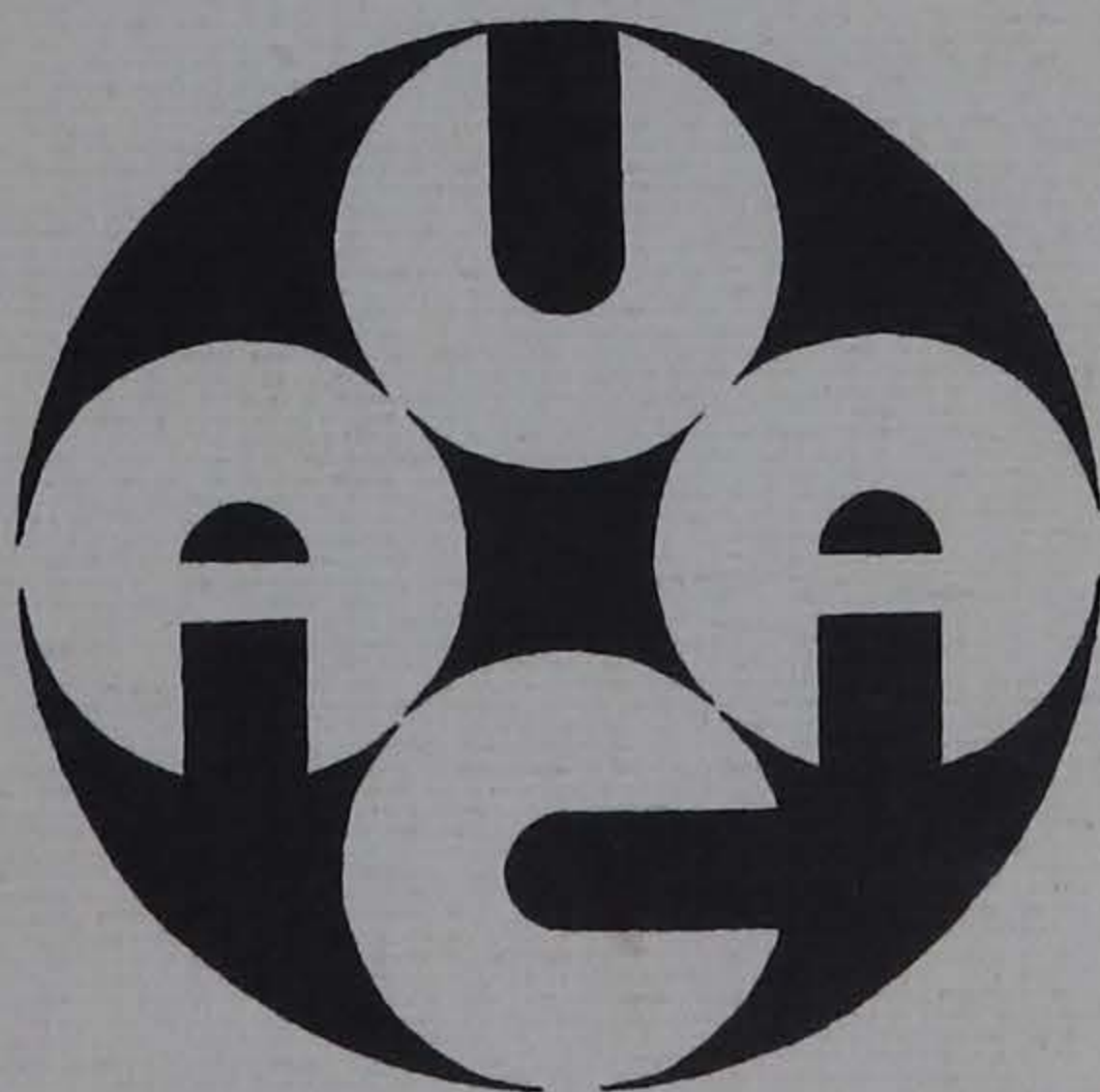


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**THE
OFFICIAL
UNDERGRADUATE
ACADEMIC ADVISING
CENTER
SURVIVAL MANUAL
FOR
ENTERING STUDENTS**



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WHY AM I HERE?

"How hard will college classes be?"

"What if I fail?"

"Will I feel at home?"

"Why am I here?"

You enter The University of Iowa the same way you entered high school: eager, excited, maybe a little frightened.

The University can be faceless and too big -- that's why the Advising Center is here. We'll meet with you twice a semester to help you plan your academic future and sign your registration card.

But that's not all we do.

Our job is to put YOU in charge of your academic career. And we developed this booklet to let you know how the Undergraduate Academic Advising Center (UAAC) can help you. It contains the information you'll need to know about survival at the University. Talk with us whenever questions or problems come up, or any time you're not sure what to do next. We advise, you decide.



CONFIDENTIALITY

What you talk about with your adviser is protected by law. The Buckley Amendment guarantees the privacy of college students' records.

Without your permission, we can't discuss your academic program with parents, friends, or other students.

When we say the University treats you like an adult, we mean it in every sense.



LET'S GET THE BALL ROLLING AFTER ORIENTATION

Remember all the materials you lugged around for two days during Orientation? You probably thought you were done with them when you finished registering for courses. This isn't quite so. You'll find that over the course of a semester, and over the course of your stay here, you'll need to refer again and again to the materials the University gives you. Now would be a good time to start keeping a folder. In it you can put every single scrap of paper that contains any evidence of your academic existence at the University.

As you go through school here, you acquire a paper trail a mile long. Every document has your name and number on it. In an institution this large, making sure the paperwork is right is part of your job.

To grease the bureaucratic wheels, you must have evidence to document any official University business. Starting a folder in which you can keep all your official University papers will make this process much easier.

Perhaps the most essential, and easiest to lose, piece of University business right now is the tiny orange appointment card we gave you in the Ballroom. This

contains your adviser's name, telephone number, office location, the time and date of your Small Group Conference appointment.

Other things you might want to keep in the folder:

--your own fall schedule

--*The Schedule of Courses and the Course Selection Guide for Entering Students*

--the envelope containing your Graduation Progress Report

--your student identification card (sign this NOW and carry it with you -- it can be used to charge books, tapes, supplies, food, and beverages at the Union)

--any add/drop slips (for closed classes that you hope to add)

--results of AP/CLEP (Advanced Placement/College-Level Examination Program)

--Pizza Coupons

DON'T wait until fall if you have any questions or problems. YOUR ADVISER IS YOUR ADVISER RIGHT THIS INSTANT. AND YOU ARE ALREADY A FULL-FLEDGED COLLEGE STUDENT, RESPONSIBLE FOR EVERY MOVE YOU MAKE.

If there is an error in your schedule, if you decide that you don't want the pre-med chemistry after all (or if you realize that you're not sure what "pre-med" even means) let's talk NOW. By the time classes begin, changing registration becomes difficult.

Which brings us to the next topic.

WHERE YOU CAN FIND US



PETER A. DEY



DEY HOUSE



BURGE HALL



ADELAIDE BURGE



COME THE FALL

Welcome to college. Your tapes, albums, and CDs are here, the U2 posters are hung, your new fall wardrobe (the Hawaiian print extravaganza) aches for exposure, your old summer tan is fading, you still walk the campus with your head in the map, and back in your room your folder of important documents (with every single scrap of paper pertaining to your new career at Iowa) is lost beneath the pile of books and papers on your desk.

What now?

Let's say you find on the first day of class that you're in the wrong math class, or the wrong Sanskrit section, or that the work-study job you've landed conflicts with Rhetoric, or that you're so lonesome you could die.

SEE YOUR ADVISER. NOW. DON'T WAIT. REPEAT: DO NOT WAIT UNTIL YOUR SMALL GROUP CONFERENCE. GO NOW. NOW.

Call our offices (Burge 335-1975 or Dey House 335-3148) to check your adviser's hours, and head over. We tend to be busy when school starts, so bring something to study in case you have to wait a short while.

The range of problems we encounter runs the gamut of human experience, and while we're not always able to solve your particular case, we know who can.

If you have any questions, come in. If you need to change your schedule, come in now. Changes later may be tough.

But say things are rolling along for you. You've found every classroom without trouble, you like your courses and instructors, and your roommates already feel like lifelong friends.

This is still the very best time to meet your adviser, and some fellow students, at your scheduled Small Group Conference.



AT LAST, WE MEET AGAIN SMALL GROUP CONFERENCES

If you have misplaced the orange Small Group Appointment card and you can't remember when to come in, or your adviser's name escapes you, call Burge or Dey House and we will happily remind you.

Bring paper, a pen, your folder of important documents, your tired, your poor, your confused masses yearning for straight answers. For about a half-hour, we will answer any questions you have about life at Iowa (write 'em down and bring 'em in), and provide info about the following:

- possible majors
- tutoring resources and study skills workshops
- quiet places on campus to study
- time management
- adding and dropping classes (remember that 2nd-eight-weeks Physical Education class you wanted to add?)
- changing sections
- dealing with instructor/roommate/spiritual/transitional problems

- how you and your adviser will work together
- the academic calendar and campus resources available to all
- replacing lost IDs and coping with illness and other disasters

The small group gives you and your adviser a chance to renew the intimacy you only sampled in the Ballroom. You and your adviser will have time after the group breaks up to talk individually about ANY questions you might not feel comfortable raising in the group.

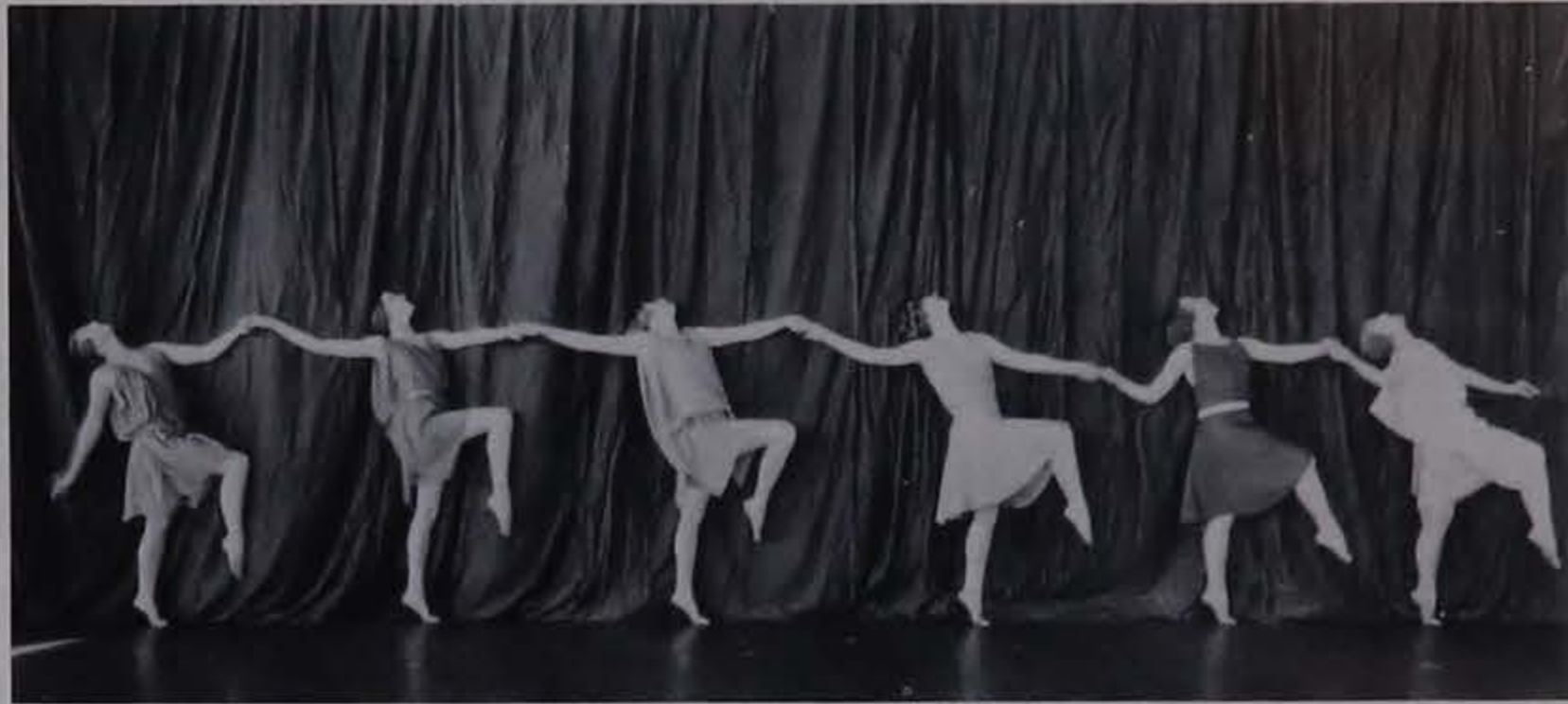
You're always free to request a change of adviser. If you don't feel comfortable with your adviser, you should switch. If you want to change for any reason, no one will ask you to explain, nor will you need to talk with your old adviser. Simply ask one of our staff in the lobby.

NO-SHOWS

College may be the first time in your life you've had to make and keep your own appointments. Call us to make appointments or to cancel appointments you can't keep.

We have many students to see. When you miss an appointment without notifying our office, another student loses a chance to see the adviser during that time.

You must call us to cancel an appointment. Not calling means you may not get another appointment when you need one. Skipping appointments during Early Registration periods may cause you to miss your registration day.



GETTING IN STEP YOUR FIRST PLANNING APPOINTMENT

Remember how frightening and complex high school felt when you started? You might have forgotten by the time you graduated, but it took four years to master that experience.

The University is an entirely new system, requiring you to build on old skills, such as study habits, while you develop new ones, like resume building, self-discipline, and tanning.

New skills take time, so the frustration and sunburn you may now feel will pass as you adapt.

Taking charge of your academic life means, first of all, planning.

On a nuts-and-bolts level, a planning appointment is when we talk about future coursework, academic difficulties and the deadline for dropping classes, and academic successes.

Is there a particular course or teacher you like? Would you enjoy another class in the same area, or from the same instructor? Have you thought about the mix of GERs and electives and major coursework for next semester? Are there majors you'd like more information about?

Every semester we send you a letter asking you to make separate appointments for planning and Early Eegistration. The fall letter should arrive in September, the spring letter in February (which will be the only sign of spring you'll see in Iowa City in February).

If our letter doesn't find you, call your adviser. Failure to make an appointment may result in delayed registration and/or a a class schedule you feel uncomfortable with.

You may meet with your adviser whenever problems arise, but we need to see each other at least twice per semester, once for planning and once for Early Registration.

What we plan together is a whole academic strategy -- choosing next semester's courses, discussing major and elective areas, talking about other offices on campus, for instance, where you can get help in improving your study skills.

Planning also gives us a chance to talk about anything you're worried about, from "open major" insecurity to roommate wars to the why-am-I-here syndrome. We'll discuss academic progress, or lack thereof, and give you an updated copy of your Graduation Progress Report to insert into your folder of important documents.

We'll also preview the new *Schedule of Courses* and the new *Liberal Arts Guide to Courses* (indispensable planning tools), confirm your upcoming registration date, discuss possible obstacles to early registration (including missing documentation of measles shots or delinquent U-bills), and answer such vital questions as:

--Where can I get career information?

--Am I wasting my study time?

--Where can I find a tutor?

--What do I do about my roommate's boyfriend moving in?

--Whom do I talk to about a job? A loan? A scholarship? Resources available for students with disabilities?

--How can I get a one-way ticket back to Elkader?

Asking and learning to answer questions like these is your first step in finding your own way through the University. Planning may be the most important part of this four-year question-and-answer process.



EMERGENCIES AND DISASTERS

CALL US

What if:

--you get sick, really sick?

--you have a family emergency?

If you have to miss more than a few days of school, contact the Registration Center (335-0244). They'll notify your instructors that you'll be absent. It's up to you to contact your instructors yourself to find out about missed tests, quizzes, or other assignments. The University will ask that you verify the nature of the emergency, so be prepared with a doctor's slip or other documentation when you return.

Also contact your adviser so he or she knows what's going on.



GETTING BACK ON TRACK THE D-SLIP

About mid-term (Week 8 or so), the University asks teachers to list those students whose grades are below C-level. These students receive a Mid-term Delinquency Report, or, in local jargon, a D-slip. In fact about 40% of the students we advise get one.

The D-slip is actually a letter, containing your name, ID number, the course titles, numbers and sections where you're getting either a D or an F. The drop deadline for semester-length courses (always the end of the tenth week of the term) also appears on the letter. Each course where your grade is below C- will be listed on the slip.

If the University does not have your current local address, your personal delinquency slip may land at someone else's door. To avoid this, check (or change) your address at the Registration Center at Calvin Hall or in the Registrar's Office in Jessup Hall.

If you receive a D-slip, contact the instructor immediately for more information. Maybe some grades -- papers, class participation, labs -- haven't been calculated yet. Maybe the D-slip was sent in error. You and your instructor need to talk; you need to find out what you'll have to do to improve the grade.

Remember, too, that not all instructors notify students with a D-slip. If you know you're having problems in a class and you don't receive a Mid-term Delinquency Report, don't assume you're in the clear. If you're having problems, see the instructor. Now.

Contact your adviser next. We get copies of all our students' Mid-term Delinquency Reports and we're prepared to work with you on possible solutions, such as improved time management, study skills and note-taking, and the ever-vital issue of attendance.

We'll provide answers about study skills workshops, tutor referrals, and the deadlines and consequences involved in dropping, if you've abandoned all hope.

FINE PRINT



YOUR PAL, THE *SCHEDULE OF COURSES*

Your best friend, your academic bible. Would you throw away your best friend? Maybe. But not the *Schedule of Courses*.

Besides the expected stuff -- ads, the coupons for cheap pizza and discount haircuts, the where, when and who of courses for the semester -- you've got every other possible detail you need to know about survival at Iowa, including:

- deadlines (add/drop, withdrawal, etc.)
- General Education Requirements
- Early Registration rotation
- College rules and regulations
- final exam dates and times

--addresses and phone numbers of every department on campus

--how to report and replace lost IDs

--HOLIDAYS

and thousands of other nuggets you can't just toss out.

LIBERAL ARTS GUIDE TO COURSES

Published every semester but summer. Describes courses in detail, often including book lists, test types (essay or objective), number and length of required papers.

Need a GER? A good elective? Here's where you go. The *Guide* tells you what you're getting into in next semester's classes. Pick it up with the *Schedule of Courses* at the Registration Center, Room 17, Calvin Hall.

THE GENERAL CATALOG

Big, colorful and cheap. An excellent doorstop. Outlines major and minor requirements from every department and college at the University. Provides brief descriptions of every course offered at the University. Available at the IMU bookstore and Iowa Book and Supply.

If you're in need of ideas for a major, start here.



EARLY REGISTRATION

Early Registration IN THEORY goes like this:

- 1) meet with your adviser for your planning appointment
- 2) pick up the new *Schedule of Courses* and *Liberal Arts Guide to Courses* at the Registration Center (Room 17, Calvin Hall)
- 3) choose your schedule of desired courses at desired times in desired buildings
- 4) meet with your adviser for your Early Registration appointment
- 5) take your registration card to the Registration Center at the time designated on the card

Early Registration IN PRACTICE follows the same steps. But it isn't always that easy. During a three-week period, more than 20,000 students sign up for next semester's coursework. Many of them may want the same classes you do, at the same times. You need planning, flexibility and luck to get the best schedule possible.

LUCK means timing. The first week of registration is set aside for juniors and seniors (students with at least 72 semester hours earned), and a few others with special needs. Most likely, you will register during weeks 2 and 3; the exact day depends on the last three digits of your student number.

Your registration dates will rotate every semester. If your date is toward the end of the rotation, it'll improve a little (two or three days) at a time; if you register early one semester, you'll register late next time. This way nobody has it good all the time, but nobody has it bad all the time either.

Whether you register early or late, some GERs and major courses may fill completely before you can register. Communication Studies courses, along with courses in the Historical Perspectives GER area, sometimes close by the first day of the second week.

In short, sometimes you can't get your first choices.

With PLANNING, you can always emerge with a decent schedule. Lucky or not, be sure to:

--make an appointment to see your adviser for planning (and schedule your Early Registration appointment)

--pick up a *Schedule of Courses* and a *Liberal Arts Guide to Courses* as soon as they become available at the Registration Center

--use the entire *Schedule of Courses* and *Liberal Arts Guide to Courses* to find good alternate (second-choice) courses

--talk with friends, classmates and instructors for their suggestions about good courses



Check the *DI* for closed courses

--watch the *Daily Iowan*
for closed courses

--when your first choices
close, substitute others

--call departments for wait
list information when
courses close

Enough for luck and planning. The real key to successful Early Registration is **FLEXIBILITY**.

Sometimes, your Early Registration appointment happens weeks before you actually register. And, even though you're at the top of the list, you still need alternates on your card in case a course is cancelled or filled by juniors and seniors during the first week.

Other times, when your registration date is late, your appointment may fall the day before your registration time, and good course selections may seem hopeless.

What happens when everything you wanted as a first (or even third) option has closed, and your registration appointment is tomorrow?

Don't despair. A good cry never hurt anyone.

You can still find an acceptable full-time schedule.

Look again at the full range of the GERs. If you're blindly avoiding math or science courses, read back through all the descriptions of GER courses in Natural Science and in Quantitative and Formal Reasoning. You may find interesting courses in these areas no matter when you register.

Many Social Science GER courses also remain open late in the registration period. These are mainly large lecture and/or multiple-section courses, which can accommodate more students.

Foreign language is a whole 'nother issue. If you're planning to continue in Spanish or French, and register late, you're likely to wind up on a waiting list. If you've thought about starting one of these languages, you might consider postponing until fall semester. In the fall, the Spanish and French departments offer more sections in the Elementary I courses. You may be less likely to find yourself on the wait lists during subsequent semesters if you begin these language sequences in the fall.

Other foreign languages remain open longer and are well worth your consideration. Some major departments, like Psychology or Political Science, recommend languages like German, Russian, Chinese or Japanese.

Remember, if you wind up on a waiting list for French or Spanish, you are not officially registered for these semester hours. Register for an alternate course to insure that you will be full-time. You need a minimum of 12 semester hours to be considered a full-time student.

Flexibility also means awareness of the world of elective coursework,

classes that do not fulfill GERs or major requirements. Electives add semester hours and let you explore areas of intellectual or artistic interest outside your major.

For open majors, elective courses often lead to the "major" leagues. Classes like Human Development and the Family, Making a Vocational-Educational Choice, American History, and Problems in Moral Reasoning make fine exploratory electives. The University also offers courses in Ceramics, Acting, Music, Museum Training, Creative Writing, Photography, First Aid and CPR, and on and on.

For the Early Registration appointment, bring in your sketched-out trial class schedule, with primary courses, alternates and non-conflicting times. Know which courses fulfill General Education Requirements, major requirements, or elective interests.

We've got your registration card. When you come in to fill it out, we'll discuss the choices written on your trial class schedule, jot them on your registration card, sign it, and send you on your way.

Early Registration appointments are short, twenty minutes at most, so we don't have a lot of time together. We need each other's help. Please come well-prepared to keep the process running smoothly.

During Early Registration our waiting rooms are full, our hallways are standing-room-only, and our closets are jammed. If you're not ready with course selections, you will have to sit and work out a trial class schedule before seeing your adviser.

If you miss your Early Registration appointment without notifying us, scheduling another appointment may not be easy, and your registration date may pass without you.



AFTER EXAMS ARE OVER

Along about New Year's your first-semester grades will be sent to your "Residing Address." (Your residing address is your campus address during the semester, and will be again when you return from break.) If you want your grades sent home you must change your residing address over the break, otherwise your grades won't find you. Visit the Registrar's Office to change your address, but don't forget to change it back when you return to campus.

Your first Grade Report may raise some concerns or questions. You knew all along that college was much harder than high school. When the competition is tougher, the grading is tougher, too. Many students take a semester to become familiar with the different grading systems and the increased level of work demanded by college courses. Most make the transition without too much trouble; it just takes time and work.

Credit for CLEP and AP tests should appear on your Grade Report after you have earned 12 semester hours. If you have 12 hours and your credit hasn't appeared, call the Registrar's Office (335-0226; they're located in 1 Jessup Hall).

If you think you received an incorrect grade, check first with the instructor. Occasionally, mistakes happen. It's your responsibility to bring an error to the instructor's attention.

You must also contact your instructor to resolve Incompletes (I) and Unreported Grades (0). I's and 0's become F's after one semester if you don't make arrangements to have the grade changed.

Suppose the bottom fell out of your semester during finals week, and your first GPA winds up below 1.6. This places you on academic probation, as will be noted on the Grade Report.

Concern is natural. See your adviser right away to discuss what probation means and what to do about it. We'll give you ideas, not grief.

You also will receive a letter from Liberal Arts Academic Programs (116 Shaeffer Hall, 335-2633) requesting that you arrange a probation interview with

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I MADE THE DEAN'S LIST!

On the bright side, a GPA of 3.5 or higher, on 12 or more graded s.h. gets you the Dean's List. Your friends, family, and adviser will congratulate you, your accomplishment will be noted on your transcript and probably in your home town paper too.

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them. Do so at once. They will also provide ideas about how to regain good standing.

If you find yourself on probation, treat this as a sign that there are problems that need to be worked on NOW. A second semester on probation may lead to dismissal from the University.



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You're already registered for spring courses, but sometimes fall grades require changes in registration. For example, if you failed Rhetoric 10:1 or Quant I, you cannot go on to Rhetoric 10:2 or Quant II. You must drop the next course in the sequence if it's on your schedule for next semester.

Another issue arises if you pass a course with a D, and it's part of a sequence essential to your major. You may decide to repeat the course, using a portion of your Second-Grade-Only Option semester hours. (See your adviser or *Schedule of Courses* for a discussion of second-grade-option rules.)

You usually must second-grade-option the earlier course BEFORE you complete the next course in a sequence. You may need to drop the more advanced class and re-register for the first one.

Grades often lead advisers and advisees into discussions about majors, career planning, study skills and time management, the Second-Grade-Only Option, personal issues, whatever. If you have questions, come see us. As always, the sooner you come in, the easier it will be to make changes or find cures.



PLANNING FOR SUMMER AND FALL THE SPRING DANCE

Remember us? Remember that bulging folder of important documents? If you have questions or problems about your first semester, come see us in January. If you need to change, drop or add courses, get in right away.

No problems? Excellent. We may not meet until spring planning. In February, we'll send you a letter telling you when to make spring planning and registration appointments. If you haven't received this letter by February 15, call our office to schedule your times. (You may also want to check with the Registrar's Office to make sure the University has your current address.)

Now that you understand the registration routine, we'll have more time for the longer-range issues, such as developing interests in majors, minors and certificate programs. We'll give you a new Graduation Progress Report reflecting last semester's work and review General Education Requirements one more time (these should be familiar by now). Some of the issues we can discuss during spring planning are:

- exploring career possibilities; Career Information Services, etc.
- co-curricular activities; Cooperative Education, the Study Abroad program, student organizations and activities
- services and resources available for the non-traditional student
- building on study and time management skills; study skills workshops offered by University Counseling Services
- other vital University offices: Services for Persons with Disabilities, the Writing and Reading Labs, Financial Aid, Math and Language labs, etc.
- summer courses, correspondence coursework, spring break

At a university this large, no single office will have all the answers. But the University provides the resources and services to solve most problems. Your UAAC adviser, and later your faculty adviser, often will refer you to other campus offices. Go.



STAYING IN SHAPE SUMMER COURSES

Reasons for doing summer school:

--couldn't get a desired course any other time (fewer students attend over summer)

--catching up or getting started on major or foreign language sequences

--retaking a course Second-Grade-Only Option in order to do a subsequent course in the fall

--need more semester hours to remain "on schedule" (for example, to take Financial Accounting as a first-semester sophomore)

Summer classes zoom through material. At the University, sixteen weeks of study are squeezed into eight. Most summer courses meet every weekday. If you're also working, trying to enjoy a social life and the sun, you may be swamped by the demands of summer classes.

Summer CAN be a good time to focus on one or two important courses, catch up or get ahead on semester hours, or raise a grade with the second-grade-option.

But don't expect to fix all academic problems with a summer of coursework. Covering sixteen weeks of material in half the time makes falling behind easy and catching up impossible. Be realistic about your abilities and habits.

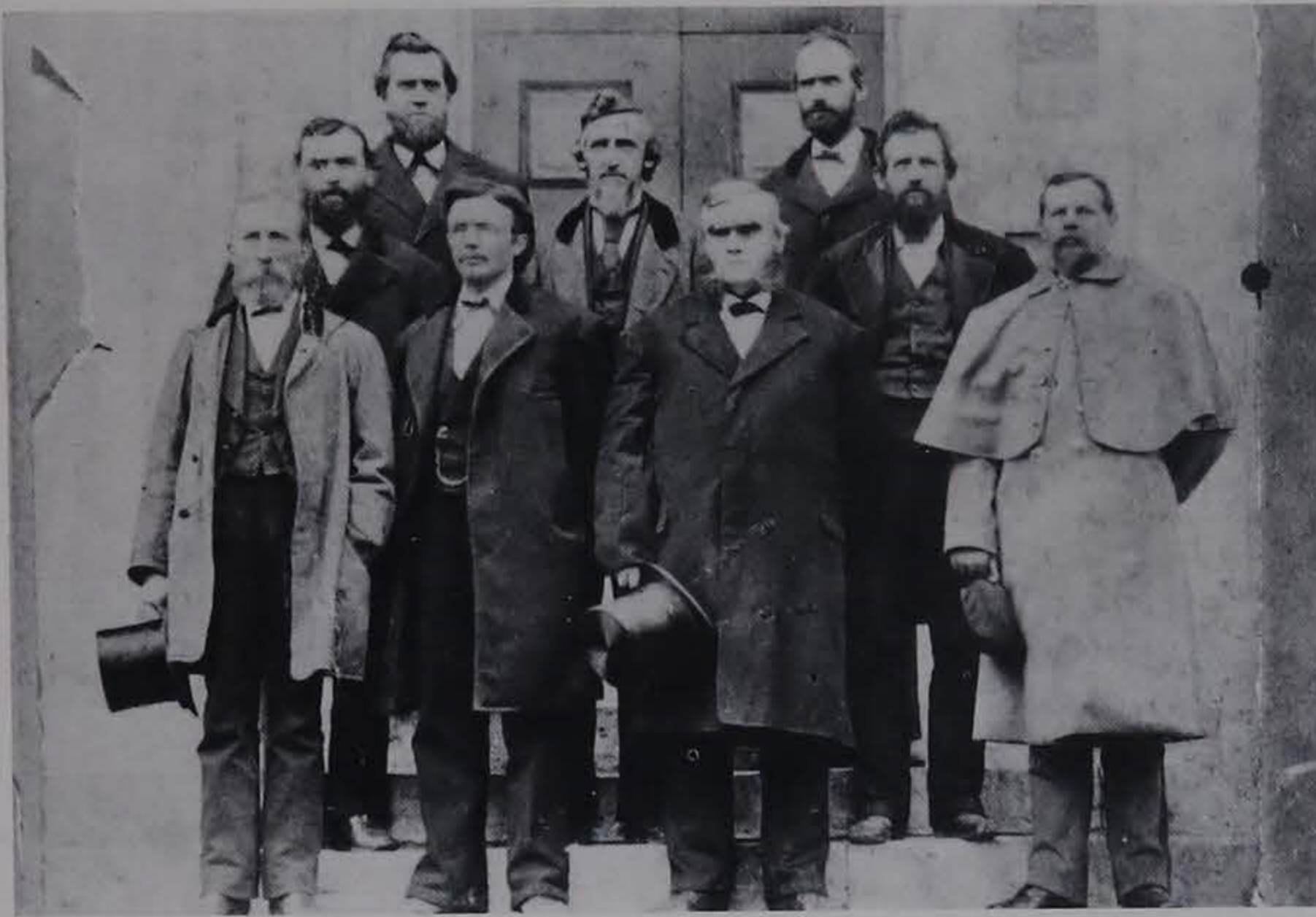
Your adviser will have your summer registration card, and you can register for summer classes at the same time you register for fall. There is also a regular registration period for summer courses (after grades come out).

If you're planning summer coursework at an Iowa community college, check on transfer credit before you register for the course by calling the Office of Community College Affairs (335-5346).

For courses taken at any school other than an Iowa community college, call Graduation Analysis (335-0228). Make sure the transfer course is approved for Iowa requirements. You may be asked to provide a catalog description of transfer coursework in order for Graduation Analysis to evaluate credit.

Talk with a departmental adviser about whether a transfer course will count toward a major or minor.

After completing a transfer course, you must have a copy of your grades sent to the University to receive credit. Transfer credits and grades will appear on the Grade Report and GPR.



FACULTY MEMBERS, 1876

BEYOND UAAC FACULTY ADVISING

As your independence and experience grow, you become your own adviser in many ways. You outgrow the kind of advising UAAC provides, and move on to a faculty adviser in your major.

Open majors leave UAAC for faculty advisers when they decide on and declare a major. Other students -- pre-business, pre-nursing, pre-journalism, pre-computer science, etc. -- are pre-majors, and get faculty advisers after admission to their majors.

UAAC advisees who enter the University as majors in some departments -- English, Communication Studies, Psychology, Art, etc. -- move to faculty advisers when they become sophomores (28 semester hours).

By the time you leave UAAC, you'll be familiar with planning and registration, and the ins and outs of being a UI student. Faculty advisers won't expect to explain which GERs you need or how to read your Grade Report. They are teachers and researchers first, advisers second.

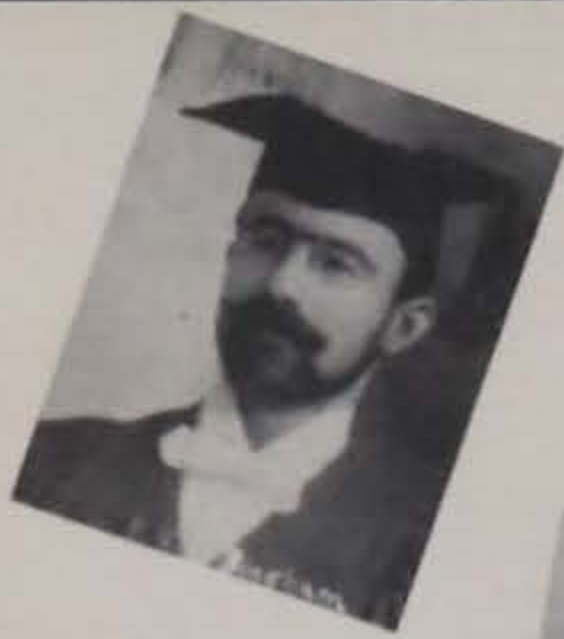
Faculty advisers expect you to be prepared in every way that we expect you to be prepared, with trial class schedules, selected courses and alternates, and knowledge of your academic standing.

Faculty advising focuses on issues such as:

- departmental requirements and course sequences
- elective coursework in the major or other departments
- which degree track is right for you
- teacher certification
- graduate school
- career possibilities

When you've declared or been admitted to a major, ask your department or faculty adviser about special departmental procedures for planning and registration procedures.

Your faculty adviser is here to help you find answers to your academic questions. Visit your faculty adviser soon to get acquainted.



Photos Courtesy of

State Historical Society of Iowa
(pages 1,3, 5,13,20,23)

The University of Iowa Archives
(pages 2,5,6,10,16,18,25,27,31)

The 1899 and 1916 *Hawkeye* Yearbook
(pages 8 and 29)

The University of Iowa College of Dentistry
(Back Cover)

The Daily Iowan
(page 14)



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THE UNIVERSITY OF IOWA

1988