

# Enrollment and Registration Procedures

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## Enrollment

### Organization by Semesters

The university operates on the semester basis. This means that the work during the academic year is divided into two semesters of approximately sixteen weeks each (15 weeks of instruction and 1 week of final exams). One semester hour of credit is based on one hour of work per week for fifteen weeks.

### Summer Sessions

A summer session will include a twelve-week session, an eight-week session, two six-week sessions, three four-week sessions, and a number of special sessions and workshops of varying lengths.

### University Office Hours

The university's principle administrative offices are open from 8:00 a.m.- 4:30 p.m. Monday through Friday throughout the year.

Students and their parents are invited to come to the campus to make arrangements for university enrollment. Such visits should be made on Mondays through Fridays to maximize exposure to the university and its services.

Offices are closed for university holidays (New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas).

*The university's academic calendar and holidays are subject to approval by the Board of Regents, State of Iowa.*

## Registration Procedures

**New students, both graduate and undergraduate,** can register for classes once all requirements for admission to the university are met.

After admission requirements are met, new graduate students will register in accordance with the procedures set out in the Schedule of Classes.

After admission requirements are met, new undergraduate students will receive their registration information in connection with the orientation program provided for such students. Further instruction for completing registration will be given during the orientation program.

**Former students** returning to the university after an absence of a semester must notify the Office of the Registrar of their intent to register for the semester or summer session in which they plan to enroll. Specific information for each semester's registration procedures is given in the Schedule of Classes for that particular

semester; these procedures are available at the Office of the Registrar website registrar.uni.edu. The registration system is accessed on the My Page tab of MyUNiverse in the Student Center section. See myuniverse.uni.edu.

## Student Requests

Student requests are used by students to seek appropriate approval(s) for a variety of requests.

**Student Requests (Undergraduate and Graduate) are submitted online through MyUNiverse.** The link to the student request system is located on the My Page tab, in the MyUNiverse Student Center section. Click on the Student Requests link and follow instructions to write, submit, and review the approval status of all their student requests.