

# Enrollment Tips & How To's

## How to get to your KSIS Account:

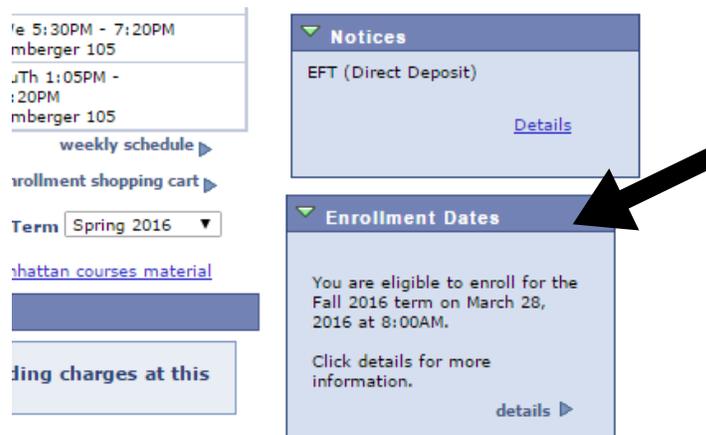
1. Go to [www.ksu.edu](http://www.ksu.edu)
2. Click on the sign in arrow, then the KSIS link



3. Enter your appropriate information

## Reminders about Dates & Times for enrollment:

Check both the date and time of your enrollment to make sure you know when you can enroll, this can be found on your KSIS Student Center page. The enrollment date is on the right-hand column. Enrolling late could create problems with your Long-Range Plan sequence.



## How to set up an Advising/Enrollment Appointment Online:

1. Go to <https://advising.cba.ksu.edu>
2. Click on Search Availability
3. Enter in the pertinent information
4. If no appointment times show up, extend the date in the "To:" box out for more than the two weeks it has originally.
5. Call (785-532-6180) or stop by our office (1001 Business Building) if you are still having problems.

## If there is a Hold on your account:

Do if there is a hold on your account	Don't do if there is a hold on your account
Click on the link within the Holds box in the upper right hand corner of the KSIS Student Center to get more information, and follow up with the appropriate office or take action as needed.	Don't wait until after your enrollment starts to take care of the hold as it may take several days to get holds cleared.

To find out more information about holds on your account, click the details link within the Holds box in the upper right hand corner of your student center page. This will take you to the holds detail page so you can see what you need to do to remove the holds and what offices you need to contact.

Academics

Class Search  
Plan  
Enroll  
My Academics  
Degree Audit (DARS)

other academic... >>

Deadlines URL

This Week's Schedule	
Class	Schedule
ACCTG 241-C LEC (10020)	MoWeFr 8:30AM - 9:20AM Calvin 208
DANCE 502-A REC (10937)	By Appointment Room: TBA
ECON 510-F REC (16302)	TuTh 8:05AM - 9:20AM Waters 348
ECON 530-C REC (12970)	MoWeFr 1:30PM - 2:20PM Burt 114
FINAN 450-01Q QZ (11529)	We 5:30PM - 7:20PM Umberger 105
FINAN 450-A LEC (11531)	TuTh 1:05PM - 2:20PM Umberger 105

SEARCH FOR CLASSES

Holds  
No Holds

To Do  
[Dependent Verification Form](#)  
[Verify Parent Income Form](#)  
[Verify Student Income Form](#)  
 more ▶

Notices  
EFT (Direct Deposit)  
[Details](#)

weekly schedule ▶  
enrollment shopping cart ▶

### If you are having trouble with Pre-Requisites:

Do if you are having trouble with Pre-Requisites	Don't do if you are having trouble with Pre-Requisites
<p>Click on the section number in KSIS to view the class notes to verify the pre-requisites.</p> <p>If you are meeting the required pre-requisites, contact the appropriate department to get help with enrollment.</p> <p>You can check K-State's catalog for more information about pre-requisites. <a href="http://catalog.k-state.edu/">http://catalog.k-state.edu/</a>  <u>Example:</u> If you are taking ACCTG 231 and you are trying to get into ACCTG 241 and having problems, contact the Accounting Department.</p>	<p>Don't enroll in courses out of sequence and remember to check all pre-requisites.  <u>Example:</u> If you are taking ACCTG 231 right now, and are enrolled up for ACCTG 241, and then you do not pass ACCTG 231, you will have to drop ACCTG 241.</p> <p>Don't email your academic advisor to give you the permission to add the class. This is a departmental request.</p>

If you are currently enrolled in a pre-requisite of a class you are taking next semester, contact the department the class falls under. ***Your academic advisor cannot issue any permissions for you.***

Example: If you are trying to fix a problem with Management 420, Management Concepts, contact the management department to remedy the situation.

ACCTG 231 - Accounting For Business Operations

Class	Section	Days & Times	Room	Instructor
10001	<a href="#">A-LEC Regular</a>	MoWeFr 7:30AM - 8:20AM	College of Business Bldg 2101	Pamela Kay R

## ACCTG 231 - A Accounting For Business Operations

Kansas State University | Fall 2016 | Lecture

Class Details	
<b>Status</b>	● Open
<b>Class Number</b>	10001
<b>Session</b>	Regular Academic Session
<b>Units</b>	3 units
<b>Instruction Mode</b>	In Person
<b>Class Components</b>	Lecture Required
<b>Course ID</b>	100004
<b>Offer Nbr</b>	1
<b>Career</b>	Undergraduate
<b>Dates</b>	8/22/2016 - 12/16/2016
<b>Grading</b>	Student Option
<b>Location</b>	Manhattan
<b>Campus</b>	Kansas State University

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 7:30AM - 8:20AM	College of Business Bldg 2101	Pamela Kay Warren	08/22/2016 - 12/09/2016

Enrollment Information	
<b>Enrollment Requirements</b>	Global Campus: Students who are in the Global Campus Non Degree programs may not take this class. Please select a Global Campus Class Section <a href="http://global.k-state.edu/courses">http://global.k-state.edu/courses</a>
<b>Requirement Designation</b>	Pre-Req: MATH 100 and (GENBA 110 or Sophomore Standing) U/Empirical & Quantitative
<b>Class Attributes</b>	100% In Person



### To get Permission for a class:

Do to get permission for a class	Don't do to get permission for a class
Carefully view details in KSIS class notes to verify that you meet the permission criteria and contact appropriate department.	Don't contact your academic advisor to try to get permission to get into a class, contact the department. The department has the authority to get you into the class if you meet the permission criteria. <u>Example:</u> To get permission to get into ACCTG 231, contact the Accounting Department

### If a class is full and you would like to be waitlisted:

Do if your class is waitlisted	Don't do if your class is waitlisted
<p>Stay in your current waitlisted class and enroll in an alternative back-up class.</p> <p>Go to the waitlisted class on the first day, ask the instructor about getting into the class.</p> <p>The instructor may send you to the department but it is important that you attend the first day of classes.</p>	<p>If you want a different section/time for a course you are already enrolled in, don't enroll in another section of the course and to be waitlisted in it.</p> <p><b>If you are enrolled in one class section of a course and waitlisted for another section of the same course, you will not get into the section you are waitlisted for. KSIS cannot enroll you in two sections of the same course!</b></p> <p><u>Example:</u> Enroll in ACCTG 231-A and waitlist ACCTG 231-B</p> <p>Don't waitlist and enroll in two sections of the same course, or different courses for the same time. If you are waitlisted in two classes and enrolled in none, you might not be able to get into either one, which could result in less credit hours than expected.</p>

<p><u>Example:</u> Waitlist both ACCTG 231-A and ACCTG 231-B, or in ACCTG 231-A at 8:30 MWF and FINAN 450-A at 8:30 MWF</p>
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