for 3 s.h. and you register for "0" s.h., tuition assessment is at the rate of 3 s.h.

A graduate student may take a course for less credit than that listed on ISIS, but tuition is assessed at the rate of the minimum number of semester hours for which the course is listed. If a course is listed for 3 s.h. and you register for 2 s.h., tuition assessment is at the rate of 3 s.h.

Exceptions to the above are the Ph.D. postcomprehensive registration, master's final registration, registrations in hospital certificate programs, study abroad, and cooperative education.

Workshop Fees

On ISIS, workshops are indicated by a WK in the section column. Tuition for workshops is listed under "Tuition-Related Fees and Miscellaneous Charges" under the "Tuition and Fees" link on ISIS. Additional fees may be assessed by the department offering the workshop.

Workshop tuition fees are billed in addition to tuition and fees for other courses for which students may be registered. Adjustments for workshops are not made after the first day of the workshop.

Insurance Requirements for Health Science Students

All health science students who experience significant clinical exposure as part of their training are required to maintain health insurance sufficient to satisfy minimum standards of coverage throughout each year of attendance at The University of Iowa.

You are automatically billed in monthly installments on your University student bill for a student-only policy starting in the semester in which you are first registered unless alternative arrangements are made each year by specified deadlines through the Benefits Office, 120 University Services Building (USB), Suite 40; phone 335-2676. For more information, visit <http://www.uiowa.edu/hr/benefits/health/student/index.html>.

Insurance Requirements for International Students

All international (nonimmigrant) students are required to maintain health insurance sufficient to satisfy minimum standards of coverage throughout each year of attendance at The University of Iowa. If you are an international student, you are automatically billed in monthly installments for a student-only policy for each semester you are registered unless alternative arrangements are made by specified deadlines through the Benefits Office, 120 University Services Building (USB), Suite 40; phone 335-2676. For more information, visit <http://www.uiowa.edu/hr/benefits/health/student/index.html>.

Immunization Requirement

As a public health measure, and in accordance with the Centers for Disease Control guidelines, verification of measles, mumps, and rubella (MMR) immunization is required for all students born after December 31, 1956.

The MMR immunization requirement is fulfilled if you were:
born before 1957.

received two doses of MMR vaccine. The first must be after your first birthday and in 1969 or later. The second is usually given at 4-6 years of age but must be at least 28 days after your first immunization.

have MMR titres that verify immunity to these diseases.

Documentation must be provided in English to the Student Health Service. Students who do not comply will not be permitted to register for subsequent semesters.

International students also are required to be screened for tuberculosis within three months of the beginning of classes. Tuberculosis screening must be done in the United States after your last arrival date.

Information about complying with the MMR and tuberculosis screening requirements may be obtained from The University

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of Iowa Student Health Service, 4189 Westlawn, 335-8370 or at <http://www.uiowa.edu/~shs/>.

Student Health

Students registered for 5 or more tuition hours are required to pay the consolidated health fee and are eligible for an unlimited number of office visits at Student Health Service at no charge. Student Health is located at 4189 Westlawn.

Students enrolled in 0-4 tuition hours may elect to pay the consolidated health fee. There is a limited time period each semester to do this. Students enrolled in 0-4 tuition hours that elect not to pay the health fee may still use the Student Health Service, but will be charged an office visit fee. The health fee may be requested at the Registrar's Service Center, 17 Calvin Hall or at Student Health Service, 4189 Westlawn.

Graduate students enrolled in 0-4 tuition hours and enrolled in UIGRAD Care do not need to sign up for the consolidated health fee since their insurance covers these costs.

For students registered for 5 or more semester hours in the Fall Semester, it is not necessary to purchase the consolidated health fee to be covered for the Winter Session, if enrolled in the Winter Session. Likewise, for students registered for the Spring Semester, it is not necessary to purchase the consolidated health fee to be covered for the three-week Summer Session, if enrolled for the three-week Summer Session.

INFORMATION FOR EXTENSION STUDENTS

You may take most courses and workshops offered through the Center for Credit Programs without being a degree candidate at The University of Iowa. Credit earned as a nondegree student will be entered on your permanent record.

If you are interested in earning a degree from the University, you should apply for formal admission. This will allow you to plan your program with an advisor and be sure that the courses you take will satisfy degree requirements.

If you plan to apply University of Iowa courses toward a degree from another institution, you should request approval from that institution before registering.

If you have not been admitted to The University of Iowa, you will be classified as a graduate or undergraduate nondegree extension student or workshop student when registering. Undergraduate registrants are designated either Undergraduate-Extension (AE) or Undergraduate-Workshop (AW). The permanent record card entry for AE students will be "Division of Continuing Education," "Undergrad Nondegree Student." The permanent record card entry for AW students will be "College of Liberal Arts and Sciences," "Transcripts Not Evaluated."

Graduate registrants are designated either Graduate-Extension (GE) or Graduate-Workshop (GW). The permanent record card entry for GE and GW students will be "Graduate College," "Unclassified Student."

Previously admitted students who wish to change to the nondegree classification may request this change when registering. If you register under the nondegree extension student classification, you must declare your undergraduate or graduate status each term. You will have to reapply for admission for any subsequent regular-session registration. Admission cannot be assured.

Undergraduate Status

High school completion or the equivalent is generally necessary for registration for undergraduate courses.

However, if you are a high school junior or senior you may be allowed to register for certain courses with written permission from your high school principal and your parent or guardian. Contact the Center for Credit Programs or the Office of Undergraduate Admissions for further information.

If you are an upper-level undergraduate you may, with proper approval, enroll in some graduate-level courses for undergraduate credit. Work taken with undergraduate status cannot be accepted for graduate credit at a later date.

Undergraduate extension students are governed by the policies of the Division of Continuing Education in all academic matters. If desired, advising for these students is available from Center for Credit Programs advisors.

Graduate Status

To register as a graduate student, you must have a baccalaureate degree. The University will request verification of your baccalaureate from the institution granting the degree. You may earn graduate credit only for courses numbered 100 or above. Work taken with undergraduate status, regardless of the level of the courses, cannot be accepted for graduate credit at a later date.

Credit earned under the graduate nondegree classification is suitable in most cases for teacher certification, salary barrier credit, etc., but does not apply toward the UI Graduate College residence requirement of a minimum of 24 semester hours for a nondoctoral degree. Only credit earned after formal admission to a department or program in the Graduate College will count as residence credit.

Graduate extension students are subject to Graduate College policies in all academic matters. For details, see the Graduate College web site (<http://www.grad.uiowa.edu/Students/AcademicPolicies/>).

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University Marking System

The cumulative grade-point average is truncated so as not to exceed 4.00.

| Mark | Points |
|------|--------|
| A+ | 4.33 |
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | 0.67 |
| F | 0 |

H = Honors

H- = Near Honors

I = Incomplete

N = Nonpass

O = No Report (no grade submitted)

P = Passing

R = Registered (no credit)

S = Satisfactory

U = Unsatisfactory (graduate only)

W = Withdrawn

Grade of "Incomplete"

A grade of "I" may be reported only if the unfinished part of the student's work, in a course other than in research, thesis, or independent study is small; the work is unfinished for reasons acceptable to the instructor; and the student's standing in the course is satisfactory. Courses may not be repeated to remove incompletes. Incomplete grades must be removed by completing the unfinished part of the work. Failure to remove the "I" results in an "F" being assigned for each incomplete.

The Incomplete policy reads: "The instructor must submit a "Grade Change" to remove the Incomplete. This change must reach the Office of the Registrar on or before the last day grades are due for the subsequent semester (fall or spring). If

the "I" is not removed by that date, it is automatically converted to an F."

No Report

A mark of 'O' is assigned when an instructor fails to report a grade by the published deadline. The 'O' designation remains on a student's permanent record until the instructor submits a valid grade.

UNIVERSITY TERMINOLOGY

Approved for GE:

This designation identifies a course that can be used toward fulfilling the College of Liberal Arts and Sciences General Education Program requirements. Approved courses are located on ISIS at <http://isis.uiowa.edu>.

'ARR' (Arranged)

The abbreviation 'ARR' stands for arranged. It indicates that you must see the instructor to make the required arrangements directly. When the amount of credit is marked 'ARR,' the credit must be approved by the instructor and your advisor. When you register, type in the number of semester hours that have been approved for you to enroll for. When the time and place are marked 'ARR,' it is your responsibility to find out about time and room from the instructor or departmental office.

Auditing

'Auditing' is to reduce to zero the number of semester hours for which you register in a course. See collegiate policies for the college in which you are enrolled. Audit registrations require special permission from the instructor.

Auditing a course does not eliminate the payment of tuition and fees for the course. Tuition assessment is based upon the number of semester hours for which a course is offered on ISIS, with a minimum of 1 s.h. For further information, see "Tuition and Fees" on ISIS.

Students who are registered receive an "R" if attendance and performance are satisfactory or a "W" if unsatisfactory, unless special grading instructions allow other options.

Consent of Instructor

'Consent of Instructor' indicates that the approval of the instructor is necessary to register. It is your responsibility to obtain the approval of the instructor to take a course with this designation; however, you do not need to obtain a number from the instructor in order to register.

Corequisite

A 'corequisite' is a course which must be taken at the same time as another course.

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Course Numbering System

In a course number (for example, 010:001) the part preceding the colon (:) is the *department* number; following the colon is the *course* number. Both are used in designating a course. Course numbers are classified as follows:

Below 100: primarily for undergraduate students

From 100 to 199: for undergraduate and graduate students

200 or above: for graduate students (special permission required for undergraduates)

Drop/Withdraw

To 'drop' is to terminate enrollment in one or more courses but remain enrolled in at least one other course during the semester. Deadlines for dropping courses are listed under Significant Deadline Dates on ISIS or on the Office of the Registrar's web site at <http://www.registrar.uiowa.edu>.

(Withdraw) To 'withdraw' is to terminate enrollment in every course (even if enrolled in only one course) by submitting a Student Withdrawal Card to the Office of the Registrar, 1 Jessup Hall.

Extension (Distance Education) Course

An extension course or distance education course is indicated by an EX in the section column. For information on tuition and fees for extension courses, see "Tuition-Related Fees and Miscellaneous Charges" under the "Tuition and Fees" link on ISIS or on the Office of the Registrar's web site at <http://www.registrar.uiowa.edu>. Additional fees may be assessed by the department offering the course. Most distance education courses are open to those who are not degree candidates but who wish to take courses for personal or professional development or other reasons.

Guided Independent Study (GIS) Course

A Guided Independent Study course is a distance education course denoted by an EXZ or EXY in the section column. GIS courses are self-paced online courses; some may be completed without Internet access. Students may finish most GIS courses in one session, or they may choose to utilize two sessions to complete course requirements.

Honors

Honors courses are for students who have been admitted to the University of Iowa Honors Program. Honors sections and courses are indicated on ISIS. Special permission is required if you are a non-honors student. The web site for the University of Iowa Honors Program is: <http://honors.uiowa.edu>.

Identification Card (ID)

The University of Iowa ID Card is the University's official identification card, providing access to facilities and academic services across campus. The ID card, which bears your name, photo, and signature, is your ID card throughout your entire academic career at the University. You should carry your ID Card at all times during the current session, and keep it for use in future sessions. Questions regarding the University of Iowa ID Card should be directed to the Iowa One Card Office, 3 Jessup Hall, 335-2716. The Iowa One Card Office is open Monday through Friday, 10 a.m.-6 p.m.

Lost ID cards may be replaced at the Iowa One Card Office. There is a charge for the replacement of lost or stolen ID cards. This charge is added to your University account. Replacements may be denied if privileges have been abused. Disciplinary sanctions may be imposed for misuse of student ID cards. Refer to the "Alleged Violations of the Code of Student Life" in *Policies & Regulations Affecting Students* at <http://student-services.uiowa.edu/students/policies/index.php>.

Report lost ID cards immediately to the Iowa One Card Office.

For more information about the University of Iowa ID Card, visit: <http://www.uiowa.edu/~idcard>.

Independent Study-Type Courses

Independent study-type courses carry the designation "AN INSTRUCTOR NUMBER AND APPROVAL REQUIRED FOR REGISTRATION IN THIS COURSE." Contact the instructor (or designated individual) for the instructor number, which you enter as the section number when you register. At this time you should make the required semester hours, time, and place arrangements.

Instructional Technology Centers (ITCs)

ITCs are centers with personal computers. They are available to University students, faculty, and staff year round. The centers are located in academic buildings, libraries, residence halls, and the Iowa Memorial Union. ISIS is accessible from all ITCs.

Pass-Fail (P-F), Pass-Nonpass (P-N), Satisfactory-Unsatisfactory (S-U)

See collegiate policies for the college in which you are enrolled for definitions. To take courses with these special grading policies, you must process the appropriate form at the Registrar's Service Center, 17 Calvin Hall, after the first day of classes.

Prerequisite

A prerequisite indicates the previous background, class standing, or course work needed to register for a particular course.

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Satisfactory-Fail (S-F)

Courses open to undergraduate students designated "OFFERED ON S-F BASIS ONLY" are courses in which S (satisfactory) or F (fail) are assigned.

Saturday & Evening Classes

A course offered through the Saturday & Evening (S&E) Classes program is indicated by an SC in the section column. Most S&E classes are open to those who are not degree candidates but who wish to take courses for personal or professional development or other reasons.

Tuition for S&E Classes is the same as tuition for other campus-based courses and is listed in the tables under the "Tuition and Fees" link on ISIS or on the Registrar's web site <http://www.registrar.uiowa.edu>. Undergraduate Extension (AE) students should consult Table 1 to find the tuition and fees they are assessed for S&E classes; Graduate Extension (GE) students should consult Table 9.

Semester hour (s.h.)

The abbreviation 's.h.' stands for semester hour. The unit of instruction is the semester hour, which consists of the equivalent of 750 minutes of lecture work or 1,500 minutes of laboratory for a session.

Special Permission Required

If you want to register for a course that has "SPECIAL PERMISSION REQUIRED" as a registration statement, you must obtain special permission from the instructor (or designated individual). Methods of handling special permission may vary from department to department.

If you are an undergraduate student registering for a 200-level course, you must obtain special permission from the instructor (or designated individual).

If you audit a course (reduce the credit to 0 semester hours), you must obtain special permission from the instructor (or designated individual).

If you are an undergraduate student registering twice in one course numbered 001 to 099 or twice in one business course numbered 001-099, you must obtain special permission from the instructor (or designated individual). This request must be processed through the Registrar's Service Center, 17 Calvin Hall.

Void

To 'void' your registration is to officially withdraw from all classes prior to the beginning of the session.

Withdrawal/Drop

To 'withdraw' is to terminate enrollment in every course (even if enrolled in only one course) by submitting a Student Withdrawal Card to the Office of the Registrar, 1 Jessup Hall.

(Drop) To 'drop' is to terminate enrollment in one or more courses but remain enrolled in at least one other course during the semester. Deadlines for dropping courses are listed under Significant Deadline Dates on ISIS or on the Registrar's web site at <http://www.registrar.uiowa.edu>.

Workshop

A workshop is indicated by a WK in the section column. Tuition for workshops is listed under "Tuition-Related Fees and Miscellaneous Charges" under the "Tuition and Fees" link on ISIS or on the Registrar's web site at <http://www.registrar.uiowa.edu/tuition>. Additional fees may be assessed by the department offering the workshop. A program may be considered a workshop if it is not over three weeks duration. A workshop may not grant more than 1 s.h. of credit for each week the workshop is held.

COLLEGIATE INFORMATION

The web sites are listed below that contain academic policies and procedures for undergraduate students in the Colleges of Liberal Arts and Sciences, Education, Engineering, Nursing, and the Tippie College of Business. The Graduate College also has included important information for graduate students. Students in the Colleges of Pharmacy and Public Health can find information on academic policies and procedures here. Information also is provided by the Division of Continuing Education.

You can get the most current information on academic programs and procedures at the collegiate web sites, as shown below.

College of Liberal Arts and Sciences

<http://www.clas.uiowa.edu>

Tippie College of Business

<http://www.biz.uiowa.edu/>

Student Handbook:

<http://www.biz.uiowa.edu/upo/advising/policies.html>

College of Dentistry

<http://www.dentistry.uiowa.edu>

College of Education

<http://www.education.uiowa.edu>

College of Engineering

<http://www.engineering.uiowa.edu/>

Graduate College

<http://www.grad.uiowa.edu>

College of Law

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<http://www.law.uiowa.edu>

Carver College of Medicine

<http://www.medicine.uiowa.edu>

College of Nursing

<http://www.nursing.uiowa.edu>

College of Pharmacy

<http://www.pharmacy.uiowa.edu>

College of Public Health

<http://www.public-health.uiowa.edu>

Continuing Education

<http://www.continuetolearn.uiowa.edu/ccp>

University of Iowa Nondiscrimination Statement

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Opportunity and Diversity, (319) 335-0705.

Policy on Human Rights

The University of Iowa brings together in common pursuit of its educational goals persons of many nations, races, and creeds. The University is guided by the precepts that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all. Among the classifications that deprive the person of consideration as an individual are those based on associational preference. These principles are expected to be observed in the internal policies and practices of the University; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. The University shall work cooperatively with the community in furthering these principles.

Statement on Diversity

The University of Iowa values diversity among students, faculty, and staff, and regards Equal Employment Opportunity and Affirmative Action as tools to achieve diversity. The University believes that a rich diversity of people and the

many points of view they bring serve to enhance the quality of the educational experience at The University of Iowa.

Statement on Religious Diversity

Religious history, religious diversity, and spiritual values have formed a part of The University of Iowa's curricular and extracurricular programs since the founding of the University. In order to advance religious diversity on campus, the University makes reasonable accommodations for students, staff, and faculty whose religious holy days coincide with their work schedules and classroom assignments. As a public institution, the University neither promotes any particular form of religion nor discriminates against students, staff, or faculty on the basis of their religious viewpoints.

University holidays are not religious holy days, although a religious holy day may coincide with a University holiday. The University is prepared to make reasonable accommodations in its work assignments, test schedules, and classroom attendance expectations in a manner which is consistent with the *University Policy on Human Rights* and does not unfairly burden employees and students.

Students

With regard to classroom attendance, students who notify the faculty (including teaching assistants) of a religious holy day conflict in a timely manner shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Where attendance is mandatory, students compelled by their religious convictions to refrain from attending class on specific days must notify their instructors during the first few days of the semester or session, and no later than the third week or one week before the absence if a conflict occurs before that time.

Students who notify their instructors of a religious holy day conflict in a timely manner shall be permitted a reasonable amount of time to make up the material or activities covered in their absence, including tests. Students who receive an exemption on religious grounds cannot be penalized for failing to attend class on the days exempted. The instructor may, however, appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

In those cases where a request for an excused absence based upon a religious holy day conflict is denied by the instructor, a student may pursue a grievance under "Student Complaints Concerning Faculty Actions" (see page 2 of *Policies and Regulations Affecting Students*). Where a timely request is made but denied by the instructor, the grievance process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious holy day accommodation is not unduly disadvantaged by the passage of time.

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Students with attendance conflicts may be required to notify an instructor in writing. An instructor who requires written notice must inform the class of this expectation in the class syllabus. An instructor may deny a student's request for an excused absence on the ground that the request was not made within a reasonable time period, that is, no later than the third week of class or one week before the absence if a conflict occurs before that time.

Faculty

Faculty members have "the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction." Faculty members who wish to observe religious holy days must fulfill the above-mentioned policy and satisfy any other responsibilities regarding off-campus time, including proper notice, in accordance with their standard departmental procedures.

When scheduling tests, instructors are encouraged to take cognizance of religious holy days which fall on University class days. In addition, faculty should include in their syllabi information regarding the policies for handling conflicts between classroom activities (attendance, tests, etc.) and religious holy days. Such policies must be consistent with University policies.

Staff

Staff members may request accommodation for religious observances through their immediate supervisor. Accommodation may be in the form of scheduled leave or an alternate work schedule. Approved absences will be recorded as vacation. In cases when vacation is not available or an alternative work schedule is not possible, a leave of absence without pay may be permitted. Departments will attempt to accommodate such requests, balancing the request to accommodate with the particular needs of the work unit.

In order to best meet staff needs in an area, appropriate advance notice is required.

Release of Student Records

All information contained in University records is considered confidential except for public information in University publications. A more complete policy statement may be found in *Policies & Regulations Affecting Students*.

Students may restrict their residing address and/or phone number via ISIS. Students may restrict release of this information by changing their restrict status on ISIS. Look under "Student Records," then "Student Life Management," and on "Restrict or Unrestrict Student Information." This designation must be changed on ISIS no later than 14 calendar days following the first day of classes of the Fall Semester. The information you want restricted will remain restricted as long as you are a student at The University of Iowa.

Current (Residing) Address

Each student must maintain, with the Office of the Registrar, a current (residing) address. Changes must be reported within three days by using ISIS or your registration may be restricted. You can print a copy of the form at:

<http://www.uiowa.edu/hr/payroll/forms/index.html> .

Grade Reports

Your complete grade report may be viewed on ISIS.

Official Transcripts

An official transcript of your record is available at the Office of the Registrar. A partial transcript for undergraduate and Graduate College students and for those students in the Colleges of Dentistry, Law and Pharmacy, the Carver College of Medicine, and the Tippie School of Management is available upon request. You also can order an official transcript at any time via ISIS. Further information is available at the Registrar's Service Center, 17 Calvin Hall.

Resident Classification for Tuition Purposes

Copies of the regulations and administrative guidelines governing the classification of residents and nonresidents for admission and tuition purposes are available on the web. Questions concerning these regulations and guidelines should be directed to the Office of the Registrar. The web site for information on residency is:

<http://www.registrar.uiowa.edu/residency>

Students enrolled in the Graduate College or in the D.D.S., J.D., M.D., or the Pharm.D programs who hold a University teaching or research appointment of quarter-time or above and resident physicians, dentists, and dietetic interns in the hospitals (including spouses) are assessed resident tuition for the terms during which they hold the appointments, and any adjacent Summer Session during which they are registered. However, the resident classification of these students does not change. This includes graduate students appointed to Graduate College fellowships or to research assistantships from federal or non-federal grants and contracts. It does not include, however, those graduate students who hold traineeships under training grants.

Graduation

The University confers degrees three times a year in December, May, and at the close of the Summer Session. It is your responsibility to apply for degree.

Application for Degree

An Application for Degree must be filed in order for a student to be considered eligible for graduation. Information is available at the Registrar's Service Center, 17 Calvin Hall.

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Students also may call Graduation Analysis at 335-0228 or e-mail grad-analysis@uiowa.edu.

See Significant Deadline Dates on ISIS or Academic Deadlines on the Registrar's web site at <http://www.registrar.uiowa.edu> for the date you must file your Application for Degree to be eligible for graduation in the current session. A Degree Application fee is assessed each time a student applies to graduate. A late fee is assessed for applications received after the published deadline.

ISIS is available to undergraduate students and to students in the Colleges of Law and Pharmacy for filing degree applications. Students may apply for the current or one succeeding session.

Degree candidates who file an Application but do not graduate must file a new Application for Degree for the session in which they plan to complete requirements.

Graduation Analysis

Currently enrolled undergraduate students have access to their Degree Evaluation on ISIS at all times. Students receive a final Degree Evaluation in U.S. mail during their final semester when an Application for Degree has been filed. The Degree Evaluation documents academic progress at The University of Iowa.

While efforts are made to insure the accuracy of the Degree Evaluation, final responsibility for meeting graduation requirements resides with each student. Degree Evaluations are intended as an aid to students and advisors in planning for upcoming registration.

If you are an undergraduate student with questions about duplication, regression, or other issues related to your Degree Evaluation and academic progress, you may route queries through electronic mail, in addition to inquiring in person at Graduation Analysis. Send questions and comments to: grad-analysis@uiowa.edu.

Undergraduate students can request and view a "what if" degree evaluation in ISIS. Evaluations are available 24 hours after your request is submitted. You can request up to five scenarios. Go to "Student Records," "Courses and Grades," and click on "Degree Evaluation (planning / what-if)."

Graduation Rate

Historically, more than 60% of students entering directly from high school receive a baccalaureate degree from The University of Iowa within the six-year completion period established by the Student Right-to-Know and Campus Security Act.

The most recent graduation rate is calculated using the number of students enrolled for the first time at The University of Iowa in the Fall Semester of 2002. Of these 4,097 students, 66% had graduated by August of 2008. For purposes of calculating the six-year graduation rate, students

who transferred to other colleges and universities are included within the original 2002 cohort (4,097) but are not counted as UI graduates. The 2002 cohort graduation rate would be even higher if it excluded these transfer students, who were presumably in good academic standing when they transferred.

For more information about University of Iowa graduation and completion rates, contact the Office of the Registrar, 1 Jessup Hall.

Student Complaints Concerning Faculty Actions

Student complaints concerning actions of faculty members are generally pursued first through the informal mechanism established in each college. Although there is some variation among colleges, these mechanisms usually involve the following steps: (1) The student should first attempt to resolve the issue with the faculty member involved. (2) Lacking a satisfactory outcome, the student should turn to the chair of the department. (3) If a satisfactory outcome still is not obtained, the student may take the matter to the collegiate dean. In addition, graduate students should consult with the associate dean of the Graduate College concerning mechanisms for resolving complaints. Some colleges (Business, Education, Engineering, Law, Medicine, Nursing, and the Graduate College) also have established a grievance or appeals process as another alternative for handling student complaints. Collegiate deans of students also may be of assistance. See also the "Office of the University Ombudsman" section listed below.

If a student complaint concerning faculty actions cannot be resolved through the informal mechanisms available, the student may file a formal complaint which is handled under the procedures established for dealing with alleged violations of the Policy on Ethics and Academic Responsibilities as specified in the *University Operations Manual*. A description of these formal procedures can be obtained from each college dean's office, University Ombudsman, Liberal Arts and Sciences Office of Academic Programs, or the University's web site.

Office of the University Ombudsman

The Office of the Ombudsman provides informal conflict resolution to help students, staff, and faculty deal with questions or problems. The Ombudsman serves as a confidential, neutral, independent resource. The only exception to confidentiality is when there is indication of possible harm to someone. The Office of the Ombudsman is not an office of notice, and illegal or unethical actions will not be reported to the University.

Services of the Office of the Ombudsman include listening, providing information, conducting informal investigations, helping visitors identify possible solutions to problems, carrying out shuttle diplomacy, facilitating meetings, and

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mediating. The Ombudsperson can be contacted at any point in a situation. The Ombudsperson can offer guidance when visitors do not know where to begin to address a problem; when sensitive issues make standard processes for conflict resolution inappropriate; or as a last resort, when regular channels have been unsatisfactory. The office seeks to ensure that visitors are heard and treated fairly and that processes and procedures have been carried out appropriately.

The Office of the Ombudsperson is located at C108 Seashore Hall. The telephone number is 335-3608, and the e-mail address is ombudsperson@uiowa.edu. Office hours are 9 a.m.-5 p.m. Monday-Friday. When possible, persons should call for an appointment, but written requests and drop-ins are welcome. Voice mail records messages left evenings and weekends or if the phones are busy. The Office of the Ombudsperson web site, located at <http://www.uiowa.edu/~oombuds/> describes the office and provides additional resources.

Students with Disabilities and Academic Accommodations

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, instructors must provide reasonable academic accommodations for qualified students with disabilities. Examples of academic accommodations include provision of lecture notes for students with attention difficulties or low vision; extended testing time for students with reading difficulties; scribes for students with mobility difficulties taking written exams; and preferred seating arrangement for students utilizing speechreading or in wheelchairs. Instructors are to announce in class at the beginning of each semester, and to include information in the syllabi, the procedures for arranging academic accommodations.

Students meet with each instructor in confidence to arrange accommodations after students are registered for and approved of services at the Office of Student Disability Services (SDS). Students who request academic accommodations for disabilities, but have not yet registered at SDS, need to be referred to SDS to complete the registration process before accommodations can be arranged. Instructors and students also are encouraged to call SDS, 335-1462 (voice), or 335-1498 (TTY) for information.

Students who have not utilized SDS services in the past need to complete the Request for Services and Documentation Review form (available online), and submit their documentation of disabilities (also online) for review. Information on the registration process and forms is available at <http://www.uiowa.edu/~sds>. The forms can be printed from the web site.

After the documentation is reviewed and approved, students will be notified and invited for an intake appointment to register for services. Students who have already registered at SDS should visit their assigned SDS staff member at the beginning of *each* semester to complete a Student Academic Accommodation Request (SAAR) form for each course.

A SAAR form verifies students' eligibility for SDS services without disclosing confidential information about student's disability status. It is filled out for each course with the SDS staff at the beginning of each semester before the student visits each instructor for approval. Students complete the process of requesting accommodations by returning their signed SAAR forms to SDS.

Instructors may arrange exam accommodations, such as extended testing time, distraction-reduced exam room, or scribes, for students. If the exams are to be administered at SDS, the portion on the SAAR forms that indicate exam accommodations should be completed. Specific instructions on time and dates of exams, instruction for exam administration, and methods of delivery are listed on the SAAR form so that each exam is administered according to the directions of each instructor. The completed forms need to be returned to SDS Exam Services by Wednesday prior to the week of the exam. Timely completion of SAAR forms is critical for arranging exam accommodations at SDS.

Students seeking reformatted texts, such as enlarged prints, Braille, or print-to-audio texts, are encouraged to contact SDS as soon as they decide what courses to take so that requests for electronic copies of textbooks can be promptly made to publishers. Proofs of purchase, such as receipts, must be provided before textbooks can be reformatted to ensure the protection of copyrights. Students should contact their instructors if they need reformatted syllabi or course packets, and inform SDS as soon as possible. The form to request reformatted texts also is available on the SDS web page.

Students who request sign language interpreters or speech-to-text services are encouraged to contact SDS promptly to ensure timely arrangement for services. Students with mobility difficulties are encouraged to contact SDS or Bionic Bus supervisor, 335-7595, to arrange transportation services. Students must be registered with SDS in order to get Bionic Bus transportation.

Students who suspect they might have a disability but have not been evaluated previously are encouraged to contact SDS for referrals. University Counseling Service (UCS) provides screening and psychoeducational evaluations for learning disabilities and attention deficit disorders. Students may contact UCS, 335-7294, for information. Some colleges have an office or a staff member designated to assist students with disabilities. For information, students may consult student handbooks of their college or contact the dean's office.

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Students experiencing discrimination on the basis of their disabilities are encouraged to contact the Ombudsperson's office, 335-3608, or the Office of Equal Opportunity and Diversity (EOD), 335-0705, for consultation.

Computer Access for Students with Disabilities

A variety of computer resources for students with disabilities are available on campus. Individuals who are interested in utilizing assistive technology have access to screen reading software, voice recognition systems, alternative input devices, Braille embossers and many other innovative software products and devices.

Students who need access to assistive technologies should contact Student Disability Services at 335-1462 (voice and TTY) to arrange a consultation. Additional information regarding assistive technology on campus is available courtesy of Information Technology Services (ITS) at <http://cs.its.uiowa.edu/ats/>.

Study Abroad Programs

The University of Iowa sponsors over 90 study abroad programs in Africa, Asia, Australia, Europe, Latin America and the Caribbean, and North America. These include reciprocal exchanges in which Iowa students enroll for a semester or academic year in a foreign university, as well as short-term and semester programs designed for students with common geographic, linguistic, or other academic interests.

University of Iowa students also may participate in study abroad programs sponsored by other accredited U.S. and foreign universities. Before leaving the U.S., students should obtain approval of all transfer credit from non-UI programs by completing a Study Abroad Credit Approval Form.

Information on UI study abroad programs, transfer of credit, and preparation for overseas study is available at the Office for Study Abroad, 1111 University Capitol Centre (UCC), 335-0353. The Office for Study Abroad resource room is staffed Monday-Friday from 8 a.m.-5 p.m.

More information is also available at: <http://international.uiowa.edu/study-abroad/>.