

Section Four

Advising and Registration

I. Policy Statement on Advising	4.3
Mission.....	4.3
Role of Academic Advising	4.3
Functions of Academic Advising	4.3
II. KSU's Advising Program	4.4
General Description.....	4.4
Administrative Responsibility.....	4.4
Selection and Responsibilities of Advisers.....	4.4
Responsibilities of Advisees	4.5
Evaluation of Advisers	4.5
III. Suggestions for Effective Advising	4.5
IV. Advising and Registration	4.7
V. Registration	4.7
VI. Declaration of Program of Study (Major)	4.8
VII. Course Substitution in Program of Study	4.8
VIII. Regents' Test	4.8
IX. Advanced Standing Examinations	4.9
X. College Level Examination Program (CLEP)	4.10
Table of CLEP Scores	4.11
XI. Advanced Placement Examinations	4.12
XII. Other Institutional Tests	4.12
COMPASS.....	4.12
Graduate Record Examination (GRE).....	4.12
Graduate Management Admissions Test (GMAT)	4.12
Institutional Scholastic Aptitude Test (ISAT)	4.12
United States and Georgia History and Constitutions Tests.....	4.12
XIII. Petition for Graduation	4.12
XIV. Awarding of Posthumous Degrees	4.13

XV. Declaration/Change of Degree Program or Concentration	4.13
XVI. Graduate College Forms	4.14
Request to Take Overload.....	4.14
Request for Time Extension	4.14
Other Graduate Forms	4.14
XVII. Student Request Forms	4.14
Change Request Form.....	4.14
Verification Request Form.....	4.14
XVIII. Request for Transcript of Record	4.14
XIX. University Center Cross Registration Program	4.14

I. Policy Statement on Advising

Mission

The mission of academic advising at Kennesaw State University is to facilitate student success, development, and retention by supporting the design and implementation of educational and career plans.

Role of Academic Advising

Because academic advising plays such an important role in student satisfaction and student retention, the University System of Georgia policy mandates advising programs throughout the system and clearly sets the parameters of responsibility.

Each institution shall have a program for the advisement of its students. Academic advisement is a primary responsibility of faculty and should be integrally related to the education process. Effective advisement shall be credited toward retention, tenure, and promotion. It should be a specific topic of faculty evaluation.

The system likewise supplies a broad definition of academic advising, which goes far beyond the traditional assumption that advising simply means assisting students plan their schedule for the term.

Academic advisement is the continuing interaction between advisee and adviser in a developmental process that involves the exchange of information and setting goals, a process that enables the student to understand realistically the educational and career options from which choices are made.

In the past, many institutions equated advising to scheduling. Many now believe that this view is simplistic and inaccurate. It fails to recognize the impact of effective advisement on student progress, student retention, and the educational reputation of the institution.

Advisement should not focus exclusively upon the student's course scheduling. It represents, instead, an opportunity for the faculty and the institution to express a special interest in both the personal and academic welfare of the students. Advisers coordinate students' educational experiences, including academic matters, career plans, clarification of goals, and related problems of a personal, interpersonal, or physical nature.

Functions of Academic Advising

Kennesaw State University is committed to a program of effective academic advising based upon the University System policy and philosophy. The function of this program is defined in the literature of ACT (American College Testing Service):

- To provide students with information on policies, procedures, and programs;
- To assist students in choosing educational and career objectives commensurate with their interests and abilities;
- To assist students in exploring the possible short- and long-range consequences of their choices; and
- To make students aware of the wide range of services and educational opportunities that may be pertinent to their educational objectives.

Advising and Registration

II. KSU's Advising Program

General Description

The University's advising program is a decentralized system with two primary components: advising services for students who have not declared a major, and advising services for those who have a major.

Students who have not declared a major and those required to take learning support courses are assigned to the Counseling and Advising Program Services (CAPS) Center for academic advising, registration assistance, and career counseling. These students are advised by a trained staff of CAPS advisers, University College faculty and Center for Student Leadership peer leaders.

Students who have declared a major are advised in the appropriate college/ department, each of which has its own model for the delivery of advising services. Some units have a central advising center staffed by a team of professional, peer, or faculty advisers. Others assign students to individual faculty. Faculty members will be given specific information about the advising procedures in their respective college/department.

In addition, the Student Development Center offers peer and faculty mentoring programs for minority students, international students, disAbled students and adult learners.

Administrative Responsibility

Administrative responsibility for the advising program at Kennesaw State University resides ultimately with the vice president for academic affairs and the vice president for student success and enrollment services. The academic deans are directly responsible for administering the advising program in their respective colleges. The director of the CAPS Center, with the associate director of advising, directly administers the program for undeclared and learning support students.

The Undergraduate Advising Council, consisting of representatives from each of the colleges, the CAPS Center, the Registrar's Office, the Vice President for Student Success, and chaired by the Dean of University College, works to improve the advising process and system.

Selection and Responsibilities of Advisers

While advising is considered to be a contractual obligation at KSU, the extent of that obligation varies unit to unit. Some departments expect all faculty members to be responsible for a certain number of assigned advisees; other departments assign advising responsibilities to one individual or a small cadre of advisors; still others contribute faculty members to a college-wide advising team. Faculty members should consult their respective department chairs to determine their specific advising obligations.

Recognizing that effective advising is a partnership between advisors and advisees and that each has its own role and responsibility, it is expected that, regardless of where the advising occurs, the academic advisor's roles is to:

1. Help the advisee to understand the academic and administrative processes of the university.
2. Help the advisee to understand the expected standards of achievement and likelihood of success in certain areas of study.
3. Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests. The advisors help the advisee to understand the relationships among the courses, programs, undergraduate research opportunities, internships, study abroad programs, other academic and personal development experiences provided by the university.
4. Help the advisee plan a course of study and give advice about courses and the adjustment of

course loads. The advisor will inform the advisee about the prerequisites for subsequent courses in the advisee's program and evaluate their progress.

5. To familiarize advisees with, and direct advisees to, appropriate campus resources.
6. Participate in the advisor training sessions provided by the university and each college and department to keep informed and current.
7. Encourage students to utilize available resources in the development of effective study skills.
8. Provide necessary mentorship and career development support.

Responsibilities of Advisees

Faculty can reasonably expect that students will understand that the advisee's role in the academic advising process is to:

1. Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
2. Seek the academic, personal development and career information needed to develop and meet educational and personal goals.
3. Become knowledgeable about the relevant policies, procedures, and rules of the university, college, and academic program.
4. Be prepared with accurate information and relevant materials when contacting the advisor.
5. Consult with the advisor at least once per semester to decide on courses, review the accuracy of the audit, check progress towards graduation, and discuss the suitability of other educational opportunities provided by the university.
6. Take personal responsibility for his or her own actions and behavior.

Evaluation of Advisers

Regardless of the system employed by the individual departments, participation in the advising program will be one element used in the assessment of faculty performance for retention, tenure, and promotion at Kennesaw State University. (See Section Five of this handbook: Review and Evaluation of Faculty Performance, which lists "advising and mentoring students" as one activity to be considered in assessing teaching supervision, and mentoring.)

III. Suggestions for Effective Advising

1. Care about students as people by showing empathy, understanding and respect.
2. Establish a warm, genuine, and open relationship.
3. Evidence interest, helpful intent, and involvement.
4. Be a good listener.
5. Establish rapport by remembering personal information about students.
6. Be available; keep office hours and appointments.
7. Provide accurate information.
8. When in doubt, refer to catalog, adviser's handbook, etc.
9. Know how and when to make referrals, and be familiar with referral sources.
10. Don't refer too hastily; on the other hand, don't attempt to handle situations for which you are not qualified.
11. Have students contact referral sources in your presence.
12. Keep in frequent contact with students; take the initiative; don't always wait for students to come to you.
13. Don't make decisions for students; help them make their own decisions.
14. Focus on students' strengths and potentials rather than limitations.

Advising and Registration

15. Seek out students in informal settings.
16. Monitor students' progress toward educational goals.
17. Determine reasons for poor academic performance and direct students to appropriate support services.
18. Be realistic with students.
19. Use all available information sources.
20. Clearly outline students' responsibilities.
21. Follow up on commitments made to students.
22. Encourage students to consider and develop career alternatives when appropriate.
23. Keep an anecdotal record of significant conversations for future reference.
24. Evaluate the effectiveness of your advising.
25. Don't be critical of other faculty or staff to students.
26. Be knowledgeable about career opportunities and job outlook for various majors.
27. Encourage students to talk by asking open-ended questions.
28. Don't betray confidential information.
29. Categorize students' questions; are they seeking action, information, or involvement and understanding.
30. Be yourself and allow students to be themselves.

In addition to the ACT suggestions, a few additional suggestions specifically about Kennesaw are:

31. Have a catalog and a schedule of credit courses booklet with you at all times when advising. Be sure to check prerequisites. Students depend on you to help them get in the right class. If they wind up "over their heads," both the students and the professors teaching the courses suffer.
32. Check course numbers carefully. Numbers change periodically, and you want to get students in the correct class.
33. Students should sign up only for what they want to take. Do not tell students to register for just any course and then change during drop/add. Often the course they really want is also not available during drop/add, and then they already have paid.
34. Students will receive no refund for dropping one or more courses unless they withdraw from all classes for the semester.
35. Students should not sign up for a directed study course unless they have prior approval from that department's chair. Students enrolling in internships must have prior approval from the faculty and departmental coordinator and the registrar prior to any phase of registration.

IV. Advising and Registration

Advising, in its broadest sense, is the continuing conversation between adviser and advisee that centers on academic matters, career plans, clarification of goals, information on internships, additional educational opportunities, and other related topics. In this conversation, the adviser serves as guide and mentor, drawing upon other campus resources for assistance with this responsibility.

One important part of this type of advising includes the planning of an academic program and the keeping of accurate records of the student's progress towards completion of that program. It is important, therefore, that faculty advisors be familiar with both the General Education requirements and the major requirements for their departments. The KSU catalog, departmental advising sheets, and experienced faculty advisors are valuable resources. Attendance at a "Wise Owl" session sponsored by CAPS is also strongly recommended.

Because of this function of advising, advisors become an important resource when students are selecting their courses for registration and should make themselves available for this type of consultation, particularly before and during Priority Registration. (Certain advisors will also be designated to be on call during Final Registration.) It is important to emphasize, however, that the advisor's role is not to select specific times and instructors for the student, only to give guidance regarding required courses. The planning of a specific schedule is ultimately the student's responsibility.

Advisors should familiarize themselves with the KSU registration system, which may be accessed via the web. Priority Registration occurs during the previous term and is open only to currently enrolled students in good standing and those who have been out of KSU no more than one term. Final Registration occurs during the week before the start of classes and is open to new students, to those on academic probation, and to all others who have not registered. New students who attend Orientation are allowed to register as a part of the orientation process. Late Registration/Drop/Add runs through the first full week of classes.

V. Registration

All registration at Kennesaw State University is conducted over the web. Priority registration occurs a few weeks before the end of the previous semester and is open only to currently enrolled students in good standing and first semester holdovers. Students who are on academic probation are not eligible for Priority registration.

Final Registration occurs the first few days prior to the start of the semester. Certain faculty are required to be available during registration to advise new students who are attending Kennesaw State for the first time and to advise returning students who failed to talk with their assigned adviser prior to registration. Late Registration and Drop/Add usually runs through the first full week of classes.

Those who advise must work out with the student a schedule of courses which is compatible with the catalog requirements for the student's chosen program of study. Faculty members are generally assigned to advise only students in one or a related set of programs of study. New faculty members should discuss with their department chair what these programs will be as early as possible so that they may become familiar with the catalog requirements. There are a few special cases involving scheduling sequence courses and particular requirements of colleges to which the students may wish to transfer that may

Advising and Registration

require the new faculty member to seek the assistance of an experienced colleague. It is important that the students be assigned appropriate schedules with alternative selections. Advisers should seriously consider catalog requirements, the college or to which a student wishes to transfer, and any other special circumstances presented by the student.

VI. Declaration of Program of Study (Major)

Upon acceptance to Kennesaw State University, undergraduate students who listed a program of study/major on their application for admission are initially assigned to the interest code associated with that program and assigned an advisor. Upon the recommendation of the department or completion of admission requirements, if applicable, for the major program, students will be reassigned to the full-status code for their program of study/major. Students who did not indicate a program of study/major (undeclared) on their application for admission will be advised by the Counseling, Advisement & Program Services (CAPS) Center and/or the instructor of their KSU 1101 course if they enroll in a section of that course.

Exploratory (undeclared) students are encouraged to declare a major as soon as they know which program of study/major they would like to pursue. To declare a major after initial enrollment or to request a change of major, students must do one of the following: contact the departmental office housing the new program of study/major and request to be reassigned to that major; ask their current advisor to send an email requesting a change in program of study/major to the department chair for the new program of study/major; or send an electronic change of program of study/major request located on the intranet at <http://www.kennesaw.edu/registrar>.

VII. Course Substitution in Program of Study

Students wishing to substitute one course (usually transfer credit) for another course that is required for graduation under their program of study should complete a Course Substitution Form. These forms may be obtained from the Office of the Registrar, the various academic department offices and advising centers, as well as from individual advisors. Substitutions are usually appropriate when courses have similar content and objectives. If the faculty advisor feels that the substitution request is valid, he/she should provide a rationale and sign a form, which then goes to the department chair for approval. If the student wishes to appeal the decision of the advisor, the student may appeal to the appropriate department chair whose decision is final.

Substitutions for courses in the General Education program should be submitted to the dean of University College. All substitutions are ultimately forwarded to the Office of the Registrar.

Note that the course substitution procedure is distinct from petitions for relief from graduation requirements—for example, requests to graduate with fewer hours in residence than required by catalog requirements. Such petitions require no special form but are presented by the student in the form of a letter addressed to the registrar. If departmental and college approval are needed, it will be forwarded appropriately.

VIII. Regents' Test

The Regents' Test was developed in the early 1970's to assure the University System, the individual institutions, and the public that undergraduate students meet basic competency levels in reading and writing. Successful completion of the test is a requirement for graduation.

Students should take the Regents' Test prior to accumulating 30 semester hours of credit. To prepare for the test, they should register for English 1101 and English 1102 as soon as possible. Students who reach 45 hours of credit without passing the Regents' Test will be required to take the appropriate remediation course (RGTE 0199 and/or RCTR 0198) each term until they pass both sections of the test.

A complete statement of board and institutional policies concerning the Regents' Test appears in the university catalog.

IX. Advanced Standing Examination

A student who offers satisfactory evidence that he/she is qualified to do so, may receive credit for a course by examination. Such an examination is called an Examination for Advanced Standing. Examinations for Advanced Standing may be authorized by the registrar upon the approval of the chair of the department. An Examination for Advanced Standing will be reported "S" or "U" and will not be included in the calculation of the scholastic average. An Examination for Advanced Standing will not be authorized if the course has been audited or failed. The hours awarded will not be used to satisfy residency requirements at KSU.

The Application for the Examination for Advanced Standing is obtained in the departmental office or the Office of the Registrar. The student uses the form to petition for an examination to receive credit for a course offered at Kennesaw State University. Policies regarding advanced standing are provided on the form and are as follows:

A student may receive up to a total of thirty (30) hours of credit by CLEP, AP, Institutional Advanced Standing, or other examinations. Authorization will not be given for a course under any of the following circumstances:

1. If the course has been previously audited.
2. If the course has been previously scheduled and failed.
3. If the course has been previously scheduled, but the student has withdrawn after the first two calendar weeks from the day the semester begins.
4. If the student is currently enrolled in the course.
5. If the course is either a prerequisite or an introduction to a course for which the student is currently enrolled or has previously completed. (This provision does not apply to skill courses such as physical education, music, for example.)

Credit earned by institutional advanced standing examination may neither be used to satisfy residency requirements, nor used to satisfy more than one-half of the major-field or related studies requirements in a program of study.

A passing grade for an institutional advanced standing examination is a grade of 75% or higher for a lower-division course and a grade of 80% or higher for an upper-division course.

A fee of \$60 will be assessed for each institutional advanced standing examination attempted; no course may be attempted more than once.

A student must be admitted to Kennesaw State University at the time of application for advanced standing and must be enrolled in the university to receive credit for a course by advanced standing examination.

Advising and Registration

If a student transfers to another college or university, it is the decision of that institution as to whether or not the exam credit will transfer.

X. College Level Examination Program (CLEP)

Students planning to enroll at Kennesaw State University with expertise in a particular area or professional experience are eligible to take standardized examinations in a number of areas to earn credit for certain specific courses, provided a minimum score is attained on the tests. Credit earned will be recorded on the student's permanent record. Proficiency is determined by passing standardized examinations. General conditions are as follows:

1. Credit will only be given when the student is accepted and registered at Kennesaw State University.
2. No student will be permitted to receive credit by examination for a course after enrolling in it, unless the student withdrew from the course within two calendar weeks from the day the course began.
3. The CLEP subject examination may not be retaken except by special permission of Educational Testing Service and only after a minimum of six months has passed from the date of testing.
4. Credit thus earned will be recorded on the student's record by course, course number and semester hours earned.
5. No grade or quality points will be assigned.
6. CLEP application forms are available in the CAPS Center. Completed applications and fees should be submitted to the CAPS Center.
7. CLEP fees are \$55.00 per subject examination. Fees are payable in advance by credit card to the College Level Examination Program. KSU charges a \$15 service fee per exam. Service fees are payable in advance by check to KSU.
8. A student may receive up to a total of thirty (30) semester hours of credit by CLEP, AP, Institutional Advanced Standing, or other exam.
9. Kennesaw State University grants credit for acceptable scores on certain subject examinations only.

See following for Table of CLEP Scores:

TABLE OF CLEP SCORES

SUBJECT EXAMINATIONS	COURSE FOR WHICH CREDIT WILL BE GIVEN	MINIMUM SCORE REQUIRED FOR CREDIT	CREDIT HOURS EARNED
College Algebra	MATH 1101	51	3
Algebra & Trigonometry	MATH 1113	53	3
American Government	POLS 1101	55	3
Intro to Business Law	BLAW 2220	57	3
Biology	SCI 1101 SCI 1101 & 1102	50 70	4 7
Calculus with Elementary Functions	MATH 1190	51	4
Calculus with Elementary Functions	MATH 1190, MATH 2202	55	8
*College Composition - requires 90 minute essay of all students	ENGL 1101	50	3
College French	FREN 1001, 1002	45	6
College French	FREN 1001, 1002, FREN 2001, 2002	57	12
College Spanish	SPAN 1001, 1002	44	6
College Spanish	SPAN 1001, 1002 SPAN 2001, 2002	54	12
College German	GRMN 1001,1002	45	6
College German	GRMN 1001,1002, GRMN 2001, 2002	54	12
General Chemistry	CHEM 1211, 1211L	52	4
General Chemistry	CHEM 1211,1211L CHEM 1211,1211L 1212, 1212L	70	12
Human Growth & Development	EDUC 2204	46	3
Introductory Accounting	ACCT 2100	52	3
Principles of Management	MGT 3100	52	3
Principles of Microeconomics	ECON 2100	41	3
Principles of Macroeconomics	ECON 2200	44	3
Principles of Marketing	MKTG 3100	53	3
Introduction to Sociology	SOCI 2201	52	3
Trigonometry	MATH 1113	54	3
US History I - This CLEP alone does not meet the KSU general education core requirement	HIST 2111	52	3
US History II - This CLEP meets the KSU general education core requirement	HIST 2112	53	3
Western Civilization I or II	HIST 1110	52	3

Advising and Registration

XI. Advanced Placement Examinations

Credit is offered to students who successfully completed certain college-level Advanced Placement (AP) courses taught in some high schools and who earned acceptable scores on the AP examinations at the end of the courses. The scores determine the amount of credit awarded to the student for a particular course.

XII. Other Institutional Tests

COMPASS

The COMPASS test is administered to Kennesaw State University students whose SAT scores fall in the range of 430-480 on the verbal portion, 400-450 on the math portion or whose ACT scores fall in the range of 17-20 in English or 17-18 in Math. Results of the COMPASS determine students' eligibility to take regular freshman level courses or noncredit courses in the Department of University Studies. The test is also given as an exit examination for the developmental studies students in LSP courses.

Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) is administered through the Sylvan Learning CBT Center. Acceptable scores are required for admission to the Master of Education Program at Kennesaw State University and many other graduate schools.

Graduate Management Admissions Test (GMAT)

The Graduate Management Test (GMAT) is administered through the Sylvan Learning CBT Center. Acceptable scores are required for admission to the Master of Business Administration Program at Kennesaw State University and many other graduate schools.

Institutional Scholastic Aptitude Test (ISAT)

The Institutional Scholastic Aptitude Test is administered once each semester to only Kennesaw State University applicants who for unusual circumstances were unable to take the Scholastic Aptitude Test (SAT) on one of the national test dates. Scores on the ISAT are acceptable only at Kennesaw State University and are not transferable to other colleges.

United States and Georgia History Exam and U.S. and Georgia Constitution Exam

Students must earn credit in American History (HIST 2112) and American Government (Pols 1101) or show by examination that they have a basic understanding of the history of the nation and state and constitutions of each. Second-degree students are eligible.

No academic credit is awarded for passing these tests.

XIII. Petition for Graduation

Undergraduate students must obtain the petition for graduation from the Office of the Registrar and complete and return the form no later than the midterm of the semester prior to the semester in which the student expects to complete degree requirements.

Graduate students must obtain the graduation petition from their respective program directors and complete and return the form no later than the midterm of the semester prior to the semester in which the student expects to complete degree requirements.

XIV. Awarding of Posthumous Degrees

Posthumous Degrees

The policy/procedure concerning the awarding of posthumous degrees for undergraduate and graduate students is as follows:

1. At the time of his/her death, the student must be enrolled in all courses needed to satisfy the requirements for his/her degree and must have met the GPA requirements for that degree, as well.
2. The process for granting the posthumous degree will begin when the Office of the Registrar is informed of the student's death. The Registrar will notify the president's Cabinet. The Cabinet, in consultation with the student's family, will then decide upon the appropriate time for the ceremony at which the degree will be presented.
3. The student's academic record will reflect that the posthumous degree has been awarded.

Posthumous Certificates of Achievement

The policy/procedure concerning the awarding of posthumous Certificates of Achievement for undergraduate and graduate students is as follows:

1. At the time of his/her death, the student must be enrolled in classes leading to his/her degree, must have at least a 2.0 GPA (3.0 for graduate students), and must have earned at least 90 semester hours of academic credit (21 semester hours of academic credit for graduate students).
2. The process of granting the certificate will begin when the Office of the Registrar is notified of the student's death.
3. The family will be mailed a copy of the certificate along with a letter of condolence from the president.

Please note that the refund of monies for enrollment in classes is covered by the University System of Georgia Board of Regents "Refund Policy," as outlined in the undergraduate and graduate catalogs.

XV. Declaration/Change of Degree Program or Concentration

When students apply to a graduate program at Kennesaw State University, they are initially assigned to the interest code associated with the program of study/major that they listed on their admission application. Upon acceptance into the program, students will be reassigned to the full-status code for their program of study/major.

Sometimes students may change concentrations within their program of study. To request such a change, students must contact the director of the graduate program and request to be reassigned to that concentration. If a student wishes to change to a different program of study entirely, he or she should contact the director for that program for information about admission to the program.

Consult the graduate catalog for various policies and procedures and associated graduate forms and where they may be obtained.

Advising and Registration

XVI. Graduate College Forms

Request to Take Overload

If a student wishes to take more than twelve hours, the student's Program Director must submit approval to the Office of the Registrar. For verification of enrollment purposes, full-time is considered nine (9) semester hours for fall and spring and six (6) semester hours for summer term.

Request for Time Extension

The Request for Time Extension for a Graduate Degree can be obtained from the Office of the Graduate Dean, and should be used when the graduate student wishes to appeal the established time limit policy of six (6) years to complete the degree. The policies and procedures for the appeal can be found in the graduate catalog.

Other Graduate Forms

Consult the graduate catalog for various policies and procedures and associated graduate forms and where they may be obtained.

XVII. Student Request Forms

Change Request Form

This form is used to update/change names and is located in the Office of the Registrar (or on the intranet at <http://www.kennesaw.edu/registrar>).

Verification Request Form

This form is available in the Office of the Registrar or on the intranet at (<http://www.kennesaw.edu/registrar>) and may be completed and returned there. Use this form to request letters of good standing, loan deferments, enrollment verifications, military certification and other types of verifications.

XVIII. Request for Transcript of Record

Due to provisions of the Student's Right to Privacy Act this form must be signed by the student to authorize release of records. The form may be obtained in the Office of the Registrar (or on the intranet at <http://www.kennesaw.edu/registrar>). Students may also send a letter to the Office of the Registrar to request a transcript.

XIX. University Center Cross Registration Program

Kennesaw State University is a member of the Atlanta Regional Consortium of Higher Education, an association of colleges and universities in the Atlanta area offering a combination of reciprocal academic services, such as cross registration, interlibrary lending, and visiting scholar programs.

The cross registration program is available to students officially enrolled in Atlanta Regional Consortium institutions. This program is distinct from transient status in that it is possible for a student to register for an approved course at any of the 21 Atlanta Regional schools and receive credit, while paying tuition costs to the home institution. The intent is to allow qualified students to take course work in their area of study that is not available on their own campus.

Advising and Registration

To be eligible to participate, the student must have the recommendation of the faculty adviser or department chair at the home institution. Cross registration may be pursued only for courses not offered at the home institution for the given term.

Students who wish to enroll in courses at member institutions of the Atlanta Regional Consortium should obtain a Cross Registration form from the coordinator at the home institution. Contact the Office of the Registrar for more information and specific deadline dates.

MEMBER COLLEGES:

Agnes Scott College	Kennesaw State University
Brenau University	Mercer University-Atlanta
Clark Atlanta University	Morehouse College
Clayton College and State University	Morehouse School of Medicine
Columbia Theological Seminary	Oglethorpe University
Emory University	Savannah College of Art & Design - Atlanta
Georgia Institute of Technology	Southern Polytechnic State University
Georgia State University	Spelman College
Interdenominational Theological Center	State University of West Georgia
	University of Georgia

