

College of Business
Undergraduate Drop/Add Procedures
Fall 2009

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 Matt Glendening 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 John Solow (W336 PBB; 5-0845). Steven Stong is the head TA. Contact him (S216; 5-0494) for all adds or section changes. Drops can be signed in W210 PBB.
- 06E:002 Jennifer Fuhrman (S320 PBB; 5-0925). Vacide Avsar is the head TA. Contact her (W383; 5-3797) for all adds or section changes. Drops can be signed in W210 PBB.
- 06E:071 Blake Whitten (S306; 5-0937). Brandon Stoker is the head TA. Contact him (S383 PBB; 5-0988) for all adds or section changes. Drops can be signed in W210 PBB.
- 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
Sec. 001 Kristen Frey (no campus office; 351-8181)
The department will sign drops. No adds until after the first lecture, see instructor.
- 06J:047
Sec. 002 Mary Weideman (335-0896; S379 PBB)
The department will sign drops. Adds, go to class.
- 06J:048
all Sec. Jay Christensen-Szalanski (W252 PBB; 335-0927)
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 Renato deMatta (W232 PBB; 5-0956)
To drop or add, see Justin Goodson (S204 PBB)

06K:100:00B Renato deMatta (W232 PBB; 5-0956)
To drop or add, see Justin Goodson (S204)

6M:100 -

Procedure for Adding a Section of 6M:100

Complete an Add/Change Form accordingly and go to Beth Bellman (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

MW 3:00 – 4:30, WF 9:30-10:30

OFFICE HOURS

Beth Bellman

W 2:00 – 4:00 pm

If there is room in the section and if you meet all of the prerequisites, Beth Bellman 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 Beth Bellman (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, Beth Bellman 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 Beth Bellman (Head Teaching Assistant) in S347 PBB or Dave Collins (Instructor) in W304 PBB. Office hours are listed above. Beth Bellman 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>

6M:100 – Evening sections (SCA, SCB, SCC)

Procedure for Adding an Evening Section of 6M:100

Complete an Add/Change Form accordingly and go to Michelle Highly in S252 PBB for permission to add an evening section. 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 and if you meet all of the prerequisites, Michelle Highly will sign your Add/Change Form. You must then take it to the Registration Center in Calvin Hall for processing.

Procedure for Dropping an Evening Section of 6M:100

Complete a Drop Form accordingly and go to Michelle Highly in S252 PBB. Michelle Highly 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.