TO: Students Enrolled for Fall Semester 2005

FROM: Larry Lockwood, University Registrar

RE: Fall Semester Information

DATE: August 17, 2005

As the beginning of fall classes approaches, there is some new information I'd like to share with you. Please be aware that the Registrar's Office uses e-mail to communicate with all students rather than U.S. Mail, so you will want to keep your e-mail target address current and check your e-mail on a regular basis. If you plan on changing your e-mail address, you can update your target address via ISIS at http://isis.uiowa.edu . Log on to ISIS, click on "My UIowa,"

then "My Email," and "Update Email Routing Address."

A Registrar's Office e-mail was sent to all students who were registered for Fall Semester on August 5. If you were not registered at that time, you should read it for important Fall Semester information at http://www.registrar.uiowa.edu/fallletter.aspx .

IMPORTANCE OF YOUR HAWKID AND PASSWORD: Many on-line self-service applications like ISIS at the University of Iowa require you to authenticate yourself by using your HawkID and HawkID password. By doing this, any actions you take affecting your student records, such as requesting the release of student data or ordering transcripts, are considered to be equivalent to those requested in person or via a paper form requiring your signature. Simply put, the combination of your HawkID and HawkID password at the University of Iowa is your electronic signature. Protect your password! Choose a strong password. Do not share it with others! If you feel your password has been compromised, change it immediately!

NEW COURSE DEADLINES FEATURE: If you want to check on specific course deadlines for your courses, there are a number of places you can find this link. Once you have logged on to ISIS at http://isis.uiowa.edu look in the "Quick Links/Tips" box on the right side of the screen. Click on "Course Deadlines." On ISIS, you can also access course deadlines through "Student Records." Under "Courses & Grades," click on "Class Schedule" or "Course Deadlines." You also can view course deadlines through the Registrar's Office web site at http://www.registrar.uiowa.edu . In the shaded box on the left side of your screen, look under "For Students," click on "More...," and then on "Course Deadlines Lookup." Put in the specific session, department, course number, and section number you are interested in looking at and the deadline dates will be listed.

CHECK YOUR FALL SCHEDULE ON ISIS: You will want to access ISIS at http://isis.uiowa.edu before classes begin to check for any changes in your schedule, such as room changes, that might have been altered over the summer.

LOGGING ON TO ISIS: If you are not sure how to log on to ISIS, check http://hawkid.uiowa.edu/ to identify your HawkID. If you are still unable to log on, contact the ITS help desk at 319-384-4357.

UNIVERSITY ID CARD: If you do not have a University photo ID Card, you will want to get one right away. Your UI ID Card is your official identification card that provides access to facilities and academic services as well as required identification for some of your class exams. You should carry your ID card with you throughout your academic career at the UI. The ID Card Office is located at 253 Iowa Memorial Union. Access this site http://www.uiowa.edu/~idcard/index.html to find out their office hours.

DECEMBER GRADUATES: If you plan to graduate in December, you must file an Application for Degree. The deadline for Fall applications

is October 18. If you are an undergraduate student, you can apply on ISIS at http://isis.uiowa.edu . Log on, click on "Student Records," look under "Student Life Management," and click on "Degree Application." It is not too early to file now. If you are a graduate student, you will need to have your Degree Application signed by your advisor. Submit your completed Degree Application at the Registrar's Service Center, 17 Calvin Hall, or at the Registrar's Office, Graduation Analysis, 1 Jessup Hall.

SERVICES ON ISIS: You can print an official semester grade and tuition report from ISIS at http://isis.uiowa.edu . Click on "Student Records" look under "Courses and Grades," and click on "Grades and Tuition Report by Semester." You can print your own verification for health insurance and/or good student discount for auto insurance. Your test scores, semester grade-point average, enrollment status, and earned degrees also can be verified. Click on "Student Records," look under "Documentation & Reports," and then click on "Verifications." Explore ISIS for other options you can utilize, including designating that your U-Bill be mailed to a parent/guardian and setting up a guest account providing access to your grades.

If you have questions, you can e-mail our office at registrar@uiowa.edu . Have a great Fall Semester!