Student Registration Instructions

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

Owl Express	
KSU student informatic schedules class roster	on system portal for student course registration, courses s, transcripts and grades.
Login	Help

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

express	
Main Menu Advisor Services / Employee Services / Financial Aid / Registration / Student Records / Student Services	
Search Ge	SITE MAP HELP EXIT
Main Menu	
May and Summer semester courses will be delivered remotely, with limited exceptions. Please will be expected to join the class online at a scheduled date and time.	note that some courses will be delivered synchronously, meaning you
Check Admissions Status	
Advisor Services	
Employee Services	
Pinancial Alo	
Student Records	
Student Services	
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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.

Hain Henn Advisor Services Employee Services Financial Aid Registration Student Records Student Services
Search Go SITE MAP HELP EXIT
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Negistration
A 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 Planzer Registration Cart
Class Schedule Search 💻
DegreeWorks For Fields users: Dagree Works is not compatible with Firefox versions 49 and lower. Please upgrade vor Fields version to 52
Display Your Class Schedule and Grades For information about Campus Carry and House Bit 2300, vitit Campus Carry Information.
Registration Status and Time Ticket
View Academic Holds
View Account or Pay Online
Nelnet: Flexible Payment Plan NDTC: The last date or enrol in the sparset plan for Summar 2019 is 05/17/2019
Week at Glance
RELEASE: 8.9
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4. After selecting the "Class Schedule Search", you must select the term you are registering for;

OWL EXPRESS
Search Go RETURN TO MAIN MENU SITE MAP HELP EXIT
Dynamic Schedule
This site reflects an up-to-date list of course offerings by term. Users have the option to search by subject, course number, title, instructional method (Fully Online or Hybrid), credit, campus, level, part-of-term, instructor, start and end times, and days of the week.
Select the term from the dropdown list below and click on the Submit button.
Search by Term: Fall Semester 2020
Submit Reset
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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 Ti	me Start I	Date End Date	e Instruct	ors
Kennesaw Campus	Classroom - 100%	Mathematics & Statistics Room 108	UMTWRES X X X	:50 am - 12:00 pm Aug 17 cture	, 2020 Dec 14, 2	2020 Jonathon	Miller (P) 🮯
CLOSED – WAITLIS	TAVAILABLE MATH 1190/02	2 - Calculus I					
CRN 83982	Credit Hrs 4 000	Part/Term Full Term	Capacity	Fnrolled	Seats Available	le .	
Campus Kennesaw Campus	Instructional Method Clushoom - 100%	Where Mathematics & Statistics Room 109	Days UMTWRFS XXXX	Time 1:45 pm - 2:55 pm Lecture	Start Date Aug 17, 2020	End Date Dec 14, 2020	Instructors TBA
OPEN MAT	H 1190/03 - Calculus I Gradit Hrs	Part /Term	Capacity	Enrolled	Seats Available	ler.	
CRN SETTE	H 1190/03 - Calculus I Credit Hrs 4.000	Part/Term Full Term	Capacity 60	Enrolled 40	Seats Available 20	let	
CRN CRN COPENS Campus Kennesaw Campus	H 1190/03 - Calculus I Credit Hrs 4.000 Instructional Method Classroom - 100%	Part/Term Full Term Where Mathematics & Statistics Room 108	Capacity Go Days Tim UMTWRPS 6:00 X Lect	Finalliad 40 e Start Date jum - 7:40 pm Aug 17, 2020 ure	Seats Available 20 End Date Dec 14, 2020	Instructors Francesco Straz	zullo (P) 🚳
Concest Matte	H 1190/03 - Calculus I Credit Hrs 4.000 Instructional Method Classroom - 100% MATH 1190/04 Credit Up	Part/Term Pull Term Mhere Mathematics & Statistics from 108 - Calcutus I Bart/Term	Copertify 60 Days UNITWRFS 600 600 600 600 600 600 600 60	Fundind 40 e Start Date ppn - 7:40 pm Aug 17, 2020 rendind	Strats Available 20 End Date Dec 14, 2020	nstructors Francesco Straz	cullo (P) 🕑
COPERS MATTI CRN Salassa Campus Kennosaw Campus CCOSED - WAYTLIS CRN S32901	H 1190/03 - Calculus I Credit Ins 4.000 Classifier - 100% Classifier - 100% Calculation - 100% Calculation - 100% Calculation - 100%	Part/Form Path Torm Wathermatics & Statistics Room 108 8 Calculus I Part/Form Full Torm	Capasity 60 Days Tim UMTWRFS 6:00 x x etcl Capasity 60	Finalled do Start Date grave 7:40 µm Aug 17, 2020 Enrolled	Sects Available 20 End Date Dec 14, 2020 Sects Available	in Instructors Francesco Straz in	culio (E)

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 EX
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 upprade your Firefox version to 52+.
Display Your Class Schedule and Grades For information about Campus Carry Index Balo, vitit Campus Carry Information.
Registration Status and Time Ticket
View Academic Holds
View Account or Pay Online
Neinet Flexible Payment Plan NOTE: The last date to enroll in the payment plan for Summer 2019 is 05/17/2019
Week at Glance
RELEASE: 8.9

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

EXPRESS	
Main Menu Advisor Services Employee Services / Financia adv Registration / Student Records / Student Services	
Select Term	MENU SITE MAP HELP EXIT
Select a Term: Fall Semester 2020	
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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 FAFSA 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 finaid@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 Workshee 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 Add Classes 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 RegistrarDs 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 Instantions
Add Classes Worksbeet
CRNs
33983
Submit Changes Class Search Reset
[View Holds]
2FI FASE+ 8.7.1

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 deadline. 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 Addion field. If no options are listed in the Addion 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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A complete set of web registration instructions are located on the Office of the RegistrarDs 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.
Current Schedule
Status Action CRN Subj Crese Sec Level Cred Grade Mode Title **Web Registered** on Jun 12, 2020 None * 83963 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 Waltlisting Instructions Add Classes Worksheet
CRNs Submit Changes Class Search Reset