### Summer Session 2018

**Session I**  May 14 - July 6  
**Session II**  June 11 - August 3  
**University Holidays**  May 28  
                                      July 4  

#### Registration Start Dates for Summer 2018

- **Veterinary Medicine students:**  Monday, March 19  
- **Graduate students:**  Monday, March 19 - Wednesday, March 21  
- **All seniors:**  Tuesday, March 20 - Monday, March 26  
- **Projected juniors:**  Tuesday, March 27 - Monday, April 2  
- **Projected sophomores:**  Tuesday, April 3 - Monday, April 9  
- **Continuing freshmen:**  Tuesday, April 10 - Monday, April 16  

Registration start dates are assigned based on projected year-in-school classification (computed by combining total credits and current term credits).

---

“Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3680 Beardshear Hall, (515) 294-7612.”
# Table of Contents for Courses

## Summer Semester Courses

<table>
<thead>
<tr>
<th>Page</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Accounting (ACCT)</td>
<td>46  Economics (ECON)</td>
<td>64  Management Information Systems (MIS)</td>
</tr>
<tr>
<td>29</td>
<td>Advertising (ADVRT)</td>
<td>47  Educational Administration (EDADM)</td>
<td>64  Marketing (MKT)</td>
</tr>
<tr>
<td>29</td>
<td>Aerospace Engineering (AER E)</td>
<td>47  Educational Leadership &amp; Policy Studies (EL PS)</td>
<td>64  Materials Engineering (MAT E)</td>
</tr>
<tr>
<td>30</td>
<td>African American Studies (AF AM)</td>
<td>47  Electrical Engineering (E E)</td>
<td>65  Materials Science &amp; Engineering (M S E)</td>
</tr>
<tr>
<td>30</td>
<td>Agricultural &amp; Biosystems Engineering (A B E)</td>
<td>47  Engineering (ENGR)</td>
<td>65  Mathematics (MATH)</td>
</tr>
<tr>
<td>31</td>
<td>Agricultural Education &amp; Studies (AGEDS)</td>
<td>47  Engineering Mechanics (E M)</td>
<td>66  Mechanical Engineering (M E)</td>
</tr>
<tr>
<td>31</td>
<td>Agronomy (AGRNON)</td>
<td>48  English (ENGL)</td>
<td>66  Meteorology (MTEOR)</td>
</tr>
<tr>
<td>32</td>
<td>American Indian Studies (AM IN)</td>
<td>50  Entomology (ENT)</td>
<td>67  Microbiology (MICRO)</td>
</tr>
<tr>
<td>32</td>
<td>American Sign Language (ASL)</td>
<td>50  Environmental Science (ENSCL)</td>
<td>68  Military Science (M S)</td>
</tr>
<tr>
<td>32</td>
<td>Animal Ecology (A ECL)</td>
<td>50  Environmental Studies (ENV S)</td>
<td>68  Molecular, Cellular, Developmental Biology (MCDB)</td>
</tr>
<tr>
<td>33</td>
<td>Animal Science (AN S)</td>
<td>51  Event Management (EVENT)</td>
<td>68  Music (MUSIC)</td>
</tr>
<tr>
<td>33</td>
<td>Anthropology (ANTHR)</td>
<td>51  Family &amp; Consumer Sciences Education &amp; Studies (FCEDS)</td>
<td>70  Natural Resource Ecology &amp; Management (NREM)</td>
</tr>
<tr>
<td>34</td>
<td>Apparel, Events, &amp; Hospitality Mgmt (AESHM)</td>
<td>51  Finance (FIN)</td>
<td>71  Neuroscience (NEURO)</td>
</tr>
<tr>
<td>35</td>
<td>Apparel, Merchandising &amp; Design (A M D)</td>
<td>51  Food Science &amp; Human Nutrition (FS HN)</td>
<td>71  Nuclear Engineering (NUC E)</td>
</tr>
<tr>
<td>36</td>
<td>Arabic (ARABC)</td>
<td>52  Forestry (FOR)</td>
<td>71  Nutritional Sciences (NUTRS)</td>
</tr>
<tr>
<td>36</td>
<td>Architecture (ARCH)</td>
<td>53  French (FRNCH)</td>
<td>71  Organization for Tropical Studies (OTS)</td>
</tr>
<tr>
<td>36</td>
<td>Art History (ART H)</td>
<td>53  Genetics (GEN)</td>
<td>71  Performing Arts (PERF)</td>
</tr>
<tr>
<td>36</td>
<td>Astronomy &amp; Astrophysics (ASTRO)</td>
<td>53  Genetics - Interdisciplinary- (GENET)</td>
<td>71  Philosophy (PHIL)</td>
</tr>
<tr>
<td>37</td>
<td>Athletic Training (A TH)</td>
<td>53  Genetics, Development &amp; Cell Biology (GDCB)</td>
<td>71  Physics (PHYS)</td>
</tr>
<tr>
<td>37</td>
<td>Biochemistry, Biophysics, &amp; Molecular Biology (BBMB)</td>
<td>53  Geology (GEOL)</td>
<td>72  Plant Biology (PLBIO)</td>
</tr>
<tr>
<td>37</td>
<td>Biological/Pre-Medical Illustration (BPM I)</td>
<td>54  German (GER)</td>
<td>72  Plant Pathology (PL P)</td>
</tr>
<tr>
<td>37</td>
<td>Biochemistry (BBM)</td>
<td>54  Gerontology (GERON)</td>
<td>72  Political Science (POL S)</td>
</tr>
<tr>
<td>37</td>
<td>Biology (BIOL)</td>
<td>54  Global Resource Systems (GLOBE)</td>
<td>73  Psychology (PSYCH)</td>
</tr>
<tr>
<td>37</td>
<td>Biomedical Engineering (B M E)</td>
<td>54  Graduate Studies (GR ST)</td>
<td>74  Public Relations (P R)</td>
</tr>
<tr>
<td>38</td>
<td>Biomedical Sciences (B M S)</td>
<td>55  Graphic Design (ARTGR)</td>
<td>74  Religious Studies (RELIG)</td>
</tr>
<tr>
<td>38</td>
<td>Biorenewable Chemicals (BR C)</td>
<td>56  Health Studies (H S)</td>
<td>75  Research &amp; Evaluation (RESEV)</td>
</tr>
<tr>
<td>38</td>
<td>Biorenewable Resources and Technology (BRT)</td>
<td>56  Higher Education (HG ED)</td>
<td>75  Russian (RUS)</td>
</tr>
<tr>
<td>38</td>
<td>Business Administration (BUSAD)</td>
<td>56  Historical, Philosophical, &amp; Comparative Education (H P C)</td>
<td>75  Sociology (SOC)</td>
</tr>
<tr>
<td>39</td>
<td>Chemical Engineering (CH E)</td>
<td>56  History (HIST)</td>
<td>76  Software Engineering (S E)</td>
</tr>
<tr>
<td>40</td>
<td>Chinese (CHIN)</td>
<td>56  Horticulture (HORT)</td>
<td>76  Spanish (SPAN)</td>
</tr>
<tr>
<td>40</td>
<td>Civil Engineering (C E)</td>
<td>57  Hospitality Management (HSP M)</td>
<td>76  Special Education (SP ED)</td>
</tr>
<tr>
<td>41</td>
<td>Classical Studies (CL ST)</td>
<td>58  Human Computer Interaction (HCI)</td>
<td>77  Speech Communication (SP CM)</td>
</tr>
<tr>
<td>41</td>
<td>Communication Disorders (CMDIS)</td>
<td>58  Human Development &amp; Family Studies (HD FS)</td>
<td>77  Statistics (STAT)</td>
</tr>
<tr>
<td>41</td>
<td>Communication Studies (COMST)</td>
<td>58  Immunobiology (IMBIO)</td>
<td>77  Supply Chain Management (SCM)</td>
</tr>
<tr>
<td>41</td>
<td>Community &amp; Regional Planning (C R P)</td>
<td>58  Industrial Design (IND D)</td>
<td>78  Sustainable Agriculture (SUSAG)</td>
</tr>
<tr>
<td>42</td>
<td>Computer Engineering (CPR E)</td>
<td>58  Industrial Engineering (I E)</td>
<td>78  Sustainable Environments (SUS E)</td>
</tr>
<tr>
<td>42</td>
<td>Computer Science (COM S)</td>
<td>58  Information Assurance (INFAS)</td>
<td>78  Technology &amp; Social Change (T SC)</td>
</tr>
<tr>
<td>43</td>
<td>Construction Engineering (CON E)</td>
<td>59  Integrated Studio Arts (ARTIS)</td>
<td>78  Technology Systems Management (TSM)</td>
</tr>
<tr>
<td>43</td>
<td>Criminal Justice Studies (CJ ST)</td>
<td>60  Interdisciplinary Graduate Studies (IGS)</td>
<td>79  Theatre (THTRE)</td>
</tr>
<tr>
<td>43</td>
<td>Curriculum &amp; Instruction (C I)</td>
<td>60  Interior Design (ARTID)</td>
<td>79  Toxicology (TOX)</td>
</tr>
<tr>
<td>46</td>
<td>Dance (Dance)</td>
<td>60  International Studies (INTST)</td>
<td>79  Transportation (TRANS)</td>
</tr>
<tr>
<td>46</td>
<td>Design (DES)</td>
<td>60  Iowa Lakeside Laboratory (IA LL)</td>
<td>79  U.S. Latino/A Studies (US LS)</td>
</tr>
<tr>
<td>46</td>
<td>Design Studies (DSN S)</td>
<td>61  Journalism &amp; Mass Communication (JL MC)</td>
<td>79  University Studies (U ST)</td>
</tr>
<tr>
<td>46</td>
<td>Ecology &amp; Evolutionary Biology (EEB)</td>
<td>61  Kinesiology (KIN)</td>
<td>79  Urban Design (URB D)</td>
</tr>
<tr>
<td>46</td>
<td>Ecology, Evolution &amp; Organismal Biology (EEOB)</td>
<td>62  Landscape Architecture (L A)</td>
<td>79  Veterinary Diagnostic &amp; Production Animal Medicine (VDPAM)</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>63  Latin (Latin)</td>
<td>80  Veterinary Clinical Sciences (V C S)</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>63  Leadership Studies (LD ST)</td>
<td>81  Veterinary Microbiology &amp; Preventive Medicine (V MPM)</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>63  Liberal Arts &amp; Sciences (LAS)</td>
<td>81  Veterinary Pathology (V PTH)</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>63  Library (LIB)</td>
<td>82  Women's Studies (W S)</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>63  Linguistics (LING)</td>
<td></td>
</tr>
</tbody>
</table>
Key Dates, Deadlines, Information

Class Registration on AccessPlus
Hours: 7 a.m.- 11 p.m., Monday-Saturday.

Academic Probation
Academic probation is an indication of very serious academic difficulty which may result in dismissal from the university. Students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both. Students who are placed on academic probation are required to develop a plan for academic improvement in consultation with their academic adviser which may include referral to the Academic Success Center. Academic probation status is not a part of the student's permanent academic record. More information about assistance and the policy go to the ISU index under Probation, Academic.

Auditing Courses
You must register for a full semester course audit by day 10 of the semester. Instructors must approve all audits. Audited courses do not count toward determining full-time student status, but are considered the same as a credit course for fee assessment purposes and maximum number of credits allowed each semester. To find out specific deadlines for partial term courses, go the ISU index under Schedule Changes, or contact the Scheduling & Fees Office, 10 Enrollment Services Center, 294-2331.

Fee Payment Deadlines
Fee payment deadlines for Summer 2018 are May 20, June 20, and July 20 for deferred billing. A $20 deferred billing charge is assessed. Contact Accounts Receivables for information.

Graduation Information
If you plan to graduate Summer 2018, you need to complete a graduation application. If graduating, go to the ISU website index under Graduation and Commencement, click on students, then choose graduation application.

Registration Start Dates
Registration start dates are assigned based on projected year-in-school classification, which is computed by combining total credits and current term credits. Graduate students and seniors register first, followed by juniors, sophomores, and then freshmen and nondegree students. Courses will begin to fill on the first day of registration, so students should register as early as their start date and time allows.

Room Assignments
Room assignments will be available on AccessPlus class schedule on Saturday, April 21. To find a map of room locations on campus go to the ISU index under Classroom abbreviations.

Schedule Changes
You can add/drop summer session I courses using AccessPlus Registration through Friday, May 18. You can initiate registration for summer session I courses using AccessPlus Registration through Friday, May 18. For additional schedule change deadlines go to the ISU index under Schedule Changes.

Student Answer Center
Have a question and not sure where to go for the answer? Contact the Student Answer Center, ground floor, Beardshear. The Answer Center is open, Monday-Friday, 8 a.m.-5 p.m., or e-mail: answercenter@iastate.edu.
University Calendar Summer 2018

May 13, Sun.
- Last day to cancel registration for full-12 week summer courses to avoid tuition assessment.

May 14, Mon.
- Class work begins, Session I courses.
- Fee payment deadline for summer semester. First payment (minimum due) or payment in full.

May 18, Fri.
- Last day to add a Session I course without instructor's signature.
- Last day to process adds or section changes for a Session I course through AccessPlus registration.
- Last day to process most schedule changes without a fee; or to add/drop a Session I course without signatures of instructor and adviser.
- Last day to drop a Session I course without the drop appearing on the permanent record or counting toward the limit of dropped courses.
- Last day to drop a Session I course through AccessPlus registration.
- Last day to change a Session I course from Pass/Not Pass to grade.
- Last day to elect to audit a course for Summer Session II. The instructor of the course must approve an audit.
- Last day to change a Session I course to from Pass/Not Pass to grade. Courses changed to graded basis after June 1 count toward the total allowable P/NP credits used for graduation.

June 20, Wed.
- Last day to elect to audit a course for Summer Session II. The instructor of the course must approve an audit.
- Last day to change a Session I course from audit to credit basis.
- Last day to add/drop a course or withdraw without extenuating circumstances (Session I courses).
- Last day to change a Session I course to from Pass/Not Pass to grade. Courses changed to graded basis after June 1 count toward the total allowable P/NP credits used for graduation.

June 22 Fri.
- Last day to elect to audit a course for Summer Session II. The instructor of the course must approve an audit.
- Last day to change a Session I course from audit to credit basis.
- Last day to add/drop a course or withdraw without extenuating circumstances (Session I courses).
- Last day to file a Designation of Repeated Course form for a summer course that is not an automatic designated repeat.

July 4, Wed.
- University holiday—offices closed, classes recessed.

July 7, Fri.
- Last day to add/drop a course or withdraw without extenuating circumstances (Session II courses).
- Last day to change a Session II course to from Pass/Not Pass to grade. Courses changed to graded basis after June 16 count toward the total allowable P/NP credits used for graduation.

July 13, Fri.
- Last day to file a Designation of Repeated Course form for a summer course that is not an automatic designated repeat.
- Last day to elect to audit a course for Summer Session II. The instructor of the course must approve an audit.
- Last day to change a Session I course from audit to credit basis.
- Last day to add/drop a course or withdraw without extenuating circumstances (Session I courses).
- Last day to file a Designation of Repeated Course form for a summer course that is not an automatic designated repeat.

July 17, Tues.
- Last day to file a Designation of Repeated Course form for a summer course that is not an automatic designated repeat.
- Last day to elect to audit a course for Summer Session II. The instructor of the course must approve an audit.
- Last day to change a Session I course from audit to credit basis.
- Last day to add/drop a course or withdraw without extenuating circumstances (Session I courses).
- Last day to file a Designation of Repeated Course form for a summer course that is not an automatic designated repeat.

July 18, Wed.
- Fee payment deadline for summer semester. Final payment due.
- Last day to submit signed Submission Request Form for electronic thesis or dissertation.
- Room assignments for Fall 2018 courses displayed on-line.
- University bills with Fall 2018 tuition and fees charges available on AccessPlus.
- Summer Session II ends.
- Final grades due on WebCT, Bb Learn or AccessPlus.
- Grade reports available on AccessPlus.
Resources

Admissions  www.admissions.iastate.edu
General Information ........................................ 100 Enrollment Services Center ...........................................(515)294-5836

College Student Services Offices
Agriculture and Life Sciences ........................................ 20 Curtiss .........................................................294-2766
Business ........................................................................1200 Gerdin .........................................................294-8430
Design .................................................................297 College of Design .........................................................294-6983
Engineering ..............................................................1300 Marston .........................................................294-7186
Graduate College ..........................................................1137 Pearson .........................................................294-4531
Human Sciences ........................................................0131 MacKay .........................................................294-4646
Liberal Arts and Sciences ............................................ 102 Carrie Chapman Catt Hall .........................................................294-1522
Veterinary Medicine ....................................................2540 Veterinary Medicine .........................................................294-0772

Financial Aid Office  www.financialaid.iastate.edu
General Information ..................................................0210 Beardshear .........................................................294-2223

ISUCard Office  www.adp.iastate.edu/idcard/
ISUCard Office .......................................................0530 Beardshear .........................................................294-2727

Office of the Registrar  www.iastate.edu/~Registrar/
Certifications ..........................................................214 Enrollment Services Center .........................................................294-1840
Degree Audits ..........................................................210 Enrollment Services Center .........................................................294-0802
Graduation .................................................................210 Enrollment Services Center .........................................................294-9372
Registrar’s Office Information ..................................214 Enrollment Services Center .........................................................294-1840
Registration ..............................................................10 Enrollment Services Center .........................................................294-2331
Residency Status for Fees & Admission ..................214 Enrollment Services Center .........................................................294-0762 or 294-0767
Scheduling Changes ..................................................10 Enrollment Services Center .........................................................294-2331
Scheduling & Fees ......................................................10 Enrollment Services Center .........................................................294-2331
Student Records .......................................................214 Enrollment Services Center .........................................................294-1840
Transcripts .................................................................214 Enrollment Services Center .........................................................294-1840
Veterans Certification ................................................214 Enrollment Services Center .........................................................294-1840
Veterans Services Center ..........................................3578 Memorial Union .........................................................294-9801

Registration Hold Contacts
Accounts Receivable Office ..................................0880 Beardshear .........................................................294-7388
Admissions ..............................................................100 Enrollment Services Center .........................................................294-5836
Dean of Students Office ........................................ 1010 Student Services Building .........................................................294-1021
Graduate College ........................................................1137 Pearson .........................................................294-4531
International Students and Scholars ...................3248 Memorial Union .........................................................294-1120
Loans Receivable ......................................................0880 Beardshear .........................................................294-8747
Memorial Union ........................................................214 Memorial Union .........................................................294-0993
Multicultural Student Affairs ..................................2080 Student Services Building .........................................................294-6338
Registrar Student Scheduling ..................................10 Enrollment Services Center .........................................................294-2331
Student Health .........................................................Thomas B. Thielon Student Health Center .........................................................294-5801

Student Answer Center  www.answer.iastate.edu/
Student Answer Center ........................................ Ground Floor Beardshear .........................................................294-4469

Voter Registration
To learn how to register to vote, or to find out more about voting in Iowa, go to www.sos.state.ia.us/.
Voter registration forms are available in the Office of the Registrar, 214 Enrollment Services Center, and the Student Answer Center, Ground Floor, Beardshear.
Admission

New Students

Prospective students should contact the Office of Admissions for information concerning admission procedures. Refer to the Catalog, University (Courses and Programs) for specific requirements for admission located at http://catalog.iastate.edu/admissions/. Applications are available through the Iowa State University home page, by clicking on “Apply” under Prospective Students or by contacting the Office of Admissions, 100 Enrollment Services Center. The completed application, application fee, and all required transcripts must be received by the Office of Admissions before admission is complete. Approval for admission is necessary before a student begins the registration process.

Graduate Students

Students who have earned a bachelor’s degree and wish to pursue an advanced degree or certificate program should submit a graduate application for admission.

Nondegree Students

Students who wish to enroll for undergraduate or graduate courses, but do not intend to earn a degree from Iowa State, should submit the nondegree application for admission. Undergraduate courses taken as an undergraduate nondegree student may later be applied toward undergraduate degree requirements if approved by the student’s college. Graduate courses taken as an undergraduate nondegree student can NOT be used on a graduate degree program. Students who have earned a bachelor’s degree and wish to enroll in graduate level courses must apply as nondegree graduates if they have not been admitted to a graduate program. Only nine semester credits of graduate level courses taken as a nondegree graduate student may be applied toward a graduate degree if approved by the student’s program of study committee.

Summer Trial Enrollment

Some students who do not meet the freshman admission requirements may be offered the opportunity to enroll during the summer session on a trial basis. This allows some students, who otherwise would be denied admission to Iowa State, an opportunity to demonstrate they are capable of successfully completing college-level courses. Students who successfully complete the summer trial enrollment will be allowed to continue their enrollment in the fall semester. For more specific information, contact the Office of Admissions.

Undergraduate students, both nondegree and degree seeking:

Non-international undergraduate students, both degree and nondegree seeking, who are planning to return to Iowa State University after an absence of 12 or more months must complete a reentry form. A student who has previously attended Iowa State only as a non-degree student and who now seeks to earn an undergraduate degree should complete an undergraduate application.

Reentering Students

Reentry forms are available through the ISU index under Reentering ISU or from the Office of the Registrar, Scheduling & Fees area, 10 Enrollment Services Center, at 515-294-2331, or e-mail reentry@iastate.edu. Return the completed form to the Office of the Registrar well in advance of the beginning of the term for which reentry is desired. Degree-seeking students who have attended another college or university since their last enrollment at Iowa State must send official transcripts of all course work attempted to the Office of the Registrar, 210 Enrollment Services Center.
International Students

All international students must complete the reentry form and a financial statement (for visa purposes) after an absence of one semester or more (not including summer term). International student reentry forms are available through the ISU index under Reentering ISU, International Students and Scholars or from the Tuition and Fees area at 0460 Beardshear Hall. Return all parts of the completed reentry form and related documentation to the Office of the Registrar well in advance of the beginning of the term for which reentry is desired. Degree-seeking Students who have attended another college or university since their last enrollment at Iowa State must send official transcripts of all course work to the Office of Admissions, 100 Enrollment Services Center. Once reentry has been approved, the reentry form will be forwarded to the Office of International Students and Scholars for financial certification and visa eligibility. Questions related to financial certification or visas should be directed to the Office of International Students and Scholars, 3248 Memorial Union, at 515-294-1120, or by e-mail: intlserv@iastate.edu.

Academically Dismissed

A student who was academically dismissed must submit (1) a reentry form to the Office of the Registrar and (2) a petition for reinstatement to the college in which they wish to enroll at least 45 days before the beginning of the term. Students who have been academically dropped twice and wish to return to the College of Liberal Arts and Sciences must submit their petition at least 70 days before the beginning of the term.

Approving Reentry

All reentry forms should be submitted to the Office of the Registrar, Scheduling & Fees, 10 Enrollment Services or faxed to 515-294-2034 well in advance of the beginning of the term for which reentry is sought. The Office of the Registrar will process the form, or refer the reentry form to the college to which a student plans to return if the student (a) desires to change curriculum; (b) has a previous Iowa State University cumulative grade point average below 2.00 or had a last term average below 2.00; (c) was dropped from Iowa State for unsatisfactory academic progress or was not otherwise in good standing; or (d) since leaving Iowa State, has completed additional college study with less than a 2.00 grade point average. Once approved, they will receive a letter from the Office of the Registrar with information about registration.

How to Register

Reentering students should contact their adviser or departmental office to select courses and begin the registration process. New and reentering students are encouraged to register during the web registration period, and will be assigned registration start dates according to their year-in-school classification using the same general guidelines as currently enrolled students. Since courses begin to fill on the first day of the registration period, students should register as early as their start date and time allow.

Returning Students

Non-international undergraduate and non-degree students, who have been away from Iowa State for less than 12 months and who were not academically dismissed, may contact the Office of the Registrar, Scheduling & Fees area, at 515-294-2331 or e-mail: reentry@iastate.edu to have their student record and address information updated prior to meeting with their adviser to discuss course selection. These students do not need to complete a reentry form.

Academically Dismissed

Returning students who have been academically dismissed should contact their college student services office regarding procedures for reinstatement. Students who want to change colleges should contact their prospective college student services office.

Graduate Students

All graduate students who have been away from Iowa State for at least one semester (not including summer) should contact the Office of the Registrar, Scheduling & Fees, at 515-294-1889 or e-mail: reentry@iastate.edu to have their student record and address information updated prior to meeting with their major professor to discuss course selection. International graduate students must file a student financial statement for visa purposes. The form is available from International Students and Scholars, 252 Memorial Union, 515-294-1120, or e-mail: intlserv@iastate.edu.
**Registration**

To prepare to register for classes, you can use the following materials and information:

- Registration Worksheet, available for download through the Registrar’s web site index under Forms.
- RAN (registration access number) if required by your college.
- Course information from the Schedule of Classes at classes.iastate.edu.
- Class Schedule Planner at planner.iastate.edu.
- Other departmental information applicable to your curriculum.

**To register, follow these steps:**

1. Meet with your academic adviser, who will provide the following:
   a. degree audit.
   b. guidance in course selection
   c. Registration Authorization Card, with RAN, if applicable.

2. Choose specific sections for each course you want to take. In most cases, your adviser will not be involved in selecting meeting times. You can use the Schedule of Classes (http://classes.iastate.edu) and Class Schedule Planner (http://planner.iastate.edu) to plan your schedule.

3. Review your registration start date/time information and any registration hold information on AccessPlus, under Current Information. You must resolve holds on your registration in order to register for classes.

4. Register for courses using the AccessPlus registration system. Room locations for courses will be available on AccessPlus in late July.

5. Remember to pay your fees. Registration is not complete until all fees are paid, including, tuition, room and board and other university charges. View your university bill on AccessPlus. Failure to view your account on AccessPlus will not exempt you from late penalties or from having a hold placed on your registration. If you have questions, call 515-294-7388.

**Initiating Registration**

The last day to initiate a new registration for through AccessPlus registration or the Scheduling & Fees Office in 10 Enrollment Services Center for Summer 2018 full-12 week classes is Wednesday, May 17.

**Cancelling Registration**

To avoid tuition assessment notify the Office of the Registrar by 4 p.m. one business day before the course begins, of intent to cancel registration, or drop all classes on AccessPlus by 11 p.m the night before the course begins. For information and a cancellation form, go to the ISU index under Cancelling Registration.

**RAN**

The registration access number (RAN) is a confidential, personal number required by some colleges to use the registration system. Colleges that currently do not require a RAN are Business, Veterinary Medicine, and the Graduate College. Since students will be held accountable for all changes made to the schedule through AccessPlus, do not share this number. Students will be assigned a new RAN each registration period.

**Registration System Abuse**

Using the AccessPlus registration system is a privilege, which may be revoked if abuse is detected. Abuse includes, but is not limited to, creating and using an automated program to search for course openings and/or enrolling in a section with the intent of reserving space in that particular section for another student. The Office of the Registrar, college office, and/or advisers have the right to determine abuse and revoke privileges for any type of registration system abuse.

---

**AccessPlus Registration Tips**

Hours for the system: Monday-Saturday, 7 a.m. - 11 p.m.

- Review your schedule for time conflicts.
- If you need to register for a course that currently has no space available, please attempt to add the course anyway. Requesting a closed course will help departments determine what course demands are still unmet.
- When making a section change within a course, try to add the new section first. If the requested section is open, the previous section will automatically be dropped from your schedule.
- Entering the Registration Access Number (RAN) is no longer required once courses exist on your schedule. If you are already registered, you won’t need to enter the RAN again to change your schedule.
- If you get the message “You have requested a restricted section for which your are not eligible,” click on the Details button on the Search page to view course section restrictions.
- If you are in a learning community, you must add the learning community reference number first before other courses exist on your schedule. You cannot drop a LTM without dropping all associated courses.
Schedule of Classes

http://classes.iastate.edu/

Schedule of Classes information can be accessed directly at http://classes.iastate.edu/. The Schedule of Classes information is updated regularly through the first week of a term. In addition to the course listing, the online information includes meeting rooms, seats open and additional instructor assignments as they become available.

Follow the instructions on the Search Tips link to assist when locating classes. The information is especially helpful if looking for courses in specific categories e.g., half term, U.S. Diversity/International Perspectives, or courses offered at a specific time of day.

Schedule Planner

http://planner.iastate.edu/

The Class Schedule Planner allows you to plan your schedule using courses displayed in the Schedule of Classes at www.iastate.edu.

Students can select courses and/or sections for a particular term, as well as block out unavailable class days and times. Based on those selections, Class Schedule Planner can return all possible schedules in a color coded grid format.

Though it is a web-based application, the Class Schedule Planner does not require authentication (no user ID, PIN, or password). Therefore, it is essential that students understand that this is a planner and, as such, it does not register students in courses and cannot be used to complete your registration.

The application requires that students have Java on their computer. For more information see the Help link in the Class Schedule Planner.

AccessPlus

https://accessplus.iastate.edu/

AccessPlus is a secure and confidential campus information system that allows students to view a personalized menu from a campus or home workstation. A university ID plus a password are required to view personal information. AccessPlus is available to Iowa State University students and faculty/staff, day or night, seven days a week, from anywhere in the world. Always remember to log out of AccessPlus if using a public computer. The following is a partial list of services available on AccessPlus:

- Register for classes
- View or print a current term or future term class schedule
- View residence hall information
- Complete residence hall contract
- Choose dining plan
- Buy Dining Dollars
- Add value to CyCash
- Search for jobs on and off campus
- Sign up for direct deposit of payroll
- View payroll information
- Review, accept/decline, release financial aid
- Sign up for direct deposit of excess financial aid funds
- View, print, and pay university bill
- View or print grades
- Verify address and other personal information
- Update in-session or interim address
- Print unofficial transcript
- Order official transcript
- Print 1098T tuition summary statements for tax reports
Schedule Changes

Dropping and Adding Courses

Procedures for schedule changes vary based on the time period of the semester. The effective date of a schedule change is the date when the change is entered into the registration system.

Schedule change periods are as follows:

**Period 1** ends the fifth day of classes in the fall and spring semesters. Schedule changes during period 1 are free and do not require adviser signature. Instructor or departmental approval may be required for adds or section changes for some courses during Period 1. Course drops during this period do not count toward a student's ISU drop limit and will not appear on a student's permanent record. Schedule changes during period 1 may be processed through AccessPlus or presenting a Schedule Change/Restriction Waiver form to the Registrar's Scheduling & Fees Office, 10 Enrollment Services Center.

**Period 2** ends the Friday of week 10 in the fall and spring semesters. During this period, schedule changes require signatures of adviser and instructor and are processed on a Schedule Change/Restriction Waiver form. Completed forms are processed in 10 Enrollment Services Center. Course drops after period 1 count toward a student's ISU drop limit and appear as an X on the permanent record. A section change does not require a drop.

Drops and other schedule changes that are judged to be beyond the student's control may be processed as administrative actions if approved as such by the college dean. Administrative drops do not count toward a student's ISU drop limit or appear as an X on the permanent record. The effective date of an administrative action is the date approved by the college student services office and/or dean of the student's college.

**Period 3** begins after Period 2. Schedule changes during this period are permitted only for extenuating circumstances, may require a written statement of support from the instructor and the student, and must be approved by the college student services office and/or dean of the student's college.

Half-semester courses and partial term courses: Specific deadlines for adding and dropping half-semester courses are published in the university calendar. Appropriate adjustments to add and drop deadlines are made for other partial term courses. To find out specific deadlines for partial term courses, go the ISU index under Schedule Changes, or contact the Registrar's Scheduling & Fees Office, 10 Enrollment Services Center, 294-2331.

R-Credit Courses (required courses)

Processing a scheduling change for a required course is usually considered administrative. Administrative drops do not count toward a student's ISU drop limit and do not appear as an X on the permanent record. To make a Period 3 R-credit drop administrative requires approval of the college dean.

Tuition adjustment for reduction of total credits is based on the effective date of the change. For more information on tuition adjustments, see the “Tuition and Fees” section of this Schedule of Classes.

Drop Limit

Undergraduate students have a limited number of courses they may drop during their academic careers. (These are drops processed after the fifth day of classes each semester.) Students who enter Iowa State as freshmen are allowed to drop a maximum of five courses during their undergraduate career. Students entering at a level above freshman classification or in the College of Veterinary Medicine are allowed to drop a maximum of four courses. Courses dropped during a student's first semester do not count towards this limit. The summer semester does not count as a first semester for this purpose. Students enrolling at Iowa State after receiving a bachelor's degree will be allowed two drops.

Exceptions may be made for courses that are requested to be dropped for reasons beyond the student's control. These exceptions are granted only by the college student services office and/or dean.

Each semester students Grade Report on AccessPlus indicates the number of drops you have left. Students are responsible for not exceeding your limit. If they attempt to drop a course beyond the limit without special permission from their college dean, the course will remain on their schedule and they will receive a grade at the end of the semester.

Validating Enrollment

To validate their enrollment in each course at the beginning of the semester, students must attend the first or second meeting (first meeting if the class meets only once a week). Students who add a course after the term begins must attend the next class meeting. The instructor has the option to offer a registered place in the course to another student when a registered student fails to attend and has not obtained prior approval of the instructor. Students who do not validate their enrollment must drop the course or they will receive an F grade.
Summer 2018 Fee Schedule

Tuition & fees are subject to change without notice. For the most current tuition & fee rates visit www.registrar.iastate.edu/fees/

- Interim (partial-semester, between-terms), audit (zero-credit), and in absentia (research, away from campus study) courses are assessed fees as listed in the current fee schedule.
- One-half credits are assessed at the next larger whole number; e.g. 3 1/2 credits are assessed at the 4-credit rate.
- R-credit (Required credit) coursework is assessed minimum tuition and fees equal to the 2 credit rate when it is the only course in which a student is registered. No tuition and fees will be assessed to a R-credit course when a student is enrolled in other credits in the same term or if the R-credit course is a co-op, internship or other practical experience.
- Zero credit course is assessed based on contact hours with a maximum assessment of 3 credits.

Additional information:

Audits and zero credit courses: assessed according to contact hours; maximum charge for zero credit courses is three credit hours.

Partial credits (.5): assessed on the next larger whole number of credits, e.g., 6.5 credits is assessed as 7 credits.

Summer session: based on per credit as indicated in the fee schedule.

Tuition assessment for study abroad credits: up to a maximum of 12 credits, is above and beyond tuition for other courses taken during the same term.
Tuition and Fees

Tuition and fees are subject to change without notice.

Payment of Fees
The Accounts Receivable Office bills students for tuition, room, meal plan, and various other university charges. A statement of new charges will be available the first of each month on their AccessPlus account. Students will receive an e-mail message at their Iowa State e-mail address telling them that their bill is available on AccessPlus. It is their responsibility to ensure that the university has a correct e-mail address and to regularly check their Iowa State e-mail account. If they are unable to use AccessPlus to view their bill, they should contact the Accounts Receivable Office to learn the amount of their account balance due. Failure to view a billing statement will not exempt them from late penalties or from having a hold placed on their registration. Payments for summer semester are due May 20. Payments for spring semester are due January 20. Payments for fall semester are due August 20.

Students may pay their university bill (u-bill) electronically on AccessPlus, by dropping off a check (Include Name & ID #) in the drop box behind the Student Answer Center, Ground Floor - Beardshear Hall or in the south door of 1220 Beardshear Hall, or by mailing a check (Include Name & ID #) to the Treasurer's Office 1220 Beardshear Hall - Ames, IA 50011-2044. Cash Payments are not recommended. If you have cash, you may purchase a cashier's check made payable to Iowa State University (fee waived) at the University branch of US Bank 2546 Lincoln Way and then mail or drop off your payment. Payments must be received by the due date to avoid penalties. If you have questions regarding your U-Bill you can access your U-Bill on AccessPlus on computers conveniently located behind the Student Answer Center or contact the Receivables Office - 0880 Beardshear Hall - 515-294-7388.

Cancelling Registration
A cancellation is processed when a student notifies the Office of the Registrar, prior to the day class work begins, of their decision not to attend classes for the current semester. All courses are removed and no tuition and fees are assessed. To cancel registration and avoid tuition penalty assessment, notify the Office of the Registrar by 4:00p.m. the last business day before the course begins, or drop all of your classes through AccessPlus by 10 p.m., the day before it begins.

You may cancel your registration by contacting the Office of the Registrar at 515-294-1840 or go to the ISU index from www.iastate.edu under Cancelling Registration. You should make a record of the name of the person taking the call, as well as the time and date called.

Withdrawing Registration
Beginning the first meeting day of class, students who decide not to continue attending classes must process a withdrawal form.

Students considering a withdrawal from the university should immediately consult their academic adviser to discuss reasons for the withdrawal and alternatives. Should the student still wish to withdraw, the “Request for Withdrawal” form is initiated and submitted to the student’s college for approval. If approved, the student's college will forward the withdrawal form to the Office of the Registrar. The student is then withdrawn from all courses based upon the withdrawal date on the form and tuition and fees are adjusted as appropriate according to established policies approved by the Board of Regents, State of Iowa. For further information go to the ISU index under Tuition and Fees.

If a withdrawal is requested during add/drop Period 3, the request may be denied if it is determined that academic performance prior to withdrawal is unsatisfactory. If the withdrawal is approved during Period 3 for a student on academic probation, the student will not be permitted to enroll the following term, except under extenuating circumstances. When a student withdraws, the attempted courses are not recorded on the permanent record and are not counted toward the student's drop limit; however, partial term courses completed prior to withdrawal will be included on a student's permanent record.

If the procedures for withdrawing from the university are not followed, instructors will assign whatever grades or marks they consider appropriate. Since these grades may be F’s, students are warned that failure to follow the prescribed withdrawal procedures may adversely affect a later application for reentry or transfer to another institution. For more information on withdrawal policies, refer to the Withdraw/Cancel procedure at http://www.registrar.iastate.edu/students.
Tuition Adjustment Schedule

This tuition adjustment schedule is subject to change.

Tuition adjustments for withdrawals of registration are based upon the following table for Summer 2018:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Student Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Summer term</td>
<td></td>
</tr>
<tr>
<td>May 17</td>
<td>10%</td>
</tr>
<tr>
<td>May 23</td>
<td>25%</td>
</tr>
<tr>
<td>May 29</td>
<td>50%</td>
</tr>
<tr>
<td>June 4</td>
<td>75%</td>
</tr>
<tr>
<td>After June 4</td>
<td>100%</td>
</tr>
<tr>
<td>Summer Session I</td>
<td></td>
</tr>
<tr>
<td>May 16</td>
<td>10%</td>
</tr>
<tr>
<td>May 18</td>
<td>25%</td>
</tr>
<tr>
<td>May 23</td>
<td>50%</td>
</tr>
<tr>
<td>May 25</td>
<td>75%</td>
</tr>
<tr>
<td>After May 25</td>
<td>100%</td>
</tr>
<tr>
<td>Summer Session II</td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td>10%</td>
</tr>
<tr>
<td>June 15</td>
<td>25%</td>
</tr>
<tr>
<td>June 20</td>
<td>50%</td>
</tr>
<tr>
<td>June 22</td>
<td>75%</td>
</tr>
<tr>
<td>After June 22</td>
<td>100%</td>
</tr>
</tbody>
</table>

The Tuition Adjustment Schedule will be pro-rated when courses shorter than a standard semester (79 days) are involved. See the Tuition Adjustment Schedule on the web for the most common session deadlines. Contact the Scheduling and Fees area of the Office of the Registrar at 515-294-2331 or registrar@iastate.edu for questions or deadlines for courses offered during sessions that are not specifically listed on the Tuition Adjustment Schedule.

The tuition adjustment schedule for a schedule change is based on the effective date of the change. Fees are assessed based on the student's total credit hours as of the set fee assessment date. During the summer term the set fee date will depend upon the length of the individual course in which the student is enrolled. Students who drop below full-time before the set fee assessment date will receive a credit adjustment of 100%, with no adjustment after the term. Students who add courses at any time during the semester will be assessed tuition and fees if applicable according to the fee schedule.

Past Due Accounts

Students having past due receivable charges may be dropped from enrollment for fall if these past due charges are not paid by the Friday before the first day of classes. A statement indicating past due charges will be shown on the June 1 billing statement. Students enrolled less than full-time are assessed prorated technology fees based upon the number of credits in which they are enrolled. Students enrolled exclusively under the Postsecondary Enrollment Options Act; or students enrolled exclusively in courses for which no tuition is assessed are not assessed a computer fee. Technology fee adjustments will be made according to the schedule for a reduction in credits.

Refunds for credit reductions below a full-time load are 100 percent through the second week for a full semester course, with no refunds after the second week. The tuition adjustment schedule also applies to technology fees for students who withdraw. Students who change their major will be charged the applicable technology fee for the major into which they transfer if the change occurs before the end of the second week. If the change occurs after the second week, then no change in the technology fee assessment will occur. Students who are double majors will be assessed the technology fee rate for the major having the higher rate.

Health Facility Fee

All students are assessed a $4 health facility fee for Summer 2018, except for students exclusively registered for the following: distance education courses; courses with sections beginning with an X; courses for which no tuition is assessed; continuous registration status courses, graduate students enrolled in Psych 597, 697; or high school students enrolled under the Postsecondary Enrollment Options Act. Note: The health facility fee is mandatory for all students enrolled in the Students and Scholars Health Insurance Plan including all international students on an assistantship. For students who withdraw or change to an exempt status as defined above, the tuition adjustment schedule will also be used for the health facility fee.

Exemptions are granted for students exclusively registered for the following: distance education courses (courses with sections beginning with an X); continuous registration courses, or students enrolled under the Postsecondary Enrollment Options Act. Students in exemption categories named above may elect to pay this fee and will be assessed based upon their enrollment status. For students who withdraw or change to an exempt status, the tuition adjustment schedule will be used for the activity fee.

Tuition Adjustment for Workshops and Short Courses

Students who drop one- or two-week workshops or short courses on or before the first class meeting receive a 100% tuition adjustment for the course. No tuition adjustment will be made after the first day of classes. Students who drop three-week courses will also receive a 100% adjustment if you drop on or before the first day of classes, but will also receive a 90% adjustment if they drop on the second day of classes and no adjustment after the second day of classes.
Health Fee (Mandatory)
All students are assessed an $49 Health Fee, except for students enrolled for four credits or less or students exclusively registered for the following: distance education courses (courses with section beginning with an X); courses for which no tuition is assessed; continuous registration status courses; weekend MBA courses; Lakeside Lab or geology field camp courses; graduate students enrolled in Psych 597, 697, or high school students enrolled under the PostSecondary Enrollment Options Act (Chapter 261C).

Students who withdraw or change to an exempt status (as defined above) will receive a credit adjustment of 100% through the set date with no adjustment after that time. No adjustment can be made if a student has used the services of the Thielen Student Health Center prior to withdrawing from or changing to an exempt status at the university. Students who add courses at any time during the term will be assessed the Health Fee according to the guidelines stated above.

Students exempt from the mandatory Health Fee may use the services of the Thielen Student Health Center on a fee for service basis or may elect to pay the $49 Health Fee and $4 Health Facility Fee, which allows participants to receive services at the Thielen Student Health Center for the same rate as students who pay the mandatory health fee. Spouses/domestic partners of students who wish to use the Thielen Student Health Center must pay the $49 Health Fee and $4 Health Facility Fee.

Contact the Thielen Student Health Center at 515-294-7523 for more information on adding the Health Fee.

New Student Programs/Matriculation Fee
A $195 fee is assessed to all new degree-seeking students prior to admission. This fee does not apply to nondegree seeking students, veterinary medicine students, graduate students, or students enrolled exclusively in distance education courses.

Admissions Acceptance Fee
A nonrefundable application fee must accompany the application for admission. The application fee is $40 for domestic undergraduate, and $60 for domestic graduate applicants, $50 for international undergraduate applicants, and $100 for international graduate applicants.

Special Course Fees
Some courses have expenses above the cost of tuition that enhance the instruction. These fees may cover the cost of field trips, use of equipment, materials or supplies, or professional support. Applicable special course fees are listed with the specific course in the Schedule of Classes. For more information, go to the ISU index under Schedule of Classes. Special course fees also appear in each student's schedule detail available on AccessPlus.

Delivery Fees
Some distance education courses have expenses above the cost of tuition to support the added cost of distance education. Applicable delivery fees are listed with the specific course in the Schedule of Classes. Delivery fees also appear on each student's schedule under detail on AccessPlus.
Graduation

Iowa State University confers degrees three times a year in December, May and at the end of the Summer Session. ISU does not hold a summer commencement ceremony. Summer graduates have the option for attending either the spring or fall university commencement ceremony.

Undergraduate Students
Applications are available from the adviser, college student services office, the Registrar’s Graduation Office, 210 Enrollment Services Center, or go to the ISU index under Graduation and Commencement. The applications are due in 210 Enrollment Services Center by Friday, March 9. Students will be assessed a $75 nonrefundable graduation fee the tenth day of classes. (This fee is subject to change.)

Students will be notified of their graduation status no later than midterm. Graduation mailings will be sent to the in-session address. Financial obligations owed to the university and loan exit interviews must be completed, as required, before graduation.

To update your address, please go to AccessPlus.

Final grade checks will be made approximately two weeks after the end of the semester and diplomas will be mailed to all successful degree candidates.

For more information, contact the Registrar’s Graduation Office, 210 Enrollment Services Center, (515)294-9372 or e-mail: graduation@iastate.edu.

Teacher Licensure
Students graduating with a teaching emphasis may obtain application forms for the Iowa Teachers License in the Human Sciences Student Services Office, 0131 MacKay. Completed forms and licensure fee should be returned to Human Sciences Student Services by the end of the first week of the semester in which the student plans to graduate.

Graduate Students
Specific deadlines have been set by the Graduate College for all graduate students. Failure to meet these deadlines may result in the removal of the students’ name from the graduation list for Summer 2018.

• An “Application for Graduation” (diploma slip) should be obtained from the students department and filed in the Graduate College by Friday, June 1.

• Last day for graduate students to cancel graduation, by June 22. All graduate students who haven’t cancelled by this date will be assessed a nonrefundable graduation fee.

• A Request for “Final Oral Examination” form should be obtained from the students department and submitted to the Graduate College at least three weeks before the final oral examination.

• Final oral examination must be taken by Friday, July 13.

• Final signed thesis/dissertation form must be submitted to the Thesis Office, 1137 Pearson, by Tuesday, July 18. Last date for students with a thesis/dissertation (ETD) to upload final thesis to ProQuest/UMI for thesis approval must be submitted by Thursday, July 19.

• Signatures must be obtained on the “Graduate Student Approval Slip” by Tuesday July 17. This form will be sent to their major professor or department when their “Request for Final Examination” is approved. All incompletes from past terms and conditions on the final examination must be removed by this date.

• Financial obligations owed to the university and loan exit interviews must be completed, as required, before graduation.

Final grade checks will be made approximately two weeks after the end of the semester and diplomas will be mailed to all successful degree candidates.

For more information, contact the Graduate College, 1137 Pearson, (515)294-4531.
Student Records

Degree Audits
The degree audit lists the courses needed to fulfill graduation requirements for a specific degree program. The purpose of the degree audit is to provide assistance to the student and adviser in choosing courses during the registration process, and to verify the student’s progress toward graduation.

If you are considering changing their major, you may request an alternative degree audit for the major in which you have an interest. Contact the college student services office (of the major that you are interested in) to request the audit.

To request a replacement degree audit, contact the student’s college student services office.

Full-Time/Half-Time Student Status
Full-time status is defined as follows:
Undergraduates: 12 credits for fall or spring semester;
Graduates: 9 credits for fall or spring semester.

Half-time status is defined as follows:
Undergraduates: 6 credits for fall or spring semester;
Graduates: 5 credits for fall or spring semester.

Summer status depends on the number of weeks a student is enrolled. Contact the Office of the Registrar, 515-294-1840 to verify status for a summer session. For more detail, please refer to the ISU index on the web under Certifications.

Transcripts
An official transcript may be ordered through AccessPlus; the Office of the Registrar, 214 Enrollment Services Center, 515-294-1840; or by faxing a downloaded form available from the ISU index under Transcripts, How to Order. Transcripts will not be issued if the student has any transcript holds for financial delinquency. Students, attending ISU after 1996, may also view their unofficial transcript using the AccessPlus system.

Grade Reports
Students can view their grades on AccessPlus by logging in and selecting “Grade Report” from the menu. Grades and marks that may appear on their grade report include the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

P = Passing (under the Pass-Not Pass system)
NP = Non-passing (under the Pass-Not Pass system)
S = Satisfactory
T = Satisfactory performance (equivalent to a grade of C or better) in a special exam for academic credit
X = Course dropped by the student after the first week of the semester
N = No report submitted by the instructor
I = Incomplete

For more complete information about Iowa State University’s grading system, please refer to the Academic Life section of the catalog at: catalog.iastate.edu.

Repeated Courses
If you repeat a course, the permanent record will show the grade on the initial attempt as well as grades received on subsequent attempts. However, only the most recent grade will be used in computing the cumulative grade-point average rather than the previous grade(s). Undergraduate and special students may only repeat up to a limit of 15 semester credits.

Approval to repeat a course in which the course number or number of credits has changed must be noted on a Designation of Repeated Course form. This form can be obtained from departmental offices and must be signed by the students advisor and the head of the department offering the course. This form is also used if the course number or number of credits has changed from a previous catalog or if the course is being repeated to reduce a transfer deficiency. Process this form in the Office of the Registrar, 214 Enrollment Services Center.

For more information, please refer to the Academic Life section of the catalog at: catalog.iastate.edu.
Veterans Educational Assistance

Students planning to receive Veterans Educational Assistance must provide enrollment information to the V.A. clerks in the Office of the Registrar, 214 Enrollment Services Center, when registration is complete or veterans enrollment certification will be canceled. Veterans must also notify the V.A. clerks when changing credit hours or withdrawing from school. Credit hour requirements are:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 cr.</td>
<td>9 cr.</td>
</tr>
<tr>
<td>9-11.5 cr.</td>
<td>7.5 cr.</td>
</tr>
<tr>
<td>6-8.5 cr.</td>
<td>5-6.5 cr.</td>
</tr>
<tr>
<td>1-5.5 cr.</td>
<td>1-4.5 cr.</td>
</tr>
</tbody>
</table>

Audited courses do not apply toward V.A. benefits.

Students receiving Veterans Educational Assistance are required by the V.A. to attend class regularly to maintain their V.A. eligibility. Instructors are obligated to notify the Office of the Registrar if a student receiving V.A. benefits is not attending class. Notification is then forwarded to the Veterans Administration.

Information Disclosure for Students

Iowa State University is required by law to make available to enrolled students, prospective students, and their parents certain information about the University. The information disclosure policy is available through the ISU index under Information Disclosure for Students and Employees. Students with no electronic access can obtain the information from the Office of the Registrar, 214 Enrollment Services Center, 515-294-1840 or from the Office of Admissions, 100 Enrollment Services Center, 515-294-5836. Iowa State will provide a paper copy of the information upon request.

Policy on Student Names

Board of Regents, State of Iowa universities have a common policy regarding student names and name changes. The name on the student record should be the student's complete and legal name. In evaluating and processing all name change requests, the university reserves the right to require adequate and appropriate documentation as warranted.

Release of Student Records

The Iowa State University policy concerning the release of student records complies with the Family Educational Rights and Privacy Act of 1974, as amended. The University has designated the following as public information which is available to anyone upon inquiry unless they request that information not be released: name; in-session address and telephone number; campus e-mail address; interim address; home city, county, state, or country; date and place of birth; curriculum; college; year-in-school; enrollment status; dates of attendance at Iowa State; full or part-time status; expected date of graduation; adviser name; awards and academic honors; Iowa State degree(s) and date(s) awarded; previous educational institutions attended, dates of attendance, and degrees received; participation in officially recognized university activities and sports; and weight and height of members of athletic teams.

To restrict the release of public information, notify the Office of the Registrar, 214 Enrollment Services Center, and complete the appropriate form no later than the end of the first week of classes.

With the exception of public information, all student records are considered to be confidential and release is restricted according to University policy. A copy of the release policy can be found in the Office of the Registrar or go to the ISU index under Confidential Information Policies. The office also maintains a directory of persons who normally have access to each type of student record.

Changing an Address on AccessPlus

AccessPlus is Iowa State University's electronic key to personal information via www.accessplus.iastate.edu.

Information on AccessPlus is kept confidential. A social security number or university ID number and password are required to view personal information through AccessPlus. To change an address on AccessPlus, do the following:

1. Go to ISU's home page at www.iastate.edu
2. Choose Students
3. Choose AccessPlus
4. After logging in using a social security number or university ID and password, choose Address Change.
5. Read the announcements on the main AccessPlus page, then select the Students tab and choose Address Change.

Follow the instructions on the screens for In-Session and Interim address changes.

Changes to Residence Hall and payroll records must be handled directly with those offices.

ISU ALERT

The ISU Alert system (see: www.isualert.iastate.edu) will quickly alert Iowa State University students, faculty and staff of potentially dangerous situations on the Iowa State University campus. For details on how to review and update your ISU Alert information see http://isualert.iastate.edu/update.shtml

Third Party Access

Third Party Access is an option on AccessPlus that allows students to share access to selected personal information with a trusted third party. For example, Third Party Access allows a student to set up a special account for a parent or family member to view grades and/or pay the university bill. More information on creating third party accounts can be found under Third Party Access on your AccessPlus account.
Services for Students

Campus Parking
Vehicles operated on campus must be registered at the Parking System Office in 27 Armory. For more information go to the ISU index under Parking Division, DPS.

Students who are not Ames residents may purchase permits to park in lot 29 or 29B, if space is available. If space is not available, they can utilize the free parking and free shuttle bus at the Ann Campbell Transit Hub. These parking lots are just south of Stephens Auditorium. Students living in Ames are urged to take the Cy-Ride bus from their homes to campus.

Child Care
Child Care Administration, a unit of Human Resource Services, supports Iowa State University families by linking them with programs and services that can help meet their child care needs. The university child care coordinator is available to assist families in accessing services available both on the campus and in the community. For more information go to the ISU index under Child Care.

For more information about child care options, contact the university child care coordinator at 515-294-8827.

Child care programs located on campus include:

- Center for Child Care Resources: Assistance in locating campus and community child care services, 100 University Village, Suite 1010, 515-294-8833 or 1-800-437-8599

- University Community Childcare at 100 University Village; 515-294-9838

- The Comfort Zone: Daycare for kids who don’t feel so good, 100 University Village, 515-294-3333.

- Flex-Care: Part time care for children of ISU students, 100 University Village, 515-294-9838.

- University Child Care Center at Veterinary Medicine, 1700 Christensen Drive, 515-294-2273.

- ISU Child Development Laboratory School, 0351 Palmer Building, 515-294-3040.

Student Disability Resources
Student Disability Resources coordinates the support services that students may need in order to reach their fullest academic potential. As part of the Dean of Students Office, Student Disability Resources staff serve as a resource within the university community concerning students who have a documented disability. SDR provides information, support, counseling, education, referral, and awareness to students, faculty, staff, the Ames community, and the state of Iowa. For more information, call 515-294-7220, TTY 515-294-6635, e-mail: disabilityresources@iastate.edu, or online go to the ISU index under Disability Resources, Students.

Identification Card (ISUCard)
The Iowa State University student identification card (ISUCard) will be made available to students at the time of their first registration. This is a permanent card to be used while attending Iowa State. Loss of their ISUCard should be reported immediately to the ISUCard Office, 0530 Beardshear, where the lost card will be invalidated. There will be a charge for each replacement of an ISUCard. Disciplinary sanctions may be imposed for improper use of the ISUCard or attempts to obtain, by fraudulent means, any form of identification.

Spouses/Domestic Partners Cards
The Spouse Activity card is available at no charge for spouses, domestic partners, and children of students. These cards provide reduced rates at athletic or C.Y. Stephens events but cannot be used for services such as the Lied Recreation Center, CyCash, or Parks Library. To obtain the card, students must bring proof of marriage or relationship (marriage license, joint insurance cards, joint tax return, etc.) to the Student Answer Center, ground floor Beardshear Hall. The Spouse Activity card is valid for one academic year (fall through summer).

For services such as the Lied Recreation Center, CyCash, or Parks Library, students may apply for the Spouse/Domestic Partner card. Both the student and spouse/domestic partner must bring a photo ID and proof of marriage or relationship (marriage certificate, joint insurance cards or joint tax returns) to 0530 Beardshear. The cost is $15 per card and the cards expire every year on June 30.
Course Information

Course Listing Information
The first line for each course includes the course title as it will appear on transcripts, department abbreviation, course number, and credits or range of credits for the course.

Course Numbering System
Courses are numbered from 1 to 699, as follows:
1-99: Does not carry credit toward a bachelor's degree.
100-299: Primarily for freshmen and sophomores.
300-499: Primarily for juniors and seniors.
500-599: Primarily for graduate students, but open to qualified undergrads.
600-699: For graduate students only.

Meeting Days and Times for Classes
Meeting days as well as class start and end times are listed in the course offerings section of this Schedule of Classes.

Course Prerequisites
A prerequisite indicates the specific academic background or general academic maturity considered necessary for the student to be ready to undertake the course. Prerequisites are usually stated in terms of specific courses, but equivalent preparation is usually acceptable.

It is university policy that the instructor shall inform the students at the beginning of each course if students who have not met the prerequisite requirements must drop the course. Conversely, an instructor may waive the prerequisite for a course for which he or she is responsible. Thus, permission of the instructor is understood to be an alternate to the stated prerequisites in all courses.

Course prerequisites are listed in the Online Schedule of Classes as well as in the Courses and Programs section of this publication.
Auditing Courses
To audit a course means to enroll in the course without receiving credit for the course. Audited courses count towards credit limit but not full-time status. The instructor of the course must approve the audit request.

Students are assessed fees as though they are taking the course for credit, but the audited course does not count in determining full-time student status. However, an audited course does count towards the maximum allowable credits per semester. Audited courses do not apply toward V.A. benefits.

Graduate students: An audited course counts as one credit in the graduate student's allowable course load; however, fees will be assessed for the full number of credits for the course. See Index, Graduate College.

Changing status to audit: Changing a course from credit to audit requires dropping the course for credit and adding it as an audit on a schedule change request form. After day 5 of the semester, the drop will count toward the total allowable ISU drops. The drop appears on the student's permanent record and a drop fee will be assessed to the student's university bill.

Rights and privileges: Once enrolled in an audited course, auditors have the same rights and privileges as any student taking the course for credit. Their names appear on the class list with a notation that they are auditing the course. Audited courses do not appear on the student's permanent record except by special request from the student. A request form can be downloaded from the Office of the Registrar web site at www.iastate.edu/~registrar/forms. Undergraduate students need approval from the instructor as well as their adviser, and college; graduate students need approval from the instructor as well as their major professor and the Graduate College.

Audit Deadlines
In addition to the deadlines provided below, note that instructors must approve all audits.

- Full semester courses:
  - Adding an audit—day 10 deadline:
    - Through day 5 of classes: instructor approval required.
    - Day 6-10: instructor, adviser approval required; schedule change fee applies.
    - After day 10: only with extenuating circumstances, instructor, adviser, college approval required; schedule change fee applies.

- Changing status from credit to audit—day 10 deadline:
  - Through day 5 of classes: instructor approval required.
  - Day 6-10: instructor, adviser, college approval required; schedule change fee applies.
  - After day 10: only with extenuating circumstances, instructor, adviser, college approval required; schedule change fee applies.

- Changing status from audit to credit—day 5 deadline:
  - Through day 5 of classes: instructor approval required.
  - After day 5: instructor, adviser, college approval required; schedule change fee applies.

- Partial semester or summer courses:
  - Deadlines are determined based on the length of the course. For deadlines concerning partial term or summer courses, contact the Student Scheduling Office, 515-294-2331.

Canceled Courses
Some course sections may be canceled due to low enrollments or departmental staffing situations. If a student enrolls in a section that is subsequently canceled, they will be notified by the Registrar's Student Scheduling Office and/or by the department.

Class Attendance
Students are expected to attend class meetings as scheduled. Each instructor sets his or her policy with respect to class attendance, and excuses for absence from class are handled between the student and instructor. The instructor is expected to announce her or his policy at the beginning of the course. In order to attend a given class, a student must be registered for that class. Exceptions to this policy are at the discretion of the instructor.

Courses Requiring Permission
Some sections are designated in the Schedule of Classes as permission required. Students may not use AccessPlus to register for these sections. To add a permission required section, obtain the designated departmental signature on the Schedule Change/Restriction Waiver form, and process the form in the Registrar's Student Scheduling Office, 10 Enrollment Services Center.

Course Descriptions
Course descriptions can be found at catalog.iastate.edu.

Credit Involving a Paid Activity
Students may obtain credit for an activity, either on or off campus, for which they are also paid, provided the activity is academically relevant. In order for an activity to be defined as academically relevant, prior arrangements must be made with a faculty member in an appropriate department and must include agreement on (1) the academic objectives which the activity is expected to achieve and (2) the procedure by which the student's learning will be assessed. This policy does not apply to registrations for R credit.

Credits Limits
For fall and spring semesters, the credit limit is 18 credits for undergraduates and 15 credits for graduate students. For summer session, the limits are 12 credits for undergraduates and 10 credits for graduate students. Requests to add credits beyond a student's credit limit will be denied. Generally, a student must drop credits before adding another course.
Students may request a change in their credit limit by contacting their adviser. Advisers should notify the student's college student services office if the credit limit needs to be changed.

**Distance Education Course Information**
All distance education course and program information is available under the ISU index under Distance Education. Information is added and updated frequently on the website.

**Experimental Courses**
Experimental courses (course numbers ending in “X”) are not included in the Iowa State University Undergraduate and Graduate Courses and Programs catalog. Course descriptions for experimental courses can be found through the ISU index under Experimental Course Descriptions.

**Late Registration**
A late registration fee is charged beginning on the first day of classes. Registration after the fifth day of classes requires written permission from instructor(s), adviser/major professor, and approval from the college office authorized to sign on behalf of the Dean.

**Linked Courses**
Linked courses are two-part courses (e.g., Astro 120 has a lecture section and a discussion section) where students must add both a lettered section such as A or B and a numbered section such as 1, 2, or 3, to complete the registration for this course. Students who do not register for both parts of the course will be dropped from the course due to incomplete registration.

**On-Campus Saturday and Evening Courses**
Many on-campus evening and Saturday classes are included in the Online Schedule of Classes at classes.iastate.edu. To search for evening classes from the Online Schedule of Classes, enter pm in the Section field. All courses meeting at 5 p.m. or later will be displayed. Remember that additional offerings may be listed so students should check the meeting times carefully. For questions regarding registration and/or fees, call (515)294-1889.

**Partial-Semester Courses**
Some courses are offered on a partial-semester basis. Refer to the course listings section for meeting times.

**Pass-Not Pass**
Students must contact their adviser/major professor to determine which courses they may take Pass-Not Pass. To take a course Pass-Not Pass, first add the course through the web registration system on a graded basis, then to declare the course as Pass-Not Pass, the student must obtain the signature of their adviser/major professor located in the Pass-Not Pass section of the Schedule Change/Restriction Waiver form. Process the form in the Registrar's Student Scheduling Office, 10 Enrollment Services Centerl. Check the university calendar for deadlines pertaining to Pass-Not Pass changes. For more information, refer to http://catalog.iastate.edu/ under Academic Life

**Registration Holds**
If a student has a registration hold, they will not have access to register until the hold has been released by the initiating office. Go to AccessPlus, Current Stdnt Info to view any registration holds.

**Restricted Sections of Courses**
Some course sections are restricted to students who meet specific criteria (major, college, year-in-school, etc.). If a department agrees to waive the restriction due to extenuating circumstances, students must obtain the designated departmental signature on a Schedule Change/Restriction Waiver form and process the form in the Registrar's Scheduling & Fees Office, 10 Enrollment Services Centerl.

**Room Assignments**
Beginning Saturday April 22, students may find room assignments by viewing their schedule on AccessPlus.

**Time Conflicts**
University policy states that students may not enroll in courses with time conflicts without approval from the involved instructors and/or departments. The web registration system will not prevent students from scheduling time conflicts, therefore, it is the student's responsibility to check their schedule for time conflicts.

**Validation of Enrollment**
To validate a student's enrollment in each course at the beginning of the semester, they must attend the first or second meeting (first meeting if the class meets only once a week). If they add a course after the term begins, they must attend the next class meeting. The instructor has the option to offer a registered place in the course to another student if they fail to validate their enrollment or obtain prior approval of the instructor. Students will not automatically be dropped from the course if they fail to validate their enrollment. A student must process the drop themselves or they will receive an F grade.

**Videotaping/Audiotaping Classes**
Courses may be videotaped for various reasons, including distance learning. Instructors may audiotape courses for personal reasons. Audiotapes may be made to accommodate a student's disability. Students shall not record and/or reproduce such audiotapes without the instructor's permission.
<table>
<thead>
<tr>
<th>Days</th>
<th>7:30 a.m.</th>
<th>8:40 a.m.</th>
<th>9:50 a.m.</th>
<th>11:00 a.m.</th>
<th>12:10 p.m.</th>
<th>1:20 p.m.</th>
<th>2:30 p.m.</th>
<th>3:40 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
<th>7:30 a.m.</th>
<th>8:40 a.m.</th>
<th>9:50 a.m.</th>
<th>11:00 a.m.</th>
<th>12:10 p.m.</th>
<th>1:20 p.m.</th>
<th>2:30 p.m.</th>
<th>3:40 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Registration Worksheet

Name (please print): ________________________________________________________________________________________________

(Last) (First) (Middle) (Term)

Please provide your university ID ______________________________________________________________________________________

If they have problems with the registration system, call the Registrar’s Office (515-294-2331), from 8 a.m. to 4:30 p.m. Monday-Friday.

A. View the Online Schedule of Classes at classes.iastate.edu for the list of classes offered for the term. Use the spaces provided below to plan the courses they want on their schedule.

B. Meet with your adviser to discuss their courses and to obtain their Registration Access Number (RAN), if required by your college.

C. Register via AccessPlus at accessplus.iastate.edu. Follow the instructions and prompts on the screens. It is your responsibility to check for schedule conflicts. Attempt to add a course you need even if the section is closed. This action helps the university monitor unmet course demand.

D. Additional Registration Regulations
Using the AcessPlus registration system is a privilege, which may be revoked if abuse is detected. Abuse includes, but is not limited to, creating and using an automated program to search for course openings and/or enrolling in a section with the intent of reserving space in that particular section for another student. The Office of the Registrar, college office, and/or advisers have the right to determine abuse and revoke privileges for any type of registration system abuse.

A late registration fee is assessed for registration initiated on or after the first day of classes for fall and spring terms. This fee is not charged for the summer term. If registration is not completed by the end of the fifth day of classes, students must obtain written permission from their advisers, the instructors for the courses they plan to take, as well as approval from the dean of the college in which they are registered. During the summer session, these approvals must be obtained in order to register after the third day of classes.

Courses—Be prepared with alternative course selections in case their first choice courses are closed.

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Department</th>
<th>Course</th>
<th>Section</th>
<th>Credit</th>
<th>Meeting Day(s) and Time</th>
<th>Notes (OK, full, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternative courses

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Department</th>
<th>Course</th>
<th>Section</th>
<th>Credit</th>
<th>Meeting Day(s) and Time</th>
<th>Notes (OK, full, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes

Adviser Signature: ___________________________ Date Approved: ___________________________