KU LAWRENCE CAMPUS ALERTS

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

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 Websites 8

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 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 or by phone at 785-864-0178.

Editor's Note:
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.
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.

ONE STOP PREP SHOP
The One Stop Prep Shop is an event that will be held on February 9th 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!
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
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). 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
Academic Achievement and Access Center
# Academic Calendar

## Fall Semester

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

## Spring Semester

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

*Continued on next page*
Academic Calendar

Tuesday, January 26, 2016
First day 50% refund *

Monday, February 8, 2016
Last day to withdraw/drop without a "W" *

Monday, February 8, 2016
First Period Drop ends *

Monday, February 8, 2016
Last day to request a Petition to Late Enroll form (non TBA, full semester classes)

Tuesday, February 9, 2016
Second Period Drop begins *

Monday, February 15, 2016
Census Day - 20th Day of classes

Monday, February 15, 2016
Last day to add or swap a class *

Monday, February 15, 2016
Last day petition late enrollment (non TBA, full semester classes)

Monday, February 15, 2016
Last day 50% refund *

Tuesday, February 16, 2016
Start Credit/No Credit *

Tuesday, February 16, 2016
0% refund begins *

Thursday, February 18, 2016
Tuition Adjustment & Residency Application deadlines

Monday, February 29, 2016
Deadline Credit/No Credit *

Tuesday, March 1, 2016
Undergraduate Application for Graduation deadline

Tuesday, March 1, 2016
Law Application for Graduation deadline

Tuesday, March 1, 2016
Last day to submit Application for Graduation and assure inclusion in the Commencement Program and July diploma delivery

Monday, March 14, 2016
First day of Spring Break

Sunday, March 20, 2016
Last Day of Spring Break

Monday, April 18, 2016
Second Period Drop Ends *

Monday, April 18, 2016
Last day to withdraw from a class or the University (full semester classes, excluding Law)

Friday, April 22, 2016
Law Grade Roster creation

Thursday, May 5, 2016
Last day of classes

Thursday, May 5, 2016
Grade Roster creation (excludes Law)

Friday, May 6, 2016
Stop Day

Friday, May 9, 2016
First day of Finals

Friday, May 13, 2016
Last day of Finals

Friday, May 13, 2016
Graduate Application for Graduation deadline

Sunday, May 15, 2016
Commencement

Friday, May 20, 2016
Grade Submission deadline -- 11:59 p.m. (excludes Law)

Saturday, May 21, 2016
Collection of non-posted grades begins for all careers

Friday, May 27, 2016
Law grade submission deadline -- 11:59 p.m.

Friday, May 27, 2016
Law grade roster entry access shut off

Friday, May 27, 2016
Grade roster entry access shut off (excludes LAW)

Friday, June 10, 2016
Course Completion Deadline

Friday, June 10, 2016
Official Degree list due

Monday, June 20, 2016
Degrees post to transcripts

Tuesday, July 5, 2016
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
Counseling and Psychological Services: http://www.caps.ku.edu
Enrollment questions: 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
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/
Supportive Educational Services: http://www.apex.ku.edu/
Timetable of Classes online: http://www.classes.ku.edu
Undergraduate Advising Center: www.advising.ku.edu
University Career Center: www.kucareerhawk.com
Watkins Health Services: http://studenthealth.ku.edu/
(For specific School phone numbers, call KU Directory at 785-864-2700.)

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