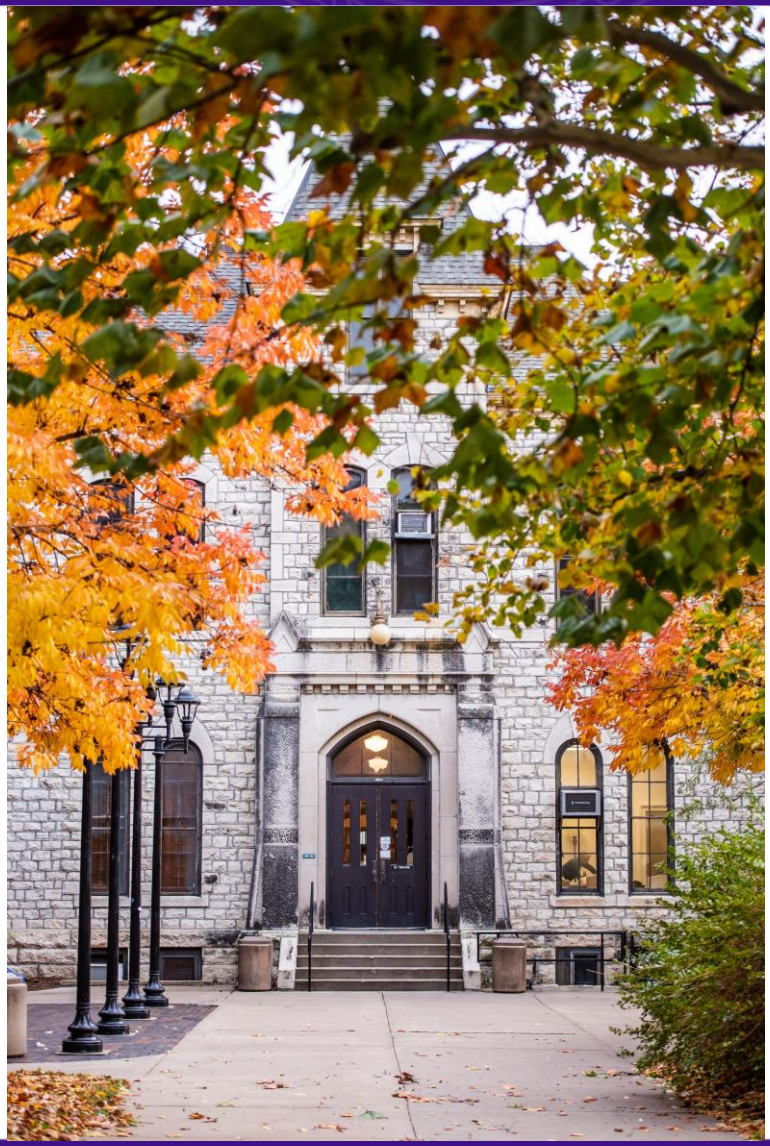
GETTING STARTED IN GRAD

Enrollment, Billing, and Making Payments

November 6, 2026



Important dates

International Students

- **December 9** – earliest you can arrive in the U.S.
- **December 24-January 3** – university offices closed
- **January 8** – arrive to the U.S. by this day
- **January 11** – International Student Orientation - required (additional activities during the week)

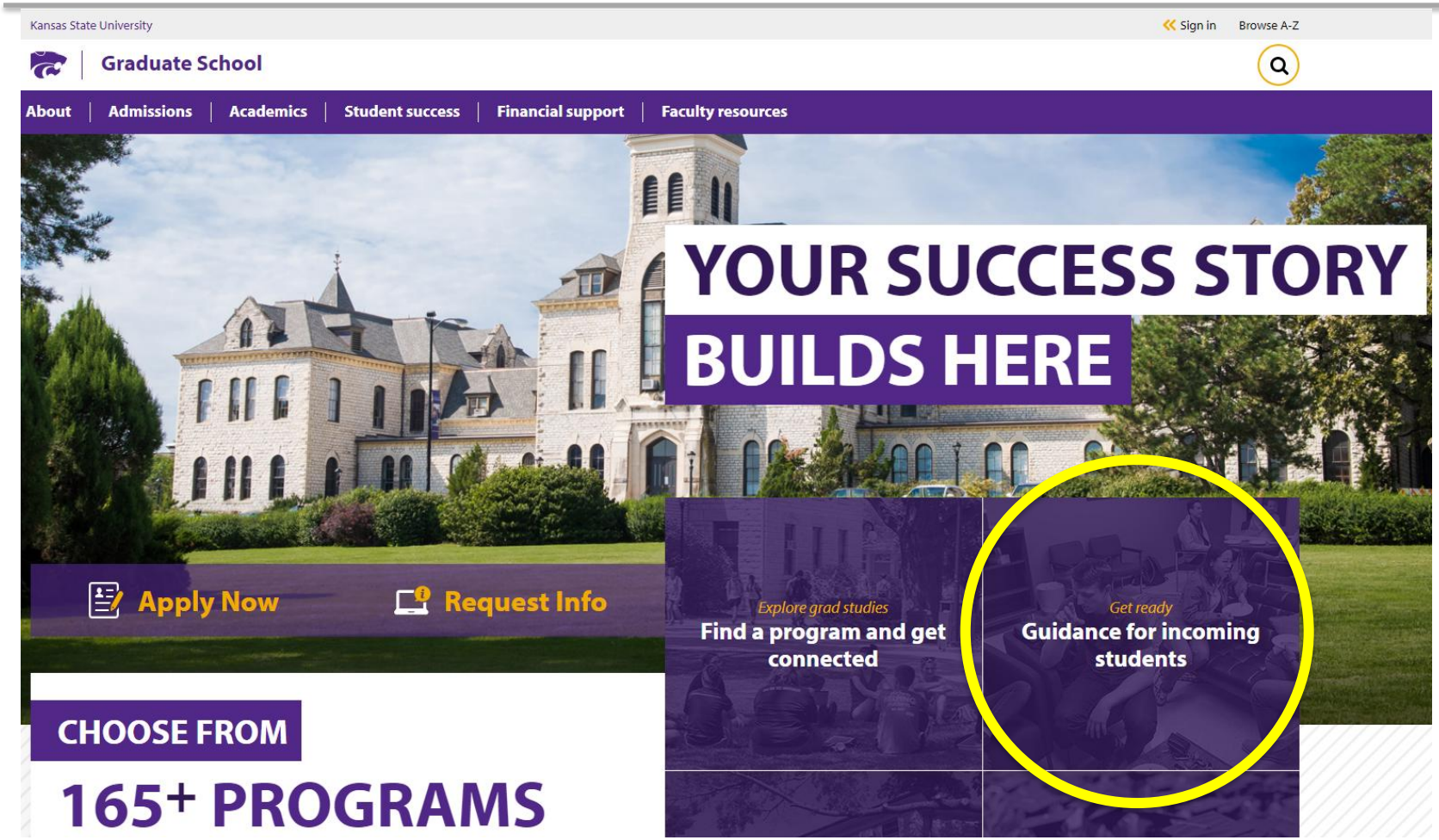
ALL Graduate Students

- **January 13** – Graduate School Welcome Session
- **January 14** – Orientation for Graduate Students with Teaching Responsibilities
- **January 19** – First day of Spring 2027 semester!

What do I need to do now?

- Follow Guides to Getting Started (Graduate School website)
  - Getting started checklists
  - Tutorials

www.ksu.edu/grad



You're admitted! What's next?

We are pleased you have chosen K-State for your graduate education and look forward to welcoming and supporting you through this exciting journey! The following will guide you through the next steps to prepare for your K-State graduate career.

Let us know you're attending

If you have not already done so, make sure to officially accept your admission offer. Visit your application portal and submit your "reply to offer of admission" in the "Post-Admission Checklist."

Application portal ›

Address admission letter requirements

Your admission letter may require you to submit additional documents or complete other actions to finalize your admission.

See instructions for these requirements ›

Get ready!

Use our getting started resources and participate in orientation and welcome activities to help you prepare for your first semester of graduate study at K-State!

Guides to getting started ›

Welcome and orientation activities ›

Moving to Manhattan ›

Guides to getting started

The checklists and tutorials below will help you prepare for your first semester as a graduate student at K-State. You may need to refer to more than one checklist, depending on your citizenship status and if you have been appointed to an assistantship.

Checklists

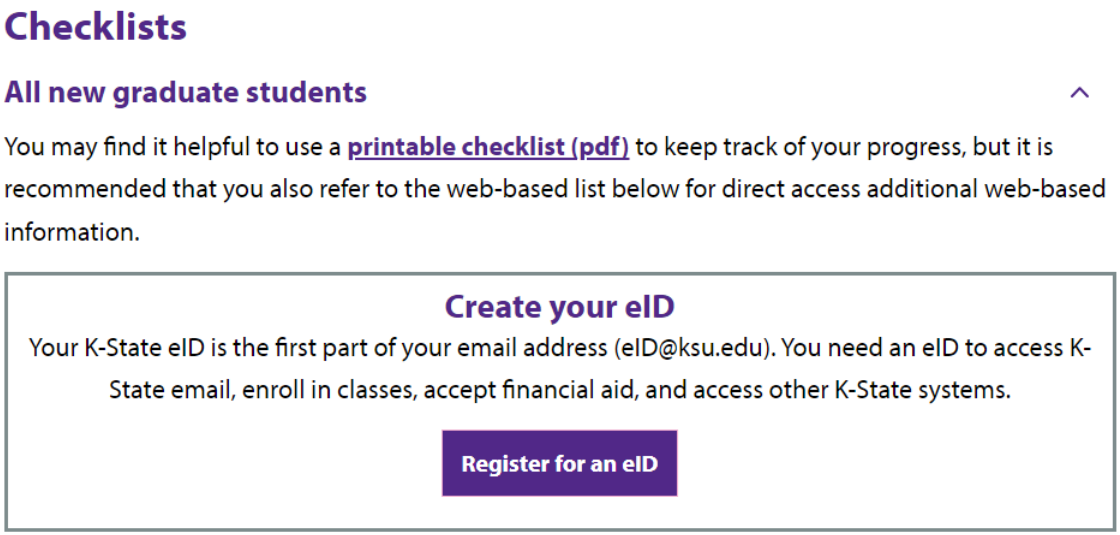
- **All new graduate students**
- **International students**
- **New GTAs, GRAs, and GAs**

Tutorials

- International student travel
- Enroll in courses
- Technology
- Tuition and payment
- Health, well-being, and safety
- GTAs, GRAs, and GAs

Create your eID – Your key to technology

- Your K-State eID is the first part of your email address (**eID**@ksu.edu)
- You need an eID to access K-State email, enroll in classes, accept financial aid, and access other K-State systems
- Must have a WID to verify your eID. WID is provided about a couple of days after admission in your Slate (application) portal



What do I need to do now?

- Follow Guides to Getting Started (Graduate School website)
  - Getting started checklists
  - Tutorials
- Get connected
  - With your program faculty and staff
  - With current and incoming students
- Know where to ask for help
  - Your graduate program – provides program-specific guidance
  - Graduate School – provides higher-level guidance

https://www.k-state.edu/grad/academics/program-contacts.html

Graduate Program Contacts

- Agriculture
- Architecture, Planning and Design
- Arts and Sciences
- Business Administration
- Education
- Engineering
- Health and Human Sciences
- Leadership
- Olathe
- Salina-Aerospace and Technology Campus
- Veterinary Medicine

Enrollment

- When can I enroll in courses?
- How do I know what courses to take?
- How do I enroll?

When to enroll in classes

International students (non-U.S. citizen/permanent resident) studying at a physical campus

- Arrive to the U.S., check in with Graduate School (in-person) and International Student and Scholar Services (online)
- After you check-in, Graduate School matriculates (or activates) your student record so you can enroll in classes in KSIS

Domestic students (U.S. citizen/permanent resident)

- After you are admitted

How many credits to enroll in

If on an assistantship	• Must enroll in at least 6 hours • Exception possible in final semester
If receiving federal financial aid	• 9 hours is full-time in fall and spring • 6 hours is full-time in summer • Consult with Office of Student Financial Assistance for guidance
Maximum enrollment	• Graduate School permission required for more than 12 hours
Students on F-1 or J-1 visa	• Must enroll in 9 hours fall and spring if not on an assistantship • May enroll in only one online course if studying on a physical campus

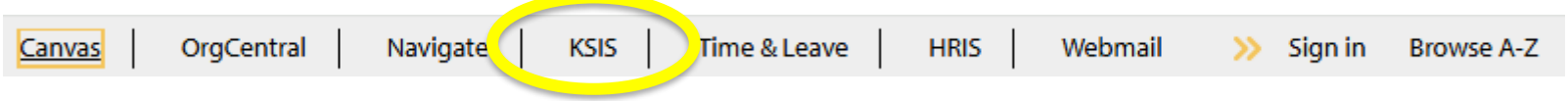
What courses do I enroll in?

- Talk with your faculty advisor or graduate program director
- View curriculum for your program outlined in the Graduate Catalog or on your program's website

If you find information in the Catalog/online or from other students, confirm enrollment plans with program faculty/staff

How do I enroll in courses?

- Login to KSIS – from top of K-State website (www.ksu.edu)



- Follow KSIS help guides (https://www.k-state.edu/ksis/help/students/)

How To ...

Academics

- Add or Change a Degree Name
- Apply for Graduation
- Consent to Disclose Educational Records
- View your Academic History
- Run and view your Degree Audit Report (DARS)
- View your Grades
- View your Majors
- View your Transfer Credit Report

Designated Access

- About Designated Access
- Add a Designee
- Confirm a Designee
- Edit Designee Information or Access
- Resend Email for Designee Access
- Revoke Designee Access

Enroll

- KSIS: How to Search for Classes {Classic Search}
- KSIS: Searching for Classes {NEW Fluid Search}
- Change a Class Variable
- Change the Grading Option for a Class
- Drop a Class
- Enroll in a Class
- Enroll in a Variable Credit Course
- Find Textbook Information
- Search for Classes
- Swap Classes
- View Refund and Drop Dates - If Still Enrolled in Course
- Locating a Non-Standard Course Drop & Refund Date
- View & Print your Class Schedule
- View your Hold Details
- View your Advisor Information and notifying your Advisor
- View your Enrollment Date
- Wait List a Class

Enrollment success tips

- Enroll before the first day of the semester to avoid late enrollment fee ($65)
- You CAN make changes!
  - As long as your initial enrollment occurs before the first day of class, you will not be assessed a late enrollment fee if you add more courses to an existing enrollment
- Double-check your enrollment, make sure everything is correct

Enrollment success tips

- Be familiar with drop and withdrawal deadlines for refunds
  - If you no longer plan to take a class, it is your responsibility to drop the course
  - Drop and withdrawal deadlines for standard (16-week) courses listed in Academic Calendar (https://www.k-state.edu/registrar/students/calendar/)
  - Find exact deadlines for your courses in KSIS—see Enroll menu in KSIS How To page
    - Add these dates to your calendar
  - If you drop courses, make sure the change is completed
  - Make sure to maintain enrollment requirements
  - Ask for help if something is confusing or does not seem to be working correctly

Drop/withdrawal deadlines in KSIS

	Class	Schedule
	KIN 101-ZBW IND (14805)	MoWe 9:00AM - 10:00AM Manhattan KS
	MUSIC 050-A LAB (11423)	By Appointment Room TBA
	MUSIC 060-A REC (11424)	By Appointment Room TBA

Undergraduate NonStandard

KIN **101** **Section** **ZBW** **Top/Strength/Condition**

Class Start Date 10/16/2023 **End Date** 12/15/2023

100% Refund	10/26/2023	Last day for a "100%" refund
50% Refund	10/30/2023	Last day for a "50%" refund
Drop without penalty	11/03/2023	Last day to drop this course without a W being recorded. Classes dropped on or before this date will not appear on your transcript.
Drop with Penalty	11/20/2023	Last day to drop course. A class dropped on or before this date will appear on your transcript and a "W" grade will be assigned to the class.

(Note: Academic Calendar dates are subject to change)

Return to Student Center

Billing and making payments

- When do I receive my bill?
- When is payment due?
- What options are there for payments?

Billing dates and payment deadlines

- If you enroll prior to December 15
  - Bill is posted after close of business on December 15
  - Payment will be due by 3 p.m. on the first day of the spring semester in January
- If you enroll after December 15
  - Bill is posted after close of business on first day of class—January 19
  - Payment will be due by 3 p.m. on February 15

Billing and payment information

- Tuition and fees information
  - https://www.k-state.edu/finsvcs/cashiers/costs/
- Billing information
  - https://www.k-state.edu/finsvcs/cashiers/billing/
- Sample bill
  - https://www.k-state.edu/finsvcs/cashiers/billing/view-sample-bill/
- Payment options
  - https://www.k-state.edu/finsvcs/cashiers/payment-options/
- Deferments
  - https://www.k-state.edu/finsvcs/cashiers/payment-options/deferments/

Resources

- Graduate School “Guides to Getting Started” Tuition and Payment Tutorial (https://www.k-state.edu/grad/admissions/incoming-students/getting-started/billing.html)
- Cashier’s Office website (https://www.k-state.edu/finsvcs/cashiers/)

https://www.youtube.com/watch?v=kwhOupMb8JM

