TIME TICKETS, WAITLIST & REGISTRATION

Registration and adjusting schedules, including dropping and adding of classes, are several of the options available to students in Owl Express. Additional registration information can be referenced online: http://registrar.kennesaw.edu/registration.php.

Registration Instructions

1. Log in to Owl Express, click the "Registration" tab, and then select the "Class Registration (Add or Drop Classes)" link.
2. If registering for the first time, read the registration agreement statement and click on "I agree."
3. Select the upcoming term and click submit.
4. Scroll to the bottom of the page and click "Class Search."
5. Enter in the course prefix for the class you are looking for. Click "Class Search" at the bottom.
6. Select the course you are searching for.
7. Classes with a "C" are closed. Classes with a checkbox are available for registration or a waitlist. Check the class you would like to register for and click "Register" at the bottom of the page.
8. If you receive an error message, please contact an advisor for help, or see below for resolving registration errors.
9. To confirm your class schedule, return to the "Registration" tab and click on the "Display Your Class Schedule" link.

Registration Tip
Make note of the campus location for the course you select. If you register for classes on both campuses on the same day, remember that you need travel time. It can take anywhere from 20 minutes to 1 hour, depending on traffic, to travel between Kennesaw and Marietta.

Waitlisting for Closed Sections (Offering Waitlisting)

1. Complete steps 1 – 4 of the registration instructions above
2. Copy down the CRNs of the classes you wish to be on the waitlist for
3. *Course sections with a Waitlist Availability of more than zero are open for waitlisting*
4. Return to the "Registration" tab and click on the "Class Registration (Add or Drop Classes)" link and select the term
5. Enter the CRNs into the text boxes at the bottom of the page and then click "Submit Changes"
6. From the drop down Action box, choose "Wait List" to add to the waitlist
7. Click Submit Changes again
8. To confirm you are waitlisted, click on the "Registration" tab and then the "Display Your Class Schedule and Grades" link

Registering for the Course Once Notified that a Seat is Available
1. Log onto Owl Express and then click on the "Registration" tab
2. Select the term
3. Select the "Registration (Add/Drop Classes)" link
4. From the drop down Action box, choose **Web Registered** to add to the waitlist
5. Select the "Submit Changes" button
6. To confirm you are registered, click on the "Registration" tab and then the "Display Your Class Schedule and Grades" link

Drop from a Wait List
1. Log onto Owl Express and then click on the "Registration" tab
2. Select the term
3. Select the "Class Registration (Add/Drop Classes)" link
4. From the drop down Action box, choose "Drop Web" to drop from the waitlist
5. Select the "Submit Changes" button
6. To confirm you are dropped, return to the "Registration" tab and click on the "Display Your Class Schedule and Grades" link

Waitlisting Important Notes

- *Students will receive an email notification to their KSU email account when a seat becomes available.*
- *Students have **18 hours** from the date and time of the email to register for the course or be deleted from the waitlist.*
- *ALL waitlists will expire at the end of registration prior to the first day of classes. Students will then be removed from the waitlist.*
- *Students **cannot** be waitlisted for multiple sections of the same course.*

- *Not all courses offer the waitlist option.*

Registration Time Tickets

Registration Time Tickets are assigned for students currently enrolled or enrolled three (3) semesters back. Assigned registration times are based on student classification, hours earned (including transfer hours), not including currently enrolled hours and academic standing status. Times are generally assigned one week prior to the beginning of each registration phase. Students will not receive notification of when their ticket has been posted. Students are strongly encouraged to register as early as possible for the best selection of courses. Online courses do fill up, and overrides into courses are not guaranteed.

Students can find their registration time on Owl Express once it has been posted.
1. Log into Owl Express
2. Select "Registration"
3. Select "Registration Status and Time Ticket"
4. Select the term for which you want to register.

Class Schedule Builder

The Class Schedule Builder is an online registration tool that integrates with the Student Information System. It allows you to select your preferred classes and block off time for work, practice, student organizations, and other personal commitments. Students can access Class Schedule Builder by logging onto Owl Express and clicking on the "Registration" tab.

Registration Section Codes

The section code that follows the course number (e.g., W01) refers to the type of course or instructional method.

Type of Course *(using ENGL 1101 as an example)*:

Face to Face or Hybrid……ENGL 1101/01 **Advanced Majors Program, College of Science & Math**…….ENGL 1101/**M**01
Learning Community……..ENGL 1101/**C**21 **Reserved for New Students**……………...…………………………..…ENGL 1101/**N**01
eCore……………………………..ENGL 1101/02**G** **KSU Online**………….…………………………………………………………..ENGL 1101/**W**01
Honors…………………..………ENGL 1101/**H**01 **Study Abroad**………….……………………………………………………….ENGL 1101/**S**01

Registration Errors

Registration error messages and instructions on how to resolve errors are located online at:
registrar.kennesaw.edu/registration.php.

Registration Holds

Registration holds on a student's account will prevent registration. It is recommended that students resolve holds before registration opens. Holds can be viewed by logging into Owl Express and selecting "Registration" then selecting "View Academic Holds." For further information, students should contact the appropriate office for assistance. To find the appropriate office, please check the Registrar's website at registrar.kennesaw.edu/registration.php.

eCore

KSU offers online courses, as well as another option of online courses. "eCore", the University System of Georgia's online general education "core" curriculum, was established as part of the Complete College Georgia initiative which focuses on making college more accessible and affordable.
- eCore offers courses in General Education Areas A-E.
- Open Educational Resources (OER) are digital textbooks available inside eCore courses at no cost to the student.
- Courses are taught by instructors from SACSCOC accredited USG institutions.
- **Before you can register for an eCore course in Owl Express, you must first successfully complete the eCore Orientation (ecore.kennesaw.edu/index.php).**

Maximum Course Loads

During the Fall and Spring semesters, a student may register for up to 18 hours. The Registrar may approve up to 21 hours for students with an Institutional GPA of 3.5 or higher. Course loads above 21 hours must also have a recommendation from the student's department chair.

During the Summer term, a student may register for up to 13 hours. The Registrar may approve up to 15 hours for students with an institutional GPA of 3.5 or higher. Course loads above 15 hours must also have a recommendation from the student's department chair.

Students on probation will be limited to 13 hours during any semester. Course loads above 13 hours must have a recommendation from an academic advisor or department chair that is made to the Registrar.