Class Search Instructions

KSU offers two methods to search for your classes: **Class Schedule Search** and **Class Schedule Builder**. The **Class Schedule Search** option allows a student to search for individual courses. The **Class Schedule Builder** is a program that allows a student to enter in the courses wanted, along with preferred parameters, and it generates possible schedules based on the information provided.

The Office of the Registrar provides information on the **Class Schedule Builder**, which includes a brief how-to video, Quick Reference Guide, and User Guide. You will also find Course Selection and Registration Videos under the “Current Students” link located in the DEP Advising course information in D2L.

**How to Use the Class Schedule Search Option**

Kennesaw State University provides a master **Schedule of Classes** which is a list of all of the courses offered each term. It is made available to students approximately two weeks prior to the start of registration. Please note that the list of course offerings reflects real time information and course offerings are subject to change. Several days before registration, you will want to double-check that your planned classes are still being offered and that the class days/times have not changed.

To access the dynamic course search engine:

1. Log into Owl Express: [www.kennesaw.edu/owlexpress](http://www.kennesaw.edu/owlexpress) with your NetID and password.
2. Click on the top **Registration** tab.
3. Click on the **Class Schedule Search** link.
4. Select the term from the dropdown list and click the **Submit** button.

**To narrow your course search:**

The Class Schedule Search feature allows you to look for course offerings by subject, course number, title, instructional method, credit hours, campus, level, part-of-term, instructor, start and end times, and days of the week.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Comprehensive list of subjects taught on all campus locations. Course subjects are listed alphabetically by their 2-4 digit course prefix, so African Diaspora Studies (AADS) is listed before Accounting (ACCT).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>4 digit number used in conjunction with the course prefix to identify the course, such as ENGL 1102. You may enter the course number for the specific class you are interested in, or leave it blank to generate a list that includes all courses offered for the chosen subject.</td>
</tr>
<tr>
<td>Title</td>
<td>Short descriptive phrase of the course. The title for ENGL 1102 is <strong>Composition II</strong>.</td>
</tr>
<tr>
<td>Instruction Method</td>
<td>Indicates the way the class is taught (traditional classroom, 100% online, or hybrid with class sessions that meet both in person and online). Unless you are specifically searching for an online or hybrid course, you’ll want to leave this set to ALL.</td>
</tr>
<tr>
<td>Credit Range</td>
<td>The number of credit hours assigned to a course. One 3-credit hour KSU course equals one high school course/Carnegie unit.</td>
</tr>
<tr>
<td>Campus</td>
<td>Allows you to search for courses by campus location.</td>
</tr>
<tr>
<td>Course Level</td>
<td>Allows you to search for undergraduate- or graduate-level courses. You will want to select Undergraduate Semester.</td>
</tr>
<tr>
<td>Part of Term</td>
<td>KSU offers certain non-date based courses, however, you will want to select Full Term for your searches.</td>
</tr>
<tr>
<td>Instructor</td>
<td>Comprehensive list of instructors teaching on all campus locations.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Search for courses starting at a certain time.</td>
</tr>
<tr>
<td>End Time</td>
<td>Search for courses ending at a certain time.</td>
</tr>
<tr>
<td>Days</td>
<td>Search for courses taught on certain days.</td>
</tr>
</tbody>
</table>
Making no search selections will generate a list of all courses taught on all campus locations for the chosen semester. Since this is a very long list, you will want to narrow your search.

- Choose any combination of fields to narrow your search, but you must select at least one subject
- To select multiple subjects, hold down the CTRL key while making your selections
- Use the % key as a wildcard when searching for "Course Number" and "Titles" (example: 4% entered in the "Course Number" field will bring back only courses with course numbers beginning with 4)

Sample Class Schedule Listing

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit Hrs</th>
<th>Part/Term</th>
<th>Capacity</th>
<th>Enrolled</th>
<th>Seats Available</th>
<th>Waitlist Capacity</th>
<th>Waitlist Count</th>
<th>Waitlist Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>83205</td>
<td>3.00</td>
<td>Full Term</td>
<td>24</td>
<td>22</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Attributes: General Education-Sc & Lab

**COURSE LINE:**
- OPEN/CLOSED/WAITLIST
  - OPEN (green block with a “✓”).
  - CLOSED (red block with an “X”).
  - WAITLIST (blue block; we do not recommend this option).
- Course identified by prefix, section number, and title.

**Section codes you need to know:**
- W – indicates an online section (ex: ENGL 1101/W31).
- H – indicates an Honors section (ex: ENGL 1102/H01).
  - Honors sections are NOT open for DEP students unless they have applied to and been accepted into the University Honors Program.
- C – indicates a Learning Community (ex: ENGL 1101/C55).
  - This is a cohort consisting of 2 or more courses linked by a common theme. Students must co-enroll in ALL linked classes of the Learning Community. These classes are not usually open to Dual Enrollment students and require a special override.
- G – indicates an eCore section (ex: COM 1100/06G; we do not recommend this option).

**FIRST INFORMATION BLOCK:**
- CRN: Course Registration Number, a 5-digit number that identifies an exact course for a specific semester; you will enter this number during registration.
- Credit Hours: most courses will be 3-4 credit hours.
- Part/Term: Full term indicates that the class meets the entire semester.
- Capacity/Enrolled/Seats Available: lets you know the maximum size of the class and how many seats are still available.
- Waitlist Capacity/Waitlist Count/Waitlist Availability: lets you know total number of waitlist slots, how many have been taken, and how many are still available.

**IMPORTANT** – We advise that you avoid a waitlist class. There is no guarantee that a seat will open for you, and even if one does, the registration window is only open for 18 hours.
SECOND INFORMATION BLOCK:
- **Campus**: the physical location of the class will be listed, unless the class is taught online.
- **Instructional Method**: “Classroom-100%” denotes a traditional classroom setting. “Hybrid” courses typically meet face-to-face once per week and the remainder of the course instruction is online (see sample below). “Online-100% Online” classes do not meet in a physical setting and all instruction is provided online. “eCore” classes are different from traditional online classes. They are located on a different server, require an introduction quiz prior to registration, work from a different calendar than the KSU Academic Calendar, and require proctored exams with associated testing fees not covered by Dual Enrollment funding.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Instructional Method</th>
<th>Where</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennesaw Campus</td>
<td>Hybrid</td>
<td>Online Course Information</td>
<td>TBA</td>
<td>TBA</td>
<td>Aug 17, 2015</td>
<td>Dec 14, 2015</td>
<td>Joanna M. LoVerde-Dropp (P)</td>
</tr>
</tbody>
</table>

- **Where**: building and room location of the class. An informational link is provided for Hybrid and Online classes.
- **Days**: lists the number of class sessions held per week.
- **Time**: beginning and ending time of class and whether class is Lecture or Lab.
- **Start Date/End Date**: this refers to the start/end of the semester you are searching.

THIRD INFORMATION BLOCK:
- Additional information regarding the class, such as course-specific fees, is shown in this area.

Registering for science courses (refer to your advising handbook for course prerequisites, co-requisites, fees, and descriptions):

**GENERAL SCIENCE**
- SCI 1101: Online lab included; no need to register for separate lab.
- SCI 1102: Classroom lecture only; does not contain a lab.
- GEOG 1112, GEOG 1113: Lab included; no need to register for a separate lab.

The following science courses require you to register for **BOTH** the lecture class and lab class. Lab sections appear at the end of the lecture course listings:

**CHEMISTRY**
- CHEM 1151 & CHEM 1151L
- CHEM 1152 & CHEM 1152L
- CHEM 1211 & CHEM 1211L
- CHEM 1212 & CHEM 1212L
- CHEM 3361 & CHEM 3361L
- CHEM 3362 & CHEM 3362L

**BIOLOGY**
- BIOL 1107 & BIOL 1107L
- BIOL 1108 & BIOL 1108L
- BIOL 2221 & BIOL 2221L
- BIOL 2222 & BIOL 2222L
PHYSICS

- PHYS 1111 & PHYS 1111L
- PHYS 1112 & PHYS 1112L
- PHYS 2211 & PHYS 2211L
- PHYS 2212 & PHYS 2212L

NOTE: Physics courses include a mandatory break-out session pre-assigned to the lecture course (see sample listing below). Please make note of all three class times (lecture, break-out session, and lab) when planning your course schedule.