



Name of Policy: Academic Advising and Registration for Courses
Source: Student Affairs, Academic Affairs, and Business Office
Date Revised: June 2019
Form to Complete: N/A

Policy:

Academic advising is a partnership between the student and their advisor. While the academic advisor acts as an assistant to students throughout their KCAI career in scheduling appropriate classes and meeting graduation requirements, **it is the student’s responsibility to ensure they will complete all requirements by the projected graduation date.**

Procedure:

Advising and course reservation for currently enrolled and returning students occurs in October for the upcoming spring semester and in March for the upcoming fall semester. An academic advisor assists students in planning the next semester’s course work and the completion of all requirements for graduation. Academic advisors are available to advise students about curriculum choices, transfer credit, KCASE, exchange, directed study and internships. Students are encouraged to meet with their advisor before completing 45 credit hours and again the semester before entering their senior year to plan their academic schedule and to track their progress in their academic program.

Course registration provides students with the opportunity to reserve classes early for the next semester. To make registration easier and faster, students should make an appointment with an academic advisor well in advance of their scheduled registration time. Students register for classes in class level order (based upon total credit hours completed, not studio level): seniors, juniors, sophomores and then freshmen. Students should keep in mind that by

registering on time, they have a better choice in class selection. Registration also gives students time to anticipate and resolve any problems that may arise. Students may not register any earlier than their scheduled time with the exception of extenuating circumstances with prior approval.

Students register for courses on-line using MyKCAI at www.mykcai.kcai.edu, using their student ID and password.

Before the start of each semester, registered students must pay tuition and resolve any outstanding holds as outlined in the KCAI Payment Deadline and Required Forms Policies or a late fee may be assessed.

Information about advising and registration dates is emailed to students at their KCAI email addresses.