READMIT ENROLLMENT INFORMATION
Summer Semester 2016
May 23 - August 12, 2016

KSIS:
- KSIS is K-State’s student information system. The system manages all aspects of your records, from applying and enrolling in classes, to accessing grades and paying for tuition.
- If you are not familiar with KSIS, check out the KSIS help page for more information and FAQ’s: www.k-state.edu/ksishelp/

Prior to enrolling:
- Contact your Dean’s Office or academic advisor to schedule an advising appointment. A list of advising phone numbers and office locations is included. You cannot skip this step because your advisor must authorize your initial enrollment.
- Access the course schedule at http://courses.k-state.edu. The course schedule information and a list of courses is available on February 19.
- Plan your schedule of courses. Summer semester courses vary in length and start dates. If dates are not listed under the course name in the course schedule, the course is an 8-week course and will meet June 6 to July 29 as noted at the top of each page.
- Before you can use KSIS and/or enroll in your courses, you must have an eID (electronic ID). K-State’s comprehensive computer ID provides access to all your K-State electronic resources, including e-mail. For more information about the eID, to register for your eID, or to activate or change your existing eID, go to http://eids.k-state.edu. If you need additional assistance, contact the K-State IT Help Desk at 785-532-7722 or helpdesk@kstu.ksu.edu. Remember to protect your eID by keeping your password private.

Enrollment:
- Enrollment begins March 21, 2016. Assigned enrollment dates are based on credit hours completed. For enrollment assignments refer to KSIS Student Self Service for exact date and time of appointment (http://ksis.k-state.edu/). To use KSIS, you must have your eID.
- To enroll: Logon to KSIS at https://ksis.k-state.edu/ on or after your assigned date and time.
  OR
  Take your course schedule to your Dean’s Office.

Tuition Payment:
- Bills are generated each month after the close of business on the 15th of the month. If the 15th is a weekend or holiday, bills are processed on the previous business day. At the beginning of the Fall and Spring Semesters, bills are generated after the close of business on the first day of class.
- An e-mail notice will be sent to your campus e-mail account soon after May 15 informing you that your tuition statement is available for viewing. If you enroll after May 15, you will be billed June 15. Payment is due by 3 p.m. on the next billing date. Any balance due not paid by the due date will be assessed a 1.5% default charge. You will continue to be billed on the 15th of each month if you have a balance. You can read more about the tuition statement at: www.k-state.edu/pay.
- There is an extended payment option (Tuition Installment Payment Plan – TIPP). Information about the program and how to sign up is available at: http://www.k-state.edu/finsvcs/cashiers/payment/paymentplan/
- If you decide not to attend, you must drop all of your courses. Prior to the first class day of the semester you can do this on KSIS. If the semester has already started, you will need to contact your Dean’s Office.
- A $50 late enrollment fee will be assessed at the time of enrollment if you enroll in a course on or after the first class day.

Kansas State Polytechnic Campus:
If you are enrolling in courses on the Kansas State Polytechnic Campus in Salina, contact the Office of College Advancement at 785-826-2640.
COLLEGE ADVISING AREAS

Agriculture - Ag Student Records
Waters 135 532-6157

Architecture, Planning & Design
Seaton 212 532-5047

Arts & Sciences
American Ethnic Studies
Leasure Hall 104 532-2112
Art
Willard Hall 111 532-6605
Biochemistry
Chalmers Hall 141 532-6121
Biology
Ackert Hall 116 532-6615
Chemistry
Chem/Biochem Bldg 213 532-6665
Clinical Laboratory Science
Eisenhower 113 532-6900
Communication Studies
Nichols Hall 129 532-6875
Economics
Waters Hall 327 532-7357
English
English/Counseling Bldg 108 532-6716
Social Science
Eisenhower Hall 112 532-6904
Social Science
Eisenhower Hall 121 532-5480
Geography
Seaton Hall 118 532-6727
Geology
Thompson Hall 108 532-6724
Health-Related Programs
Eisenhower Hall 113 532-6900
History
Eisenhower Hall 208 532-6730
Humanities
Eisenhower Hall 121 532-5480
Journalism and Mass Communications
Kedzie Hall 105 532-6890
Life Sciences
Eisenhower Hall 113 532-6900
Mathematics
Cardwell Hall 138 532-6750
Modern Languages
Eisenhower Hall 104 532-6760
Music, Theater and Dance
McCain Aud. 109 532-5740
Open Option
Eisenhower Hall 112 532-6904
Open Option
Eisenhower Hall 121 532-6460
Philosophy
Dickens Hall 201 532-6758
Physical Science
Eisenhower Hall 113 532-6900
Physics
Cardwell Hall 116 532-6786
Political Science
Waters Hall 244 532-6842
Pre-Law
Fairchild 215 532-3426
Psychological Sciences
Bluemont Hall 492 532-6850
Sociology, Anthropology, & Social Work
Waters Hall 204 532-6865
Statistics
Dickens Hall 101 532-6883
Women's Studies
Leasure Hall 003 532-5738

Business Administration
Calvin Hall 107 532-6180

Education
Bluemont Hall 013 532-5524

Engineering
Architectural Engineering & Construction Science
Seaton Hall 241 532-5964
Biological Systems Engineering
Seaton Hall 129 532-5580
Chemical Engineering
Durland Hall 1005 532-5584
Civil Engineering
Fiedler Hall 2118 532-5862
Computer & Information Sciences
Engineering Hall 2184 532-6350
Electrical & Computer Engineering
Engineering Hall 3108 532-5600
General Engineering
Rathbone Hall 1042 532-5592
Industrial & Manufacturing Systems Engineering
Durland Hall 2037 532-5606
Mechanical & Nuclear Engineering
Rathbone Hall 3002 532-5610

Human Ecology
Justin Hall 119 532-5500

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