

Name (please print) \_\_\_\_\_ Term \_\_\_\_\_  
(Last) (First) (Middle)

Please provide your **university ID** \_\_\_\_\_

*If you have a problem 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 *Schedule of Classes* at <http://classes.iastate.edu/>** for the list of classes offered for the term. Use the spaces provided below to plan the courses you want on your schedule.
- B. **Meet with your adviser** to discuss your courses and to obtain your registration access number (RAN), if required by your college.
- C. **Register via AccessPlus at <http://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 and determine when it's feasible to respond to unmet course demand.

**D. Additional Registration Regulations**

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.

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, you must obtain written permission from your adviser, the instructors for the courses you plan to take, as well as approval from the dean of the college in which you are registered. During the summer session, these approvals must be obtained in order to register after the third day of classes.

**Courses**—Prepare with alternative course selections in case your first choice courses are closed.

Reference #	Department	Course	Section	Credit	Meeting Day(s) and Time	Notes (OK, full, etc.)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Alternative courses**

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Notes**

Adviser signature: \_\_\_\_\_ Date approved: \_\_\_\_\_