

In order to sign-up for advising, you will need to follow the steps below:

- 1)** Refer to the Enrollment Guide on the Registrar's website. www.timetable.ku.edu
- 2)** Find out who your advisor is by looking at the list on the board outside the Aerospace office.
- 3)** Sign-up for an advising appointment on the calendar on your advisor's door. Advisor office numbers are located next to the Aerospace office door.
- 4)** Review the Undergraduate page for current students on the AE website for required and recommended courses. www.ae.engr.ku.edu
- 5)** Before your advising appointment prepare these forms to take to your advising appointment:
 - a)** print your ARTS form from Enroll & Pay
 - b)** fill out a Course Selection Form (in pencil), located on the desk just inside the AE office door.
- 6)** Just prior to your appointment, stop by the AE office and ask for your file.
- 7)** After your advising appointment, return your file & your approved course selection form to the front desk in the AE office. If you would like a copy of your course selection form, please make a copy before turning in your form & file.
- 8)** Your advising hold will be released by the end of the day that you return your approved course selection form.
- 9)** Log-in to Enroll & Pay to enroll for selected courses.