

Congratulations on your placement within the K-State Bands! Please follow the instructions below if you're currently enrolled in the incorrect ensemble and/or need to enroll in the correct ensemble.

### Dropping the Incorrect Ensemble

1. Log into KSIS and go to your Student Center.
2. On the next page, click on "Enroll." You'll see this on the left side underneath the dark blue "Academics" ribbon.
3. On the next page, click on "Drop" underneath the blue tabs at the top.
4. The next page will show a list of your courses. Select the incorrect ensemble and pay close attention to the number of credits you are enrolled in for this ensemble (either 0 or 1). This should be the number of credits you'll need to have for the correct ensemble that you enroll in next. Once you select that incorrect ensemble, click "Drop Class." Then follow the prompts to finish dropping the course.

### Adding the Correct Ensemble

1. Log into KSIS and go to your Student Center. If you just dropped an incorrect ensemble, click on the home icon in the top right corner of your screen; then go to your Student Center.
2. On the next page, click on the yellow bar that says "Search for Classes."
3. On the next page, type in "MUSIC" in the subject box. In the empty box below that, type in the appropriate number for your ensemble. Here are the numbers for the ensembles:
  - 116 – Concert Band for freshmen and sophomores
  - 401 – Concert Band for juniors and seniors
  - 117 – Wind Ensemble & Wind Symphony for freshmen and sophomores
  - 402 – Wind Ensemble & Wind Symphony for juniors and seniors
  - 845 – Wind Ensemble & Wind Symphony for graduate students
4. Once you type in the appropriate course number, hit "enter."
5. On the next screen, you'll see your ensemble. Click the yellow "Select" bar.
6. On the next screen, pay close attention to the units and the number in the dropdown menu next to it. This is the number of credits you'll choose for the ensemble (either 0 or 1). Ensure that you have the correct number of credits next to "units" and then click the yellow "Next" bar.
7. At the top of the next page, click on the blue tab that says "Enroll."
8. The next page will show your correct ensemble. Click the yellow bar that says "Proceed to Step2 of 3."
9. On the next page, click the yellow bar that says "Finish Enrolling." You should end up with a green checkmark; that means you're enrolled!

If you run into any issues while dropping or adding an ensemble, please email Sharyn Worcester at [ses8555@ksu.edu](mailto:ses8555@ksu.edu)!