

October 2008

Dear Advisees:

It's that time again. Even though it may seem that the fall semester just began, enrollment for the Spring 09 semester is here. The actual date and time during which you may enroll via iSIS will be listed in iSIS under the Student Center link and you should verify this date immediately. Any questions pertaining to your enrollment date should be directed to the Registrar's Office.

This is how the enrollment process will proceed. Starting today, 6 October, come to Bluemont 013 to sign up for an advising date/time in my appointment notebook and pick up your pink enrollment worksheet. **Don't procrastinate or you may not get enrolled on time. I start advising seniors on 13 Oct.** Ensure that you sign up for a date that coincides with the current number of hours you have completed as of the end of the Summer 08 semester (i.e. Senior= 90 hrs or more, Junior= 60-90 hrs, Sophomore= 30-60 hrs, freshman= 30 hrs or less completed). **Do not include the hours you are enrolled in this semester.**

Complete the pink worksheet (**in pencil**) with the courses and section reference numbers that you plan to take. Utilize all university resources available to ensure that the classes you want are offered and open. At the enrollment meeting we will review your schedule and I will lift your advising flag so you can enroll on iSIS for Spring 09 classes at your assigned time. You **MUST** meet with me in order to get your advising flag lifted and have access to iSIS for enrollment.

Bring the following with you to our meeting: **Completed pink enrollment worksheet, College of Education Undergraduate Handbook, grad plan, and answers to the questions below.**

1. What requirements do you have left to complete before being admitted to the professional program? _____
2. Have you taken the PPST? ___ If not, when do you plan to do so? _____
3. Which semester do you plan to start Block 1 (secondary) or Block A (elementary)? _____, Date you plan to turn in the ATE? _____
4. What UGE requirements do you lack? _____
5. How many volunteer/professional hours have you completed? VOL _____ PROF _____
6. Do you have any questions pertaining to the following areas: Application for Student Teaching, STAR Form, First Aid/CPR, PLT, Content Assessment Test (secondary), CIA Exam (elementary), Application for Graduation, and Application for Licensure?

Remember if you plan to take ENGL 355 or ENGL 310, you must obtain permission to enroll for this class prior to our meeting. Permission must be obtained from the English/Counseling Services Building 108 beginning 20 October 2008. Seats go fast so don't delay.

If you have any questions, contact me at 532-5524 or at pmccall@ksu.edu.

I look forward to meeting with you soon.

Sincerely,

Perry McCall

Perry McCall
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Center for Student and Professional Services
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