

Checklist – Student Online Advising and Registration

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.
 - Enrollment Management
2900 University Capitol Centre
201 S. Clinton St.
Iowa City, IA 52242
 - 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 all transfer credit.
 - If there is coursework in the course pool on the degree audit that you would like to have further evaluated for credit before your SOAR appointment, please send an email to enr-registrar@uiowa.edu AND joshua-atcher@uiowa.edu with the following information:
 - Your name
 - University of Iowa ID number
 - SOAR date
 - Course specific information: Transfer institution, course number, course name, course description and/or syllabus
- Reviewed your Individualized Recommendations Document (found at the top of the SOAR page). This individualized PDF will be available 3 days before your SOAR 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) is recommended.
- Download the Zoom app, test your audio/video settings, and practice using the chat and share screen functions.
 - Download the [Zoom desktop client](#). Click “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 SOAR Appointment section of the SOAR page for step-by-step instructions on navigating Zoom.