

In order to complete advising, you will need to follow the steps below:

- 1)** Refer to the Schedule of Classes. www.classes.ku.edu
- 2)** Find out who your advisor is by looking on your myKU Portal
- 3)** Sign-up for an advising appointment through MySuccess, accessible through the Portal and Blackboard.
- 4)** Review the 4 or 5 year curriculum guides on the [Advising and Enrollment webpage](#) for required and recommended courses.
- 5)** Before your advising appointment prepare a Course Selection Form (in pencil) with an idea of which courses you want to take.
 - a)** Form located on the desk just inside the AE office door or on the [Advising and Enrollment webpage](#).
- 6)** During your appointment, discuss enrollment, current courses, and other questions you might have. Make sure both you and your advisor sign the Course Selection Form.
- 7)** After your advising appointment, return your approved course selection form to the AE office. If you would like a copy of your course selection form, please make a copy before turning in your form.
- 8)** Your advising hold will be released as soon as possible by the administrative assistant.
- 9)** Log-in to Enroll & Pay after your assigned enrollment time to enroll in selected courses.