

Frequently Asked Questions for Advising

Q: What is the “Engineering Advising Hold” that appeared on my record? Why do I have it?

A: The School of Engineering has a mandatory advising policy. This means that you will be required to meet with your assigned advisor each semester before you are allowed to enroll in classes. The School of Engineering requires advising each semester to ensure you stay on track for graduation. Advising is your opportunity to connect with a mentor in your field. Use this resource.

Q: How do I find out who my assigned advisor is?

A: Your advisor’s name can be found in your myKU Portal under the Academics tab. The administrative assistant will also email your advisor assignment at the beginning of the semester.

Q: Where is my department office?

A: Aerospace – 2120 Learned

Q: How do I set up an advising appointment?

A: Sign-up for an advising appointment through the myKU Portal. In the “Academics” tab, under your advisor’s name, there’s an option to “Make an advising appointment.” Click on this link to see available appointments with your advisor. This option will only be available during the two-week advising period. To make an appointment with your advisor outside of the advising period, email them directly.

Q: What will happen at my advising appointment?

A: You will discuss the courses that you need to take for the upcoming session. In addition, you can ask questions about the field of engineering you are going into, internships, and any struggles you are having with your current classes.

Q: How do I get my hold released?

A: The department assistants will release your hold after your appointment. This can sometimes take a day or so. You must plan ahead.

Q: When do I enroll?

A: You need to log into [Enroll & Pay](#) and look at your "appointment time" in the student center. This day and time is your first opportunity to enroll in classes. You have up until the start of the next semester to make changes to your schedule, but remember, classes will fill up quickly.

Q: I've had my advising appointment and hold released, but I'm having trouble getting into a class I need. What do I do?

A: Go to the department offering the course. Often, departments just need to open up a few more spots.

Q: What if I don't like my advisor?

A: Often, you'll need to stick with this person. The world is full of different personalities and a big part of the field of engineering is working well in groups and adapting to overcome challenges. Your assigned advisor might not be your favorite professor, but you should try to approach the situation as a professional. Occasionally, a change can be made. See your departmental office for help.

Q: What do I need to do for advising?

A: Students need to review the curriculum guide or undergraduate catalog before the appointment. You should have a good idea what you think you need to take. Look at the schedule of classes online at www.classes.ku.edu to see when things are offered. If it looks like there are conflicts, be prepared to ask about this. Come to this meeting with a list of what you'd like to take, and a list of questions for your advisor. Stop by the department office for a Course Selection Form. Most importantly, be on time.

Q: I just changed my major or I want to change major, who do I meet with?

A: Contact the AE department for advising. You'll need to let the administrative assistant know that you have recently changed your major so they can request your admission materials from the Student Success Office. If you haven't yet completed the paperwork, you can do so in the Student Success Office, 1415 LEEP2.

Q: I want to plan ahead, when is advising each semester?

A: Advising is always right after fall break and spring break each semester. The Registrar's Office will publish the schedule of classes for the next semester after the 3rd or 4th week of classes at www.classes.ku.edu.

Q: I want to talk about more than just next semester. I'd like to make a plan to graduate. How do I do this?

A: During the main advising time of each semester, it can be tough for the advisors to see all of the students. Do your upcoming semester planning with your advisor during the regular advising session and then ask when you could come back to do more planning for future semesters.

Q: I just met with my advisor, and they say that I have an error on my Degree Progress Report (DPR). What do I do?

A: Your advisor can submit the error online through the Degree Progress Report, or you can print a DPR checklist and indicate the errors. This needs to be submitted to the administrative assistant in the AE department office. It is likely that changes will not be made until the end of the semester.

Q: I want to take courses at another school this summer to transfer back. How do I do this?

A: You need to first identify the course you want to take and where you want to take it. Then, you'll want to use the [University's credit transfer system](#) to see if KU will accept the course. If KU accepts the course, enroll and take the course. If not, talk with your advisor to discuss alternative paperwork or courses. After you've completed the course, you need to have your official transcript (with grade) sent to KU's Office of Admissions so it can be put on your record.