Advance Registration Schedule Spring 2016

November 2  Graduate Students/Seniors (90 + Credits)
November 2-3  Seniors
November 4  Juniors (60-89 Credits)
November 9-12  Sophomores (30-59 Credits)
November 13-18  Freshmen (0-26 Credits)
November 18  Special and 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) 273-2341 or registrar@uni.edu.

Dates to Observe
Waiting lists will be posted online at http://business.uni.edu/waitinglists on the following dates:
- Nov. 17 3000/4000-Level Business Courses
- Nov. 19 1000/2000-Level Business Courses

All waiting lists become invalid on November 20 at 5:00 p.m.

Jan. 4  CBA Admission contracts processed
Jan. 11  Spring Classes begin at 8:00am

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 UNI Business Advising (CBB 5) prior to their registration time. Advising hours: Walk-in hours, 8:30 a.m. to 9:30 a.m., all other times by appointment. Phone: (319) 273-2144.
3. Freshmen business majors must have their Advisor Hold removed either through the Introductory Seminar for Business Professionals (Business 1000) or by meeting with a professional business advisor in CBB 5.
4. 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 (Nov. 2-Nov. 18). Business course registration is restricted to students with declared majors requiring business courses for their major (see approved non-major list below). All other majors must place the business course they wish to take in their shopping cart and follow the waiting list procedures (see Waiting List Procedures below).
5. After waiting lists become invalid, open 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 and 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 coursework 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 of MKTG 2110 and any 3000/4000-level course designated as a non-business major section will not count toward a business major.

Students with the non-business major codes listed below may register for the following business classes during advance registration if prerequisites have been satisfied.

NON-BUSINESS MAJOR CODES & BUSINESS COURSES

| Design, textiles, gerontology, and family studies | ACCT 2120; MKTG 2110-NB; MKTG 3113; MKTG 3143; MKTG 3153; MKTG 3156; MGMT 2080; MGMT 3153-NB* |
| ACCT 2120; ACCT 2130; MKTG 3100-NB*; MKTG 3101; MGMT 3905; MGMT 3153-NB*; MGMT 3966 |
| ACCT 2120; MKTG 2110-NB; MKTG 3113; MKTG 3166; MKTG 4170; MGMT 3153-NB* |

Industrial Technology

| ACCT 2120; MGMT 2080; MGMT 3101; MGMT 3145 |
| MGMT 3153-NB*; MGMT 3153; MGMT 3156; MGMT 3966 |

Communication Studies

| MKTG 2110-NB; MKTG 3113; MKTG 3143; MGMT 3153-NB* |
| MKTG 2110-NB; MKTG 3143; MKTG 3146; MKTG 3153; MKTG 3156; MKTG 3583 |

Chemistry/Marketing

| ACCT 2120; ACCT 2130; MKTG 2110-NB*; MGMT 3153-NB* |

Geography

| MGMT 3919; MGMT 3153-NB* |

Music

| ACCT 2120; MKTG 2110-NB*; MGMT 3153-NB* |

Public Administration

| ACCT 2120; ACCT 2130; MGMT 3153-NB*; MGMT 3965; MGMT 3966 |

NB* non-business majors must register for the non-business section of the course, usually sections 50/51.

Individual and General Studies

(001, 010-012, 016-018, 020-023, GS1, GS2, GS4) Limited to 6 hours of 3000/4000-level CBA courses per semester, including MKTG 2110.

CBA COURSE REPEAT POLICY

Students enrolled in a CBA course after the first week of the semester will not be allowed to re-register for the same course for the following semester until the end of advance registration. Students who wish to re-register for a course may place their name on a waiting list.

Registration accommodation will be contingent on course openings after the completion of advance registration. If space is available at the end of advance registration, students who wish to repeat business classes may register for the course at that time. Summer session is excluded from this policy.

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 which departments limit registration to specific majors only (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 and if prerequisites are met. MKTG 2110 is excluded.
Business Minors, Certificates, and Others:
Students who desire to take business courses to complete a minor, certificate, or satisfy university elective credit will be directed to place their name on waiting lists during advance registration (See Closed Classes & Waiting Lists).

Second B.A. Business Majors:
See Director of CBA Undergraduate Programs for approval (CBB 5).

CLOSED CLASSES AND WAITING LISTS
The College of Business Administration USES BOTH the waiting list and shopping cart functions of the registration system to determine added demand for business courses after courses are closed. The procedure to add additional students to courses is outlined below.

1. Business majors and other students requiring business courses for their major may place their name on a course waiting list via the online registration system after all sections of a course are full.

2. Business minors and non-business majors electing to register for a business course may place the course in their shopping cart only if they have met course prerequisites. Non-business majors may not take more than 6 hours of upper-level business courses per semester and not more than 15 hours total.

3. Students on the waiting list and students with business courses in their shopping cart should check the following web site for course assignments http://business.uni.edu/waitinglists
   Business course assignments will be posted on the following dates:
   - Nov. 17 – 3000/4000 level courses
   - Nov. 20 – 1000/2000 level courses

4. Assigned students should then see a UNIBusiness advisor in CBB 5 to complete registration for assigned courses. Only students who have met course prerequisites will be allowed to complete registration for a business course through the waiting list and shopping cart procedure.

5. Students not selected from the waiting list/shopping cart procedure 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.

ADMISSION CONTRACTS
Any pre-business major completing admission requirements and 60 hours of credit during fall semester 2015 should meet with an advisor at UNIBusiness Advising (CBB 5) prior to advance registration to sign an admission contract. Students signing contracts will be given conditional approval to register for 3000/4000-level CBA courses. At the end of fall 2015 semester, the records of “conditionally” registered students will be checked to determine if admission requirements have been satisfied.

Students not meeting the conditions of their contract will be dropped from MKTG 2110 and all 3000/4000 CBA courses for which they registered during advance registration. The CBA will attempt to notify students by e-mail if contracts are not fulfilled.

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 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.

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

4. Students who graduate with a business major must be a declared business major in the semester they graduate. Only students who have met course prerequisites will be allowed to complete registration for a business course through the waiting list and shopping cart procedure.

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

6. 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.