How to enroll in a Precontracted Honors Course:

Pre-contracted courses are regular courses where a faculty member has agreed in advance to offer an Honors option to interested students and has already set the terms of that contract. Interested UHP students simply need to “sign up” for that contract by following these instructions.

1. Enroll in the course through KSIS

2. Go the University Honors Program Website, click on the Honors Administration Link (HAL)

   ![University Honors Program](image)

   **University Honors Program**

   1. Home
   2. Who we are
   3. Location
   4. Benefits
   5. Courses
   6. HAL
   7. Program Requirements
   8. How do I remain actively engaged?
   9. What our Scholars are Saying
   10. Give to the UHP

3. Go to the “Current Students” section in HAL

   **Honors Administration Link (HAL)**

   Welcome to the Honors Administration Link (HAL). HAL provides a convenient and secure space for applying to and transacting business with the University Honors Program (UHP) at Kansas State University.

   Prospective Honors Students
   
   - APPLY FOR ADMISSION TO THE UNIVERSITY HONORS PROGRAM

   Current Honors Students
   
   - TRACK YOUR PROGRESS & MANAGE YOUR PROJECT, EVENTS, AND CONTRACTS

   Faculty/Staff
   
   - VIEW YOUR COLLEGE’S STUDENTS AND RELATED UHP ACTIVITY (College Coordinators)
   - REVIEW AND APPROVE STUDENT ACTIVITY (Faculty eSign)
   - CONTROL PANEL (UHP Staff)

   K-STATE FERPA GUIDELINES

   U.S. DEPARTMENT OF EDUCATION Family Educational Rights and Privacy Act (FERPA) Guidance
4. Sign in

Honors Administration Link (HAL)

Log into your HAL Control and Progress page using your eID and password

- eID:
- password:

Use your eID and password just like you would for KSIS or K-State Online

Click to navigate through precontracted course process

5. Add a Precontracted Course

Four (4) for-credit academic courses (12 credits minimum)

At least four UHP-eligible courses must be completed for credit for a minimum total of twelve credit hours. Three eligible options:

- UHP-designated courses (e.g., Honors Chemistry, Honors Introduction to the Humanities) that carry course credit.
- Contract courses (i.e., a regular for-credit course where the student and instructor agree upon additional scholarly expectations and outcomes).

- CLICK HERE TO ADD A NEW COURSE CONTRACT
- CLICK HERE TO VIEW PRECONTRACTED COURSES

- Course credits taken for undergraduate research.
6. Select term of course

7. Select course and sign onto the contract

1. Make sure to read the contract before applying it to your course

2. Click if you want to agree to the conditions
8. Select okay

9. Re click on the precontracted courses to see if it was successfully applied

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HAL will notify the instructor that you have added the UHP contract, but we would still encourage you to introduce yourself and touch base with your instructor during the first week of the course.