Enrollment for the spring semester begins Monday, October 22\textsuperscript{nd}. 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 your advisor. (You can find your advisor in your iSIS Student Center). 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). You can meet with any advisor from the list if you are unable to meet with your specific advisor. If you are unable to login, please see the system administrator in Nichols 116. Please try to stick with the following times:
   a. Seniors (90+ hrs): October 15-19
   b. Juniors (60+ hrs): October 22-26
   c. Sophomores: (30+ hrs): October 29-November 2
   d. Freshman: (<30 hrs): November 5-16

3) Bring to your advising appointment:
   a. Your signed mentor slip

4) Look up your enrollment time in your iSIS Student Center under “Enrollment Dates”. This is the first day and time when you are eligible to enroll.

5) Enroll on iSIS. Here is a tutorial: http://www.k-state.edu/isis/help/students/stuAddClass.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 signup 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 2013: 526, 541, 544, 575, 625
- Fall 2013: 415, 505, 520, 525, 540, 543, 560, 562
- Spring 2014: 526, 541, 544, 575, 625