CLASS REGISTRATION INSTRUCTIONS

Follow the steps outlined below to register for your KSU courses. You will find the online video, “How to Register for Classes_Fall 2018” under the Current Students link located in the DEP Advising course information in D2L.

DEP students enjoy the privilege of registering before most other KSU students, which makes it easy for you to get your desired schedule. We will let you know when registration will open at your advising session. Please check your time ticket on Owl Express 2-3 days prior to the start of registration to confirm your specific registration date and time. You may register any time after the date/time specified on your time ticket, however, we encourage students to register as soon as possible to ensure greatest availability of classes. All KSU registration is completed online.

➢ If you go into the registration system and discover that your registration date is not the date confirmed at your advising session, please contact the DEP Advising Office at depadvising@kennesaw.edu. IMPORTANT: Once you have registered, we will place a Dual Enrollment “hold” (DU) on your account that will block you from changing your schedule. You must get approval for any changes from your high school counselor and DEP advisor. This may require getting your counselor to amend your funding application.

Registering Via the Class Schedule Builder

If you used the Class Schedule Builder to create your schedule you will be asked to select your preferred schedule and send it to the “Shopping Cart.” THIS STEP DOES NOT REGISTER YOU FOR THE CLASSES. You must click the Register button at the bottom of the Schedule Planner Registration Cart to register for the classes. Be sure to review your final schedule to ensure you are fully registered for all of your classes.

Registering Via the Add or Drop Classes Link

You will need the 5-digit computer registration numbers (CRNs) you recorded on Course Time Planning Grid worksheet as you planned your fall schedule.

Helpful hint: If your browser blocks pop-up windows, you may need to turn this function off in order to complete registration. The “allow pop-ups” function is typically found under “Properties.”

- From any computer with internet access, go to www.kennesaw.edu/owlexpress.
- Log in using your NetID and Password. If you experience difficulty logging in, call the Student Technology Helpline at 470-578-3555.
- Click Registration from the Main Menu.
- You will be shown the Registration Agreement to Pay Tuition. Read the agreement, select the “I Agree” radio button, and click Continue.
- Select Class Registration (Add or Drop Classes).
- Make sure you choose the correct term (Fall 2018) and then the Submit button.
- In the Add Classes Worksheet area of the page, enter the 5-digit computer numbers (CRNs) that you recorded on your Course Time Planning Grid worksheet.
- Click the Submit Changes button at the bottom of the page. Registration results will appear.
- You will see the message **Web Registered** displayed by a course to indicate a successful registration.
- Review your class schedule by returning to the Main Menu, then selecting Registration and Display Your Class Schedule and Grades. Double check that no mistakes were made during the registration process, such as choosing the wrong class, days or times, or campus location.
- Print your schedule! Bring or send a copy to your high school counselor.
- Should you make a mistake, you may correct your schedule by returning to the Class Registration page and selecting Drop Web from the action box next to the class you wish to change. Click on the Submit Changes button located at the bottom of the page to review your registration results.

During registration, if you find that a class you want to take is full, you may search for another section.

- From the Add/Drop Classes screen, click on the Class Search button.
- This opens the Look-Up Classes to Add screen. Highlight the subject you are looking for and click the Course Search button.

- A list of courses available for the chosen subject will be displayed. Scroll until you see the course number you are looking for (for example, ART 1107 Art in Society) and click View Sections.

- You will then be shown a listing of sections for the selected course. **IMPORTANT!** Be sure you are selecting the appropriate Campus (Cmp): Kennesaw or Marietta.
You will see one of the following symbols by each class:
- \( \square \) = Class is available.
- \( \text{C} \) = Class is closed. You will need to select another section.
- \( \text{NR} \) = Class is unavailable for registration.

- To add this class to your schedule, click inside the box \( \square \) to select the class and then click on the **Register** button located at the bottom of the page. These results will populate upon successful registration:

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Oct 02, 2015 Name</td>
<td>10902 ENG 1102 01 Undergraduate Semester 3.000 Normal</td>
<td>Composition I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 3.000  
**Billing Hours:** 3.000  
**Minimum Hours:** 0.000  
**Maximum Hours:** 999999.999  
**Date:** Oct 02, 2015 02:59 pm

**FINAL NOTES:**

**If you fail to register during the Early Registration period,** you may find it difficult to build the KSU schedule you originally planned. Courses you need may be full, or the class times you selected earlier may no longer be available.

**Do not register for any course other than those approved by DEP and your high school counselor on your Proposed Schedule Form.** You must obtain approval for any course changes from both your counselor and DEP. You do not need approval if you simply want to change class times.

**Avoid wait listing for a class.** Students who register when their time tickets open should have no problem finding available seats. Always choose a class section with available seats rather than wait listing for a full section. There is no guarantee that a seat will open for you, and even if one does, you will only have an 18-hour window in which to register for the course once you are notified via email. This notice may come at a time when your guidance counselor and the DEP Advisors are not available.

**AP students who receive score reports over the summer must notify the DEP office immediately** if they **did not receive a score of 3 or higher on the exam**, as anticipated in their advising session, or if they **received a 4 or 5 on the exam** and are eligible to move to a higher-level class. You must also have the College Board send a score report directly to KSU. In these situations, the DEP office will assist you in changing your schedule.