



KENNESAW STATE UNIVERSITY

BAGWELL COLLEGE OF EDUCATION
*Clinical Experiences Placements
and Partnerships*

ECE 2205, 3313, 3520, 3565, 3570, 4525 & 4535– Sign-Up Directions For Field Experience

Please follow these 10 steps to make sure that you have properly secured an ECE 2205, 3313, 3520, 3565, 3570, 4525 & 4535 Field Placement

Step 1: Log on to OWL EXPRESS using your Net ID and Password

Step 2: At the Main Menu select “**Student Services**”

Step 3: At the KSU Program Applications Menu select: “**Bagwell College of Education Application and Forms**”

Step 4: At the BCOE Applications and Forms Menus select: “**Field Experience Placement Request Form**”

Please read the welcome information and proceed to the placement request selection.

Step 5: Verify that the KSU ID listed is your number.

a) Under “Signup Course choose “2205” or “3313” or “3520” or “3565” or “3570” or “4525” or “4535” from the drop down menu.

b) Under “Teaching Area” choose ALL and under “School Type”, choose “Pre-K” from the drop down menu.

Step 6: Press **SUBMIT**

The next page will generate your information from BANNER (student information center). Be sure to check that your information (KSU ID #, name, phone #s) is listed correctly.

Step 7: Please complete the remaining fields (alternate phone #, insurance type/name, member # and expiration date).

The course in which you are enrolled will be listed by the CRN #. You are now ready to make your placement selection.

Step 8: Review all placement options. To select a placement, click on the radio button located to the left of the placement option (***Only Select One Placement!***).

Step 9: Once you have made your selection, click **SUBMIT**. ***If you have successfully signed up, you will see the following message:***

**Field Experience Placement
Confirmation
Print this for your
records**

(Student's Name) is confirmed for the following
school: School: *(School Name)*
System: *(School District
Name)*
Address & Phone: *(Address & Phone
Number)*

**If you do not see this note, YOU HAVE NOT SIGNED UP
SUCCESSFULLY!**

So back up and try another placement, because the one you chose is already full!

Only if you get the above information are you actually

registered

Step 10: Complete

If you have completed each of these steps successfully, you are now registered for ECE 2205 or 3313, or 3520 or 3565 or 3570 or 4525 or 4535. Field Experience Placement.

Print the page with the contact information for verification of placement, location, and phone number.

**IF YOU GO BACK INTO THE SYSTEM, YOU WILL LOSE THE
PLACEMENT YOU HAVE AND WILL HAVE TO CHOOSE FROM WHAT
IS LEFT.**

If you have any questions regarding this process, please contact Clinical Experiences, Placements & Partnerships and ask for Donna Fitzgerald (470 578-2236) or email dfitzge5@kennesaw.edu