C&PE Enrollment Advising March 21-April 1: FRESHMEN ONLY (have not yet taken C&PE 211/217)

Please note—there are TWO SEPARATE processes for enrollment advising. If you have taken C&PE 211/217 or higher, this is NOT how you will receive advising.

Hello! You have likely noticed that you have an Advising Hold on your account. This hold will remain until you receive advising from me. Dawn Shew advises all first year students in the ChE and PetE programs.

1. **Sign up for your advising appointment by putting yourself right on her calendar in MySuccess.** Please only sign up for one appointment, as each reserves 30 minutes of time.
   
   - Step 1: Log onto the myKU Portal
   - Step 2: Scroll to the “Advising” tab and click on “Student Information”
   - Step 3: Click on the “Academics” Tab
   - Step 4: Click on “Make an advising appointment”
   - Step 5: Scroll to your advisor, find Dawn, and click on “See available appointments”

   If you cannot get yourself on Dawn’s calendar this way, please call our main office at 785-864-4965 and they will put you on her calendar.

2. **Do your homework.** When you show up for your meeting, you MUST bring with you:
   
   - A **new DPR**, created sometime after March 1st, 2016
   - Your **Plan of Study** (if you haven’t done one yet, this will be something that happens at this meeting)
   - A completed **Enrollment Advising Form** (get these from the main office or print one out here: [http://cpe.engr.ku.edu/sites/cpe.drupal.ku.edu/files/docs/Enrollment%20advising%20form.pdf](http://cpe.engr.ku.edu/sites/cpe.drupal.ku.edu/files/docs/Enrollment%20advising%20form.pdf))
   - Make sure you have gone through the timetable and selected specific class times that work with your schedule. Advisors cannot spend time helping you find specific courses. You can find a complete listing of courses that satisfy your...
general education (or core) requirements by searching the timetable, or a succinct list here (the Fall list will go up soon): http://advising.ku.edu/.

3. Things to discuss at your advising appointment:
   a. Summer school
   b. Internships
   c. Your plan of study
   d. Concerns or questions you have about the major or classes

4. After your advising appointment, bring your Enrollment Advising Sheet to the main office. We will be lifting advising holds daily at 4.

5. Happy Enrollment!