

FALL 2017 OPEN ENROLLMENT INSTRUCTIONS

New Undergraduates **NOT** Attending Orientation can enroll August 17th, 2017
PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY!

Classes begin on August 21st!

- 1. Be admitted to the University.** If you did not take classes in the Spring 2017 semester at the University of Kansas, you **MUST** be admitted or readmitted for the Fall 2017 semester to enroll. To check your status, visit 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>)
- 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 your class schedule.
- 6. Select classes and enroll by accessing “Enroll and Pay” at <https://sa.ku.edu> using your KU online ID and password.** To get to your “Student Center” page, click on “Student Center” under the “Enroll & Pay” section. Under the heading “Academics”, click “Search”. You will select from the tabs at the top of the page to browse our course catalog, search for classes offered, view class sections and availability, and enroll in your classes. If a class is closed, obtain a permission number from the instructor. If you have questions regarding the enrollment process, errors in your contact information, and fee assessment, contact the Office of the University Registrar at 785-864-4422.
- 7. 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.
- 8. Pay your fees by September 15, 2017.** 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. A technology fee of 2.25% is assessed on each credit card transaction. There is no charge to use an e-check.
- 9. Books.** To purchase books, take a copy of your schedule to the KU Bookstore, Level 2, in the Kansas Union or visit their website, <http://www.kubookstore.com> and click the “TEXTBOOKS” link.
- 10. Purchase your parking permit.** Student parking permits are purchased online only at <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.
- 11. Late Enrollment.** If you are not enrolled in any courses by 11:59 p.m. on August 20th, you will be assessed a \$150 late enrollment fee.
- 12. Math Placement Exams.** Registration is required. Dates and times, as well as the link to register for an exam are found at http://www.math.ku.edu/academics/undergraduate/placement_dates.html.
- 13. 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://slc.ku.edu/placement-proficiency>. Print a copy of your exam results and bring it with you to your advising appointment.

Questions? Review the Fall 2017 Enrollment Guide for more information at 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).

OPEN ENROLLMENT ADVISING LOCATIONS

School	Advising Information
Architecture	205 Marvin Hall (through room 200) Scheduled appointment preferred, walk-ins allowed Contact Barb Seba at 785-864-5130
Design	205B Marvin Hall By appointment only Contact Zac Shields at 785-864-2959
Business	Student & Academic Services - 1160 Capitol Federal Hall Walk-ins only 785-865-7500
College of Liberal Arts & Sciences, Deciding Students, and All "Pre" Majors (Pre-architecture, pre-business, pre-design, pre-education, pre-engineering, pre-health professions, pre-music, pre-nursing, pre-pharmacy, pre-social welfare)	Freshmen/Sophomores/Juniors Undergraduate Advising Center - 315 Summerfield Hall Walk-ins only: 8:00 - 4:30 785-864-2834
	Seniors - 109 Strong Hall CLAS Student Academic Services - 109 Strong Hall Walk-ins only: 9:00 - noon and 1:00 - 4:00 785-864-3500
Education	Education Advising Center - 208 JRP Hall Walk-ins all day 785-864-9616
Engineering	1415 LEEP 2 (New Learned) Walk-ins only: 8:30 - 4:30 785-864-3881
Journalism	117 Stauffer-Flint Hall Walk-ins only: 8:30 - 4:30 785-864-4080
Pharmacy	2010 Becker Drive, Suite 2050 Appointments preferred Call 785-864-3591
Music	450 Murphy Hall By appointment only Call 785-864-2954
Music Education & Music Therapy	448 Murphy Hall By appointment only Call 785-864-4784
School of the Arts - Film & Media Studies, Theater, Art, Dance	300 Chalmers Hall Walk-ins from 1 - 5 p.m. Call for appointments before 1:00 p.m. Contact Sydney Stone at 785-864-7919
Social Welfare	116 or 216 Twente Hall Walk-ins and appointments accepted 1-5 p.m. Call 785-864-8976
Non-degree seeking students	Not Applicable

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