

College of Business
Undergraduate Drop/Add Procedures
Spring 2019

Core Course Coordinators for multiple-section courses are listed below, along with information on the person undergraduates should see to obtain signatures once you are no longer able to add or change registration on MyUI . **Students can add or change their registration on MyUI through 11:59 p.m. January 21. After that time, follow the procedures below.** Please note: MyUI remains open for Drops through the last day of the semester.

ACCT:2100 Tom Carroll (S324 PBB; 335-2727). Student Coordinator is Heejin Ohn (W347 PBB; 335-1813). To add or change sections, fill out form in department (W252 PBB). Drops are processed on MyUI.

ACCT:2200 Lisa Dutchik (W262B PBB; 384-1915). Student Coordinator is Betty Liu (W347 PBB, 335-1813). To add or change sections, fill out form in department (W252 PBB). Drops are processed on MyUI.

BUS:3000 Add/Section change: Add slips or section changes must be approved by 4:00 p.m. on Monday, January 28. You have the ability to use MyUI to manage section registration and waitlists through Monday, January 21.

Starting on Tuesday, January 22, students already enrolled in BUS:3000 should see Justine Retz, Undergraduate Program Office (C140 PBB) to:

- Drop a section
- Change a section
- Be put on a wait list for an opening in another section. Bring your slip to C140 PBB in person to be added to the wait list (no emails).

Students not already enrolled in BUS:3000 by January 22 should email BCaP course Supervisor, Pamela Bourjaily pamela-bourjaily@uiowa.edu to inquire about which sections may be available for adding the course.

ECON:1100 Steven Strong (W348 PBB; 5-1010). Justin Doty is the head TA. Contact him (S321 PBB; 335-0975) for all adds or section changes. Drops are done on MyUI.

ECON:1200 Jennifer Fuhrman (S322 PBB; 335-0925). Darren Page is the head TA. Contact him (W243 PBB, 335-1403) for all adds or section changes. Drops are done on MyUI.

FIN:3000 Heidi Dybevik (S312 PBB; 335-0657). See TAs for adds into specific discussion section Drops are done on MyUI.

MGMT:2000 Andy Hosmanek (S279 PBB; 353-0811). Drops are processed on MyUI. Adds, go to class.

MGMT:2100 Steve Abram (S379 PBB, 335-3756). Drops are processed on MyUI.
AAA Adds, see Beth Bellman (C352 PBB; 335-0869).

MGMT:2100 Beth Bellman (PBB; 335-2884). Drops are processed on MyUI.
BBB Adds, see Beth Bellman (C352 PBB; 335-0869).

MSCI:2800 Elizabeth Chorvat (W272 PBB, 467-0528) To add, see Yoon Joo Cho (S243 PBB,
OAAA/OBBB 335-0966).

MSCI:3000 Patrick Johanns (S206 PBB; 335-0949)
OAAA/OBBB To add, see Xiexin Liu (S243 PBB; 335-0966).

MSCI:3005 Yvonne Galusha (S378 PBB; 353-2230).
OAAA/OBBB To add, see Runchao Ma (S243 PBB; 335-0966). Drops are processed on MyUI.

MKTG:3000 ALL Sections –

Procedure for Add/Changing Sections of MKTG:3000

Complete an Add/Change Form accordingly and go to Michelle Highly in S252 PBB for permission to add a section. Add/Change Forms can be printed from the following web address:
<http://www.registrar.uiowa.edu/forms/addform.pdf>

If there is room in the section and if you meet all of the prerequisites, Michelle Highly will sign your Add/Change Form. You must then take it to the Registration Center in 17 Calvin Hall for processing.

Procedure for Dropping Sections of MKTG:3000

Drops are done on MyUI.

MKTG:4500: All Sections Michelle Highly (S252 PBB; 335-2521)

Michelle Highly (S252 PBB; 335-2521) will sign **ALL** forms for Undergraduate marketing courses.