

SUBSCRIBERS -  
20,477

# The KU Advising Nest

ISSUE 15, NO. 6

DECEMBER 2015

## KU LAWRENCE CAMPUS ALERTS

- To see Lawrence  
Campus alerts go to  
<http://alert.ku.edu>

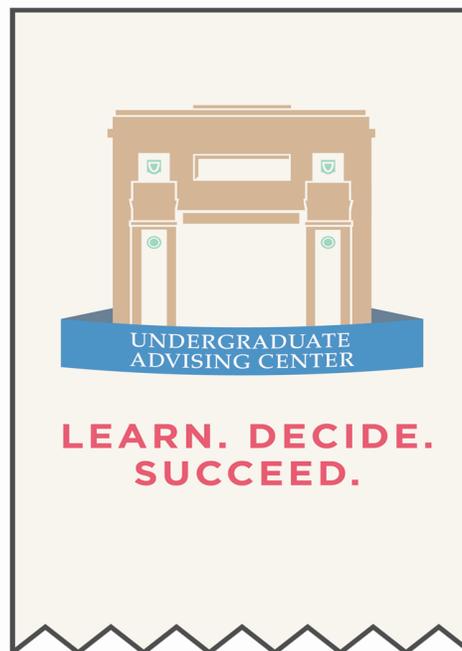
**Editor's Note:** The KU Advising Nest newsletter is published in August, October, December, January, March and May. You will remain on the subscription list until you decide you would like to be removed. To be removed, please email me at [smarino@ku.edu](mailto:smarino@ku.edu) with "remove please" in the subject line. If I receive an "Over Quota" notice three times in a row, I will remove the email address.

I hope that you find the information provided within the newsletter useful. If you have a question, please feel free to contact me by email at [smarino@ku.edu](mailto:smarino@ku.edu) or by phone at 785-864-0178.

## INSIDE THIS ISSUE:

Undergraduate Advising Center	2
Student Account Services	2
University Career Center	3
Academic Access & Achievement Center	4
Academic Calendar	6
KU News	8
Other Useful Web- sites	8

## Academic Advising at KU



# Undergraduate Advising

## Upcoming Information for your student By Brad Whitsell, Assistant Director

### Winter Break Newsletter

We are currently working on an electronic newsletter for our students that will be sent out via email early next week. This newsletter will recap this semester and give some advising tips while over winter break. Some of these tips are to check their KU email regularly, look up any academic notices they may receive on their myKU Portal and to check their grades after grades are posted on December 30. We are also including some important dates for January such as the last day you can drop a class for a full refund.

Our office is open during winter break except on the dates when the university is closed (Dec 24, 25 and Jan 1) so students can contact us for anything.

Parents may view the spring calendar at the end of this newsletter.

## Student Account Services (formerly Bursar's Office)

### Does your student have an enrollment hold? By Karen Bailey, Assistant Comptroller

#### Due dates for spring 2016 tuition and fees:

For those students who have enrolled for the spring 2016 semester, the tuition bill will be produced January 21 and will be due February 15. Each month students are sent an email notification that bills are ready and may be viewed in Enroll and Pay. If students have set up delegates and included an email address, those delegates will receive the same notification. Instructions for students to establish a delegate may be found at <http://registrar.ku.edu/delegate>

Authorized user access and FERPA forms (paper) will be expiring later in December. Once these expire, delegate access will be required.

#### Payment Plan

If you would like to make the most of our payment plan the time to get started is now. By signing up in early December, you can take full advantage of the four month payment plan. You may budget all tuition and fee charges as well as housing and optional campus fees. The last installment is due March 1.

As soon as the students enroll, the amount for tuition and fees will show on the student account and will be due February 15. Although housing charges will not appear on the student account until January 2016, you may estimate those charges or contact Housing for the exact amount. The budget is established by you. Neither TMS nor KU will alter the budget you create. For more information, visit [student account services](#) or [afford.com](#).

Due dates for  
spring tuition  
& fees

# University Career Center

## UCC News and Updates

By Katrina Zaremba, Communications Coordinator

### WE'RE MOVING!

The University Career Center will be moving locations this winter and will be fully functioning in our new location beginning in January 2016. Our new office will be located on the third floor of the Anchutz Library, room 320. *Note: We will not be taking appointments from December 21-January 8, but will be available for appointments the second week of January.*

### UNIVERSITY CAREER FAIR

The UCC team is already gearing up for our biggest event of the year, the 2016 University Career Fair, which will be held on February 10, 2016 from 1:00 p.m. to 5:00 p.m. in the Kansas Union. Students from all majors and academic levels are encouraged to attend and meet with a variety of employers looking to hire Jayhawk talent. A list of attending employers and additional information can be found at [career.ku.edu/ucf2016](http://career.ku.edu/ucf2016).

### ONE STOP PREP SHOP

The One Stop Prep Shop is an event that will be held on February 9<sup>th</sup> from 11:00-2:00 to help students get all their University Career Fair questions answered!

- **What should I wear?** Students can browse through our free Professional Clothing Closet and receive guidelines on what is appropriate to wear to the event.
- **What do I bring?** Students will receive feedback from a career coach on their resume and take away resume samples if they need help getting started.
- **Who should I talk to?** We'll help students learn more about the organizations that will be at the fair and how their interests and skills may fit within the company.
- **What do I say?** Students will develop and practice their 'elevator speech' and take away a list of sample questions to ask employers at the event.

### 4 WAYS TO BE PROACTIVE DURING WINTER BREAK

Winter break is just around the corner and students can use their time off to advance their career plans!

1. Download the [Careers By Simplicity App](#) - Students can view current job and internship openings as well as a list of employers that will be attending the 2016 University Career Fair. They just need to log in using their KU online ID and Password!
2. Students should update their resume with their accomplishments and involvements this past semester.
3. Pencil in the University Career Fair into their planner (Remember, it's Wednesday, February 10).
4. Is your student unsure about their major or what they are going to do after graduation? Have them make an appointment with one of our career coaches to explore their options!

# Academic Achievement and Access Center

## Preparing for Spring Semester Success By Lindsay Sears, Assistant Director

### Five Things Your Student Needs to Do Over Winter Break

All students deserve a break that is fun and relaxing but, students need to also find time to prepare for the spring 2016 semester. Winter break is the ideal time for that!

#### Engage with All Syllabi

This is a step or action that tends to not happen as much as it should. Some students may feel like they don't need to engage with the course syllabus because the professor may take time to go over it during the first day of class. Students who do not engage with the syllabus, on their own, are keeping themselves from being fully prepared for the semester. Most course syllabi will be available online (through their Blackboard) by the week before classes begin. Below is a checklist of how your student could engage with their course syllabi:

*Print out each syllabus (Yes! Students can also make extra copies to have in their bag and at home).*

*Highlight items needed for the course (textbooks, notebook, etc.).*

*Highlight important assignments, projects and exams. (place early start and due dates).*

*Star any areas that are confusing and/or questions. (ask these questions on the first day of class).*

*Circle areas of the course that could be the most challenging. (check resources that could help with these areas).*

#### Get All Materials Together

Students can pick a day during the break and make a list of the items they need that will help them in their courses. For example, a textbook list! This is so crucial to do ahead of time (and ordering the books). Some students may find themselves waiting to know which books to buy or other course needs during the first week of classes, and if they are aware now, they will be able to develop a proper action plan that will allow them to get started early! Other items could be - notebooks, folders, highlighters, notepads, planners, etc.

#### Reflect on Possible Challenges and Create Successful Strategies

Your student needs to take some time (perhaps during the day they are reading their course syllabi) to reflect on possible challenges and create new strategies that will help them during the semester. For example, maybe your student has noticed from their syllabus that there will be a good number of class quizzes from the readings; and there are a lot of readings! Your student could come up with a few strategies that will help them stay on track with their readings in that course.

Continued on page 5

# Academic Achievement and Access Center

## Seek Out Resources Now!

The best time to scope out possible resources are before the semester starts! These resources could be tutoring offered in your student's classes, the Writing Center, professor office hours and more. For example, your student may be taking a difficult Math course in the spring. With this, they may want to find tutoring now in order to have that resource available to them all semester. The AAAC's Tutoring Service currently has pre-registration open for requesting course specific tutoring groups ([tutoring.ku.edu](http://tutoring.ku.edu)). This allows the student to place their tutoring requests first without any obligation. Also, this helps with making sure your student has a spot in the tutoring groups before they start filling up!

## Identify Time Management Tools

How will your student manage their time during the new spring semester? Most importantly, what tools will help them manage their time and help them prioritize? One tool students need to develop is a semester calendar that holds all of their assignments and exams listed from their Syllabi. Here in the AAAC, we have some great semester planners to help students manage their time! Have your student stop by the AAAC office to meet with professional staff or visit our website for these tools. The sooner they can create these tools, the better their semester will be!

Visit our website at [achievement.ku.edu](http://achievement.ku.edu)  
Academic Achievement and Access Center

# Academic Calendar

## Fall Semester

Mon Dec 14, 2015	First day of Finals
Fri Dec 18, 2015	Last day of Finals
Fri Dec 18, 2015	Graduate Application for Graduation deadline
Tue Dec 29, 2015	Grade submission deadline -- 11:59 p.m. (excludes Law)
Wed Dec 30, 2015	Collection of non-posted grades begins for all careers
Wed Jan 06, 2016	Grade roster entry access shut off (excludes Law)
Fri Jan 08, 2016	Law grade submission deadline -- 11:59 p.m.
Fri Jan 08, 2016	Law grade roster entry access shut off
Fri Jan 15, 2016	Course Completion Deadline
Fri Jan 15, 2016	Official Degree list due
Mon Jan 25, 2016	Degrees post to transcripts
Mon Feb 08, 2016	Diplomas available

## Spring Semester

Wednesday, January 13, 2016	Undergraduate Orientation and Enrollment
Thursday, January 14, 2016	Enrollment for new non-degree seeking students (UGDL career), community members and special student populations
Thursday, January 14, 2016	Open enrollment for students who have not attended orientation. See the Office of First Year Experience for details.
Monday, January 18, 2016	Martin Luther King Holiday
Monday, January 18, 2016	Continuing Student Enrollment ends (11:59 p.m.) -- all careers
Monday, January 18, 2016	New Student Enrollment ends (11:59 p.m.) -- all careers
Monday, January 18, 2016	Last day 100% refund *
Tuesday, January 19, 2016	First day of classes
Tuesday, January 19, 2016	First day of Late Enrollment *
Tuesday, January 19, 2016	\$150 late enrollment fee begins *
Tuesday, January 19, 2016	First day 90% refund *
Monday, January 25, 2016	Last day to add/change sections without written permission *
Monday, January 25, 2016	Last day to add and change sections on-line
Monday, January 25, 2016	Last day to enroll online *
Monday, January 25, 2016	Last day 90% refund *
Tuesday, January 26, 2016	Add/change of section with written permission begins (off-line) *
Tuesday, January 26, 2016	Petition late enrollment begins (off-line) form available at student's school *

Continued on next page

## Spring Schedule

# Academic Calendar

**continued**

Tuesday, January 26, 2016  
 Monday, February 8, 2016  
 Monday, February 8, 2016  
 Monday, February 8, 2016

Tuesday, February 9, 2016  
 Monday, February 15, 2016  
 Monday, February 15, 2016  
 Monday, February 15, 2016

Monday, February 15, 2016  
 Tuesday, February 16, 2016  
 Tuesday, February 16, 2016  
 Thursday, February 18, 2016  
 Monday, February 29, 2016  
 Tuesday, March 1, 2016  
 Tuesday, March 1, 2016  
 Tuesday, March 1, 2016

Monday, March 14, 2016  
 Sunday, March 20, 2016  
 Monday, April 18, 2016  
 Monday, April 18, 2016

Friday, April 22, 2016  
 Thursday, May 5, 2016  
 Thursday, May 5, 2016  
 Friday, May 6, 2016  
 Monday, May 9, 2016  
 Friday, May 13, 2016  
 Friday, May 13, 2016  
 Sunday, May 15, 2016  
 Friday, May 20, 2016  
 Saturday, May 21, 2016  
 Friday, May 27, 2016  
 Friday, May 27, 2016  
 Friday, May 27, 2016  
 Friday, June 10, 2016  
 Friday, June 10, 2016  
 Monday, June 20, 2016  
 Tuesday, July 5, 2016

First day 50% refund \*  
 Last day to withdraw/drop without a "W" \*  
 First Period Drop ends \*  
 Last day to request a Petition to Late Enroll form (non TBA, full semester classes)  
 Second Period Drop begins \*  
 Census Day - 20th Day of classes  
 Last day to add or swap a class \*  
 Last day petition late enrollment (non TBA, full semester classes)  
 Last day 50% refund \*  
 Start Credit/No Credit \*  
 0% refund begins \*  
 Tuition Adjustment & Residency Application deadlines  
 Deadline Credit/No Credit \*  
 Undergraduate Application for Graduation deadline  
 Law Application for Graduation deadline  
 Last day to submit Application for Graduation and assure inclusion in the Commencement Program and July diploma delivery  
 First day of Spring Break  
 Last Day of Spring Break  
 Second Period Drop Ends \*  
 Last day to withdraw from a class or the University (full semester classes, excluding Law)  
 Law Grade Roster creation  
 Last day of classes  
 Grade Roster creation (excludes Law)  
 Stop Day  
 First day of Finals  
 Last day of Finals  
 Graduate Application for Graduation deadline  
 Commencement  
 Grade Submission deadline -- 11:59 p.m. (excludes Law)  
 Collection of non-posted grades begins for all careers  
 Law grade submission deadline -- 11:59 p.m.  
 Law grade roster entry access shut off  
 Grade roster entry access shut off (excludes LAW)  
 Course Completion Deadline  
 Official Degree list due  
 Degrees post to transcripts  
 Diplomas available

## KU News - Headlines:

Researchers co-author examination of online learning for students with disabilities  
<https://news.ku.edu/2015/11/17/ku-researchers-co-author-extensive-examination-online-learning-students-disabilities>

### More News

Looking for more news from KU? [Sign up](#) for Inside KU, a daily newsletter from the KU News Service.

## Other Useful KU

Academic Achievement and Access Center: <http://www.achievement.ku.edu>

Admissions: <http://www.admissions.ku.edu/>

Billing Information (Bursar): <http://student-account-services.ku.edu>

College of Liberal Arts & Sciences Undergraduate Services: [www.collegesas.ku.edu](http://www.collegesas.ku.edu)

Counseling and Psychological Services: <http://www.caps.ku.edu>

Enrollment questions: [www.registrar.ku.edu/](http://www.registrar.ku.edu/)

Financial Aid & Scholarships: <http://www.financialaid.ku.edu>

First-Year Experience: <http://firstyear.ku.edu/orientation>

KU Continuing Education: <http://kuce.ku.edu/>

KU Online Courses: [www.online.ku.edu](http://www.online.ku.edu)

KU Parent/Family Assistance: <http://www.vpss.ku.edu/pal.shtml>

KU Writing Center: <http://www.writing.ku.edu>

Multicultural Affairs: <http://www.oma.ku.edu/>

Parking Department: <http://www.parking.ku.edu>

Sexual Harassment: <http://www.sexualharassment.ku.edu>

Student Account Services: <http://student-account-services.ku.edu>

Student Affairs: <http://studentaffairs.ku.edu/>

Student Involvement and Leadership Center: <http://www.silc.ku.edu>

Student Housing: [www.housing.ku.edu/](http://www.housing.ku.edu/)

Supportive Educational Services: <http://www.apex.ku.edu/>

Timetable of Classes online: <http://www.classes.ku.edu>

Undergraduate Advising Center: [www.advising.ku.edu](http://www.advising.ku.edu)

University Career Center: [www.kucareerhawk.com](http://www.kucareerhawk.com)

Watkins Health Services: <http://studenthealth.ku.edu/>

(For specific School phone numbers, call KU Directory at 785-864-2700.)

To sign off from the list, email [smarino@ku.edu](mailto:smarino@ku.edu) with the request - unsubscribe UAC-L