C&PE Enrollment Advising March 21-April 1: SOPHOMORE-SENIOR ONLY (C&PE 211/217 and up)

Please note—there are TWO SEPARATE processes for enrollment advising. If you have not 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. Faculty Advisors meet with all Sophomore-Senior students in the PetE and ChE programs.

1. **STARTING March 10th**, you may sign up for your faculty advising session online 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, and you will see your Faculty Advisor (NOT Dawn Shew) listed.
   • Step 4: Click on “Make an advising appointment”
   • Step 5: Scroll to your faculty advisor and click on “See available appointments”
   • Watch the video on making online appointments if you need further instruction

    If you cannot get yourself on your faculty advisor’s calendar this way, please email or call them as soon as possible to set up a time.

2. **Do your homework.** When you show up for your meeting, you MUST bring with you:
   - A new DPR, created sometime after March 1\textsuperscript{st}, 2016
   - Your Plan of Study (if you haven’t done one yet, meet with Dawn Shew first to create one)
   - 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!