How to Get Into a Math Course

1. Double check that all components (REC, LEC, LAB, QZ) of the math class you want do not conflict with anything you are enrolled in or waitlisted for.

2. Add yourself to only one wait list (preferably the smallest waitlist) that does not conflict with any class you are already enrolled in or waitlisted for. KSIS will automatically add students from the waitlist (who do not have conflicts with any of the components of the course) as openings occur. Class permission is not required during the open enrollment times except for MATH 395, MATH 160, and some undergraduate and graduate Topics courses. If you are trying to add one of these courses, the mathematics staff can direct you to the appropriate secretary.

3. Caution: The automatic feature in KSIS of adding students from wait list will not work for students who are enrolled with conflicts or wait listed with conflicts or who are attempting to add more than one recitation section of the same course or who are wait listed for a section that is not being offered blue box in KSIS.

4. The current math portion of the Class Directory is posted across from the Math Office in 138 Cardwell Hall. Check KSIS to see if the section you want is being offered. If the section is listed in KSIS with a blue box, it is not being offered. Please choose another section.

5. Instructors will be assigned and appear on the university’s web page http://courses.k-state.edu/ by the first day of class.

6. You may check KSIS to see if your section has opened. Keep in mind that the auto wait list will fill any openings nightly.

7. If you have not been able to add the section you want, you may continue to check KSIS each day at your convenience. During Open Enrollment, as soon as the class opens and has zero students waiting, you may add it via your KSIS account.

8. Attend the first week and subsequent weeks of classes faithfully and speak to the instructor either before or after class. Get to know the instructor: KSIS will drop the wait list from the computer after open enrollment ends so you need to have a good report with the instructor that is teaching the course in order to get a class permission form.

9. University Wait Lists
   a. The University wait list does not constitute enrollment. You will have to enroll to be in the course.
   b. The University wait list will auto enroll as openings occur.
   c. To ensure getting in a class, pick recitation section with the shortest wait list that fits in your schedule.
   d. Should you remove yourself from one wait list to another, you will be added to the last spot in that wait list.
   e. You may also choose to remove yourself from a wait list in order to enroll in an open section with zero students waiting.
   f. The wait list will not work for you if you are enrolled in another section or waitlisted for another section or have conflicts in either the wait list or in your class schedule with any of the components of the course.
   g. To change a non-primary component of the course use the change schedule button rather than the drop/add buttons.
   h. If you drop yourself from the course, it will drop all your components and you will have to start all over again. By changing just one component rather than dropping it, you will be able to stay in the seat you have in the other components.
   i. Instructor permission is required to enroll in sections after open enrollment ends. Instructors may use their own discretion concerning who they let into a course and when.
   j. Instructor permission is also required to over-ride the optimum capacity of the course by a reasonable amount, but not exceeding the Fire Marshall’s room cap.

10. University Tuition and Fee Policies — Watch your refund deadlines — To avoid a late fees: Make sure you are enrolled in at least one course before classes begin. A Change from one section to another is considered to be a drop and an add by the Enrollment Services office. Therefore, the
university refund policy will apply and any course added will be charged full fees. For summer courses the refund periods are prorated.

a. Up to the 21st calendar day from the 1st day of class, there is a 100% refund for a section that is dropped and the regular fee is charged for a section that is added. Therefore the student pays no additional fees to drop one section and add another.

b. Up to the 28th calendar day, there is **a 50% refund for a section that is dropped and the regular fee is charged for a section that is added**. Therefore the student will have to pay 50% more to drop one section and add another section of the same course.

c. After the 28th day there is **NO refund for a section that is dropped and the regular fee is charged for a section that is added**. Therefore the student will have to pay double for switching to another section in the same course.

The 25th day of classes is the last day to drop a course without receiving a W on your transcript. The final day to drop a full semester course is near the end of the 10th week of classes (For Summer - end of the 5th week).

11. **Helpful Hints on Getting In**
   a. **Attend** the section you wish to add, **do the work** and **talk to the instructor** and let them know you are trying to add their section.
   b. Pick a different section if the instructor does not want to add any more students.
   c. If you are enrolled in a different section that you are planning to drop inform that instructor concerning what you are doing, so that instructor does not drop you for not showing up. It would be better to drop this class while the 100% refund policy is in effect so you will not pay more for the course. Otherwise you are subject to a partial refund or no refund for the class you drop and full tuition costs for the class you add.
   d. Keep attending and trying to add during Open Enrollment. Instructors will use their discretion up to but not exceeding 5 seats above their enrollment cap to decide whether they will allow a student in their class. Instructors are not obligated to allow students in their classes.
   e. Turn in your homework to the instructor whose section you are attending. Be sure your name, WID number, course name and section number are on your homework.
   f. Finalize all course changes before the 100% refund policy expires.
   g. Note: Do NOT jump around between sections--pick one and go to it, otherwise your attendance record and homework may be lost and your final grade may be affected.

12. **K-State On-Line**:
   a. K-State On-Line is not an automatic link to iSIS.
   b. An instructor has to manually create the K-State On-Line Page for their course at their discretion.
   c. Instructor’s are not required to use K-State On-Line.
   d. Be sweet when asking about your math course on K-State on-line as the instructor may choose not to use this resource.

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