ADVANCE REGISTRATION SCHEDULE — SPRING 2006

Nov. 10 Graduate Students
Nov. 11-14 Seniors
Nov. 15-17 Juniors
Nov. 18-22 Sophomores
Nov. 28-Dec. 2 Freshmen
Dec. 2 Special and Unclassified Students

ADDITIONAL DATES TO OBSERVE

Waiting lists will be posted in CBB 321B on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Dec. 2</td>
<td>100-Level Business Courses</td>
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<tr>
<td>Dec. 7</td>
<td>00- Level Business Courses</td>
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Please check in CBB 321B for waiting list assignments (see column 4, CLOSED CLASSES AND WAITING LISTS). Waiting list assignments are valid through Dec. 8.

Jan. 2 CBA admission contracts will be processed
Jan. 9 Spring classes begin at 8:00 a.m.

Registration in any College of Business Administration (CBA) class assumes that you have read and agreed to follow the rules published in the CBA Guide to Registration. These procedures are subject to changes in class availabilities.

The CBA uses a priority registration system. Students requiring business courses for their major are given priority when registering for business classes during advance registration.

POLICIES AND PROCEDURES

1. Students may obtain the Schedule of Classes from the Registrar’s Office in Gilchrist Hall.

2. Students may receive their registration information by accessing the Web at http://www.uni.edu/registrar/reginfo.htm or http://myuni.university.edu. Degree audits for undergraduate students are also available from these Web sites. If you have questions regarding this information, contact the Registrar’s Office at 273-2241 or registrar@uni.edu.

3. Students needing assistance in planning their schedule, or completing the registration process, should make an appointment with an advisor in the CBA Student Advising and Career Services Office (319/273-2144) or their assigned advisor. The advising office is located in CBB 321B. Advising hours are 9:00 a.m.-12:00 noon and 1:00 p.m.-4:00 p.m.

4. Freshmen pre-business majors may meet with their assigned academic advisor but are also required to meet with a professional advisor in (CBB 321B) for additional advisement and removal of their “advisor hold.”

5. The College of Business uses a priority registration system. During advance registration (Nov. 10 - Dec. 2) business course registration is restricted. Only students with declared majors requiring specific business courses will be permitted to register for those designated courses pending satisfactory completion of course prerequisites.

6. Prospective business majors who have not met CBA admission requirements and are not eligible to formally declare their business major, may register for lower-level (below 100) business courses only.

7. Students requiring business courses for their major are given priority when registering for business classes during advance registration. Students with the following non-business major code # may register for the business classes listed behind the code # if course prerequisites have been met.

8. Non-business majors may not enroll for more than 30 semester credit hours in any one semester.
CLOSED CLASSES AND WAITING LISTS

Students who are eligible to register for a business class during advance registration, but find the section closed when registering, should select another section.

Eligible students who attempt to register for a course and find all sections closed may place their name on a waiting list at the computer when registering for the remainder of their courses. All sections of a course must be closed before eligible students can place their name on a waiting list.

Non-business majors desiring to take business courses as electives (e.g. business minors, etc.) will not be eligible to register for business courses during advance registration. However, those students may place their names on a waiting list during advance registration even though the course is open. If space is available at the end of advance registration, business minors and other students may be added to open classes pending the satisfaction of prerequisites.

Students who want to repeat a business course which they are currently taking, or to re-register for a business course which they dropped after August 26, should place their name on a waiting list when registering for their other classes. If space permits, students may register for the course at the end of advance registration.

WAITING LIST PROCEDURES

Students who place their name on a waiting list during advance registration should check in CBB 321B on Dec. 2 and Dec. 7 to note waiting list assignments. If additions can be made to closed courses, a student’s name may appear on a posted list. To register for the assigned class, students should immediately inform the registration personnel in CBB 321B. The registration personnel will remove the registration hold so the student can complete registration for that class. Posted lists will be valid only until 5:00 p.m. Dec. 8 unless otherwise noted. Students failing to claim assignments by Dec. 8 will forfeit their claim.

Students not selected from the waiting list for a class assignment should periodically check the computers after advance registration to see if additional openings become available. Students should also check with the personnel in CBB 321B for further information about closed classes.

ADMISSION CONTRACTS

Any pre-business major completing admission requirements and 60 hours of credit during fall semester 2005, should meet with an advisor in the GBA Student Advising and Career Services Office (CBB 321B) prior to advance registration to sign an admission contract. Students signing contracts will be given conditional approval to register for 100-level CBA courses. At the end of fall semester, the records of “conditionally” registered students will be checked to determine if admission requirements and 60 hours have been completed. Students not meeting the conditions of their contract will be dropped from all 100-level CBA courses for which they registered during spring advance registration. The GBA will attempt to notify students by letter if contracts are not fulfilled.

CBA COURSE REPEAT POLICY

Students enrolled in a CBA course at the beginning of the second week of the fall ’05 semester will not be allowed to register again for the same course until the end of advance registration for spring ’06. Students who wish to re-register for a course may place their name on a waiting list. Registration accommodation will depend on course openings after the completion of spring ’06 advance registration. Summer session is excluded from this policy.

IMPORTANT INFORMATION

1. All students taking courses from the CBA must attend the first two classes or the first night class or they MAY be dropped from the class.
2. Students taking business courses should be aware that some business courses have exams scheduled at times other than during the regularly scheduled class hour.
3. Students taking CBA courses should check at the Department Offices for first class assignments. Some instructors will leave first class assignments in their Department Office prior to the start of classes. Assignments are particularly likely in night classes.
4. There may be special sections of CBA courses for non-business majors, part-time students, or graduate students. These restrictions will be strictly adhered to during advance registration.
5. The registration staff will be following registration procedures established by the GBA. If you have questions or concerns, please see the Coordinator, GBA Undergraduate Programs, CBB 321B.

SPRING 2006
GUIDE TO REGISTRATION

COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF NORTHERN IOWA