

Enrollment for the spring semester begins Monday, October 24<sup>th</sup>. Here's what you need to do:

- 1) Schedule an appointment with your faculty mentor. You should try to schedule this appointment about a week before your advising appointment (see the list of times in (2)). If you don't know who that is, go to <http://www.cis.ksu.edu/advising/mentor/student>. Your mentor will provide you with a signed mentoring slip.
- 2) Schedule an appointment with an advisor. IS majors should make their appointment with Susan Cregg. CS and SE majors should make their appointment with either Nathan Bean, Dennis Lang, or Brian Mulanda. (Please note that Julie Thornton will not be available for advising appointments this fall.) You can schedule an appointment by going to the advising appointment calendar at <http://schedule.cis.ksu.edu/> (go to "Bookings" and select an advisor from the menu). **If you are unable to login, please see the system administrator in Nichols 116.** Please try to stick with the following times, according to your number of hours:
  - a. Seniors (90+ hrs): October 17-21
  - b. Juniors (60+ hrs): October 24-28
  - c. Sophomores: (30+ hrs): October 31-November 4
  - d. Freshman: (<30 hrs): November 7-18
- 3) Bring to your advising appointment:
  - a. Your signed mentor slip
  - b. A proposed class schedule for Spring 2012. Course schedules are available at <http://courses.k-state.edu/spring2012/schedule.html>.
- 4) Look up your enrollment time on iSIS. Here is a tutorial:  
<http://www.k-state.edu/isishelp/student/viewEnrollDate.html>
- 5) Enroll on [iSIS](#). Here is a tutorial:  
<http://www.k-state.edu/isishelp/student/addClass.html>

### **Prerequisite Policy**

- For an CIS course, you must have a 'C' or better in all prerequisites
- If you haven't satisfied the prerequisites, you may not be allowed to enroll the course

### **Instructor Permission**

- Some CIS courses are marked "instructor permission" on the course offering
- To get permission, go to the main office (Nichols 234) and put your name in the sign-up register located at the front desk

### **Infrequent Courses**

The following CIS courses may only be offered once per year. Use this information when planning your semester schedule:

[Spring 2012](#): 526, 541, 544, 575, 625

[Fall 2012](#): 415, 505, 520, 525, 540, 543, 560, 562

[Spring 2013](#): 526, 541, 544, 575, 625