

October 2009

Dear Advisees:

It's that time again. Even though it may seem that the Fall semester just began, enrollment for the Spring 2010 semester is here. This is what you need to do to get your flag dropped and enroll in classes:

1. Go to your **iSIS Student Center** <https://isis.k-state.edu/psp/ISIS/?cmd=login&languageCd=ENG> under Enrollment Dates on the right side of the page, **verify your enrollment date/time**.
2. Come to **BH 13 immediately and sign up** for an advising appointment in my book and **pick up an enrollment worksheet** (Ensure that you sign up for a date that coincides with your current academic status (i.e. Senior= 90 hrs or more, Junior= 60-90 hrs, Sophomore= 30-60 hrs, freshman= 30 hrs or less completed).
3. Go to the **K-State Courses page** <http://courses.k-state.edu/> and **complete the enrollment worksheet** with all planned Spring classes.
4. Come to BH 13 on the day of your appointment with completed enrollment worksheet and grad plan, **if worksheet is not completed I WILL NOT DROP YOUR FLAG**.
5. **Be prepared** to discuss the following questions:
 - What requirements do you have left to complete before being admitted to the professional program? _____
 - Have you taken the PPST? ____ If not, when do you plan to do so? _____
 - Which semester do you plan to start Block 1 (secondary) or Block A (elementary)? _____, Date you plan to turn in the Application for Teacher Education? _____
 - What UGE requirements do you lack? _____
 - How many volunteer/professional hours have you completed? VOL ____ PROF ____
 - Do you have any questions pertaining to the following areas: Application for Student Teaching, STAR Form, First Aid/CPR, PLT, Content Assessment Test (secondary), CIA Exam (elementary), Application for Graduation, and Application for Licensure?
6. **Keep checking the courses page** for class closures and enroll as soon as you are allowed to.

Remember if you plan to take **ENGL 355 or ENGL 310** you must obtain early permission to enroll in these classes prior to our meeting. Permission must be obtained from the English/Counseling Services Building room 108 **beginning 19 October 2009**, seats go fast so don't delay.

If you have any questions, contact me at 532-5524 or at pmccall@ksu.edu

I look forward to meeting with you soon.

Sincerely,

Perry McCall

Perry McCall
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