

College of Business
Undergraduate Drop/Add Procedures
Spring 2008

Core Course Coordinators for multiple-section courses are listed below, along with information on the person undergraduates should see to obtain signatures to add or drop once classes begin.

- 06A:001 Albert Schepanski (W352 PBB; 5-0939)
 Student Coordinator is Andrew Acito in W347 PBB, 5-1813. To add or change sections, fill out form in Department (W252 PBB) or on Andrew's office door (W347 PBB). The dept. office can sign drop slips.
- 06A:002 Joyce Berg (S284 PBB; 5-0840)
 Student Coordinator is Ron Guymon in W261 PBB, 5-1407. To add or change sections, fill out form in Department (W252) for Ron. The dept. office can sign drop slips.
- 06B:100 Undergraduate Program Office (C140 PBB). Front desk staff will handle add/drops.
- 06E:001 Forrest Nelson (W386 PBB; 5-0854)
 Haimanti Banerjee is the head TA. Contact her at (W247 PBB; 5-1404) for all adds and drops.
- 06E:002 Young-Sik Kim (S366 PBB; 5-0914)
 Anson Ho is the head TA. Contact him (W361 PBB; 5-0983) for all adds and drops.
- 06E:071 Beth Ingram (C140 PBB; 5-0897)
 Ting Ting Que is the head TA. Contact her (W243 PBB; 5-1403) for all adds and drops.
- 06F:100 Heidi Dybevik (S312 PBB; 5-0657)
 See TAs for adds into specific discussion section. The Department or Instructor will handle drops.
- 06J:047 Nancy Hauserman (W312 PBB; 5-0643)
Sec. 001 The department will sign drops. Adds, go to class.
- 06J:047 Kirsten Frey (no campus office; 351-8181)
Sec. 002 The department will sign drops; no adds until after the first lecture. See instructor for adds.
- 06J:048 Kenneth Brown (S224 PBB; 5-3182)
all Sec. The department will sign drops. Adds, go to class.
- 06K:070 Yvonne Galusha (S378 PBB; 353-2230)
 To drop or add, see Ray Hylock (S283 PBB; 5-0969)
- 06K:100:00A Jeffrey Ohlmann (S372 PBB; 5-0837)
 To drop or add, see Dengfeng Zhang (S221 PBB; 5-0922)

06K:100:00B Jeffrey Ohlmann (S372 PBB; 5-0837)
To drop or add, see Dengfeng Zhang (S221 PBB; 5-0922)

6M:100 -

Procedure for Adding a Section of 6M:100

Complete an Add/Change Form accordingly and go to Rob Rouwenhorst (Head Teaching Assistant) in S347 PBB or Dave Collins (Instructor) in W304 PBB for permission to add a section. Office hours are listed below. Add/Change Forms can be printed from the following web address: <http://www.registrar.uiowa.edu/forms/addform.pdf>

OFFICE HOURS

Dave Collins
M 11:30 - 12:30, WF 9:30-10:20

OFFICE HOURS

Rob Rouwenhorst
W 8:30 - 10:20

If there is room in the section and if you meet all of the prerequisites, Rob Rouwenhorst or Dave Collins will sign your Add/Change Form. You must then take it to the Registration Center in Calvin Hall for processing.

Procedure for Changing a Section of 6M:100

Complete an Add/Change Form accordingly and go to Rob Rouwenhorst (Head Teaching Assistant) in S347 PBB or Dave Collins (Instructor) in W304 PBB. Office Hours are listed above. Add/Change Forms can be printed from the following web address: <http://www.registrar.uiowa.edu/forms/addform.pdf>

If there is room in the section, Rob Rouwenhorst or Dave Collins will sign your Add/Change Form. You must then take it to the Registration Center in Calvin Hall for processing.

Procedure for Dropping a Section of 6M:100

Complete a Drop Form accordingly and go to Rob Rouwenhorst (Head Teaching Assistant) in S347 PBB or Dave Collins (Instructor) in W304 PBB. Office hours are listed above. Rob Rouwenhorst or Dave Collins will sign your Drop Form. You must then take it to the Registration Center in Calvin Hall for processing. Drop Forms can be printed from the following web address: <http://www.registrar.uiowa.edu/forms/dropform.pdf>

06M:147: All Sections Michelle Highly (S252 PBB; 5-1013)

NOTE: You must wait at least 24 hours for all changes to show up on ISIS.