C&PE Enrollment Advising:
FRESHMEN ONLY
(have not yet taken C&PE 211/217)

Please note—there are TWO SEPARATE processes for enrollment advising. If you are in C&PE 211/217 or higher, this is NOT how you will receive advising.

Hello! You have likely noticed that you have an Advising Hold on your account. This hold will remain until you receive advising from me (Dawn Shew). I will be advising all Freshmen this Fall.

1. **If you do not yet have a Plan of Study:** You may sign up for your advising appointment by putting yourself right on my calendar. Please only sign up for one appointment, as each reserves 30 minutes of time.
   
   - Step 1: Log onto the myKU Portal
   - Step 2: Scroll to the “Advising” tab and click on “Student Information”
   - Step 3: Click on the “Academics” Tab
   - Step 4: Click on “Make an advising appointment”
   - Step 5: Scroll to your advisor (Dawn Shew) and click on “See available appointments”
   - Watch the video on making online appointments if you need further instruction

   If you cannot get yourself on my calendar this way, please call our main office at 785-864-4965 and they will put you on my calendar.

2. **OR, If you and I have already met and created a Plan of Study:**

   You may choose to attend a Group Advising session OR have a one-on-one meeting.
   - If you prefer to schedule a one-on-one meeting, follow the process above.
   - To attend a Group Advising Session, choose a session close to your enrollment time:

   - October 8th 2pm-3:30pm— G411 LEEP 2
   - October 14th 1pm-2pm—1420 LEEP 2
   - October 19th 1pm-2pm—1420 LEEP 2
   - Oct 27 2pm-3:30pm— G411 LEEP 2

3. **Do your homework.** When you show up for your meeting (one on one OR group), you MUST bring with you:
   - A new DPR, created sometime after October 1st, 2015
- Your Plan of Study (required for Group Advising).
- A completed Enrollment Advising Form (get these from the main office or print one out at [http://cpe. engr. ku. edu/ students/ Enrollment%20advising%20form. pdf](http://cpe. engr. ku. edu/ students/ Enrollment%20advising%20form. pdf).
- Make sure you have gone through the timetable and selected specific class times that work with your schedule. I cannot spend time helping you find specific courses. You can find a complete listing of courses that satisfy your general education (or core) requirements by searching the timetable, or a succinct list here (the Spring list will go up soon): [http://advising. ku. edu/](http://advising. ku. edu/).
- If you aren’t sure what to take, take the time to meet with me one on one—I want to make sure you are on track!

4. Things to discuss at your advising appointment:
   a. Summer school
   b. Internships
   c. Your plan of study
   d. Concerns or questions you have about the major or classes

5. After your advising appointment, bring your Enrollment Advising Sheet to the main office in Learned 4132. We will be lifting advising holds daily at 4.

6. Enroll at your allotted time. You can use the Schedule Planner to most easily make all of your courses fit!

7. Celebrate! You’re ready for another great semester at KU!

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C&PE Enrollment Advising
Oct 13-Oct 30
SOPHOMORE-SENIOR ONLY
(C&PE 211/217 and up)

Please make note—there are TWO SEPARATE processes for enrollment advising. **If you are enrolled in C&PE 111, or a**
‘Freshman’ in the program, this is NOT how you will receive advising-- please respond to this email.

Hello! You have likely noticed that you have an Advising Hold on your account. This hold will remain until you receive advising from your **faculty advisor**. You can look up your advisor in myProgress, under the ‘Academics’ tab. If you still need help finding out, swing by or call Cynthia in the main office (864-4965). Then:

8. **STARTING Wednesday, October 7th**, you may sign up for your **faculty** advising session online through mySuccess. **Please only sign up for one appointment, as each reserves 30 minutes of time.**
   - Step 1: Log onto the [myKU Portal](https://myku.ku.edu/)
   - Step 2: Scroll to the “Advising” tab and click on “Student Information”
   - Step 3: Click on the “Academics” Tab
   - Step 4: Click on “Make an advising appointment”
   - Step 5: Scroll to your advisor (Dawn Shew) and click on “See available appointments”
   - Watch the video on making online appointments if you need further instruction

   If you wish to meet with Dawn prior to your faculty meeting, you may sign up the same way. However, please be aware that your hold will not be lifted until you meet with a faculty member.

9. **Do your homework.** When you show up for your meeting, you MUST bring with you:
   - A new DPR, created sometime after October 1st, 2015
   - Your **Plan of Study**
   - A completed Enrollment Advising Form (get these from the main office or print one out at [http://cpe.engr.ku.edu/students/Enrollment%20advising%20form.pdf](http://cpe.engr.ku.edu/students/Enrollment%20advising%20form.pdf).
   - Make sure you have gone through the timetable and selected specific class times that work with your schedule. Faculty cannot spend time helping you find specific courses. You can find a complete listing of courses that satisfy your general education (or core) requirements by searching the timetable, or a succinct list here (the Spring list will go up soon): [http://advising.ku.edu/](http://advising.ku.edu/).
   - If you aren’t sure what to take, take the time to meet with Dawn create a Plan of Study for your specific needs **before your faculty appointment.**

10. **Things to discuss at your advising appointment:**
    - a. Internships/jobs
    - b. Your plan of study
    - c. Concerns or questions you have about the major or classes
11. After your advising appointment, bring your Enrollment Advising Sheet to the main office in 4132 Learned. We will be lifting advising holds daily by 4pm.

12. Enroll at your allotted time. You can use the Schedule Planner to most easily make all of your courses fit!

13. Celebrate! You’re ready for another great semester at KU!