

ENROLLING 101

Step 1: Log into your KSIS account

Step 2: Click on the “Student Center” box

Step 3: Click “enroll”, which will be found on the left side of the screen

Step 4: Select the term you want to enroll (Spring 2018)

- *Tip: Look ahead and plan what classes and times will fit into your schedule. **Do not** wait until your day/time to enroll to see which course sections are still open.*

Step 5: Click on the “Search” button to go to an advance search

- *Tip: If you know the specific “class number”, you can go ahead and enter that number in on that page (e.g., 10125).*

Step 6: Enter the course prefix (e.g., HDFS) in the box labeled “Subject” and enter the course code (e.g., 301) into the box directly underneath the “Subject” box

- *Tip: If you want to see all the sections, even closed ones, then you must unselect the box that says, “Show Open Classes Only”.*

Step 7: Scroll to the bottom of the page and select “Search”, or hit “Enter”

Step 8: Find an open class (indicated by the green circle) and click “Select”

- *Tip: If the section you want is waitlisted (yellow triangle), you can choose to waitlist yourself in the course. The process is the same as selecting a course (steps 1-7).*
- *Tip: It is advisable check how many people are already waitlisted in the course. When you select the class, a “Class Availability” box will appear on the page, which will tell you how many people are currently waitlisted. If you are number*

4 or more on the list, it is suggested that you put another section in your shopping cart in case you do not get into that section.

- *Tip: As spots open in the class and your seat becomes available, you will automatically be enrolled in the course. KSIS does not notify you if you have been enrolled in the course, so you will need to periodically check your shopping cart. For more information, please visit http://www.k-state.edu/history/undergrad/advising_instructions.html*

Step 9: Review the course section's days/times classes will be held

- *Tip: Double-check whether the section you selected is an on-campus class, an online (Global) class, or a Polytechnic class (the Salina K-State courses are listed at the bottom of the search results and are indicated by the letters "SA").*
- *Tip: Double-check if the course you are trying to enroll in has any required prerequisites. When you select the course section, there is an "Enrollment Information" box that will appear on the page that pulls up. This box will tell you if the class has any required prerequisites. To enroll in a course with a prerequisite, you must have already taken the prerequisite course, or you may need to email the professor and ask for permission to enroll.*
- *Tip: Ensure that if the section is open (indicated by the green circle) that the open seats are "unreserved". When you select the section, a "Class Availability" box will appear on the page. In that box, it will tell you the total class capacity, seats taken, and how many reserved or unreserved seats are available. If the only seats remaining are "reserved", then you may not be able to enroll in that*

section. If seats are “reserved”, the box will say why (e.g. a section of a Social Work course may allow only Social Work majors).

Step 10: Select “Next”

- *Tip: Courses in your shopping cart DOES NOT mean you are enrolled or waitlisted in them. You have to select “Next” to enroll or waitlist.*

Step 11: Repeat steps 5 through 10 for each course

- *Tip: You can add courses after your enrollment date if you change your mind on what courses you want to take, if you want a different section, if all the course sections are closed so you have to take another class, etc.*

How to Look Up Classes

Option 1: Through KSIS: follow steps 1 through 7 listed in the above section.

Through Course Schedule:

- **Step 1:** Go to www.k-state.edu
- **Step 2:** Place your cursor over the “Academics” tab and select “Catalogs and Courses”
- **Step 3:** Under “Course Schedules”, select “Spring 2018”
- **Step 4:** Select “Course Schedule”
- **Step 5:** Scroll to find the course’s department and select it (e.g., “Family Studies and Human Services, School Of” is underneath “Human Ecology”;

- select this department for all courses with the School of Family Studies and Human Services, including HDFS, CNRES, ECED, CSD, FSHS, and PFP)
- **Step 6:** Either scroll through the results until you find the courses prefix and code OR use the “Jump to Course” option at the top of the page
 - **Step 7:** Check to see if the course section is still open, if it is closed, if it has been cancelled, or if only reserved seats remain
 - *Tip: This is a quick way to see all the sections for each course without having to log into KSIS. It may be helpful to have the course schedule opened on one tab and KSIS on another when you are enrolling.*
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How to Drop a Class

Step 1: Log into your KSIS account

Step 2: Click on the “Student Center” box

Step 3: Click “enroll”, which will be found on the left side of the screen

Step 4: Click “Drop” at the top of the page

Step 5: Select term (Spring 2018) and click “Continue”

Step 6: Select which class(es) you want to drop by checking the box on the left-hand side of the course

Step 7: Click “Drop Selected Classes”

- *Tip: If you are dropping all your courses, you will need to contact the Dean's Office in the College of Human Ecology as doing so is considered to be a total withdrawal.*

Other Helpful Tips

1. When you only have less than 15 minutes between two classes on Tuesdays/Thursdays, the calendar on KSIS removes the gap between the courses with an orange bar (there is also a yellow triangle with an exclamation point in the orange bar).
 - a. KSIS does this because it assumes that students may not have time to make it to their next class. Check campus maps to make sure you will have enough time. If you will have enough time, just ignore the orange bar.
2. If you are enrolled in a course and it is not appearing in Canvas, it most likely means that your instructor has not published the course for students to see. If you are concerned, you can email the instructor to make sure this is the case.
 - a. **Step 1:** To see which classes are published or not, log in to K-State Online/Canvas (refer to the next tip under section "c" if you do not know how to log in to Canvas)
 - b. **Step 2:** On the far-left side of the page, click on "Courses"
 - c. **Step 3:** The box that pops up lists your courses. At the bottom of the box, click on "All Courses"

- d. **Step 4:** On the far right, there is a column labeled “**Published**”. Each course will either have yes or no.
 - e. **Step 5:** For the courses that are published, on the far-right side, click on the stars to have your published courses listed on the Canvas dashboard.
3. You can find the list of required textbooks for your courses in three places.
- a. Student Center:
 - i. **Step 1:** Log into KSIS (your Student Homepage will pull up)
 - ii. **Step 2:** Click on the “Student Center” icon (in the middle of the far-right column)
 - iii. **Step 3:** Under “This Week’s Schedule”, you will see in bold “**view course materials by Term**”. Select your term, then click on “Manhattan courses material” directly below your term.
 - o *Tip: Not all instructors upload their required textbooks to this page. So, you should always check the two follow places as well.*
 - b. My Academics:
 - i. **Step 1:** Log into KSIS (your Student Homepage will pull up)
 - ii. **Step 2:** Click on the “Student Center” icon (in the middle of the far-right column)
 - iii. **Step 3:** Under “Academics” on the far-left side of the page, click on “My Academics”
 - iv. **Step 4:** In the top-left of the page, click on “Enroll”

- v. **Step 5:** In the top-left of the page, click on “My Class Schedule”
- vi. **Step 6:** Each course has a “Textbook” icon indicated by the book. Click on it.

- *Tip: Not all instructors upload their required textbooks on this page, so you should always check the following place.*

- c. K-State Online/Canvas (they mean the same thing):

- i. **Step 1:** Go to k-state.edu/canvas
 - ii. **Step 2:** Log in using your K-State EID and password
 - iii. **Step 3:** Click on each class and find the course syllabus.

- *Tip: The syllabus may be under “Files”, “Modules”, or “Syllabus”*
 - *Tip: Your syllabus will tell you what textbooks you need to purchase.*

- d. Locations to purchase textbooks:

- i. K-State Campus Store- This is usually the most expensive option, but the convenience of it being on campus may be worth the extra money to you.
 - ii. Amazon- Many textbooks are often cheaper than the ones at the campus store. Also, many are offered on Amazon Prime, so you can get your textbook for free two-day shipping days. This is convenient for when instructors do not post their required

textbooks until the weekend before class starts. However, you do need to pay for a Prime membership to receive that perk.

- iii. Chegg- Many textbooks are often cheaper than the campus store and are comparable to Amazon prices.
- iv. Friends/roommates- This will usually be your cheapest option if you can borrow textbooks from others. They may also sell it to you for a very reduced rate.
 - *Tip: It is advisable to compare prices at multiple places to find the best price.*