### Advising

- Step 1. Make an appointment with your advisor.
- Step 2. Find semester course information online at: [http://courses.k-state.edu/](http://courses.k-state.edu/)
- Step 3. Complete Enrollment Worksheet
- Step 4. Attend scheduled advising session

### Enrollment

- Step 1. Know your eID and password.
- Step 2. Find assigned enrollment time on KSIS under “Student Center” page.
- Step 3. Log-on to KSIS to enroll: [https://ksis.ksu.edu/](https://ksis.ksu.edu/)
- Step 4. Follow instructions carefully.

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<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course Number &amp; Title</th>
<th>Units (Credit Hours)</th>
<th>UG/GR Credit</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10733</td>
<td>CHE 497 – Research in Chemical Engg</td>
<td>0</td>
<td>U</td>
<td>MWF</td>
<td>1:30-2:20</td>
</tr>
</tbody>
</table>

Sample:

- Class Number – Designate five digit number.
- Units – Designate credit hours
- Type of Credit – U = Undergraduate, G = Graduate
- Days and Time – Develop a no conflict schedule.