Enrollment for the spring semester begins Monday, October 25th. Here’s what you need to do:

1) Schedule an appointment with your faculty mentor. You should try to schedule this appointment about a week before your advising appointment (see the list of times in (2)). If you don’t know who that is, go to [http://www.cis.ksu.edu/advising/mentor/student]. Your mentor will provide you with a signed mentoring slip.

2) If you are an IS major, schedule your advising appointment with Roberta Hodges. If you are a CS or SE major, schedule your advising appointment with Julie Thornton. You can schedule an appointment by going to the advising appointment calendar at [http://schedule.cis.ksu.edu/](http://schedule.cis.ksu.edu/) (login with your CIS account info. This is a new advising system – if you have trouble using it, go here for documentation: [http://support.cis.ksu.edu/UserGuide/Scheduler](http://support.cis.ksu.edu/UserGuide/Scheduler)). Please try to stick with the following times, according to your number of hours:
   a. Seniors (90+ hrs): October 18-25
   b. Juniors (60+ hrs): October 26-November 1
   c. Sophomores: (30+ hrs): November 2-8
   d. Freshman: (<30 hrs): November 9-19

3) Bring to your advising appointment:
   a. Your signed mentor slip
   b. A proposed class schedule for Spring 2011. Course schedules are available at [http://courses.k-state.edu/spring2011/schedule.html](http://courses.k-state.edu/spring2011/schedule.html).

4) Look up your enrollment time on iSIS. Here is a tutorial: [http://www.k-state.edu/isishelp/student/viewEnrollDate.html](http://www.k-state.edu/isishelp/student/viewEnrollDate.html)

5) Enroll on iSIS ([https://isis.ksu.edu](https://isis.ksu.edu)). Here is a tutorial: [http://www.k-state.edu/isishelp/student/addClass.html](http://www.k-state.edu/isishelp/student/addClass.html)

**Prerequisite Policy**
- For an CIS course, you must have a ‘C’ or better in all prerequisites
- If you haven’t satisfied the prerequisites, you may not be allowed to enroll the course

**Instructor Permission**
- Some CIS courses are marked “instructor permission” on the course offering
- To get permission, go to the main office (Nichols 234) and put your name in the signup register located at the front desk

**Infrequent Courses**
The following CIS courses may only be offered once per year:

- **Spring 2011**: 415, 541, 544, 575, 625
- **Fall 2011**: 362, 415, 505, 520, 525, 540, 543, 560, 562
- **Spring 2011**: 541, 544, 575, 625