

October 2009

Dear Advisees:

Every year at this time, I can't believe that time for pre-enrollment appointments has arrived. This year my pre-enrollment appointments for the Spring 2010 term will begin the first full week in October with seniors. Enrollment on ISIS begins October 26. The actual dates and times during which you may enroll will be found on your Student Center. You can view the class offerings for Spring 2010 on the course schedule as of September 25.

My pre-enrollment advising meetings will begin October 8 with seniors and end November 11. You must come to Bluemont 013 to sign up for an appointment in my appointment notebook which will be on a table in the lobby. At that time, pick up the pink enrollment worksheet; this form is also available at <http://coe.ksu.edu/students/undergraduate/pinkform.pdf>. When you schedule a time to meet, select a time a few days before you are actually scheduled to enroll online. Check the enrollment time chart on the course schedule to see your enrollment date. Your "Student Center" on iSIS will also show your date to enroll. These dates are based on the number of hours you have **completed**, not counting the current semester. Individual and dual appointments will be available. You will need to know your WID# on your K-State ID to schedule an appointment.

Come to the pre-enrollment meeting prepared with a tentative list of classes on your pink sheet. Your grad plan will be useful for this. **If you do not come prepared, we may not have time to finalize your enrollment. If that is the case, you will need to make an additional pre-enrollment appointment. I cannot take time from another student's appointment.**

Again, **both dual and individual appointments will be available**. So that we can take advantage of this short appointment, make certain that you can answer as many of the following questions as possible:

1. What requirements do you have left to complete before being admitted to the professional program?

2. Have you taken the PPST? _____ If not, when do you plan to do so. _____
3. Which semester do you plan to apply to the professional semester? _____
4. What is your area of concentration (elementary) or teaching field (secondary)? _____
5. What UGE requirements do you lack? _____
6. Have you started your volunteer/professional hours? _____
7. Have you thought about these requirements/deadlines as they apply to you: Application to Teacher Education (ATE), Application for Student Teaching, Star form, First Aid/CPR certification, PLT, Subject Assessment Test (content test)? _____

Permission for ENGL 310 and ENGL 355 may be obtained in English/Counseling building beginning October 19. Please refer to a previous email from Diane Murphy for the list of classes for which permission is required.

Make certain that you read a previous email from Diane Murphy about special enrollment circumstances that may apply to you.

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

I look forward to meeting with you soon.

Linda