1. **Be admitted to the University.** If you did not take classes in the Spring 2015 semester at the University of Kansas, you MUST be admitted or readmitted for the Fall 2015 semester to enroll. To check your status, visit [www.admissions.ku.edu/status](http://www.admissions.ku.edu/status).

2. **Know Your KU Online ID.** Your KU Online ID is used to access all KU online resources. You can create a KU Online ID once you have been admitted. If you have questions, contact IT Customer Service Center (785) 864-8080. ([http://myidentity.ku.edu/setup/login](http://myidentity.ku.edu/setup/login))

3. **Clear all Holds.** Please check for holds on Enroll & Pay. Go to: “Enroll and Pay>Student Center” for more information.

4. **Attend a New Student Session.** Check in at 145 Strong Hall to begin your enrollment process. Sessions are at 8:30 a.m., 9:30 a.m., 10:30 a.m., and 11:30 a.m. The New Student Session provides essential orientation and enrollment details to prepare you for your first term at KU.

5. **See your advisor.** All new students are required to meet with an advisor before enrollment. Refer to the advising chart on the back of these instructions for advising dates, times, and locations. Make sure your advisor removes the advising hold, as you will be unable to enroll before this is done. You will need your student ID number. Based on your academic goals, you and the advisor will develop a tentative list for fall enrollment.

6. **Check for class availability.** The best place to check for class availability is the Schedule of Classes in the Enroll and Pay system (sa.ku.edu). If a class is closed, you must obtain a permission code from the instructor.

7. **Access “Enroll and Pay” at [https://sa.ku.edu using your KU online ID.** If you have questions regarding the online enrollment process, or if, after checking your schedule, billing address, and fee assessment, you find errors, contact the Office of the University Registrar at (785) 864-4422.

8. **Obtain your KU Identification Card.** Go to the KU Card Center, Level 4, Kansas Union, weekdays between 8:00 a.m. and 4:30 p.m. to obtain new or replacement identification cards. A valid government-issued photo ID is required: driver’s license, passport, military ID, green card, or state ID.

9. **Pay your fees by September 15, 2015.** Check or cash payments are made by mail or in person at the Student Account Services office in 23 Strong Hall. Credit card (MasterCard, Discover, and American Express) or e-check payments are made online at [www.student-account-services.ku.edu](http://www.student-account-services.ku.edu). A technology fee of 2.25% is assessed on each credit card transaction. There is no charge to use an e-check.

10. **Books.** To purchase books, take a copy of your schedule to the KU Bookstore, Level 2, in the Kansas Union.

11. **Purchase your parking permit.** Student parking permits are purchased at [http://parking.ku.edu/student-permits](http://parking.ku.edu/student-permits) and can be purchased on an annual or a semester basis. You will need to enter your license plate information to complete the transaction.

12. **Late Enrollment.** If you are not enrolled in any courses by 11:59 p.m. on the August 23rd, you will be assessed a $150 late enrollment fee.

13. **Math Placement Exams.** Registration is required. Dates and times, as well as the link to register for an exam are found at [http://math.ku.edu/academics/undergraduate/placement_dates.html](http://math.ku.edu/academics/undergraduate/placement_dates.html).

14. **Foreign Language Placement Exams.** If you do not have college language credit and wish to continue this fall in Spanish, French or German, you should take a placement exam at [http://www.languages.ku.edu/french-german-and-spanish-placement-exams](http://www.languages.ku.edu/french-german-and-spanish-placement-exams). Print a copy of your exam results and bring it with you to your advising appointment.

**Questions?** Review the Fall 2015 Enrollment Guide for more information at [www.registrar.ku.edu/new-students](http://www.registrar.ku.edu/new-students). You may also contact the Office of First-Year Experience (785-864-4270), the Office of the University Registrar (785-864-4422), the Academic Achievement and Access Center (785-864-2620), KU Info (785-864-3506), or the Undergraduate Advising Center (785-864-2834).
### FALL 2015 OPEN ENROLLMENT ADVISING LOCATIONS

<table>
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<tr>
<th>School</th>
<th>Advising Information</th>
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| Architecture, Design, & Planning            | **Architecture** - 205 Marvin Hall  
August 20, scheduled appointment preferred, walk-ins allowed  
Contact Barb Seba at 864-5130 |
|                                             | **Design** - 205 Marvin Hall  
August 20, by appointment only  
Contact Samantha Raines at 864-2959 |
| Pre-Architecture                            | Undergraduate Advising Center - 126 Strong Hall  
August 20, Contact Gera Elliot at 864-3167  
Meetings with Mike Swann by appointment only |
| Business & Pre-Business                     | Student and Academic Services - 206 Summerfield Hall  
August 20, walk-ins only |
| College of Liberal Arts & Sciences          | **Freshmen/Sophomores/Juniors - 126 Strong Hall**  
Undergraduate Advising Center  
August 20, walk-ins only 8:00-4:30 |
|                                             | **Seniors - 109 Strong Hall**  
CLAS Student Academic Services - 109 Strong Hall  
August 20, walk-ins only 9:00-12:00, 1:00-4:00 |
|                                             | **School of the Arts - Film & Media Studies, Theater, Art, Dance**  
Art and Design 300 - Sydney Stone - 864-7919  
August 20, walk-ins from 1-5. Call for appointments before 1. |
| Education & Pre-Education                   | Education Advising Center - 208 JRP Hall  
August 20, walk-ins all day |
| Engineering & Pre-Engineering              | 1415 LEEP 2 (New Learned)  
August 20 & 21 8:30 - 4:30 |
| Pre-Health Professions                      | Undergraduate Advising Center - 126 Strong Hall  
August 20, walk-ins only 8:00-4:30 |
| Journalism & Pre-Journalism                | 117 Stauffer-Flint Hall  
August 20, walk-ins only |
| Music & Pre-Music                          | **Music** - 450 Murphy Hall  
August 20, by appointment only  
Call 864-2954 |
|                                             | **Music Education & Music Therapy** - 448 Murphy Hall  
August 20, by appointment only  
Call 864-4784 |
| Social Welfare & Pre-Social Welfare         | 107 or 216 Twente Hall  
August 20, walk-ins and appointments accepted  
Call 864-8976 |
| Pre-Nursing                                 | Undergraduate Advising Center - 126 Strong Hall  
August 20, walk-ins only 8:00-4:30 |
| Pharmacy & Pre-Pharmacy                    | School of Pharmacy - 2010 Becker Drive, Suite 2050  
August 20, appointments preferred  
Call 864-3591 |
| Non-Degree Seeking & Special Students       | Not Applicable |

Students may enroll at their convenience in campus computer labs, at home, or on a mobile device.