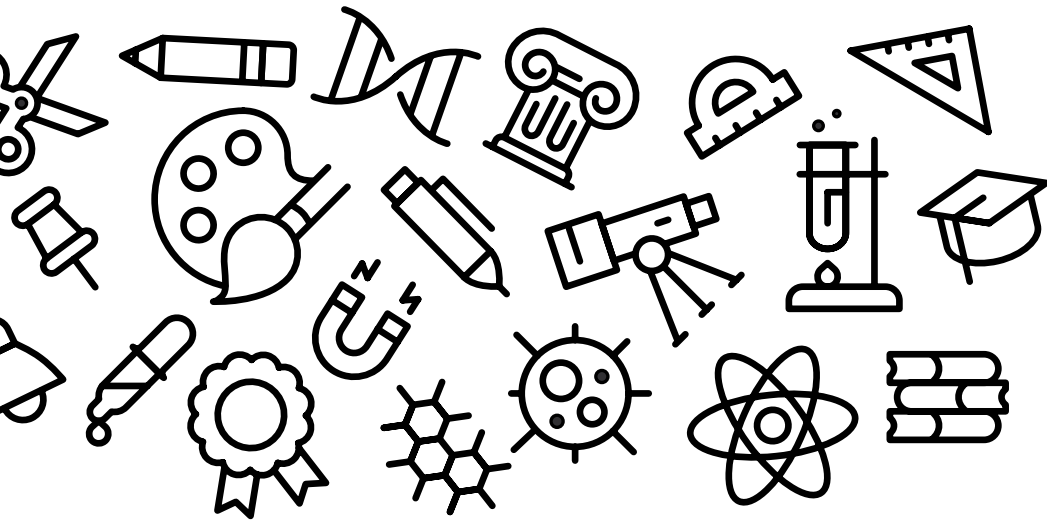# KENNESAW STATE UNIVERSITY
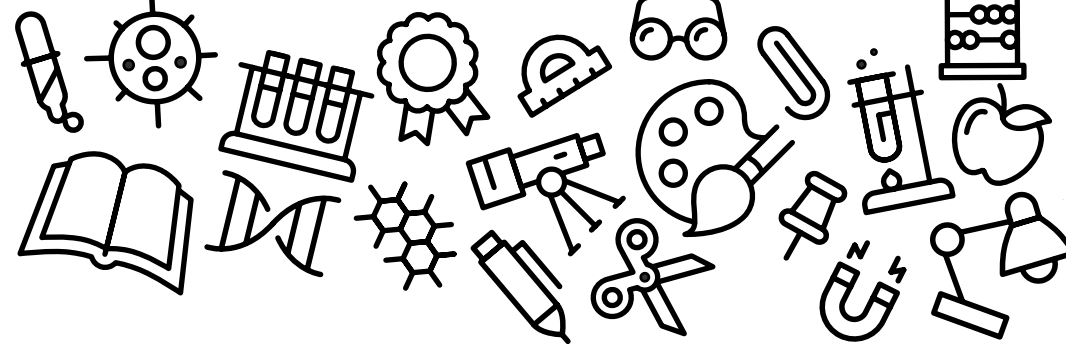
# STUDENT REGISTRATION GUIDE

**Welcome to Kennesaw State University!**

We're glad you're here! You probably have many questions about the registration process. There's a lot of information to cover, so we are going to break it down to help you have a better understanding of some terms you'll hear and all of the steps to take when registering for classes!

# CONTENTS

# REGISTRAR LINGO
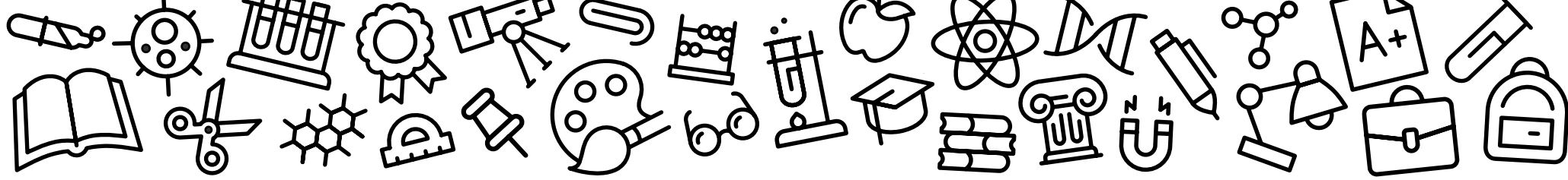
Words You'll Hear During the Registration Process

**CRN**
It is the 5-digit course registration number specific to the class in which you are trying to register for or are currently enrolled.

**COURSE SUBJECT AND NUMBER**
Owl Express and DegreeWorks display courses by subject abbreviation (prefix) and course level (ex. ENGL 1101 for English Composition). This aids in searching for classes.

**TIME TICKET**
The specific registration time assigned to you before each registration period, which allows you to register for your selected classes. At the beginning of each registration period, a new time ticket is assigned based on your total earned credit hours.

**DROPPING A CLASS**
Occurs when the registration period is open. If you drop a class, you receive no credit and are not financially responsible for payment.

**WITHDRAWING FROM A CLASS**
Occurs after the registration period has ended. You are financially responsible for the full amount of payment.

**REINSTATEMENT**
If your classes were deleted due to nonpayment, you can request to be reinstated during the specified time to reestablish your classes.

**ECORE**
A collaborative program of the University System of Georgia (USG) established with the goal to make higher education more accessible within our state. eCore offers you the opportunity to complete certain core undergraduate requirements online via public institutions within the USG. eCore courses are taught by instructors from Southern Association of College and Schools Commission on Colleges (SACSCOC) accredited institutions within the system and are transferrable within the USG as well as to most regionally accredited schools.

**PRE-REQUISITE AND CO-REQUISITE**
Condition that a student is required to meet in order to be eligible for enrollment in a course or program. Pre-requisites must be completed prior, and co-requisites must be taken simultaneously.

**WITHDRAWING FROM THE TERM**
Removal or also know as Withdrawing after the registration period has ended. You may receive a partial refund based on the time of withdrawal from all classes for the term.
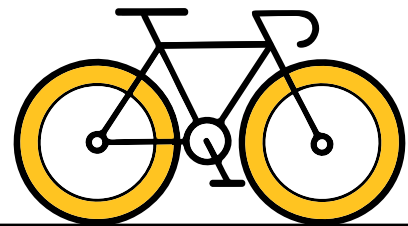
# NAVIGATING OWL EXPRESS

## When can I start registering for classes?

- During a **registration period**, you can view your time ticket by selecting **Registration Status and Time Ticket** under the **Registration tab**. You can also view the *academic calendar* to determine future registration dates.

## My time ticket to register does not open until (this date). Can that be changed?

- Time tickets are assigned based on total earned hours. Once assigned, they cannot be changed.

## How do I determine what classes I need to take?

- Current KSU students can view required courses in *DegreeWorks*, a web-based tool providing real-time information on your specific degree progression.
- There is a **What If** tab at the top left corner of your *DegreeWorks* dashboard which gives you an unofficial view of how your credits will apply to a different major.
- Please note *DegreeWorks* does not replace face-to-face advising. You should continue to meet with your *advisor* to discuss degree-related concerns and help you stay on track for graduation.

## Where do I go to register for classes?

- First, you'll need to log in to your *Owl Express* account. If you don't have an account yet, click the link and create one using your KSU student email and NetID.
- Once you're logged in, select the **Registration tab** and then **Class Registration (Add/Drop Classes)**. From here, you can search for classes. Make sure you are in the correct term and be sure to reach out to your *academic advisor* if you have any questions about your class selection.
- Click *here* to watch a video of the registration process!
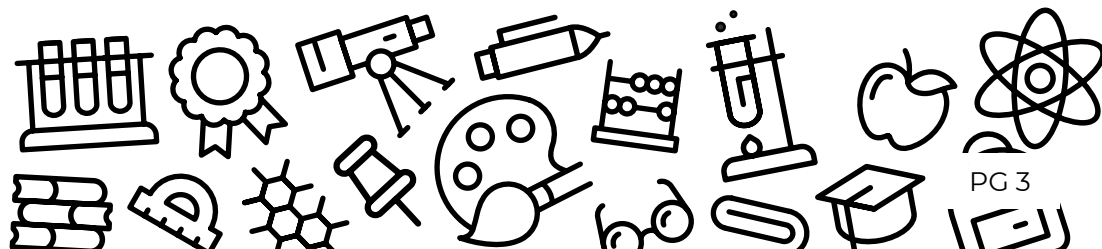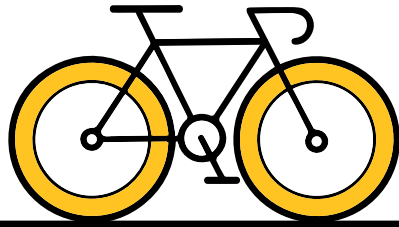
# NAVIGATING OWL EXPRESS

## I am trying to register for classes, but it says I have a hold. How do I see my hold and resolve this?

- Select **View Holds** under the **Registration tab** in *Owl Express*. To determine which office you'll need to contact in order to satisfy your hold, follow the "Resolve Holds" link on the page. You can read more about *holds* here.

## Where can I see if I meet the registration requirements for classes?

- To view **prerequisites** and any additional restrictions for classes, use the **Class Schedule Search** link under the **Registration tab** in *Owl Express*. From there, use the filters to view the class. You can click the title of each course twice to view the seat capacity of a course, how many students are currently waitlisted, and any restrictions or prerequisites that must be completed before you can successfully register for that course.

## Where can I see my official schedule and where my classes are held?

- In Owl Express, under the **Registration tab** select **Display Your Class Schedule and Grades** to view your official schedule.

## Where do I access my course information?

- To view syllabus details, course information and messages from your instructor, login to *D2L BrightSpace*. You can also access D2L through your *Owl Express* account by selecting **Display Your Class Schedule and Grades** under the **Registration tab** and selecting the D2L link.

## How do I drop a class?

- Much like adding a class, select the **Registration tab** in Owl Express and click **Add or Drop Classes**. Select your course or courses and click the drop button. You can only do this while the registration period is open. Once the registration period is over and you no longer want to be in the course, you will have to **withdraw** using the online *withdrawal process* in Owl Express. See the withdrawal step further down this list!
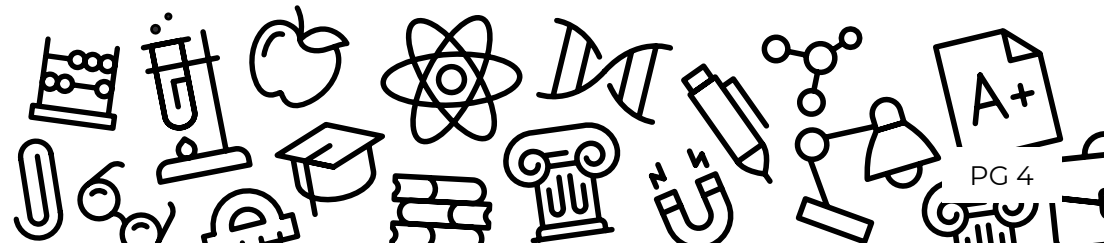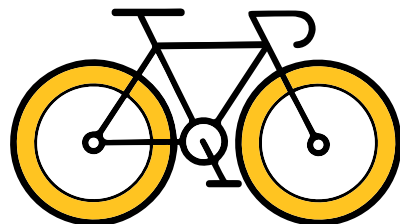
# NAVIGATING OWL EXPRESS

## How do I withdraw from a class?

- Dropping a class while registration is open is different than withdrawing from a class after registration has ended. To withdraw from a class after registration is closed, you will select **Class Withdrawal** under the **Registration tab**.
- Withdrawing from a class could possibly affect your financial aid. Prior to withdrawing, please be sure to review the withdrawal policy in the *Undergraduate Catalog* and consult with the **Office of Scholarships and Financial Aid**.
- You must **fully withdraw** from all classes in order to potentially receive a partial refund for your tuition payment.
- If you withdraw prior to the Last Day to Withdraw Without Academic Penalty, it will result in a "W" grade.
- If you withdraw after the withdrawal deadline date you will receive a grade of "WF" for the course(s), which counts the same as an "F" for GPA calculation.

## Is there a limit to how many times I can withdraw?

- There is no limit to how many times you can withdraw from classes. To withdraw without academic penalty and receive a grade of "W", students must ensure they withdraw before the deadline. See *academic calendar* for dates and deadlines.

## Where can I see what classes are offered for next semester?

- The course schedule is generally posted at the beginning of the prior semester before the registration period opens. There are a few places you can look or search:
  - Within Owl Express, under the **Registration tab**, select **Class Schedule Search**. From there you can filter by term, and then add additional filters on the next page such as subject, instructor, part of term, etc. Be mindful of setting multiple filters, as this may reduce the number of classes that you are able to see.
  - Select **Class Registration Add/Drop Classes** and scroll to the bottom of the page in Owl Express and select **Class Search** to begin selecting your filters.
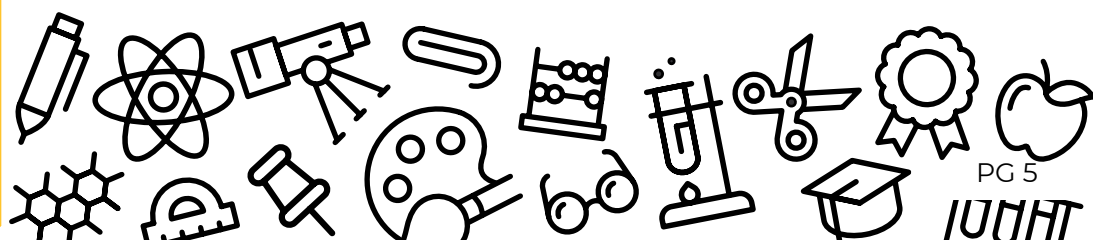
# REGISTRATION

## How do I register for a waitlisted course?

- A few steps are required for waitlisting. If you see a class with the letter C in the first column and no box to select, this indicates the class is full or closed.
- If you see the letter C, follow the line over to the column **Waitlist Remaining**. This will show you how many students are currently waitlisted for that section.
- Write down or copy the **Course Registration Number (CRN)** of the course you wish to waitlist for and return to the main registration page.
- Enter the **CRN** of the course you wish to waitlist for, and click Submit Changes in the text box at the bottom of the page.
- A **registration error** will show in a new section of the Drop/Add page, letting you know there is a waitlist. There will be an **Action** column with a drop-down menu where you must select **Waitlist**.
- Be sure to hit **Submit Changes** in the text box at the bottom of the page to successfully reserve your spot on the waitlist!

## Where can I view my spot on the waitlist?

- To view if your spot has moved on the waitlist, in *Owl Express* under the **Registration tab** select **Display Your Class Schedule and Grades**.

## Will I be offered a seat while on the waitlist?

- Waitlisting for classes does not guarantee you will be offered a seat. It's best to prepare a backup course and consult with your *academic advisor*.

## Will I be notified if I am offered a seat on the waitlist?

- Yes, an automated email notification is sent to your **KSU student email** with information on the seat offering. **You have an 18-hour window from the time the email is sent to register for the course. If you do not respond by the deadline, the seat will be offered to the next person on the waitlist. Please monitor your email!**

## I am trying to register for my lab, but I keep getting a prerequisite registration error.

- In order to successfully register for a lecture and lab class, you must register for open seats in both the lecture section and the lab section. If you are not able to register for both simultaneously, then you will encounter a registration error.
- You can select multiple classes using the **Class Search option** under the **Registration tab**.
- The College of Computing & Software Engineering can provide *more detail* on how to register for CSE courses and additional information about the different programming languages offered.

## I am waitlisted for a lecture, but the lab section I want is full.

- If you are offered a seat for the lecture and your preferred lab is full, you will then need to search for another open lab. *Note: you may find it helpful to contact the course department for assistance (Biology dept. if it is a biology course).*

# REGISTRATION

## Where can I view the prerequisites and/or class restrictions?

- There are three places you can *view prerequisites/restrictions* for classes.
  - **Class Schedule Search** is located under the **Registration tab** in **Owl Express**. You can select different search filters and hit **Class Search** at the bottom to see the list of offered courses. Then select the course title to preview the requirements.
  - If you are using the **Class Search** option while on the registration worksheet, once you have selected your filters, click on the **CRN** of the class to preview course requirements.
  - You can also view prerequisites in *DegreeWorks* by clicking on the Course Subject and Number.

## I keep getting errors when trying to register for classes.

- You may encounter errors for various reasons when trying to register for classes. Take note of the specific error and click *here* to see the reason and learn how to resolve.

## I am trying to register for an online class but keep getting a campus restriction error.

- While on-campus students can register for online classes, some online sections are restricted for fully online students.

## I am an online student, and I keep getting a campus restriction error.

- If you are in a *fully online program* and attempt to register for **on-campus classes**, you will receive a **campus restriction error** because you are only able to register for fully online courses..
- Be sure to review that you are a declared online learner by selecting the **Student Records tab** in *Owl Express* and clicking **View Academic Transcript**. At the top of your official schedule for the semester, there will be a red text that states, **\*Online Learner\***.

## I am trying to register for an eCore class but keep getting a student attribute error.

- To register for eCore courses, you must complete the *eCore orientation*. Be sure that you have properly entered your KSU student email address and allow 24 hours max for the attribute code to be applied to your account.

## I am trying to register for an eCore Class, but I am getting an error saying registration is outside the dates of enrollment.

- Since **eCore** is offered by the USG, the *eCore calendar* may differ from KSU's academic calendar. You may be trying to register for a course outside of the registration period or class start date.

## Where do I access my eCore Class?

- **eCore** classes are housed in **GoView**. Click *here* for instructions on how to login.

# CLASS SCHEDULE BUILDER
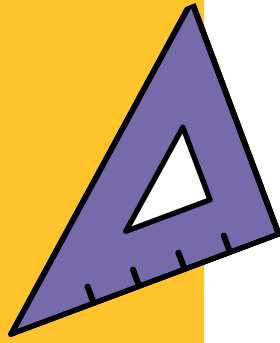
## Registering in Class Schedule Builder

- Once you have generated your schedule, click **Send to Shopping Cart.** From there you can register for your classes by clicking **Register.**

- If registration is successful you will be able to view your schedule in the **Current Schedule** tab.

- You can also make schedule adjustment (adding/dropping) in **Class Schedule Builder**.

# REVIEW

## Parts of term

- Fall, Spring and Summer semesters offer various terms that may have different deadlines for registration, withdrawal, and more. For example:
  - Fall and Spring semesters offer a 15-week term, also known as full term, as well as a 7-week I and 7-week II
  - Summer semester has several term offerings: a Maysession (accelerated 2-week course), a 10-week, 8-week, 6-week, 4-week I and 4-week II part of term.
  - To view all parts of term and associated deadlines, please see the *academic calendar* website.
  - View your course's part of term under **Display Your Class Schedule and Grades.**

## Contacting Instructors

- Select **Display Your Class Schedule and Grades** under the **Registration tab** in *Owl Express*. Your assigned instructor is listed under each course. To retrieve their contact information, use the *Campus Directory* to search for their information by first and last name.

## eCore Courses

- Online program offered by the USG (see page 2). eCore semester calendar dates may differ from KSU's Academic Calendar dates. Students enrolling in eCore courses must adhere to the USG published dates listed on the *eCore website*.
  - Fall and Spring semesters offer a full 16-week term, as well as a 8-week I and 8-week II part of term.
  - Summer semester offers one 8-week term.

## Academic Advisors

- Guide you on your academic path from orientation to graduation!
- Assist you in identifying and achieving your academic, career, and personal goals. They provide academic guidance to keep you on track for graduation and can help connect you to campus programs and services.
- You are assigned an *academic advisor*, or advising center, based on your intended major.
- Advising is not registration! We encourage you to meet with your advisor prior to the date you register for classes each semester so you can discuss the best plan for the upcoming semester and beyond.
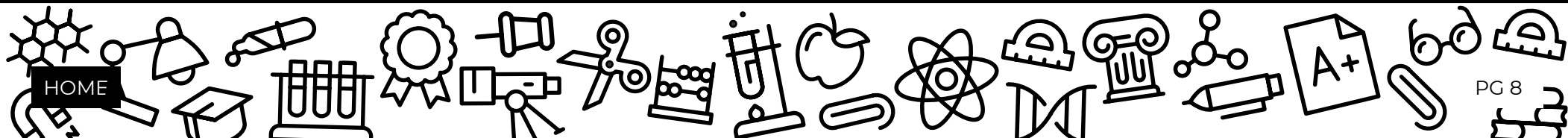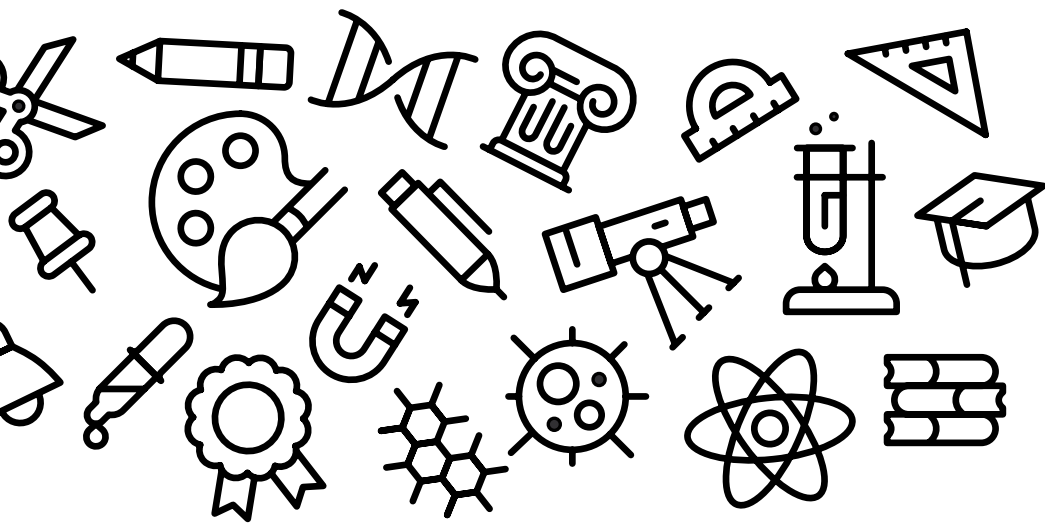
**KENNESAW STATE**
U N I V E R S I T Y

**ANY OTHER QUESTIONS WE DID NOT COVER?**

Stop by the Office of the Registrar, located in the Kennesaw Hall Rotunda on the Kennesaw Campus, or the Enrollment Customer Service Center in Administration Building B on the Marietta Campus!

You can also email us at *registrar@kennesaw.edu* or call **470-KSU-INFO (470-578-4636)**!

HOME