

February 2010

Advisees:

It's enrollment time again, this is what you need to do to get your flag removed and enroll in classes.  
**Failure to follow these steps could result in not being allowed to enroll on time:**

1. **READ THIS ENTIRE LETTER.**
2. Go to the **K-State courses page time chart:** (summer and fall dates are the same) <http://courses.k-state.edu/fall2010/information/ETimeChart.htm>, **verify your enrollment date based in the number of hours you have COMPLETED.** Isis will at some point identify the exact time of day you will enroll but for now the date is all you need.
3. Come to **BH 13 immediately and sign up** for an **advising appointment** in my book (senior appointments begin on 3 March) and **pick up an enrollment worksheet** (sign up for a date based on your current academic status (i.e. Senior= 90 hrs or more, Junior= 60-90 hrs, Sophomore= 30-60 hrs, freshman= 30 hrs or less completed).
4. Go to the **K-State Courses page** <http://courses.k-state.edu/> and **complete the enrollment worksheet** with all planned Summer and Fall classes.
5. Come to BH 13 on the day of your appointment with completed enrollment worksheet and grad plan, **if worksheet is not completed I WILL NOT REMOVE YOUR FLAG.**
6. **Be prepared** to discuss the following questions:
  - What requirements do you have left to complete before being admitted to the professional program? \_\_\_\_\_
  - Have you taken the PPST? \_\_\_\_ If not, when do you plan to do so? \_\_\_\_\_
  - Which semester do you plan to start Block 1 (secondary) or Block A (elementary)? \_\_\_\_\_, Date you plan to turn in the Application for Teacher Education? \_\_\_\_\_
  - What UGE requirements do you lack? \_\_\_\_\_
  - How many volunteer/professional hours have you completed? VOL \_\_\_\_ PROF \_\_\_\_
  - 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, or Application for Licensure?
7. **Keep checking the courses page** for class closures and enroll as soon as you are allowed to.

**Remember** if you plan to take **ENGL 355 or ENGL 310** you must obtain early permission to enroll in these classes prior to our meeting. Permission must be obtained from the English/Counseling Services Building room 108 **beginning 8 March 2010**, seats go fast so don't delay.

If you have any questions, contact me at 532-5524 or at [pmccall@ksu.edu](mailto:pmccall@ksu.edu)

I look forward to meeting with you soon.

Sincerely,

*Perry McCall*

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