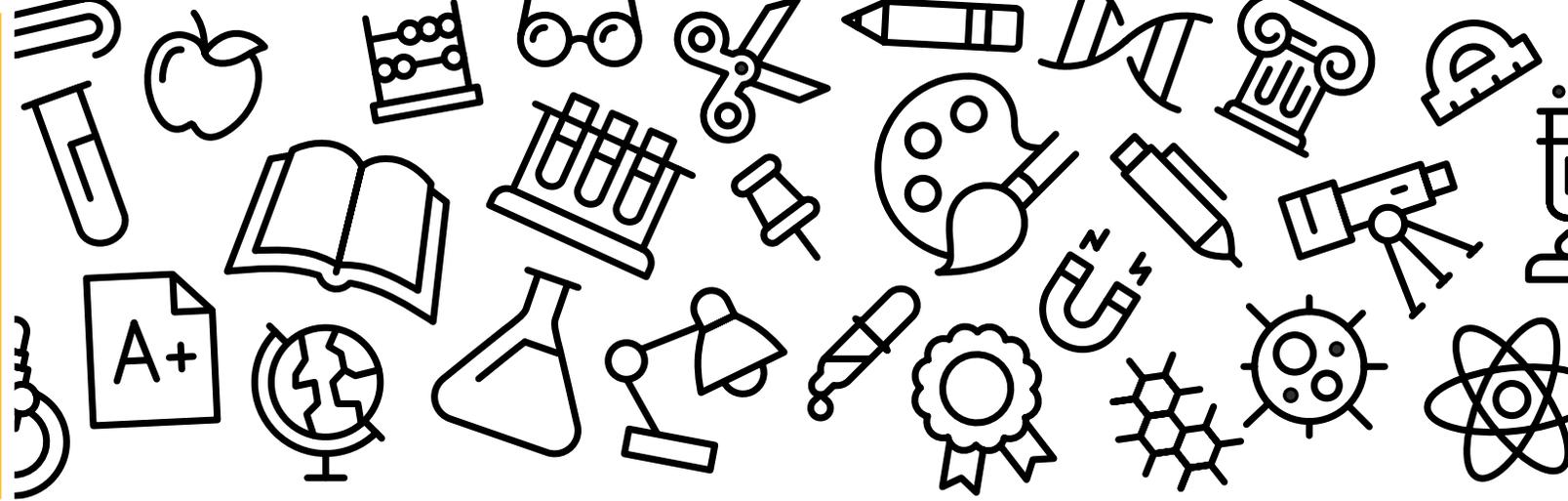
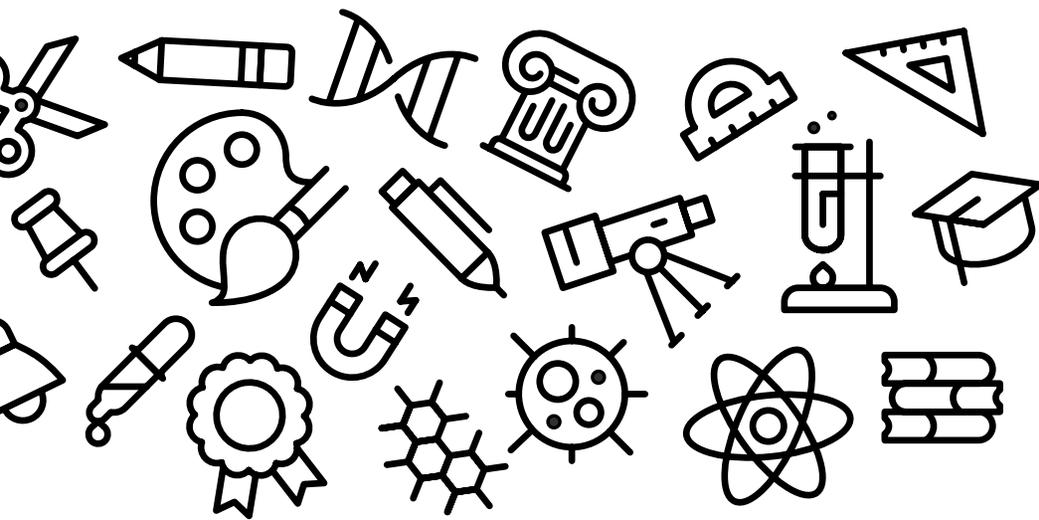




**KENNESAW STATE**  
UNIVERSITY



# STUDENT REGISTRATION GUIDE



**Welcome to Kennesaw State University!**

We're glad you're here! You probably have many questions about the registration process. There's a lot of information to cover, so we are going to break it down to help you have a better understanding of some terms you'll hear and all of the steps to take when registering for classes!





# REGISTRATION TERMS SIMPLIFIED

Words You'll Hear During the Registration Process

## **CRN**

It is the 5-digit course registration number specific to the class in which you are trying to register for or are currently enrolled.

## **COURSE SUBJECT AND NUMBER**

Owl Express and DegreeWorks display courses by subject abbreviation (prefix) and course level (ex. ENGL 1101 for English Composition). This aids in searching for classes.

## **TIME TICKET**

The specific registration time assigned to you before each registration period, which allows you to register for your selected classes. At the beginning of each registration period, a new time ticket is assigned based on your total earned credit hours.

## **DROPPING A CLASS**

Occurs when the registration period is open. If you drop a class, you receive no credit and are not financially responsible for payment.

## **DEGREEWORKS**

[Ellucian DegreeWorks™](#) is an easy-to-use online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate.

## **REINSTATEMENT**

If your classes were deleted due to nonpayment, you can request to be reinstated during the specified time to reestablish your classes.

## **ECORE**

A collaborative program of the University System of Georgia (USG) established with the goal to make higher education more accessible within our state. eCore offers you the opportunity to complete certain core undergraduate requirements online via public institutions within the USG. eCore courses are taught by instructors from Southern Association of College and Schools Commission on Colleges (SACSCOC) accredited institutions within the system and are transferrable within the USG as well as to most regionally accredited schools.

## **PRE-REQUISITE AND CO-REQUISITE**

Condition that a student is required to meet in order to be eligible for enrollment in a course or program. Pre-requisites must be completed prior, and co-requisites must be taken simultaneously.

## **WITHDRAWING FROM A CLASS**

Withdrawing from all classes after the registration period has ended will withdraw you from the institution for the term. Partial refunds may be processed based of the date of total withdrawal.



# OWL EXPRESS FAQ

## When can I start registering for classes?

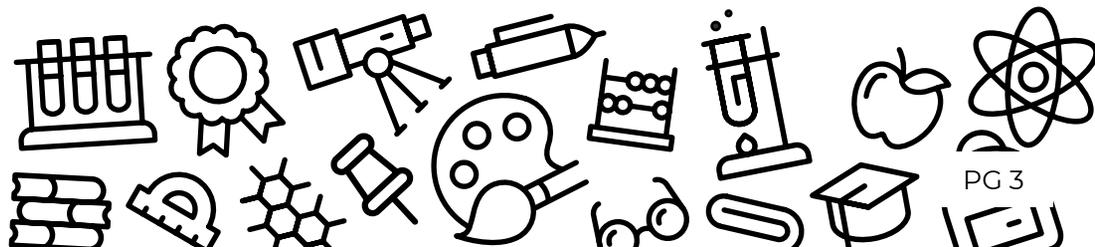
- During a **registration period**, you can view your time ticket by selecting **Prepare for Registration** under the **Registration tab**. You can also view the [academic calendar](#) to determine future registration dates.
- Time tickets are assigned based on total earned hours. Once assigned, they cannot be changed.
- New freshmen must attend Orientation as it is mandatory for all incoming students. On that day, you will register for your first semester of classes, an essential step in your academic journey. Attendance is crucial.

## How do I determine what classes I need to take?

- Current KSU students can view required courses in [DegreeWorks](#), a web-based tool providing real-time information on your specific degree progression.
- There is a **What If** tab on your [DegreeWorks](#) dashboard which gives you an unofficial view of how your credits will apply to a different major.
- Please note: [DegreeWorks](#) does not replace face-to-face advising. You should continue to meet with your [advisor](#) to discuss degree-related concerns and help you stay on track for graduation.

## Where do I go to register for classes?

- First, you'll need to log in to your [Owl Express](#) account. If you don't have an account yet, click the [link](#) and create one using your KSU student email and NetID.
- Once logged in, select **Registration tab**.
- To register for classes, Select **Register for Classes**. Select your term and begin searching for classes.
- Make sure you are in the correct term, and be sure to reach out to your academic advisor if you have any questions about class selection.





# OWL EXPRESS FAQ

I am trying to register for classes, but it says I have a hold. How do I see my hold and resolve this?

- Select **Prepare for Registration** under the **Registration tab** in [Owl Express](#). To determine which office you'll need to contact to satisfy your hold, check our website to read more information [here](#).

Where can I see my official schedule and where my classes are held?

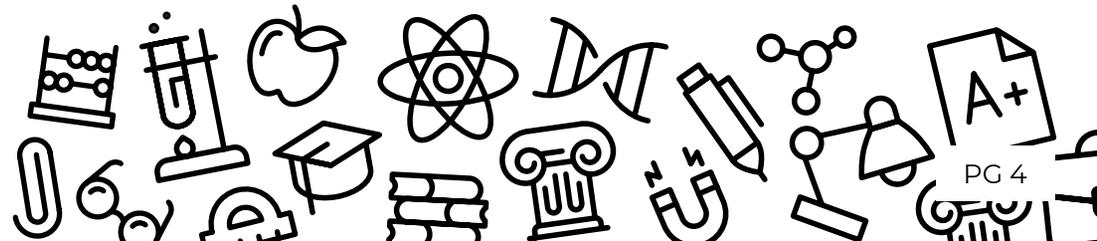
- In Owl Express, under the **Registration tab** select **View Registration Information** to view your official schedule.

Where do I access my course information?

- To view syllabus details, course information and messages from your instructor, log in to [D2L BrightSpace](#). You can also access D2L through your [Owl Express](#) account by selecting **View Registration Information** under the **Registration tab** and selecting the D2L link.

How do I withdraw from a class?

- Dropping a class while registration is open is different than withdrawing from a class after registration has ended. To withdraw from a class after registration is closed, you will select **Class Withdrawal** under the **Registration tab**.
- Prior to withdrawing, please be sure to review the withdrawal policy in the [Undergraduate Catalog](#) and consult with the Office of Scholarships and Financial Aid.
- You must **fully withdraw** from all classes in order to potentially receive a partial refund.





# OWL EXPRESS FAQ

## How do I drop a class?

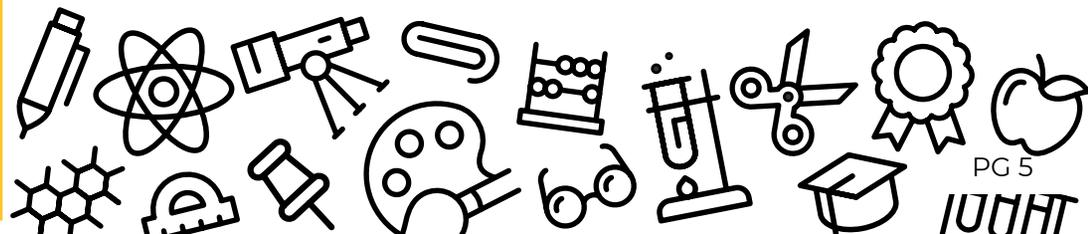
- Much like adding a class, select the Registration tab in [Owl Express](#) and click **Register for Classes**. In the drop-down menu under the “**Action**” column, select “**Drop web**” for the course(s) you wish to drop. Select “**Submit**” to complete the drop.
- You can only do this while the registration period is open. Once the registration period is over and you no longer want to be in the course, you must withdraw using the online withdrawal process in [Owl Express](#).

## Is there a limit to how many times I can withdraw?

- There is no limit to how many times you can withdraw from classes. To withdraw and receive a grade of “W”, students must ensure they withdraw before the deadline. See [academic calendar](#) for dates and deadlines.

## Where can I see what classes are offered for next semester?

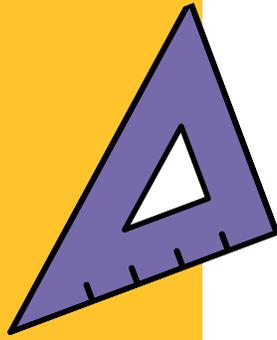
- The course schedule is generally posted before the registration period opens. There are a few places you can look or search:
  - Within Owl Express, under the **Registration tab**, select **Browse Classes**. From there you can filter by term, and then add additional filters on the next page such as subject, instructor, part of term, etc. Be mindful of setting multiple filters, as this may reduce the number of classes that you are able to see.







# CLASS SCHEDULE BUILDER



## Registering in Class Schedule Builder

- Once you have generated your schedule, click **Send to Shopping Cart**. From there you can register for your classes by clicking **Register**.
- If registration is successful you will be able to view your schedule in the **Current Schedule** tab.
- You can also make schedule adjustment (adding/dropping) in **Class Schedule Builder**.

# REVIEW

## Parts of term

- Fall, spring, and summer semesters offer various terms that may have different deadlines for registration, withdrawal, and more. For example:
  - Fall and spring semesters offer a 15-week term, also known as full term, as well as a 7-week I and 7-week II
  - Summer semester has several term offerings: a Maymester (accelerated 2-week course), a 10-week, 8-week, 6-week, 4-week I and 4-week II part of term.
  - To view all parts of term and associated deadlines, please see the [academic calendar](#) website.
  - View your course's part of term under **View Registration Information**.

## Contacting Instructors

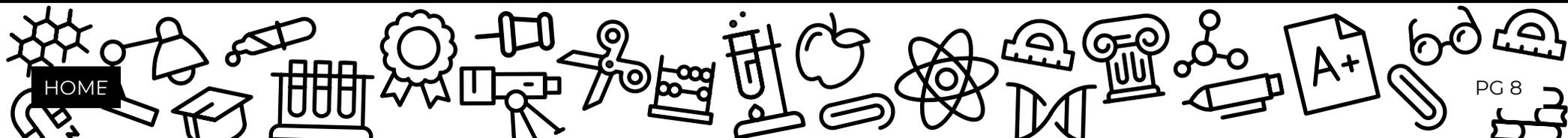
- Select **Register for classes**, then navigate to the **Schedule and Options** section. Select the desired course title, proceed to the **Instructor/Meeting Times** menu item, and click on the instructor's name to access their email address in [Owl Express](#). Your assigned instructor is listed under each course. To retrieve their contact information, use the [Campus Directory](#) to search for their information by first and last name.

## eCore Courses

- Online program offered by the USG (see page 2). eCore semester calendar dates may differ from KSU's Academic Calendar dates. Students enrolling in eCore courses must adhere to the USG published dates listed on the [eCore website](#).
  - Fall and spring semesters offer a full 16-week term, as well as a 8-week I and 8-week II part of term.
  - Summer semester offers one 8-week term.

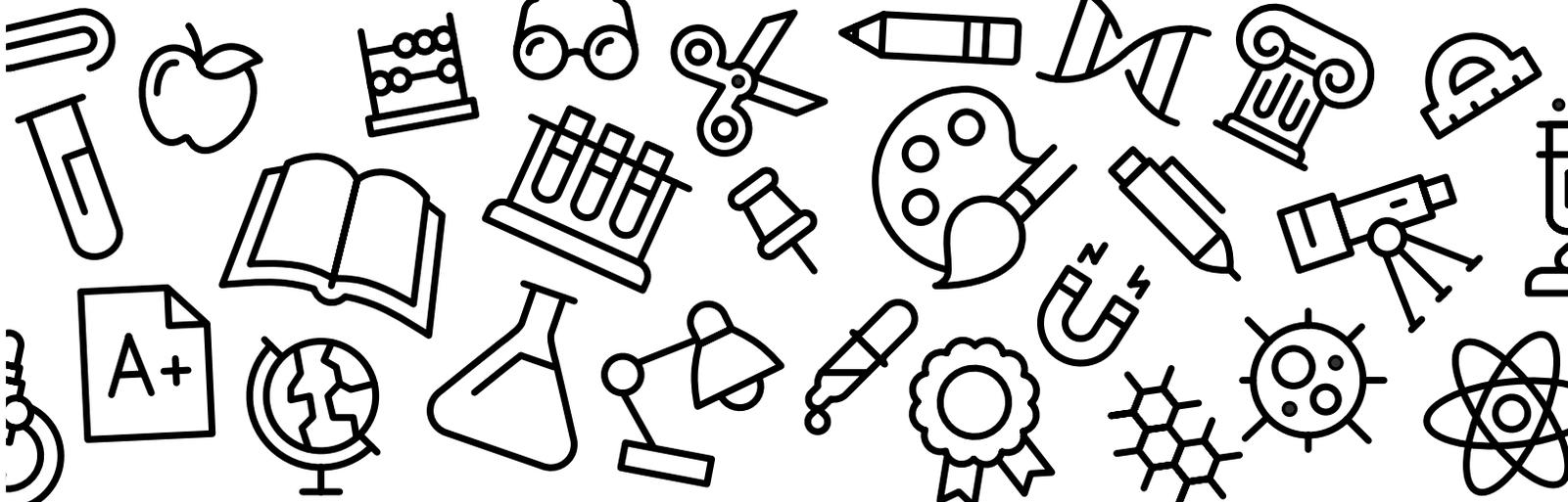
## Academic Advisors

- Guide you on your academic path from Orientation to graduation!
- Assist you in identifying and achieving your academic, career, and personal goals. They provide academic guidance to keep you on track for graduation and can help connect you to campus programs and services.
- You are assigned an [academic advisor](#), or advising center, based on your intended major.
- Advising is not registration! We encourage you to meet with your advisor prior to the date you register for classes each semester so you can discuss the best plan for the upcoming semester and beyond.



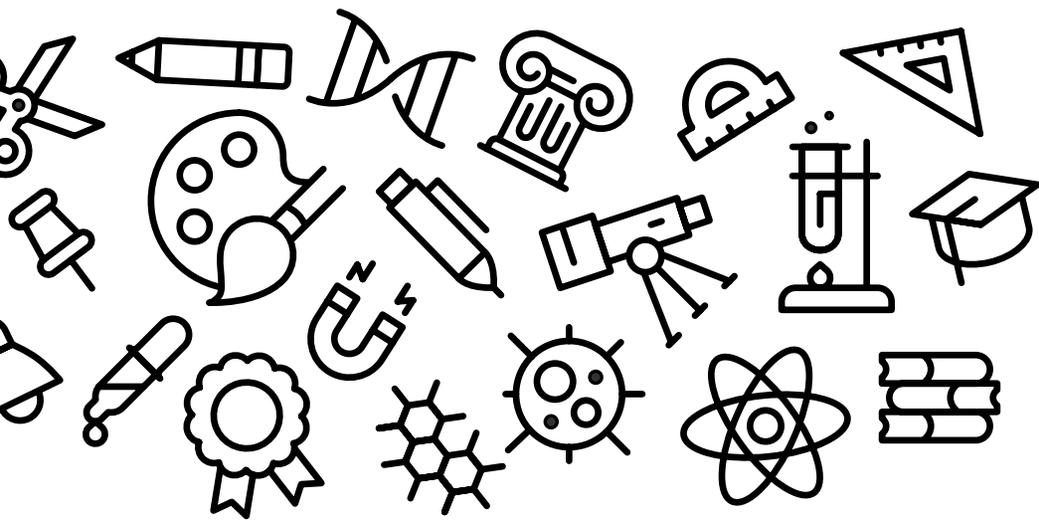


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## ANY OTHER QUESTIONS WE DID NOT COVER?

Stop by the Office of the Registrar, located in the Kennesaw Hall Rotunda on the Kennesaw Campus, or the Enrollment Customer Service in Administration Building B on the Marietta Campus!



## OFFICE OF THE REGISTRAR

470-KSU-INFO (470-578-4636)

[registrar@kennesaw.edu](mailto:registrar@kennesaw.edu)

[kennesaw.edu/registrar](https://kennesaw.edu/registrar)

HOME