Enrollment and Registration Procedures

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. For information contact Office of the Registrar.

University Office Hours
The university's principle administrative offices are open from 8:00 a.m.- 5:00 p.m. Monday through Friday during the academic year (from the beginning of the fall semester to spring commencement). During the remainder of the year (the summer months) the offices are open from 7:30 a.m.- 4:30 p.m. Monday through Friday. Specific dates are determined yearly.

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, cannot register for classes until 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 or more must file a notice of intent to register for the semester or summer session in which they plan to enroll. The notice of intent to register is filed with the Office of the Registrar. 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 www.uni.edu/registrar.

The registration system is accessed through MyUNIverse under the Student Center tab. See http://myuniverse.uni.edu.

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

Undergraduate students submit requests using an online form available in the UNI Forms Repository at https://java.access.uni.edu/FormsRepository/faces/formList.jspx (under ‘S’ for Student Request - Undergraduate).

Graduate students submit graduate student requests online through MyUNIverse. See the Student Request (Grad Stdts) link in the Student Center section of the My Page tab.