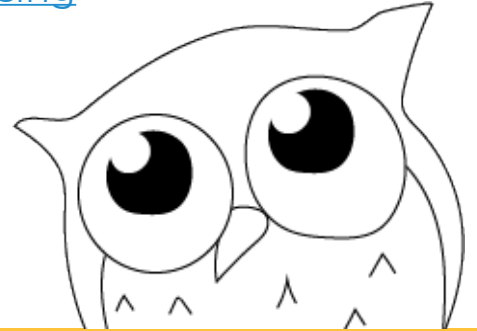




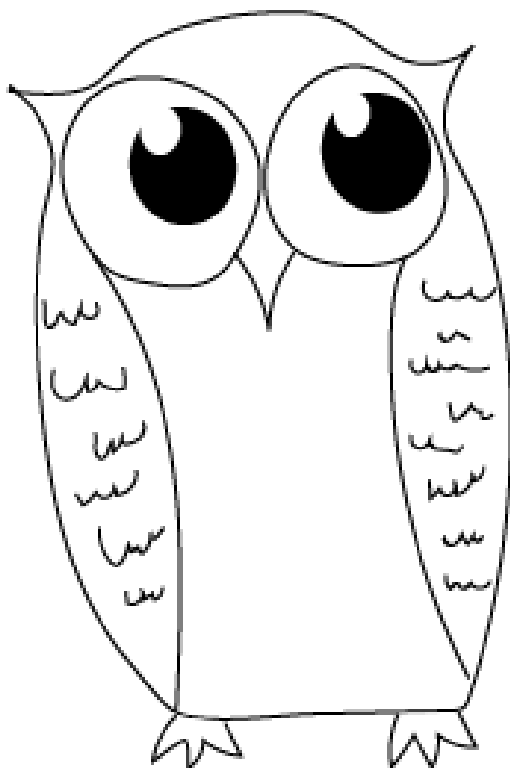
**KENNESAW STATE  
UNIVERSITY**  
COLLEGE OF COMPUTING AND  
SOFTWARE ENGINEERING

<http://ccse.kennesaw.edu/advising>



# New Owl

# Registration Workbook



Introduction	2
Setting up for Registration	3
Registration	3
General Notes	5
Computing/Programming	6
Math	7
US History or Government	8
English Composition	8
Gen Ed	8
Helpful Information	9
Registration Errors	10

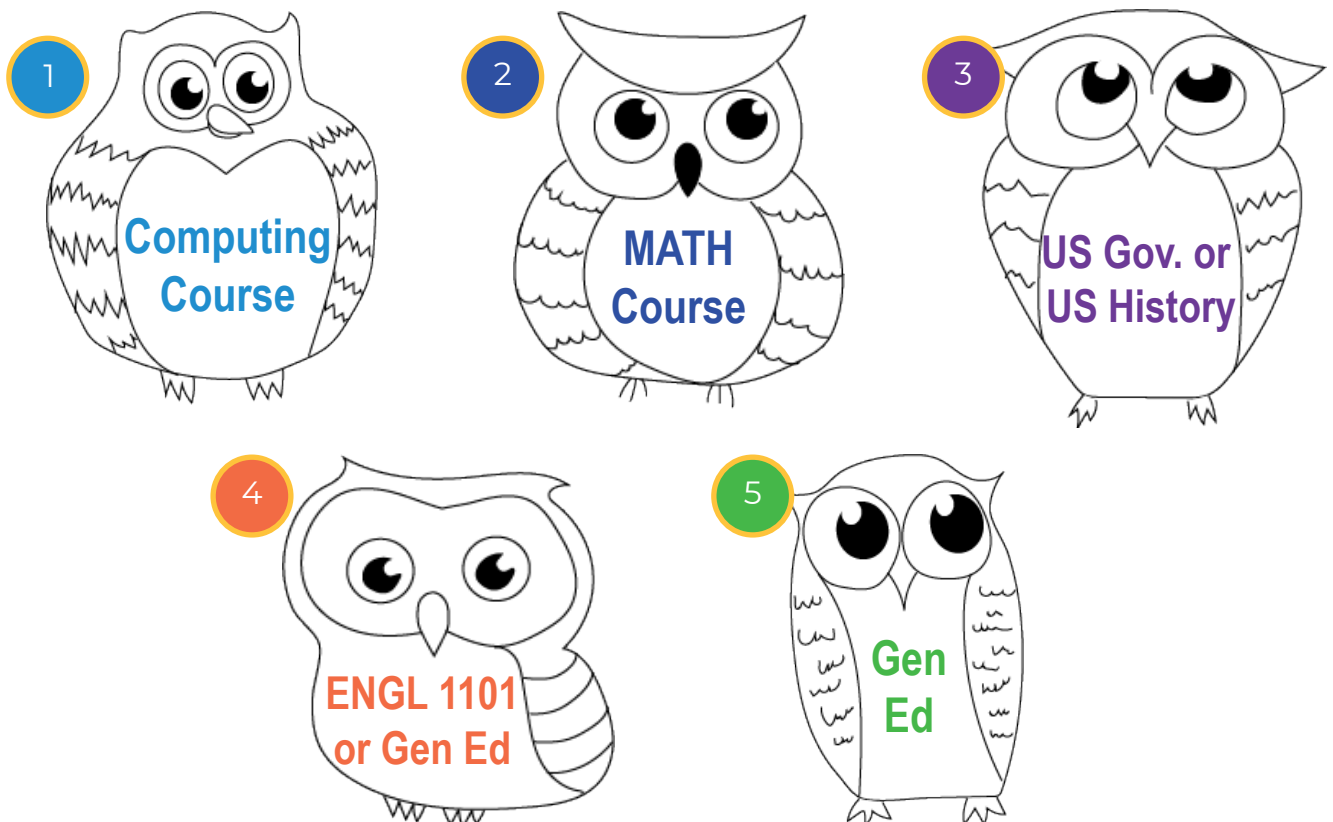
# Introduction

This workbook will guide you through the course registration process.

There are 2 ways to register for classes. One is to use 'Class Schedule Builder' and the other is to use 'Class Registration -Add/Drop Classes'. Both have pros and cons. You can see a video tutorial on how to use 'Class Schedule Builder' at <https://registrar.kennesaw.edu/registration/registration-guide.php>.

As you will most likely be registering for a programming class - CSE 1321/L or CSE 1322/L – we recommend using 'Class Registration -Add/Drop Classes'. Using Class Registration - Add/Drop Classes also gives you the opportunity to look more into the classes that you're registering for by providing more information. This workbook shows you how, and discusses other issues related to your course registration.

The typical first-year full-time student schedule looks something like this:

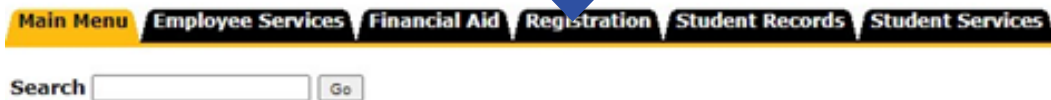


**Please note: you will be able to register/change your Fall 2021 classes until August 11th, and then again during add/drop (8/16/2021 - 8/20/2021).**

**The last two pages of this workbook have information on resolving registration errors and issues.**

# Setting Up

- 1 Open a browser (Chrome recommended) and go to: <https://owlexpress.kennesaw.edu>
- 2 Log in to Owl Express with your NetID and password.
- 3 Click on the Registration tab.

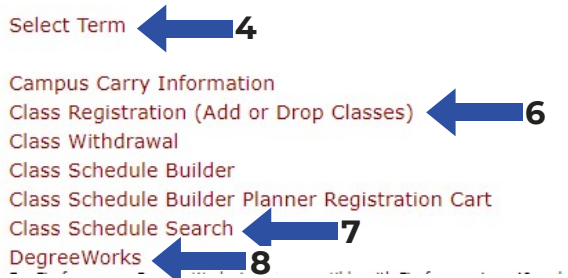


- 4 Click on Select Term. Make sure **Fall 2021** is selected and then click submit.
- 5 Open three more tabs (a total of 4 tabs) of Owl Express. You should be in the Registration screen in each of them. To do this, you may right click on the first tab and select "Duplicate" 3 times.



## Registration

**May and Summer semester courses will be delivered at a scheduled date and time.**



- 6 In the first tab, click on Class Registration (Add or Drop Classes)
- 7 In the second tab, click on Class Schedule Search
- 8 In the third tab, click on DegreeWorks.
- 9 In the fourth tab, click on Display Your Class Schedule and Grades (9th link on menu, not shown above) – you will use this to review what you have registered for.



# Registration

- 1 In the Class Schedule Search tab, select "Fall Semester 2021" and click Submit
- 2 Click anywhere in the subject box, and type in the letter part of the course number you are registering for – e.g. MATH if you are looking for MATH 1113 Pre-calculus or MATH 1190 Calculus.
- 3 In the course number box, you can type in the number part of the course number – e.g. 1113. You can also leave this blank to find all courses with that subject.

<b>Subject:</b>	LDRS-Foundations of Leadership LING-Linguistics MAED-Math Education <b>MATH-Mathematics</b> ME-Mechanical Engineering MEBU-Music & Entertainment Bus MENT-Media&Entertainment Study MET-Mechanical Engineering Tec MGT-Management MILS-Military Science
<b>Course Number:</b>	<input type="text" value="1113"/>
<b>Title:</b>	<input type="text"/>

# Registration (cont.)



- 4 Click "Class Search" or press Enter on keyboard
- 5 Review course sections information. Choose one that is green and says "Open"
- 6 Copy the 5 digit Course Registration Number (CRN) listed under the "CRN" box

OPEN MATH 1113/N01 - Precalculus					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	
84989	3.000	Full Term	40	5	
Campus	Instructional Method	Where	Days	Time	
Kennesaw Campus	Classroom - 100%	Clendenin Building Room 2009	U M T W R F S X X	2:00 pm - 3:15 pm Lecture	
Attributes: STEM Weighted Course					

- 7 Go to the Class Registration (Add or Drop Classes) tab and scroll down.
- 8 Enter (or copy) the CRN # in one of the text boxes towards the bottom of the Class Registration page. In the picture below, there are 3 CRNs for three classes added.

## Add Classes Worksheet

### CRNs









- 9 Click the "Submit Changes" button, as seen in the picture above.
- 10 Repeat Steps 1 – 9 for each class you want to register for or collect all CRNs for the classes you want and do it in one go. After you click on submit changes, you will be able to see on the same screen the registration status – whether you are 'web registered' or there was a registration error

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 18, 2020	None	80687	IAD	4000	01	Undergraduate Semester	3.000	Normal		Interaction Design II
**Web Registered** on Mar 18, 2020	None	80701	TCOM	3046	01	Undergraduate Semester	3.000	Normal		Information Architecture

- 11 If you want to drop, i.e. de-register from a class you have registered for, you will use the menu in the 'Action' column of your current schedule. Click on the down-arrow next to 'None', select 'drop web'

**Web Registered** on Jun 03, 2020	Drop Web	13	51	Undergraduate Semester	3.000	Normal				Precalculus
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- 12 Confirm your decision to drop the class by clicking on 'Submit Changes'





# General Notes



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## AP and Dual Enrollment Credits

If you are bringing or expecting to bring AP, dual enrollment and other transfer credit, it is best to schedule an academic advising appointment to discuss these prior to your orientation date. You can see how to schedule at <https://ccse.kennesaw.edu/advising/faqs/appointments.php>. If you discuss these with an advisor during the new student orientation, the advisor may or may not be able to resolve your situation immediately. In any case, the advisor will assist you and guide you as to any next steps necessary, depending on your particular situation.

If you already have your AP scores for **MATH, ENGL or Computer Science** AP credit on the College Board website but they are not yet in Owl Express, pull up your scores on College Board and talk to an advisor about which class (es) you would like to register for that requires the AP credit to get into.

If you have taken the AP exam for **MATH, ENGL or Computer Science** but don't know what your score is yet, you will need to register for the class (es) you think you may get AP credit for. We can't give an override without a score. You will be able to change your registration once the AP scores come in.

Dual Enrollment – if your official transcript has not yet been received by KSU and your dual enrollment credit is not reflected in Degree Works, talk to an advisor. If you have an unofficial transcript from the school you took your Dual Enrollment classes from, the advisor might be able to help you register for the courses that you meet the prerequisites for on the basis of this unofficial transcript.

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## Course Selection and Course Load

Full-time first-year students in the KSU College of Computing and Software Engineering typically take 5 courses/14-17 credit hours. The guidance below is for this typical course selection, outlined on the first page of the workbook. If you have special circumstances, considerations or questions, are unsure of your transfer credits, are considering a lower or higher course load, etc., please discuss with an academic advisor.



You should have received an email from a CCSE academic advisor prior to orientation with the Computing Placement test to help you determine which course to register for – CSE 1300 or CSE 1321/L - if you are bringing no programming credit from AP or dual enrollment.

## CSE 1300 - Introduction to Computing Principles

If you are planning to major in CS, SWE, IT or CGDD, consider taking CSE 1300 if the Computing Placement Test recommended you do so and/or if you have no prior programming experience and you wish to have extra preparation for CSE 1321/L Programming Principles I.

**CSE 1300 is a free elective – this course is not required by any major, i.e. it is an optional introductory course.**

## CSE 1321 & CSE 1321L - Programming and Problem Solving I & Lab

Take this class if you have prior programming experience or the placement test suggested it

**All CCSE majors require this course.**

**You need to make a grade of B or better** in BOTH the lecture (CSE 1321) and lab (CSE 1321L) in order to continue with CSE 1322/L Programming and Problem Solving II and you can attempt this class no more than 2 times.

You must sign up for both CSE 1321 & CSE 1321L – **and you need to choose the appropriate lab for your major. Please see our FAQ and video tutorial on how to register for CSE 1321/L at**

[https://ccse.kennesaw.edu/advising/faqs/fye\\_registration.php](https://ccse.kennesaw.edu/advising/faqs/fye_registration.php) **Do not skip!**

## What if...

You have taken the AP exam for Computer Science A, but KSU has not received scores yet

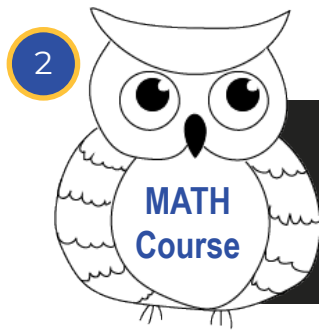
Login to College Board (AP) and pull up your scores and <http://transfer.kennesaw.edu/credit-exam> in two tabs. Compare your scores with the required scores to receive KSU course credit. If you have met the requirements to receive credit, let a CCSE Academic Advisor know so we can issue an override for you to register for CSE 1322/L.

Transfer/Dual Enrollment credit for computing coursework, but missing from DegreeWorks

Login to your account from the college you did Dual Enrollment, open up your unofficial transcript with your final grades. Ask a CCSE Academic Advisor to review the unofficial transcript so we can issue an override if necessary

**Tip:** Do not continue down unless you have already reviewed the CSE 1321/L and CSE 1322/L course registration FAQ and video tutorial. Yes, this is so important that we are mentioning it twice on the same page!

[https://ccse.kennesaw.edu/advising/faqs/fye\\_registration.php](https://ccse.kennesaw.edu/advising/faqs/fye_registration.php)



You should have received an email from one of your advisors prior to orientation letting you know which math course to register for based on your preliminary math placement. If you can't find it/didn't get one, please see which math course you place into below.

MATH 1111 College Algebra	Any High School GPA and any SAT or ACT Math Score
MATH 1113 Precalculus	HS GPA of 2.8+ and SAT Math of 570+ or ACT Math of 23+
MATH 1190 Calculus I	HS GPA of 3.2+ and SAT Math of 620+ or ACT Math of 26+

## What if...

AP or IB exam for math, but KSU has not received scores yet

Login to College Board (AP) or International Baccalaureate (IB). Pull up your scores and <http://transfer.kennesaw.edu/credit-exam> in two tabs and compare your scores with the required scores to receive KSU course credit. If you have met the requirements to receive credit, let a CCSE Academic Advisor know so we can issue an override.

Transfer (Dual Enrollment) credit for Math course, but missing from DegreeWorks

Login to your account from the college you did Dual Enrollment and open up your unofficial transcript with your final grades. Ask a CCSE Academic Advisor to review the unofficial transcript so we can issue an override if necessary.

Transfer (Dual Enrollment) credit for Math course, but missing from DegreeWorks

You may take the ALEKS math placement assessment. Ask a CCSE Academic Advisor how to do that

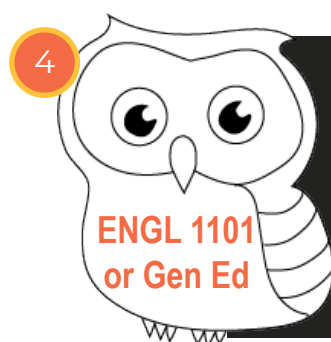
**Tip:** Note the section number of the math course you are looking to add. If it contains an **M**, that denotes a section reserved for math majors – you won't be able to register. If it is a **C**, this means the math section is part of a learning community course. Sections with **no letter**, the letter **N** (reserved for new students), **G** (eCore online) or **W** (KSU online) are appropriate for you.

CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available
<b>OPEN MATH 1113/C24 - Precalculus</b>					
85015	3.000	Learning Communities	10	0	10
Kennesaw Campus	Classroom - 100%	Clendenin Building Room 2009	Days: <b>U M T W R F S</b> K X K X K	Time: 11:15 am - 12:05 pm Lecture	Start Date: Aug 17, 2020 End Date: Dec 14, 2020 Instructors: Jon Norling (J)
Attributes: STEM Weighted Course					
<b>OPEN MATH 1113/M01 - Precalculus</b>					
85340	3.000	Full Term	40	6	34
Kennesaw Campus	Classroom - 100%	Clendenin Building Room 2009	Days: <b>U M T W R F S</b> K X K X K	Time: 9:05 am - 9:55 am Lecture	Start Date: Aug 17, 2020 End Date: Dec 14, 2020 Instructors: Jon Norling (J)
Attributes: STEM Weighted Course					
<b>OPEN MATH 1113/N01 - Precalculus</b>					
84880	3.000	Full Term	40	5	35
Kennesaw Campus	Classroom - 100%	Clendenin Building Room 2009	Days: <b>U M T W R F S</b> K X K X K	Time: 2:00 pm - 3:15 pm Lecture	Start Date: Aug 17, 2020 End Date: Dec 14, 2020 Instructors: Benjamin Sleep (B)
Attributes: STEM Weighted Course					



Chances are you took a US history and/or government course in high school. While the knowledge you got from it is still relatively fresh, we recommend you register to take POLS 1101 (US Government) or HIST 2111 (US History to 1877) or HIST 2112 (US History Since 1877)

If there are no government or US history sections open that work with your math and computing courses, or if you have AP/dual enrollment credit for these, register for a general education course in Area B or C-2 instead. See DegreeWorks or your curriculum sheet (available at <https://ccse.kennesaw.edu/advising/resources/curriculum-sheets.php>) for Area B and Area C-2 general education course options.



You are encouraged to take ENGL 1101 Composition I during your first semester. If there are no sections of ENGL 1101 open that work with the courses you have already registered for, register for a general education course from Area B or Area E instead. See DegreeWorks and your curriculum sheet for Area B and Area E course options. If you have ENGL 1101 credit already, consider registering for ENGL 1102 Composition II.

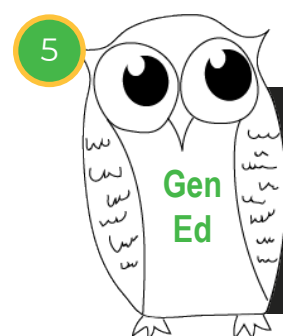
## What if...

AP or IB exam for math, but KSU has not received scores yet

Login to College Board (AP) or International Baccalaureate (IB) and pull up your scores and <http://transfer.kennesaw.edu/credit-exam> in two tabs. Compare your scores with the required scores to receive KSU course credit. If you have met the requirements to receive credit, let a CCSE Academic Advisor know so we can issue an override.

Transfer (Dual Enrollment) credit for English course, but missing from DegreeWorks

Login to your account from the college you did Dual Enrollment and open up your unofficial transcript with your final grades. Ask a CCSE Academic Advisor to review the unofficial transcript so we can issue an override if necessary.

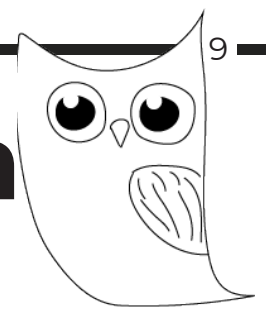


Register for one more general education course from Area B, C-2 or Area E. If you have already registered for one to two general education courses from these areas, pick another course from Area B, C-2 or E to add to your schedule. Refer to DegreeWorks and your curriculum sheet for the Area B, C-2, and E course options.

**Tip:** by clicking on a course number in Degree Works, a pop up with course information will appear. You can also check course descriptions through the academic catalog at <http://catalog.kennesaw.edu/>



# Helpful Information



**Tip:** Keep track of which campus your classes are scheduled. If you register for classes on both campuses on the same day, make sure you allow enough time to commute. Minimum recommended time is 1 hour. Depending on the time of day, which direction you're traveling, and if you are taking the **BOB free shuttle bus**, you should plan for a longer commute.

**Reminder:** You will be able to continue registering or change your Fall 2021 classes until **the end of Add/Drop (changes depending on course)**

**Tip:** If you have trouble finding the classes you want/need, keep checking the schedule of classes. Many students continue to adjust their schedules throughout the add/drop period. Also, you may waitlist for a course section that you want to register for. Please see <https://registrar.kennesaw.edu/registration/registration-guide.php> for instructions on how to waitlist for a class.

**Reminder:** You can't be registered only for the CSE 1321 lecture or only for the CSE 1321L lab. You need both! Being on the waitlist doesn't count as being registered.

**Tip:** If you are on a wait list, regularly check your student e-mail. You will be given 18 hours to register for a course if you are offered a seat. You will be notified via e-mail. Waitlists will be purged & discontinued before add/drop week – the first week of Summer classes.

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## CLEP, FLATS & DSST Exams

There are a number of exams that can be taken for college credit. Many of these exams will give you credit towards a general education course to more quickly complete that part of your degree and reduce your expenses. Check out what exams will give you credit for by visiting <http://testing.kennesaw.edu>

There are different resources to prepare for these exams. For CLEP, for example, you may use the free online self-paced preparation courses offered by <http://modernstates.org>. Your academic advisor can help you decide if exam credit is beneficial for you and clarify specific rules about when you can take these exams.

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## eCore Courses

eCore <https://ecore.kennesaw.edu/> is a shared program between multiple schools in the University System of Georgia to offer general education courses online. Classes are conducted in a separate learning management system, not D2L (Desire 2 Learn is KSU's online learning management system). You can identify eCore classes by looking at the section number for a course. If there is a 'G' in the section (e.g. ENGL 1101/01G), this is an eCore section. **Prior to registering for an eCore class, complete the 8-minute eCore orientation which you can find at:** <https://ecore.kennesaw.edu/starting/registration.php>

# Helpful Information

## Learning Communities

If you try to register for a course and you get an error that says 'Coreq error' and specifies that you need to register for an additional class, check the section number for the course you're attempting to register for. If the section contains a 'C' (e.g., MATH 1111/C71), this means that it is bundled with another course that you have to register for. This other course may or may not be useful towards your degree. Talk with an advisor to discuss what would happen to your credits if you register for a learning community.

## Registration Errors



Below are the most typical registration errors that students encounter. For a complete list of possible errors and explanation what they mean, please see <https://registrar.kennesaw.edu/registration/registration-guide.php>

An error message looks like this:

Registration Add Errors							
Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode Title
Prerequisite and Test Score error	82529	CSE	1321	04	Undergraduate Semester	3.000 Normal	Programming Problem Solving I
Time conflict with CRN 80701	82538	CSE	1321L	02	Undergraduate Semester	1.000 Normal	Program Problem Solving I Lab

### Prerequisite & Test Score or Co-Requisite Errors

You are missing a class the system wants you to take either before or at the same time as what you're trying to register for.

If you are getting this error for CSE 1321/L, please review [https://ccse.kennesaw.edu/advising/faqs/fye\\_registration.php](https://ccse.kennesaw.edu/advising/faqs/fye_registration.php).

If the section # contains a "C" it is part of a Learning Community, which is a grouping of courses reserved for Freshmen and requires you to register for multiple classes together. If the section # contains an "H" it is restricted to students in the Honors program. If the section # contains a "G" it is an eCore online course and you must do the eCore intro quiz first.

### Closed – Waitlist Available

What it means: The class is full, but you can get on a waitlist in case someone drops the class. If someone drops the class, the first person on the waitlist will be offered the open seat first.

If you want to add yourself to the waitlist, click on the drop down box under 'Action,' choose Waitlist and click submit changes.

# Registration Errors

## Open – Waitlist Available

■ Meaning: There is a seat open in the class, being offered to the first person on the waitlist.

■ If you want to add yourself to the waitlist, click on the drop down box under 'Action,' chose waitlist and click submit.

## Major Restriction

■ Some sections of CSE 1321L Programming 1 lab are restricted to only students within the College of Engineering and Engineering Technology (in the section # you will see an "E" e.g. CSE 1321L/E01, and in the Comments section under Class Search – it lists the language as C++). You should find an alternative section to register for (Choose Java or C# as the programming language).

## Campus Restriction

■ Talk to a CCSE Academic Advisor

## Time conflict

■ You are trying to register for two or more courses that have overlapping times.

The CCSE academic advising team is here to help you on your college journey – don't hesitate to reach out with any questions, concerns, problems, doubts, requests for guidance or information! If anything is not going as well as you would like it to, let us know ASAP. If things are going great, share your successes with us too.

To make sure you are getting the most out of your academic advising experience and college experience, review the CCSE advising conspectus and suggested student timeline at <https://ccse.kennesaw.edu/docs/CCSE%20Academic%20Advising%20Conspectus%20and%20Timeline%202019%206-10-19.pdf>

