

September 2009

Dear Advisees:

Spring 2010 courses are now available online <http://courses.ksu.edu>. Begin planning now by following the checklist below:

- ___ Check iSIS for your assigned enrollment date/time ⇒ Student Center, right side of screen.
- ___ Sign up for an appointment in BH 13 and pick up an enrollment worksheet.
Your appointment needs to be 1-2 days prior to the day you enroll on iSIS.
- ___ Prior to your appointment, complete the worksheet by planning a schedule.
- ___ During our appointment we will review your worksheet and make changes if needed.
- ___ After the appointment, I will activate the advising flag so you may complete the advising survey <http://www.kstate.edu/isishelp/student/advisingSurvey.html> and enroll as scheduled on iSIS <https://isis.k-state.edu/psp/ISIS/>.

Prior to meeting with me make certain you review the following:

1. What requirements do you have left to complete before applying to the professional program?
<http://coe.ksu.edu/ss/handbook/checklists.htm>
2. Have you taken the PPST? If not, when do you plan to do so? <http://coe.ksu.edu/ss/testing.htm>
3. What University General Education requirements do you lack? <http://www.k-state.edu/uge/>
4. Are you planning to student teach Fall '10 or Spring '11? Application student teach due online by Dec. 20.
5. CPR/FA, updated TB test, and Professional/Volunteer hours are due the semester before student teaching.

IMPORTANT:

Secondary

- * ART studio classes require permission and fill quickly. Email Sue Atchison satchiso@ksu.edu with your course requests and EID, class name and number.
- * ENGLISH - students needing ENGL 310 Intro to Literature Studies should get permission from the English Department in ECS 108.
- * JOURNALISM - all courses except MC 110 require permission and a passing score on the Composition Skills Test. Go to Kedzie 105 for information about the skills test.

Elementary

- * Students needing ENGL 355 - Literature for Children need permission from the English Department in ECS 108.
- * (old)Block A requires permission from Sandy in BH 261. You must present your advisor signed enrollment sheet before permission is granted.
- * ESL courses require permission in the ESL office in BH 238.

If you have questions, contact me. See you soon!

Mechelle Martinez
Academic Advisor