

NEWS FROM THE ME ADVISING OFFICE



NOVEMBER 18, 2025

IMPORTANT DATES TO REMEMBER

Thanksgiving Break Week

- November 24 - November 28

Final Exam Week

- December 15 - December 19

University Commencement Ceremony

- Graduate College: December 19
- Undergraduate College: December 20

Spring Semester Begins

- January 20

Finals: You Do Not Have to Take Three Exams in One Day!

Students with **three finals scheduled on the same calendar day** can request to move one exam. If one of the courses already offers a designated make-up exam time, that is the exam that must be taken at the alternate time. If not, the instructor of the smallest class is responsible for arranging a make-up exam once the student submits a petition.

Not sure which class is the smallest? Students should contact their advisor for help. **All requests must be made before the Friday prior to prep week.**

⚙️ Workday Registration: Quick FAQs and Tips

Students often asked whether advisors can edit Saved Schedules or submit prerequisite override requests. Advisor access to Saved Schedules is currently under review, and the ability for advisors to submit prerequisite override requests is planned for 2026. Another frequent concern involved registration holds appearing at inconvenient times. Some holds—particularly those related to safety or health requirements—must be applied before registration appointments open, although ISU has already adjusted onboarding and health holds to lessen the impact on student scheduling.

Students also asked about swapping linked or clustered course sections, such as lecture–discussion combinations in chemistry. A planned enhancement, expected in Spring 2026, will enable students to swap these sections without dropping the entire class.

⚙️ Waitlist Guide: What You Need to Know

How to Get on a Waitlist

- Attempt to register for the course; if it's full, you'll have the option to join the waitlist. Placement is first-come, first-served.

When a Seat Opens

- You'll receive a Workday task AND an email titled: "[Course Section and Title] – Course Opening Available."
- You have 24 hours to respond. Missing the window passes the spot to the next student.

How to Respond to a Waitlist Notification

1. Go to My Tasks in the top right of Workday.
2. Open the Course Opening Available task.
3. Choose one of the following:
 - Submit → register for the open seat
 - Drop → remove yourself from the waitlist (this cannot be undone)
 - Deny → keep your place on the waitlist but skip this particular opening



Support the SHOP Food Pantry: Professional and Scientific Council Supply Drive

The P&S Council is hosting a supply drive to support SHOP (Students Helping Our Peers), Iowa State's student food pantry. Donations may be dropped off at Reiman Gardens (front desk), 150 Parks Library, 1420 Gerding Business Building (Graduate Programs Office), the Parking Division Counter in the Armory (which closes at 4:30 p.m.), 1605 Gilman (Graduate Office), 3320 Memorial Union (Multicultural Student Association), Printing Services in the Student Innovation Center, and the LVMC Plant Atrium at Vet Med (all other offices close at 5 p.m.).

SHOP is requesting rice, peanut butter, toothbrushes, and toothpaste, among other things. **The drive runs November 10–20, 2025.** Those who don't work on campus but still wish to donate can ship items directly to: Kim Hope, c/o Reiman Gardens, 1407 University Ave., Ames, IA 50011.

Thank you for supporting fellow Cyclones through your generosity!



SEASONS AT STEPHENS 2025-2026 SEASON

Want to see an amazing show at Stephens Auditorium? Don't miss your chance to win **FREE** tickets to incredible performances all season long!

Stop by Howe 2620 to sign up for our exclusive ticket giveaway or fill out our [online entry form](#). Every show has a new random drawing, and YOU could be our next lucky winner!

Next Upcoming Ticket Drawing:

- *Cirque Musica*
 - Friday, November 28 at 7:00 p.m.

[View the Stephens full season lineup here](#) — and then sign up to experience it live!

	Cirque Musica November 28	Dolly Parton's Smoky Mountain Christmas Carol December 15	Mrs. Doubtfire February 4
	Great American Crooners March 1	The Peking Acrobats March 3	The Fab Four April 10



LOOKING FOR RESOURCES? YOUR ME ADVISING TEAM IS HERE TO HELP!



Degree related questions?

- [ME Academic Advising Website](#)

Need help scheduling an advising appointment?

- [Scheduling ME Advisor Appointments](#)

Missed a week of "The MEmo"?

- View past issues on [the MEmo Archive!](#)