

How to Register for Classes



In Owl Express:

- Go to REGISTRATION tab
- Click SELECT TERM at top of page and make sure you are in right term
- Click on CLASS REGISTRATION (ADD OR DROP CLASSES)
- At bottom of the page click on CLASS SEARCH
- Find the class prefix of the class you are looking to register for
- Choose the section of the class you want to register for (ex: 1101 vs 1102...)
- Click on View sections
- If the class has a checkbox under “select” you can click on the checkbox of the time and day you want (If the class is full and you would like to be put on the waitlist, see next page for instructions)
- Click REGISTER at the bottom

If under “Current Schedule” it says ****Web Registered**** you are in that class.

If you get an error, there was something about that class or section that you could not register for. See Registration Errors below:

Common Errors:

PREQ & TEST SCORE-ERROR: There is a class that you need to take before you can take that class. To resolve this error, students should register for a different course in which they meet course prerequisites. A list of course prerequisites can be found by returning to the Registration Worksheet and clicking on Class Search at the bottom of the page. Click on the CRN and then on the Course Title. The course prerequisites are listed at the bottom of the page.

COREQ ERROR: That class section has at least one other class tied to it and you can’t take just that one. Look for other sections of the course, or ask about the Learning Community it is a part of.

MUTUAL EXCLUSION ERROR: You will receive this error if you have previously enrolled or received credit for MATH 1111 or 1112 and then attempt to register for MATH 1113 and vis versa. MATH 1111 and 1112 is just MATH 1113 broken up over two semesters. Students may either take MATH 1111 and MATH 1112 or MATH 1113.

STUDENT ATTRIBUTE ERROR: You will get this error if you try to register for a reserved section of a course that is for students in a particular cohort. Examples are Honors College (H sections), Advanced Major Program (M sections), and New Students at Orientation (N sections) or First Year Learning Communities (C sections). N course sections will open to the general population after the last orientation session.

If you are registering at home and get an error that you need help understanding, please check csm.kennesaw.edu/advising for information about emailing an advisor (name, ksu number, description of problem, screen shots if available, etc.)

Waitlisting

Waitlisting allows a student who meets all course registration requirements (including prerequisites and co-requisites) to be placed on a waiting list for a selected closed course. The waitlisting registration process operates on a "first come first served" basis. After a student waitlists for a course section and a seat becomes available, an email notification is sent to the student's **KSU email account**. The student will have **18 hours** to register for the course section from the time the email notification was sent. Students may view their position on the waitlist on Owl Express. Students who waitlist for a course should monitor their KSU email account often for waitlist notifications and check Owl Express for their position on the waitlist. Being waitlisted does not guarantee a seat in the course nor does it mean the student is enrolled in the course.

How to register for a Waitlist:

1. Take note of the CRN of the specific section you want to waitlist.
2. Select Add to Worksheet.
3. Enter the CRN in the boxes at the bottom of the page.
4. Select Submit Changes.
5. From the drop down Action box, choose **Wait List** to add to the waitlist.
6. Click Submit Changes.

Other Waitlist Notes:

- ALL waitlists will expire at the end of Registration. Students will be removed from the waitlist.
- Students may register for open seats during the remaining days of Drop/Add.
- Summer Exceptions: Summer Parts of Term ie., May Session, Six-Week Sessions, Four-Week Sessions
Notifications received after NOON of the last day of Drop Add for that part of term will expire at 11:45 p.m. that evening. The waitlist will be purged the following day.
- Time conflicts and repeat limits are not checked when waitlisting for a course, but will be enforced when registering for a course.
- Drop for Non-Payment applies to all classes including waitlist classes. If a student is dropped for non-payment, the waitlisted class(es) will also be dropped.

Review Schedule and Pay Online

After registering for classes, students should review their class schedule by selecting **Registration** and then **Display Your Class Schedule and Grades**. This will provide students with an opportunity to review their class schedule, ensuring that no mistakes were made during the registration process.

Note: It is very important that you check the days/times and campuses that you registered for. If you registered to take classes on both the Kennesaw and Marietta campus on the same days, you will need to allow yourself ample time in between classes to either drive or ride the BOB bus to the other campus.

To pay online, students may select **View Account or Pay Online** from the **Registration** menu.