What is an academic adviser?
Your academic adviser is the person with whom you plan your course of study. Iowa State’s academic advisers are dedicated to enhancing each student’s academic and career aspirations. Your academic adviser may be a faculty member who advises along with teaching and research, or your adviser may be a staff member who advises full time.

All undergraduate students are assigned an academic adviser based on their major/curriculum. A new adviser assignment is made if you change majors/curricula. Advisers serve as a primary resource for students, connecting them with the wide variety of services and academic opportunities available. The advising experience begins when you are a prospective student and continues until you graduate. The goal of academic advising is an individualized academic experience for each student, developed through a mentoring relationship.

Academic advising responsibilities
A successful academic advising relationship involves fulfillment of responsibilities on the part of both the student and academic adviser.

As a student your responsibilities include:

- Knowing Iowa State policies and procedures
- Knowing graduation requirements for degree programs
- Understanding and accepting the consequences of your academic decisions
- Seeking, evaluating, and acting on advising assistance
- Taking responsibility for accomplishing your degree plan

Academic adviser responsibilities include:

- Assisting students in achieving the learning outcomes of their academic program, their college, and the university
- Referring students to appropriate campus resources
- Empowering students to develop an academic plan appropriate to the student’s abilities, interests, academic and career goals
- Communicating university policies and procedures accurately

How do I know my adviser is?
Your adviser’s name can be found on AccessPlus under the current student information tab. If there is no name, contact your college student services office.

What kinds of classes do I take?
Most students find their schedules satisfactory if their classes each semester include some variety from English and communications, social sciences, biological sciences and physical sciences, mathematics, humanities, art, and courses in their major. Try to include both lecture- and laboratory/studio-type courses in your schedule each semester, if appropriate.

How many credits should I take?
The credit load students carry each semester will vary from semester to semester and from student to student. Twelve credits is full-time enrollment. Most students enroll in 12 to 16 credit hours. Some students carry lighter loads during their first semester when they are adjusting to Iowa State. Your academic adviser is your best resource for determining your credit load.

Can I see how my credits may transfer?
TRANSIT is an online system which displays how your credits from a community college or another university may transfer to Iowa State. Visit transit.iastate.edu to start exploring TRANSIT. After credits are accepted by the university it is up to your academic department to decide how to apply your credits to meet the specific graduation requirements of your major and curriculum. You need to visit with your academic adviser about the application of your credits.

How are contact hours different from credit hours?
Contact hours indicate the actual time you spend in class. A three-credit course may meet three hours a week for a lecture or as many as nine hours a week if it involves a laboratory or a studio. A credit or credit hour refers to a unit earned toward a degree. For example, a three-credit course counts as three of the total semester credits required for the baccalaureate degree.

How do I know my classification?
Classification (year in school) is determined by the number of credits completed and reported to the registrar, and is based on credit hours earned, not merely credit hours attempted. The grades F and NP and the marks I and X do not contribute toward credit hours earned and thus are not considered in determining year in school. See Grades for information about the grading system at Iowa State University.

Classification in all colleges except Veterinary Medicine is as follows:

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<th>Class</th>
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<tr>
<td>Freshman</td>
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Students who have a bachelor’s degree and are working toward another undergraduate degree, licensure, or admission to a specific graduate or professional program, are typically classified as a senior.

Transfer students without a degree are classified on the basis of credits accepted by Iowa State University.

What is a learning community?
Learning communities are small groups of students with similar academic interests who generally take one or two courses
together. A learning community provides students with opportunities to form study groups, explore careers, interact with student mentors and faculty, and develop strong friendships. Some learning community students live in the same residence hall. More information can be found at lc.iastate.edu.

What is the policy on class attendance?
You are expected to attend every class meeting as scheduled. Each instructor sets his or her own policy with respect to class attendance, and excuses for absence from class are handled between the student and instructor. The instructor is expected to announce his or her policy at the beginning of the course. In order to attend a given class, a student must be registered for that class. Exceptions to this policy are at the discretion of the instructor.

If I don’t attend a class during the first week, will I be automatically dropped?
You are responsible for all of the courses on your schedule. The instructor cannot drop you from the class. The instructor can give away your seat, but you will need to drop through AccessPlus registration or by using an add/drop slip. If you don’t drop the class from your schedule, you will receive an F.

Can I test out of any courses?
Students may earn academic credit by examination in many courses. Check with your academic adviser before registering for departmental tests and/or CLEP. More information is available at admissions.iastate.edu/cbe and counseling.iastate.edu/testing-services.

What if I want to continue studying a foreign language?
If you want to continue studying a language in college and you have previously taken coursework or studied that language, you should take a placement assessment. This assessment helps determine at what level you should begin taking language courses at Iowa State. You do NOT need to take the placement test if you have no prior background in the language.

• French, German, Russian, Chinese, and Spanish assessments are available online at language.iastate.edu/placement-exams. Each assessment will take about 20 minutes to complete.

Please print a copy of your assessment results or record your score to bring to your orientation advising appointment.

What do I do if I don’t like my major?
Your academic and career plans may change after you start college. If you want to make a change, consult your academic adviser. Your adviser will help you investigate potential careers, refer you to other campus resources, and assist you with the procedures necessary to change your major.

To change your major, prior to the start of classes, contact the Office of Admissions by phone, 515 294-5836 or admissions.iastate.edu/forms/change_application.php.

After classes begin, changing your major will involve the following steps:
1. Talk to an academic adviser in the area you are considering.
2. See your current academic adviser and fill out a change of curriculum form.
3. Follow the steps on the form. Make certain you do all of them in the order listed.

Your curriculum change will not become official until it is recorded by the Registrar.

What if I don’t know what I want for a major?
Many students enter the university unsure of their choice of major. Other students will change their minds after they arrive. Iowa State offers these students the opportunity to explore different majors through the Open Option major.

Open Option academic advisers specialize in helping students investigate their academic and professional interests and understand how their interests and abilities intersect. For more information about Open Option, contact LAS Student Academic Services, 515 294-4831, located in 102 Catt Hall.

For help with career decision making, visit with the Career Explorations staff in the Student Services Building. They provide individualized career counseling and resources such as interest inventories and information about researching occupations and careers.

If I’m planning to be a high school teacher, what will be my major?
You will major in the subject you want to teach. Your major will determine what college you enroll in. For example, if you want to teach high school math you will major in Math and enroll in the College of Liberal Arts and Sciences. For additional information, contact the Director of Teacher Education Services, 133 MacKay Hall. Phone number: 515 294-7559. Email: boeckman@iastate.edu.

If I’m having trouble in a class, what should I do?
There are many people on campus who are available to help if you are having difficulties with a class. Talk with your instructor or academic adviser for suggestions and resources. You can also make an appointment with an academic coach at the Academic Success Center to discuss any academic challenges you are experiencing. Check the resources and services section of this manual for information about tutoring, supplemental instruction, and help rooms.

How might technology be used in my classes?
The use of technology in your courses is determined by your instructor. Canvas is the centrally supported learning management system. You may use Canvas to access course materials, submit assignments, take tests and quizzes, collaborate with other students, and check your grades. Your instructor may use Top Hat (audience response technology) during a class to engage you in polling, short answers, and more. If you take a fully online course everything including streamed lectures, instructor virtual office hours, and group work will be performed online. Finally, consider these helpful hints:

• Discuss with your adviser/instructor what smart devices (tablet, laptop, smartphone, etc.) and/or software may be useful for your success at Iowa State

• Check your Iowa State email (CyMail) and course websites in Canvas often. To access Canvas and CyMail go to the Iowa State University website (iastate.edu) locate the “Sign Ons” link found on the upper right corner (above the search box), and then select “Canvas” or “CyMail” from the menu.

• Embrace your syllabus as your guide to everything about a class – what technology will be required, when assignments are due, how you’ll be graded, how you can contact the instructor, and when you can meet with your instructor during their office hours. Don’t just file this paperwork away. Review it early and refer to it often. If you are unable to locate the answer in the syllabus, contact your instructor.

• Student Accessibility Services (SAS) recommends that students with disabilities contact our office as soon as possible so that we can work together to determine eligibility for services, identify likely challenges, and coordinate reasonable accommodations. Schedule a Welcome Meeting with an Accessibility Coordinator call 515 294-7220, visit the Student Accessibility
What if I have a disability?
If you have a diagnosed disability, you should contact Student Accessibility Services in 1076 Student Services Building (515 294-7220). Staff will advise you regarding documentation requirements, eligibility for services, campus resources, and how to request accommodations. More information is available at sas.dso.iastate.edu.

Where can I find academic support on campus?
It is normal to experience challenge learning to navigate the academic demands expected at Iowa State University. College is designed to challenge students to grow and think in new and different ways. In particular, students new to the university may be independently navigating rigorous coursework and expectations from faculty for the first time. The university recognizes this and supports all students through their learning process.

The Academic Success Center (ASC) provides several academic support services to meet the needs of all ISU students. The ASC supports students who want to improve their academic skills or performance, including high-ability students, students having difficulty in meeting their academic goals, and anyone in-between. The ASC provides small group assistance for a wide range of academic disciplines and courses, as well as individual consultations to assess strengths and/or challenges and develop goals.

What type of grading scale does Iowa State use?
Grades represent the permanent official record of your academic performance. Iowa State uses a 4.00 grading scale. More information can be found by visiting: catalog.iastate.edu/academiclife/gradingsystem/

How do I track my grades?
There are several ways to obtain information about your academic progress. First, keep track of your grades yourself (test scores, daily assignments). Check the syllabus for information about how the course is graded. Second, talk to the instructor about your grade. Visit during your instructor’s posted office hours or send an email (available on course syllabus or on your schedule in AccessPlus). Third, in the middle of the semester (mid-October and mid-March), instructors will determine which students are earning a C- or lower in their courses. They will give this information to the registrar. The registrar will notify the students through AccessPlus. Fourth, at the end of the semester, your final grades will be posted on AccessPlus. You will not receive a paper copy of your grades unless you specifically request one.

Will the university send a copy of my grades to my family members?
No. If you are legally considered an adult, your right to privacy is protected by federal law. Your grades are labeled as confidential. You may allow others to view your grades through third party access on AccessPlus. For more information about confidentiality, ask your academic adviser or visit catalog.iastate.edu.

Does my academic performance affect my financial aid?
Federal regulations require the office of Student Financial Aid to monitor the academic performance and progress of students receiving financial aid. Satisfactory Academic Progress (SAP) requirements apply to undergraduate students who wish to receive financial aid. SAP requirements apply to a student’s entire academic career at Iowa State (including all credits transferred to Iowa State from another school), regardless of if financial aid was received or not in prior terms of enrollment. The full SAP rules and policy can be found online at financialaid.iastate.edu/satisfactory-academic-progress/.

A student’s academic records with the Office of the Registrar are reviewed at the end of every semester to ensure compliance with SAP requirements. There are three primary components to the SAP requirements:

1. Maintain a minimum GPA: Students must maintain a cumulative GPA of 2.0 or higher to be eligible for financial aid.
2. Maintain a minimum pace of progression: Students must complete coursework at a cumulative rate of 67%. Completed coursework is defined as any course in which the student received a passing grade.
3. Maximum Time Frame (Duration of Eligibility): Federal regulations limit financial aid eligible to be receive for 150% of the published program length as measured in attempted credit hours. Transfer credit hours are counted in the calculation of duration of eligibility. When the student has attempted 125% of their education program, the student will be notified that they are approaching the end of the maximum timeframe.

How can I protect my financial information?
In order to protect the financial data of our students and families, as required by the U.S. Department of Education, the Office of Student Financial Aid will be verifying the identity of our students and other third parties prior to discussing financial aid information.

If you visit the Office of Student Financial Aid or Student Loan Education Office in person, you will be asked to present a valid, government issued ID. Students are encouraged to accompany their parents to the office to discuss their financial aid.

If you contact the Office of Student Financial Aid or Student Loan Education Office via phone or email, you will be asked to confirm demographic information before general information will be discussed. It is the policy of the Office of Student Financial Aid to not release specific financial information over phone or email. The Office of Student Financial Aid encourages the use of Third Party Access for AccessPlus, as a majority of questions can be answered via AccessPlus.

REGISTERING FOR CLASSES

How do I register for future semesters?
You will plan your next semester schedule in consultation with an academic adviser and process your registration online. It’s the same procedure each semester—meet with your adviser, pick up your Registration Access Number (RAN), and register on your assigned start date via AccessPlus. A RAN is not required for an undergraduate student in the Ivy College of Business.

RAN—A RAN gives you access to your registration information. Each semester the university assigns you a new RAN, and you find out what it is by conferring with your academic adviser during the advising time for registration. Your password and your RAN are confidential information. They protect your personal university records. Do not share them.

Each student is assigned a registration start date based on projected year in school plus total credit hours. Graduate students and vet med students register first, then seniors, followed by juniors,
sophomores, and then freshmen and nondegree students. Register as early as your start date and time allow. Courses begin to fill on the first day of registration.

Where can I find a list of classes for the next semester?
The schedule of classes information can be accessed online by selecting “Schedule of Classes” from the Iowa State index (classes.iastate.edu).

How many credits are required for full-time status?
Full-time status for an undergrad is defined as 12 credits for fall or spring semester. Half-time status is defined as six credits for fall or spring semester. Summer status depends on the number of weeks you are enrolled. See summer status certification at registrar.iastate.edu.

How many credits can I register to take?
Undergraduate students have a credit limit of 18. The online web registration system will not allow you to add credits beyond this limit. There may be cases where your adviser and/or college will approve a higher (or lower) credit limit. Contact your adviser for more information.

What is a registration hold?
Students with holds on their registration will not have access to register until the initiating offices have released the holds. Those who attempt to register before the holds have been released will receive a message indicating which offices have placed holds on their registration. Prior to their registration, students may check for holds on AccessPlus.

How can I see if I have a hold?
Login to AccessPlus and select the Student tab on the top right. Then, in the left-hand panel, select Current Stdnt Info.

Registration Hold Types

- Academic Probation
- Accounts Receivable Office
- Adviser
- Admissions Office
- Dean of Students Office
- Financial Aid Consortium Agreement
- Graduate College
- International Students & Scholars Office
- Loans Receivable Office
- Medical
- Multicultural Student Affairs Office
- Student Health

AccessPlus registration says I am ineligible for a course. What does that mean?
Some course sections are restricted to students who meet specific criteria (e.g., major, college, year in school). This information may be viewed in the Schedule of Classes section. If a department agrees to waive a restriction, you must obtain the designated departmental signature on an add/drop slip and process the form in the registrar’s Student Scheduling Office, 10 Enrollment Services Center.

Are there deadlines for registration?
Registration should be completed by the Friday before classes begin. If circumstances necessitate registration after classes begin, a late registration fee will be assessed. Initiating a schedule after the fifth day of classes requires you to obtain written permission from the instructors of the courses you plan to take, as well as approval by your college office or dean.

Where do classes meet?
You will be able to see classroom assignments on your schedule on AccessPlus approximately 30 days before the start of the semester. You may also obtain meeting room information by accessing Schedule of Classes information at classes.iastate.edu.

Will AccessPlus registration let me schedule classes that meet at the same time?
The AccessPlus registration system will not prevent you from scheduling time conflicts. It is your responsibility to check your schedule for time conflicts.

What should I do if the course I want is closed?
A wait list is generated when all sections of a course have filled and students continue to request the course. The wait list records your name and the day and time of the unmet request. Being on the wait list does not mean you will receive a space in the class should one open. It does inform the university of unmet demand and will influence decisions on course availability in the future.

It is important, therefore, that you:
- Request a closed course and register your demand.
- Talk with your academic adviser about alternative options to meet your graduation requirements.
- Continue checking the availability of the course on AccessPlus.

Do all classes meet for 16 weeks?
No. Some courses last only eight weeks. Your schedule on AccessPlus will list the start and stop dates for all of your courses. Read your schedule carefully. Be certain not to miss the first day of a class that begins mid-semester.

How and when can I make changes to my schedule?
The best idea is always to talk with your academic adviser before making any schedule changes. Your adviser can sometimes suggest other options, make sure you’re not jeopardizing your degree program or special eligibility status, and alert you to appropriate deadlines. You may make changes to your schedule on AccessPlus any time through the fifth day of classes, except during the month of June.

Drop limit
You have a limited number of courses you may drop during your undergraduate career.

The following guidelines apply to courses dropped after the fifth day of classes:

- Students who enter Iowa State directly from high school or transfer to Iowa State with fewer than 30 credits are given four drops.
- Students who transfer to Iowa State with more than 30 credits are given four drops.
- Students who enter Iowa State after earning a bachelor’s degree are given four drops.
- Courses dropped during your first semester of enrollment do not count toward your drop limit.
- Each semester your grade report on AccessPlus indicates the number of drops you have left.
- Additional drops may be granted by your college for special circumstances. Consult with your academic adviser regarding the policies of your college.

Failure to attend a class will NOT result in your being dropped from the course. You must initiate the drop. If you believe you need to drop a course for circumstances beyond your control (such as medical or family emergency), talk to your academic adviser or a staff member in the college office about your options.

Drop deadlines
There are three distinct time periods for making changes to your schedule after classes begin. The procedures for changes are different in each period. Specific drop deadlines for each semester are posted at iastate.edu under “Drop Deadlines.”

The following guidelines are for full semester courses.

Period 1 is the first five days of the semester.

- There is no processing fee.
- Adviser signature is not required. However, it is wise to consult your adviser before making a change.
• Drops do not require instructor signatures and should be done through AccessPlus registration.
• Courses dropped will not be used towards your limited number of course drops.
• Courses dropped will not appear on your grade slip or your permanent record.
• Instructor or departmental approval/signature may be required to add a class. In this case, after obtaining the proper signature, take your add slip to Room 10, Enrollment Services Center for processing.
• Adds not requiring an instructor or departmental signature may be done through AccessPlus registration.
• Check your schedule to be certain you made the change you intended.

**Period 2** extends from the sixth day of classes until the 49th day of classes. Check the academic calendar for the specific date each semester.
• All changes require an add/drop slip.
• Adviser and instructor signatures are required for all adds and drops.
• After obtaining all required signatures, take your add/drop slip to Room 10, Enrollment Services Center for processing.
• Drops will count against your drop limit unless it is your first semester of enrollment.
• Drops will appear on your grade slip and your permanent record.

**Period 3** extends from the 50th day of classes until the end of the semester.
• Schedule changes during this period are permitted only for extenuating circumstances that are beyond your control. Failing a course is not considered to be beyond your control. Consult your adviser about academic support services.
• Petitions for schedule changes will require documentation of the extenuating circumstances and must be approved by the college dean or designated representative.
### Weekly planner

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### Monthly check it for 2019-2020

**June**
- Update your ISU Alert information on AccessPlus to ensure it’s accurate and includes the phone numbers and email address that are most likely to find you in an emergency.
- Add or update emergency contact information on AccessPlus.

**July**
- Log on to the Student Organization Database (stuorg.iastate.edu) to explore which student organizations you’d like to join at Iowa State.
- View mandatory health requirements at CycloneHealth.iastate.edu and submit your records through AccessPlus.
- Purchase your campus parking permit on AccessPlus.
- Purchase your Cyclone athletics tickets. For more information, visit cyclones.com.

**August**
- WelcomeFest is a great way to find out about businesses and opportunities in the Ames area.

**September**
- Get involved! Attend ClubFest to talk to representatives from Iowa State clubs and organizations.

**October**
- Stop by the Academic Success Center to reach your academic goals through supplemental instruction, tutoring, and more. A full list of services can be found at asc.dso.iastate.edu.
- Begin preparing for course registration. Consider when you might meet with your adviser.

**November**
- Start making plans for fall, winter, and spring breaks.
- File your 2020-2021 FAFSA before December 1

**December**
- Apply to be a Team Leader for Destination Iowa State. Go to admissions.iastate.edu/leaders/team_leaders.php for more information.
- Start planning for your 2020-2021 housing.

**January**
- Visit Iowa State’s Student Job Board on AccessPlus (accessplus.iastate.edu) to learn about both on- and off-campus employment opportunities
- Explore scholarships available for current Iowa State students.

**February**
- Need to talk? Visit Student Counseling Service (counseling.iastate.edu) to discuss your feelings with trained professionals.

**March**
- Check out the services offered through Recreation Services. A list of facilities, group fitness classes, and intramurals can be found at recservices.iastate.edu.

**April**
- There’s still time to sign up for summer classes. Speak with your academic adviser or check out classes.iastate.edu for the latest course offerings.

**May**
- As a family, discuss the rules and expectations for the summer months if your student will be coming home. Things to consider are curfews, chores, trips, and house rules.

**June**
- Explore the possibility of completing an internship during your academic career by visiting with your academic adviser, or map out your study abroad adventure with the help of the Study Abroad Center (studyabroad.iastate.edu).
Key dates:
17 Classes begin (summer session II)
20 Second payment due (summer)
21 Last day to drop a session II course

Key dates:
4 University holiday
20 Final payment due (summer)
31 Deadline for mandatory health requirements submission for Fall admits

Key dates:
9 Summer session II ends
14 Grade reports available on AccessPlus
20-21 Residence hall move-in
22-24 Destination Iowa State
25 First fee payment due for fall
26 Classes begin
28 WelcomeFest, Durham Great Hall, Memorial Union

Key dates:
2 University holiday
11 ClubFest, Central Campus
20 Second fee payment due
27 Last day to drop a first-half course
### October 2019

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**Key dates:**
- Midterm week: 14-18
- First-half courses end: 18
- Final fee payment due: 20
- Second-half courses begin: 21
- Registration for Spring 2020 begins: 23
- Last day to drop a full-semester course: 25

### November 2019

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**Key dates:**
- Last day to drop a second-half course: 22
- Thanksgiving break, classes recessed: 25-29
- University holidays: 28-29
- Deadline for mandatory health requirements submissions for Spring admits: 30

### December 2019

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**Key dates:**
- Deadline for filing FAFSA: 1
- Dead week: 9-13
- Finals week: 16-19
- Fall semester ends: 20
- Grade reports available on AccessPlus: 20
- Commencement: 21
- University holidays: 24-25

### January 2020

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**Key dates:**
- University holiday: 1
- Schedule of Classes for Summer 2020 available: 9
- Classes begin: 13
- First fee payment due: 20
- University holiday: 20
February 2020

Key dates:
14 Last day to drop a first-half course
20 Second fee payment due
3-7 Midterm week

March 2020

Key dates:
6 First-half courses end
9 Second-half courses begin
16-20 Spring break
20 Final fee payment due
23 Registration begins for Summer and Fall 2020
27 Last day to drop a full-semester course

April 2020

Key dates:
10 Last day to drop a second-half course
Apr 27-May 1 Dead Week

May 2020

Key dates:
4-7 Finals Week
8 Spring semester ends
9 Commencement
14 Grade reports available on AccessPlus
18 Classes begin (summer session I)
20 First fee payment due (summer)
22 Last day to drop a Session I course
25 University holiday
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**Key dates:**
- **15** Classes begin (summer session II)
- **19** Last day to drop a session II course
- **20** Second payment due (summer)

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**Key dates:**
- **4** University holiday
- **20** Final payment due (summer)

**August 2020**

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**Key dates:**
- **7** Summer session II ends
- **12** Grade reports available on AccessPlus
- **19-20** Residence hall move-in
- **24** Classes begin

**Other Important Dates and Deadlines for 2019-2020**

A full listing of important dates regarding course registration, payment deadlines, and other important dates are available on the University calendar at registrar.iastate.edu/calendar. (Dates subject to change.)