

Checklist – Orientation Registration and Advising Appointment

Once you have completed everything on this list, you are ready to meet with your advisor!

Ensure you have:

- Sent official transcripts to the University of Iowa from all transfer institutions.
 - Office of Admissions
The University of Iowa
108 Calvin Hall
Iowa City, IA 52242-1396
 - Electronic transcripts can be sent to admissions@uiowa.edu
- Watched all the videos and reviewed handouts.
- Reviewed your degree audit to check that it reflects credits that you believe should have transferred.
 - If there is coursework in the course pool on the degree audit that you would like to have further evaluated for credit before Orientation, please send an email to engr-registrar@uiowa.edu AND joshua-atcher@uiowa.edu with the following information:
 - Your name
 - University of Iowa ID number
 - Orientation date
 - Course specific information: Transfer institution, course number, course name, course description and/or syllabus
- Carefully reviewed your Individualized Recommendations Document (IRD). This individualized PDF will be available 3-5 days before your Orientation Registration and Advising appointment.

Prepare your materials:

- Upload courses to your Schedule Builder Course Cart.
- Save some Preferred Schedules.
- Write down questions for your advisor.
- Plan to use an electronic device to attend the appointment and complete your enrollment. Using a device with a larger screen (i.e. desktop, laptop, or tablet) can be helpful.
- Download the Zoom app, test your audio/video settings, and practice using the chat and share screen functions.
 - Download the Zoom desktop client: <https://uiowa.zoom.us/>. Click on “Download Client” on the bottom of the page and follow the steps to complete the download for your device.
 - Refer to the [How to Use Zoom for Your Orientation Registration and Advising Appointment handout](#) for step-by-step instructions on navigating Zoom.