Enrollment for the spring semester begins Monday, October 26th. Here’s what you need to do:

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

2) Schedule an appointment with your advisor. (You can find your advisor in your KSIS Student Center). You can schedule an appointment by going to the advising appointment calendar at http://schedule.cis.ksu.edu/. You can meet with any advisor from the list if you are unable to meet with your specific advisor. Please try to stick with the following times (which work out to about a week before your enrollment time in KSIS):
   a. Seniors (90+ hrs): October 19-23
   b. Juniors (60+ hrs): October 26-30
   c. Sophomores: (30+ hrs): November 2-6
   d. Freshman: (<30 hrs): November 9-17

3) Bring to your advising appointment: a proposed class schedule for Spring 2016. Course schedules are available at http://courses.k-state.edu/spring2016/schedule.html.

4) Enroll on KSIS. Here is a tutorial: http://www.k-state.edu/isis/help/students/stuAddClass.html

Waiting Lists for Common CIS Courses
Many CIS courses (CIS 300, 301, 308, 450, and 501) will have new enrollment policies. Students with at least a current 3.0 cumulative GPA will be automatically enrolled in the course (if there is room). Students with a cumulative GPA of less than 3.0 will be placed on a waiting list for those courses until the enrollment period ends (November 20). At that point, students on the waiting list will be added in waiting list order to the courses as room permits. (Students who are retaking CIS courses after receiving failing grades may be added last.)

ENGL 516 and ENGL 417
ENGL 516 (for CS and SE majors) and ENGL 417 (for IS majors) require department consent to enroll. You can sign up for department consent in the English/Counseling Services building, room 108 beginning Monday, October 19. (They are open M-F 8-5.) These classes fill quickly – if you want to take either course, sign up for permission as soon as possible, even if your enrollment time isn’t until November.

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

   Spring 2016: 125, 450, 526, 527, 575, 625, 640*, 643
   Fall 2016: 225, 415, 505, 520, 525, 551, 560, 562, 641, 642

*For software engineering majors, CIS 640 is replacing the CIS 544 requirement
**Prerequisite Policy**
- For an CIS course, you must have a ‘C’ or better in all prerequisites
- If you haven’t satisfied the prerequisites, you will not be allowed to enroll the course

**Instructor Permission**
- Some CIS courses are marked “instructor permission” on the course offering
- To get permission, contact the instructor. You will need to have electronic permission before KSIS will permit you to enroll.