FALL 2016 OPEN ENROLLMENT INSTRUCTIONS

New Undergraduates NOT Attending Orientation can enroll August 18th, 2016

PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY!

Classes begin on August 22nd!

1. **Be admitted to the University.** If you did not take classes in the Spring 2016 semester at the University of Kansas, you MUST be admitted or readmitted for the Fall 2016 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 your class schedule.

6. **Select classes and enroll by accessing “Enroll and Pay” at [https://sa.ku.edu](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, 2016.** 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.

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](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](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 21st, 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](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://sllc.ku.edu/placement-proficiency](http://sllc.ku.edu/placement-proficiency). Print a copy of your exam results and bring it with you to your advising appointment.

Questions? Review the Fall 2016 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 2016 OPEN ENROLLMENT ADVISING LOCATIONS

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<th>School</th>
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| **Architecture, Design, & Planning** | Architecture - 205 Marvin Hall
August 18, scheduled appointment preferred, walk-ins allowed
Contact Barb Seba at 864-5130
Design - 205 Marvin Hall
August 18, by appointment only
Contact Samantha Raines at 864-2959 |
| **Pre-Architecture** | Undergraduate Advising Center - 126 Strong Hall
August 18, Contact Gera Elliott at 864-3167
Meetings with Mike Swann by appointment only |
| **Business** | Business
Student & Academic Services - 1160 Capitol Federal Hall
August 18, walk-ins only
Pre-Business
Undergraduate Advising Center - 126 Strong Hall
August 18, walk-ins only 8:00-4:30 |
| **College of Liberal Arts & Sciences, including all Pre-majors** | Freshmen/Sophomores/Juniors - 126 Strong Hall
Undergraduate Advising Center
August 18, walk-ins only 8:00-4:30
Seniors - 109 Strong Hall
CLAS Student Academic Services - 109 Strong Hall
August 18, 9:00-noon, 1:00-4:00, walk-ins only
School of the Arts - Film & Media Studies, Theater, Art, Dance
Chalmers Hall 300 - Sydney Stone - 864-7919
August 18, walk-ins from 1-5. Call for appointments before 1. |
| **Social Welfare** | 107 or 216 Twente Hall
August 18, walk-ins and appointments accepted
Call 864-9876 |
| **Pharmacy** | School of Pharmacy - 2010 Becker Drive, Suite 2050
August 18, 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.