

February 19, 2010

Dear Advisees:

Summer and fall courses are now available online <http://courses.ksu.edu>. ISIS opens for seniors to begin enrolling March 22<sup>nd</sup>. Start your planning now since we are out of school the week prior to the 22nd for spring break.

To prepare for your appointment follow the list below:

- \_\_\_ Check iSIS for enrollment TIME & DATE <http://www.kstate.edu/isishelp/student/viewEnrollDate.html>.
- \_\_\_ Sign up for an appointment in BH 13 and pick up an enrollment worksheet. Your appointment should correspond with your classification (hours completed) and be a few days prior to when you can actually enroll on ISIS.
- \_\_\_ Complete the enrollment worksheet using the course schedule and your grad plan.
- \_\_\_ During our appointment we will review your worksheet and make changes if needed.
- \_\_\_ After the appointment I will activate the advising flag for you to enroll. Don't forget to check your Student Center for other holds on your account. You will not be able to enroll if you have unresolved holds. <http://www.k-state.edu/isishelp/student/viewHolds.html>

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. Professional and volunteer hours are due the semester before you student teach. How are you doing?
5. Do you need to do CPR/First Aid or update your TB test? Both are due the semester before student teaching.

**IMPORTANT:**

**Secondary**

- \* ART studio classes require permission and fill quickly. Email Sue Atchison [satchiso@ksu.edu](mailto: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.
- \* ESL courses require permission in the ESL office in BH 238.

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

Mechelle Martinez  
Academic Advisor