

## ENROLLMENT SERVICES

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### iSIS Terminology

The Office of the Registrar has begun adopting the new iSIS terminology. Refer to the [iSIS glossary](#) page for definitions and/or translations.

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Office of the Registrar  
 Kansas State University  
 118 Anderson Hall  
 Manhattan, KS 66506-0114  
 785-532-6254  
[registrar@k-state.edu](mailto:registrar@k-state.edu)

**Office Hours:**  
 Monday–Friday  
 8:00 AM–12:00 PM (CST)  
 1:00 PM–5:00 PM

**Transcript Window & Enrollment Services:**  
 Monday–Friday  
 8:00 AM–5:00 PM

## Assignment of Courses

Students are responsible for fulfilling all requirements of the curriculum in which they are enrolled. They should consult with their advisors and be familiar with the K-State Catalogs.

A [catalog is provided on the web](#) and is maintained by the Office of the Registrar.

No student is officially enrolled in courses or for private lessons in music or other subjects until a formal course assignment is completed.

## Undergraduate

An undergraduate student has an enrollment cap of 21 units in a term. To add additional units beyond the cap, a student must consult with the appropriate [dean's office](#).

A student will be considered full-time for fall and spring terms if she or he is enrolled in 12 or more term units

and for summer if enrolled in at least 6 term units.

A student with documented disabilities may petition the university for a waiver of the full time requirement to allow course loads that appropriately accommodate the disability. The petition must be made in a timely manner prior to the appropriate term. A student must petition annually for continuation of the waiver.

### **Graduate**

No more than 16 units, including those obtained in research, may be assigned in a single term, nor more than 9 units during a summer term. If a part of the assignment is for undergraduate credit, a student may be assigned to 17 units during a term or 10 units during a summer term. Full-time staff members of the university may not be assigned to more than 6 units in one term, nor more than 3 units in a summer term, and may enroll only with the permission of their supervisors. (See section on assistantships and fellowships for limitations applying to students holding assistantships.) These limitations apply to courses audited as well as courses for which credit is earned.

Course schedule changes processed after deadlines must be accompanied by the approval of the student's advisor, the instructors, and the dean of the Graduate School.

All graduate students who have matriculated at Kansas State University and are using faculty time and/or university facilities for research or other academic pursuits must be enrolled. The enrollment should reflect, as accurately as possible, the demands made on faculty time and use made of university facilities. Further, a graduate degree candidate must be enrolled during the term in which the requirements for a degree are completed.

A student working for the Ph.D. must enroll during the term in which the preliminary examination is taken and subsequently in each term (summer terms excepted) until the degree requirements are satisfied and the dissertation is accepted by the Graduate School. Failure to enroll will result in loss of candidacy. To regain candidacy, the student will be re-examined over the areas covered in his or her preliminary examinations in a manner to be determined by the supervisory committee.

If it is necessary to interrupt progress toward the degree after the preliminary examination has been passed, then the student (or the major professor) may petition for leave of absence for up to one year which subsequently may be renewed. Renewals for those who are meeting a military service requirement will be automatic. The

petition must be submitted at least one month before the effective date of leave. Approval must be granted by the major professor, chair of the department or graduate program, and the dean of the Graduate School.

Upon written notification, doctoral candidates, who have passed preliminary examinations and do not live in a 30-mile radius of Manhattan, may request the Graduate School to send enrollment information prior to an enrollment period. Candidates may then enroll themselves through the [K-State Student Information System \(iSIS\)](#).

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## Curriculum Change

Students desiring to transfer from one college to another within the university should confer with [both deans concerned](#).

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## Faculty and Staff Enrollment

Full-time faculty members and regular employees, with approval of their department heads or deans, may enroll in undergraduate or graduate work not to exceed 6 contact hours in fall and spring terms or 6 contact hours during the summer term.

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## Historical UGE Courses

**Please note: this section does not apply to students who first enroll in Summer 2011 or later. Those students must meet the requirements of [The K-State 8 General Education Program](#). The following information about UGE remains here for the benefit of students who choose to continue meeting UGE requirements.**

Courses approved by Faculty Senate for UGE credit are listed below by college. This list includes all historical UGE courses. For a listing of the current courses only, you may refer to the [UGE Annotated List](#), maintained on the UGE website. Click on a college to expand the college table, and clicking again will hide the college table.

[College of Agriculture](#)

[College of Architecture, Planning, and Design](#)

[College of Arts and Sciences](#)

[College of Business Administration](#)

[College of Education](#)

[College of Engineering](#)

[College of Human Ecology](#)

[College of Technology and Aviation](#)

**\*F/S Approval** - The date the General Education Courses are approved by Faculty Senate.

**\*\*UGE Approval Review** - The date the General Education Courses are reviewed and approved for 5 years by the University Education Council.

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## Late Enrollment

A \$50 Special Handling Fee will be assessed to students who enroll in classes on or after the first day of the term.

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## Military Deployment Procedures

### Enrollment and Fee Procedure for Emergency Military Deployment

Kansas State University will provide the following options to resident and non-resident students enrolled in credit classes who are required to discontinue their attendance as a result of orders to active military duty arising from the need for a long-term TDY or emergency military deployment.

### Procedures

1. Complete the Proper Form  
Option A: A student may withdraw from all classes and receive a 100% refund of all enrollment fees paid (except for late fees and Military Tuition Assistance). The student must contact the dean's office for their program plan/major for assistance in withdrawing from their classes. (Failure to withdraw from a class, even if no fees are owed, may result in a failing grade.), **OR**

Option B: In consultation with the faculty members involved, a student may elect to take an "Incomplete" in his/her classes, with the ability to complete the course requirements upon return to K-State. Information about Incompletes can be found in [the K-State catalog](#). (Failure to request an "Incomplete" or "Withdraw" from a course may result in a failing grade.) Returning students are responsible for making arrangements with faculty members for the completion of work for which an "Incomplete" has been recorded. As an alternative to

“Incomplete”, other arrangements for receiving a grade and/or completing a course may be made, as appropriate, through the student’s consultation with the faculty members involved, **OR**

Option C: A combination of the above wherein the student may withdraw from some classes and continue enrollment in those remaining. Any refund for course withdrawal will be based on the difference between what the student initially paid and what the student would owe had he/she enrolled only in the remaining courses. Marks for continuing courses will be arrived at in keeping with B. above.

2. Contact K-State [Office of Veterans Affairs](#)  
Students who are receiving veterans assistance or other financial aid should contact the K-State Office of Veterans Affairs of Student Financial Assistance. Call 785-532-7061 or send e-mail to [veteran@k-state.edu](mailto:veteran@k-state.edu). The Office of Student Financial Assistance is located in 104 Fairchild Hall and the K-State Office of Veterans Affairs is in 221 Anderson Hall).
3. Provide Documentation  
A student required to discontinue their attendance as a result of orders to active military duty arising from the need for a long-term TDY or emergency military deployment must provide to the dean’s office for their program plan/major a copy of his/her military orders indicating such assignment. A copy of orders may be mailed subsequent to the student’s departure, or, in the absence of a copy of the military orders, a written statement from the cognizant commander will be accepted. The documentation should be mailed to the appropriate dean’s office.

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## Prep Week

The week before term final examinations period (known as prep week) is set aside as a period of curtailed social activity. Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of term examinations.

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## Refund Policy

## On-Campus

The following table applies to students who completely withdraw from a term and to the reduction in tuition and fees for students who reduce their enrollment.

Percentages and days are illustrated for full-term courses. Refunds for courses of less than a full term (including all Summer courses) will be pro-rated based on the number of days in the course. Each course will be refunded separately from any other courses.

### *On-Campus Refund Periods*

Time of Withdrawal	Refund Percentage
Through 21 <sup>st</sup> Calendar Day	100%
22 <sup>nd</sup> Through 28 <sup>th</sup> Calendar Day	50%
After 28 <sup>th</sup> Calendar Day	No Refund

Refunds will not be made until sufficient time has elapsed to ensure that fee payment checks have been honored by the bank, usually 15 days after the student pays. Refunds generated entirely from dropped courses will not be issued during the first 20 days of class. Students who completely withdraw from a term lose access to all campus student services as of the date of withdrawal. Academic action taken after the last day of a term will not result in a refund.

Federal regulations may require students attending the university who receive federal forms of financial assistance under Title IV, and completely withdraw from the university, to be subject to a "return of Title IV aid" calculation which is different from the above refund percentages. Contact the office of [Student Financial Assistance](#) for details.

## Military

Students who must report for active U.S. military duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official military documentation. Students who volunteer for military service will be subject to the University's non-military refund policy. Room and board charges will be prorated to the extent that services have been provided.

## Continuing Education

Some professional degree programs may have special refund policies that will be published in the program announcement. For Non-Credit Programs, refund policies will be stated in the published announcement. A full refund will be made if the program is cancelled.

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## Withdrawal from K-State

A student who withdraws from the university must complete a notice of withdrawal form; contact the appropriate [dean's office](#).

If a student withdraws during the first 36<sup>th</sup> calendar day of a 70 or more calendar day course (approximately 10 or more weeks in length), no mark will be recorded on the student's transcript. Thereafter, a mark of "W" is recorded; a course less than 70 calendar days (approximately 10 or more weeks in length), is prorated.

The deadline for withdrawing is the end of the 68<sup>th</sup> calendar day of the term; for a course less than 70 calendar days (approximately 10 or more weeks in length), the withdrawal date is prorated.

When a student withdraws from the university, student privileges, such as use of the Recreation Complex, stop.

If a student finds it necessary to withdraw from the university for verifiable nonacademic reasons after the 68<sup>th</sup> calendar day, he or she should consult the appropriate dean's office.

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