I hope your summer has been good. We are looking forward to seeing you again in a couple of weeks. We have some updates to help you with a smooth return to the University and to get you started on a successful semester.

**DEADLINES:** academic calendar available on the front of the UI webpage at bottom under calendars

August 16 - If you do not meet the pre requisites for a course, you will be automatically dropped from it.
August 21 - First day of classes. Drops and adds will be done online the first week from your MyUI
September 1 - Last day to add classes, unless the instructor closes adds earlier. Last day to add/drop P-N and/or audit status.
Sept. 4 - no classes
Sept. 29 - Last day to apply for Fall 2017 graduation and to apply for Honors in the Major

**CHANGE OF REGISTRATION:** Drop/Add
If you are dropping a course online, you need to let Lynne know so that she can approve the drop. There is no automatic notification that you have sent a drop request.

**ADDS** - The second week, adds will be done by paper “change of registration” forms. You can download the form from the UI A-Z search and print them off. You need to have the instructor’s signature before the advisors. Search “change of registration form”.

Online courses can be dropped electronically or by email. Contact Lynne for information on how to do this.

**INTERNATIONAL STUDENT DROP PROCEDURE:**
1. -Initiate the drop online in MyUI.
2. -Log in to https://ihawk.uiowa.edu using your HawkID and password.
3. -Go to the section titled “Other Student Services.”
4. -Read the instructions and submit the e-form titled “Course Drop Request.”
5. -Note that it may take up to 48 hours (weekdays only) for ISSS to process your request.
6. -You will receive an email from ISSS to either let you know that we have approved your drop, or if additional information is needed.
7. -Remember that your academic advisor must also approve the drop, and most advisors prefer you to see them in person before they will approve.
8. -Once you have all necessary approvals, you then need to log back in to MyUI to finalize the drop.

**ADVISING:**

Molly has taken an advising position with Cinema and Theatre beginning this fall. We will miss her. She will be able to help out in a limited capacity through the first week of classes, but please contact Lynne for your questions and to set up advising appointments. We hope to be hiring another advisor in September.

You can make appointments with Lynne through your MyUI account. If you are on probation, a new major, a transfer or a graduating senior, please make an appointment to see Lynne the first two weeks of classes so that we can make sure everything is set for your semester.
**SAP forms:** SAP forms can be sent through workflow, but they require that you meet with an advisor before they can be processed. You will need to have completed a plan for at least 2 semesters on the workflow form and have it ready when we meet. We can make adjustments at that time.

**PROBATION:** A new course was added this week to help students be successful and come off probation. It is CLAS:1800, please take a look if it applies to you. It was created by advisors to help students have a successful semester.

**INFOSESSIONS:**

You can find information about the infosessions on the SAAH webpage - resources-students-infosessions. It includes documents to help with Art History exams, Graphic Design Portfolios, a career in Drawing and Painting and what you can do, career wise, with an Art History and Art major.

**HONORS** August 30, 12:30-1pm we will have the Honors infosession with Lynne, Kee Ho and Christopher Roy for students interested in graduating with Honors in the Major this semester.

**STUDENT ORGANIZATIONS:**

We have student organizations in Ceramics, Photo, Graphic Design, Animation, Art History and Printmaking. Please watch the bulletin boards for information on joining them.

**TUTORING RESOURCES:**

Tutor Iowa offers tutoring in many different areas. https://tutor.uiowa.edu/
Speaking Center helps with students who have anxiety about speaking in courses that require presentations.
Writing Center helps students improve their writing.
For more resources, please see the bulletin board outside of 122 ABW.

Also check out the SAAH website for infosessions. It includes documents to help with Art History courses, Graphic Design Portfolios, a career in Drawing and Painting and what to do, career wise, with an Art History and Art major.

**LOST IN VAB?**

If you are unsure where to find your classes in VAB, we will have uploaded directions to your classes also on the infosessions page.

We are looking forward to seeing you in the hallways! Please let me know if you have any questions.

See you soon,

Lynne

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