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

1) Refer to the Schedule of Classes. [www.classes.ku.edu](http://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.