ADVANCE REGISTRATION SCHEDULE, SUMMER 2015

March 23-24 Seniors (90+ credit hours)
March 25-27 Juniors (60-89 credit hours)
March 30-April 2 Sophomores (30-59 credit hours)
April 3-8 Freshmen (0-29 credit hours)
April 8 Unclassified Students

Students may receive their registration information, including registration date and time by accessing http://myuniverse.uni.edu. Advisement Reports for undergraduate students are also available from this site. If you have questions regarding this information, contact the Registrar’s Office at (319) 273-2241 or registrar@uni.edu.

Dates to Observe
Waiting list assignments may be accessed at http://business.uni.edu/waitinglists on April 1 for 3000/4000-level business courses and on April 10 for 1000/2000-level business courses.

All waiting lists become invalid on April 14 at 5:00 p.m.

May 11 May-term classes begin at 7:30 a.m.
June 8 June-term classes begin at 7:30 a.m.
July 6 July-term classes begin at 7:30 a.m.

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

POLICIES AND PROCEDURES

1. Students may access the Schedule of Classes online at: http://www.uni.edu/registrar/schedule-of-classes

2. Students needing assistance in planning their schedule or completing the registration process should make an appointment with an advisor at UNIBusiness Advising (CBB 5) prior to their registration time.

   Advising hours during advanced registration
   (March 23-April 8): Walk-ins from 8:30-9:30 a.m. every day or during designated times on the advisor’s calendars. Individual appointments can also be made during advance registration. Call the front desk at (319) 273-2144 to schedule an appointment.

3. Freshmen business majors must have their Advisor Hold removed by meeting with a professional business advisor in CBB 5. Call (319) 273-2144 to set up an appointment.

4. During advance registration business course registration may be restricted to students who require the course for their major. Those courses will be identified by the computer as students attempt self-registration.

5. After waiting lists become invalid, MKTG 2110 and all 3000/4000-level business courses are available to all DECLARED majors that meet course prerequisites.

Note: Pre-business majors are not allowed to register for MKTG 2110 Principles of Marketing or any 3000/4000-level business courses at any time.

Business Courses for Non-Business Majors

1. Non-business majors may not enroll for more than 30 semester credit hours from the CBA (ECON 1041 and ECON 1051 are excluded from the total).

2. Non-business majors may not take more than six hours of upper division 3000/4000-level CBA courses per semester. MKTG 2110 is also included in the total.

3. Non-business majors may not accumulate more than 15 hours of 3000/4000-level CBA coursework. MKTG 2110 is also included in the total.

4. Any section MKTG 2110 and any 3000/4000-level course designated as a non-business major section will not count toward a business major.

PRIORITY REGISTRATION POLICIES

Declared Business Majors with 60 Credit Hours: Generally speaking, students admitted to the CBA with 60 credit hours may register for any open course in the CBA if they have satisfied prerequisites. However, due to high demand and limited space, there may be some business courses that are restricted to specific majors (See Closed Classes & Waiting Lists).

Pre-Business Majors: Prospective business majors, who have not met CBA admission requirements and are not eligible to formally declare their business major, may register for 1000/2000-level business courses only if prerequisites are met. MKTG 2110 is excluded.

Business Minors, Certificates, and Others: Students who desire to take business courses to complete a minor, a certificate, or to satisfy university elective credit may be directed to place their name on waiting lists during advance registration (See Closed Classes & Waiting Lists).
CLOSED CLASSES AND WAITING LISTS

Students registering for a business class during advance registration but find the section closed, should select another section.

Students, who attempt to register for a course and find all sections closed, may be allowed to place their name on a waiting list through the computer at the time they register if that option is available. **Students may only place their name on a waiting list when all sections of a course are closed.**

WAITING LIST PROCEDURES

Students who place their name on a waiting list during advance registration should access this website http://business.uni.edu/waitinglists to note waiting list assignments. If additions can be made to closed courses, a student’s name will appear on a posted list. The student whose name appears on a posted list should **immediately contact an advisor in CBB 5** for permission to register for the course. Posted lists will be valid until 5:00 p.m. April 14, unless otherwise noted. Students failing to claim assignments by April 14 will forfeit their claim.

Students not selected from the waiting list for a class assignment should periodically check the open class list after advance registration to see if additional openings occur. Students should also check with personnel in CBB 5 for further information about closed classes.

NOTES ON CBA ADMISSION FOR SUMMER

Because students’ grade reports will not be available before the beginning of the first four-week summer term, pre-business students meeting CBA admission standards spring semester may not register for MKTG 2110 and any other CBA 3000/4000-level summer courses during advance registration. Students’ grades must be submitted and reported by the UNI Registrar’s Office to determine eligibility for admission to the CBA. Once admission standards have been met, business students may complete the admission process in CBB 5 and register online for upper-division business courses offered during the June or July term. If courses are closed, please see one of the UNIBusiness Advisors in CBB 5.

IMPORTANT INFORMATION

1. Students registered for any College of Business Administration class are responsible for checking their UNI e-mail and eLearning prior to the start of the semester for possible assignments and/or class announcements.

2. There may be special sections of CBA courses for non-business majors. These restrictions will be strictly observed during advance registration.

3. Students who graduate with a business major must be a declared business major in the semester they graduate.

4. Declared Business majors require CBA approval to change their major.

5. UNI registration staff will be following the procedures established by the CBA. If you have questions or concerns, please see the Director of CBA Undergraduate Programs in CBB 5.