Spring 2018 Open Enrollment

New undergraduates who do not attend Orientation may enroll January 11.
Please read and follow the steps below.

**Step 1**
Verify your KU admission.
If you did not take classes at the University of Kansas last semester, you must be admitted or readmitted for the spring semester to enroll. Check your status online.  
admissions.ku.edu/status

**Step 2**
Know your KU Online ID.
Your KU Online ID is used to access all KU online resources. You create a KU Online ID once you are admitted to the university.  
myidentity.ku.edu

**Step 3**
Clear enrollment holds.
Please check for enrollment holds before meeting your advisor. Go to: Enroll and Pay > Student Center for more information. Your advisor can provide assistance.  
sa.ku.edu

**Step 4**
Attend a welcome 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. on January 11. You will receive essential orientation details to prepare for your first semester at KU.  
orientation.ku.edu

**Step 5**
Meet with your academic advisor and enroll in classes.
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 times and locations. Based on your academic goals and interests, your advisor will help you develop your first semester course schedule.  
advising.ku.edu

**Step 6**
Obtain your KU Card.
Visit the KU Card Center on level 4 of the Kansas Union weekdays between 8:00 a.m. and 4:30 p.m. to obtain a new or replacement identification card. A valid government-issued photo ID is required: driver’s license, passport, military ID, green card, or state ID.  
kucard.ku.edu

**Step 7**
Purchase textbooks.
To purchase textbooks, take a copy of your schedule to the KU Bookstore on level 2 of the Kansas Union or visit their website.  
kubookstore.com

*Enrolling in any courses after 11:59 p.m. on January 15th will incur a $150 late enrollment fee. All tuition and fee payments must be made by February 15.

Questions?
firstyear@ku.edu  
785-864-4270

firstyear.ku.edu  
@newjayhawks

KU is an EO/AA institution.
<table>
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<tr>
<th>Department</th>
<th>Location/Contact Information</th>
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| Architecture                                   | 205 Marvin Hall (access through room 200)  
  Scheduled appointment preferred, walk-ins allowed 8:00 - 4:00  
  Call Barb Seba at 785-864-5130                                                                 |
| Design                                         | 205B Marvin Hall  
  By appointment only 8:00 - 4:00  
  Call Zac Shields at 785-864-2959                                                                 |
| Business                                       | Student & Academic Services - 1160 Capitol Federal Hall  
  Walk-ins only 8:00 - 4:00  
  785-865-7500                                                                                      |
| Deciding Students and All "Pre" Majors         | **Freshmen/Sophomores/Juniors**  
  Undergraduate Advising Center - 315 Summerfield Hall  
  Walk-ins only: 8:00 - 4:30  
  785-864-2834  
  **Seniors**  
  College of Liberal Arts & Sciences Student Academic Services - 109 Strong Hall  
  Walk-ins only: 9:00 - noon and 1:00 - 4:00  
  785-864-3500                                                                                      |
| College of Liberal Arts & Sciences             | **Freshmen**  
  Undergraduate Advising Center - 315 Summerfield Hall  
  Walk-ins only: 8:00 - 4:30  
  785-864-2834  
  **Sophomores/Juniors/Seniors**  
  College of Liberal Arts & Sciences 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 8:00 - 4:00  
  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 8:30 - 4:30  
  785-864-3591                                                                                      |
| Music                                          | 450 Murphy Hall  
  By appointment only 8:30 - 4:30  
  785-864-2954                                                                                      |
| Music Education & Music Therapy                | 448 Murphy Hall  
  By appointment only 8:30 - 4:30  
  785-864-4784                                                                                      |
| School of the Arts – Film & Media Studies, Theater, Art, Dance | 300 Chalmers Hall  
  Appointments before 1:00 p.m., Walk-ins from 1:00 - 5:00 p.m.  
  Call Sydney Stone at 785-864-7919                                                                 |
| Social Welfare                                 | 116 or 216 Twente Hall  
  Walk-ins and appointments accepted 1:00 - 5:00 p.m.  
  785-864-8976                                                                                      |

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