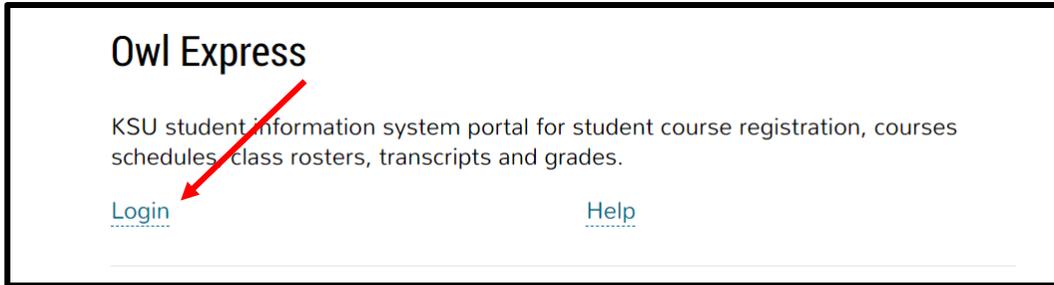
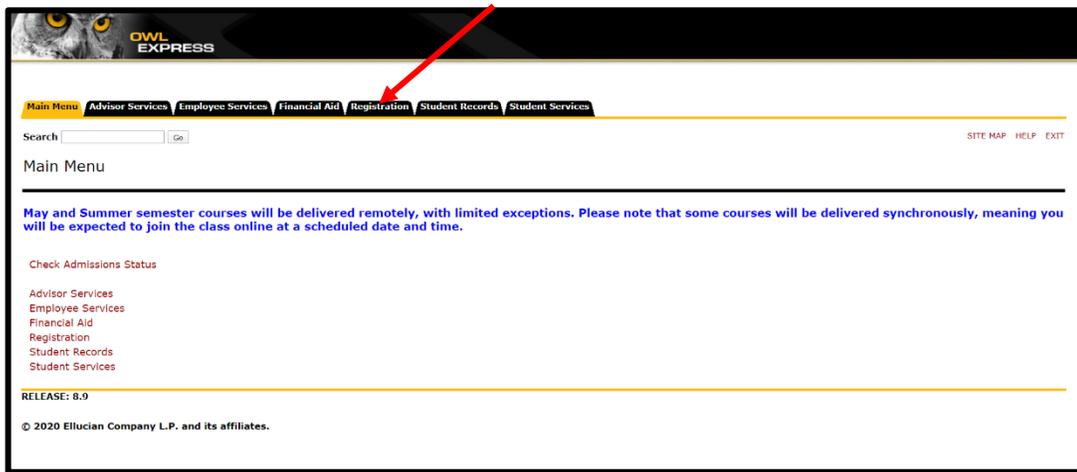


Student Registration Instructions

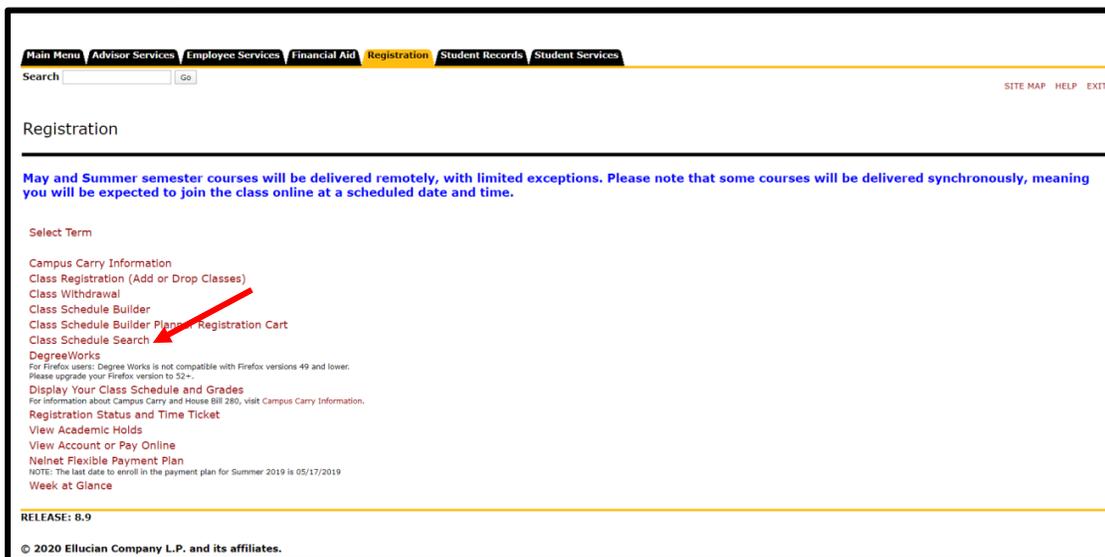
1. Go to <https://www.kennesaw.edu/myksu/> and select the “Login” option under “Owl Express” and login using your KSU email and password.



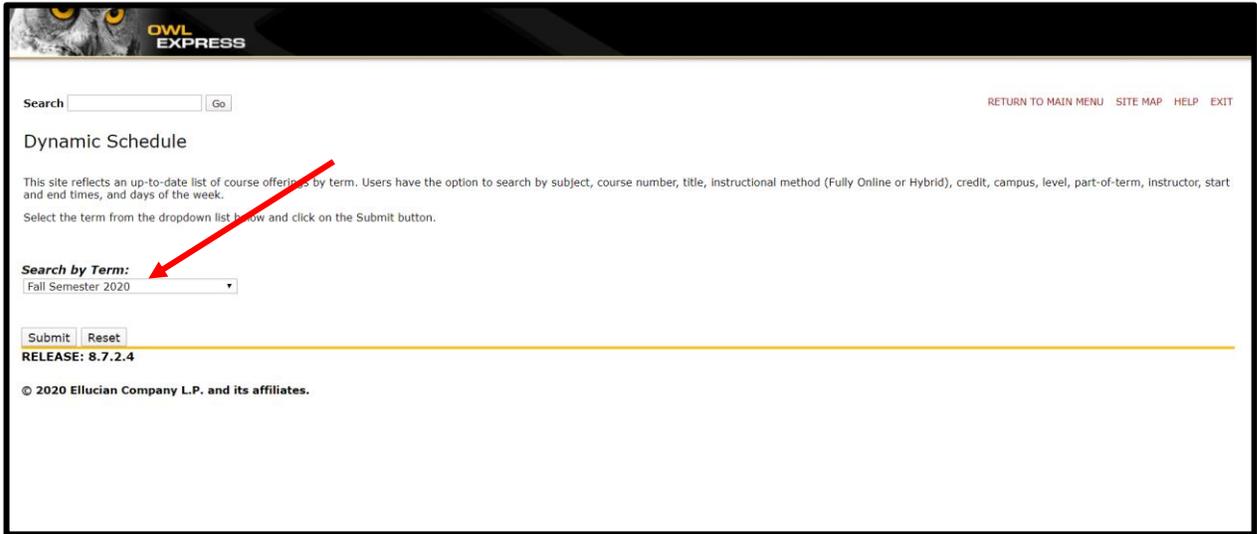
2. Once logged into Owl Express, select the “Registration” tab.



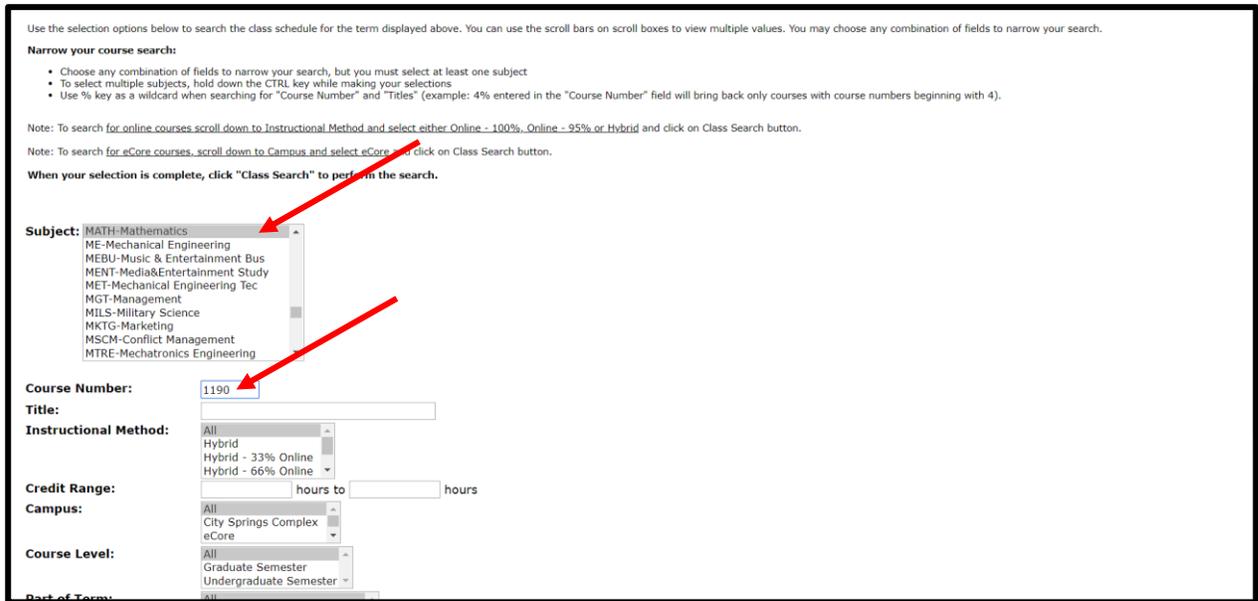
3. Next, you will want to find the classes you want to add to your schedule. The best way to do this is by selecting the “Class Schedule Search” and finding a section you want.



4. After selecting the “Class Schedule Search”, you must select the term you are registering for;



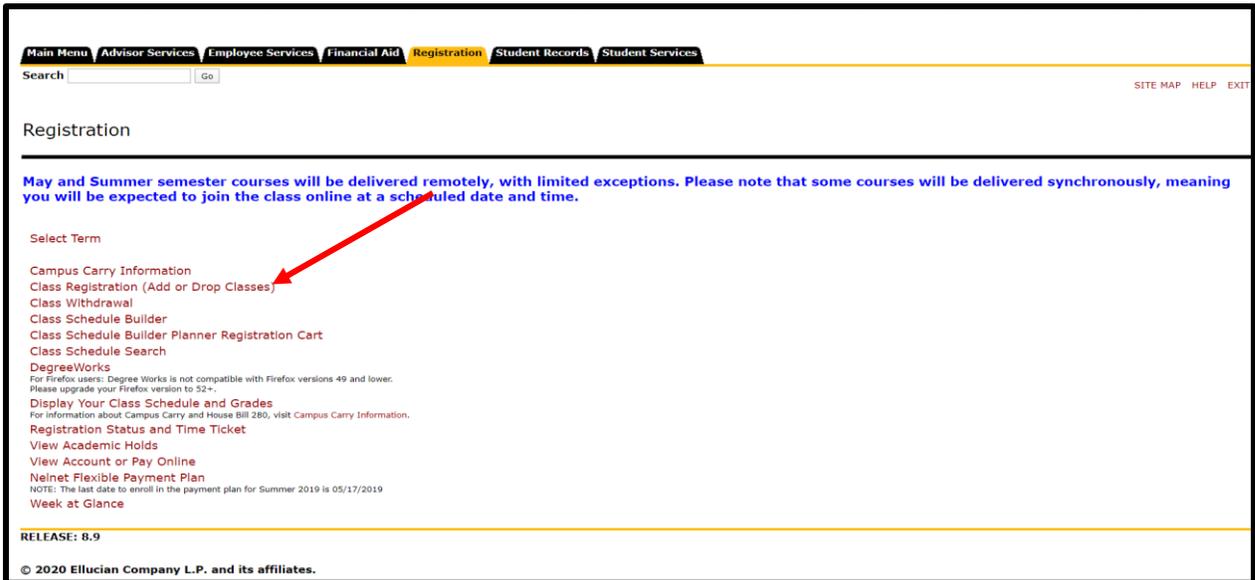
5. Then, select the subject you are looking for and the course number and hit submit.



6. Once the search pulls up, find a section that works with your schedule and copy the “CRN”.

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors
Kennesaw Campus	Classroom - 100%	Mathematics & Statistics Room 108	U M T W R F S X X X	10:20 am - 12:00 pm Lecture	Aug 17, 2020	Dec 14, 2020	Jonathon Miller (P)
CLOSED - WAITLIST AVAILABLE MATH 1190/02 - Calculus I							
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available:		
53982	4.000	Full Term	0				
Kennesaw Campus	Classroom - 100%	Mathematics & Statistics Room 109	U M T W R F S X X X	1:45 pm - 2:55 pm Lecture	Aug 17, 2020	Dec 14, 2020	TBA
OPEN MATH 1190/03 - Calculus I							
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available:		
53978	4.000	Full Term	60	10	20		
Kennesaw Campus	Classroom - 100%	Mathematics & Statistics Room 108	U M T W R F S X X X	6:00 pm - 7:40 pm Lecture	Aug 17, 2020	Dec 14, 2020	Francesco Strazzullo (P)
CLOSED - WAITLIST AVAILABLE MATH 1190/04 - Calculus I							
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available:		
53984	4.000	Full Term	60				
Kennesaw Campus	Classroom - 100%	Mathematics & Statistics Room 108	U M T W R F S X X X	10:00 am - 11:40 am Lecture	Aug 17, 2020	Dec 14, 2020	TBA

7. After finding the section that you would like to register for and copying the “CRN”, go back to the “Registration” tab in Owl Express and select “Class Registration (Add or Drop Classes).”



Main Menu | Advisor Services | Employee Services | Financial Aid | **Registration** | Student Records | Student Services

Search Go SITE MAP | HELP | EXIT

Registration

May and Summer semester courses will be delivered remotely, with limited exceptions. Please note that some courses will be delivered synchronously, meaning you will be expected to join the class online at a scheduled date and time.

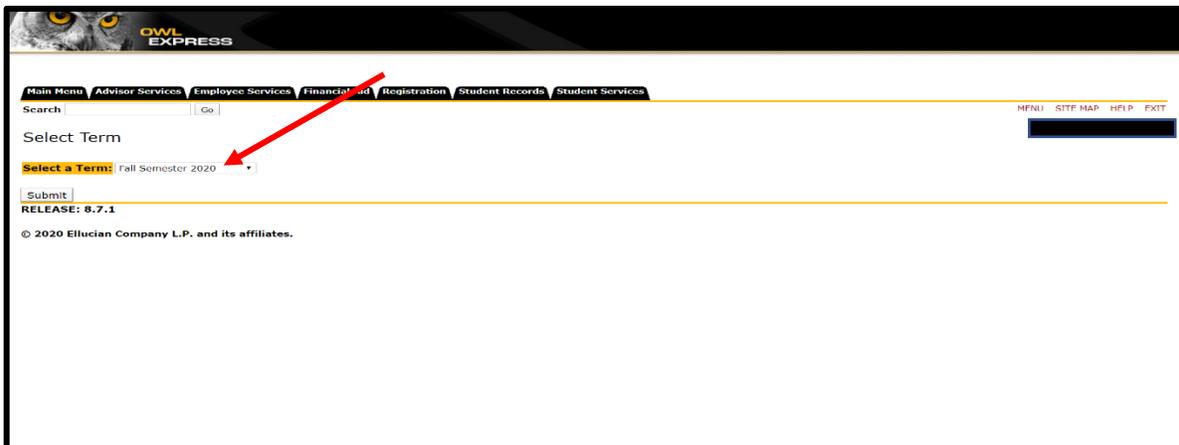
Select Term

- Campus Carry Information
- Class Registration (Add or Drop Classes)**
- Class Withdrawal
- Class Schedule Builder
- Class Schedule Builder Planner Registration Cart
- Class Schedule Search
- DegreeWorks
- For Firefox users: Degree Works is not compatible with Firefox versions 49 and lower. Please upgrade your Firefox version to 52+.
- Display Your Class Schedule and Grades
- For information about Campus Carry and House Bill 260, visit Campus Carry Information.
- Registration Status and Time Ticket
- View Academic Holds
- View Account or Pay Online
- Nelnet Flexible Payment Plan
- NOTE: The last date to enroll in the payment plan for Summer 2019 is 05/17/2019
- Week at Glance

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8. Select the term that you’d like to register for.



OWL EXPRESS

Main Menu | Advisor Services | Employee Services | Financial Aid | **Registration** | Student Records | Student Services

Search Go MENU | SITE MAP | HELP | EXIT

Select Term

Select a Term: Fall Semester 2020

Submit

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9. Once you are on the class registration page, there will be an “Add Classes Worksheet” at the bottom of the page. This is will you will submit the CRNs that you’d like to register for.

Fall 2020

Final Payment Deadline: Monday, August 31, 2020 at 4 PM

- Failure to meet this deadline will result in your courses being deleted for non-payment on Tuesday, September 1, 2020.

Financial Aid Deadline for Fall 2020

- The 2020-2021 FASFA must be completed for the Fall 2020 semester.
- To view your financial aid and account charges, click on the Financial Aid tab in Owl Express.
- If you completed the FASFA after **March 1, 2020**, be prepared to pay out of pocket for your tuition and fees to ensure that your classes will not be dropped for non-payment.
- Please submit all required documents promptly in Owl Express if you are selected for Financial Aid verification.
- Direct Financial Aid questions to find@kennesaw.edu or 770.423.6074.
- Student account balances must be paid by the deadlines published above for each academic term. Registration is not complete until all tuition and fees have been paid. Class registration may be cancelled for students failing to pay in full by the deadline.

This webpage is used to add or drop classes for a selected term. If you have previously registered, your classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet section by entering Course Reference Numbers (CRNs). To add a class, enter the CRN in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule.

If you are registering for courses with variable credit hours (Internships and co-ops) you may click on the credit hours (highlighted in red) on your Current Schedule to make a change.

A complete set of web registration instructions are located on the Office of the Registrar's website under the Registration tab.

If you are receiving any type of financial aid, withdrawing from classes may have a negative impact on your financial aid eligibility in the current and future semesters.

Please print a copy of your registration for your records.

**** Registration Information & Requirements ****

[Quick Reference Guide for Resolving Registration Errors](#)
[Course Waitlisting Instructions](#)

Add Classes Worksheet

CRNs

83983

Submit Changes Class Search Reset

[View Holds]

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10. Below is an example of how it should look when you’ve successfully registered for a course.

Student account balances must be paid by the deadlines published above for each academic term. Registration is not complete until all tuition and fees have been paid. Class registration may be cancelled for students failing to pay in full by the deadline.

This webpage is used to add or drop classes for a selected term. If you have previously registered, your classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet section by entering Course Reference Numbers (CRNs). To add a class, enter the CRN in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule.

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Please print a copy of your registration for your records.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Web Registered	on Jun 12, 2020 None	83983	MATH	1190	03 Undergraduate Semester	4.000	Normal		Calculus I

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Jun 12, 2020 12:19 pm

**** Registration Information & Requirements ****

[Quick Reference Guide for Resolving Registration Errors](#)
[Course Waitlisting Instructions](#)

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset