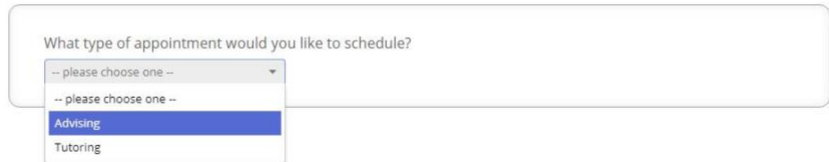


How to Schedule an Undergraduate CCSE Advising Appointment

1. Go to the KSU Advising Portal at kennesaw.campus.eab.com.
2. Log in using your Owl Express netID and password.
3. Click on the button that says "Schedule an Appointment!"
4. In the drop down box under "What type of appointment would you like to schedule?" select "Advising".

Schedule Appointment



What type of appointment would you like to schedule?

-- please choose one --

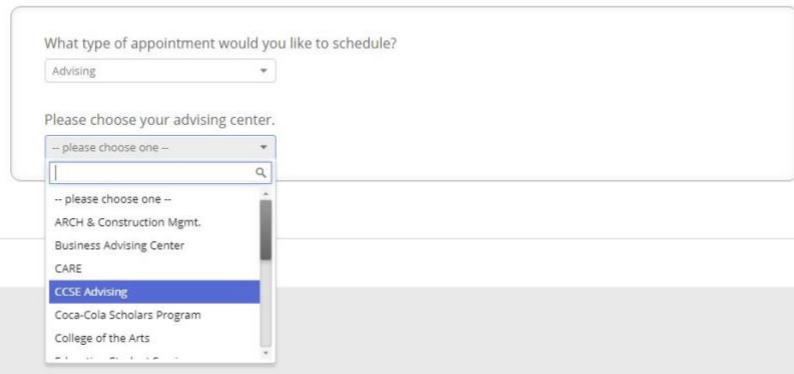
-- please choose one --

Advising

Tutoring

5. Under "Please choose your advising center." pick CCSE Advising.

Schedule Appointment



What type of appointment would you like to schedule?

Advising

Please choose your advising center.

-- please choose one --

ARCH & Construction Mgmt.

Business Advising Center

CARE

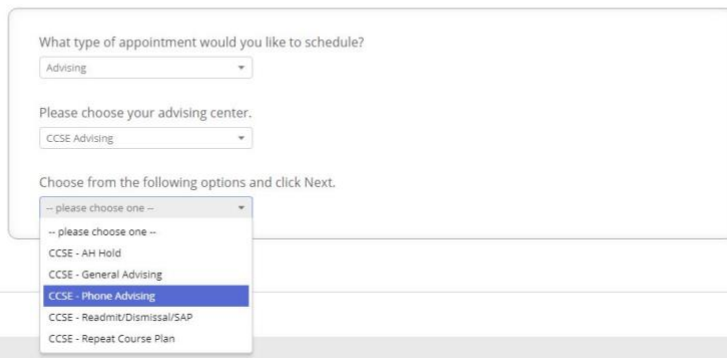
CCSE Advising

Coca-Cola Scholars Program

College of the Arts

6. Under "Choose from the following options and click Next" pick the appointment type you would like to make (including phone advising - please remember to give us the number you want us to call in the appointment comments), then click the Next button.

Schedule Appointment



What type of appointment would you like to schedule?

Advising

Please choose your advising center.

CCSE Advising

Choose from the following options and click Next.

-- please choose one --

-- please choose one --

CCSE - AH Hold

CCSE - General Advising

CCSE - Phone Advising

CCSE - Readmit/Dismissal/SAP

CCSE - Repeat Course Plan

7. On the next page, under "What location do you prefer?" there is only Marietta- Atrium Room 266. You must select that. **For phone advising appointments, you still need to pick this. You will not be expected to come to campus.**

Schedule Appointment



What location do you prefer?

-- please choose one --

-- please choose one --

Marietta - Atrium, Room 266

◀ Back

Next

8. When "Who would you like to meet with? You may choose more than one person." comes up with a text box, you can either choose a specific advisor/advisors, or you can leave it blank if you have no preference about which advisor you speak with. Click the Next button once you've decided.

Schedule Appointment



What location do you prefer?

Marietta - Atrium, Room 266

Who would you like to meet with? You may choose more than one person.

x Teklemariam, Yonas

If you don't have a preference, just click Next.

◀ Back

Next ▶

9. You'll then be shown a screen with something like this. Pick when you would like to meet then click "Next".

Schedule Advising Appointment

[←](#) Appointment Times For The Week Of April 10 [→](#)

Mon, Apr 10	Tue, Apr 11	Wed, Apr 12	Thu, Apr 13	Fri, Apr 14
Close 9:30am 9:45am 10:00am 10:15am 10:45am	Morning 3 Available Afternoon 2 Available	Morning 12 Available Afternoon N/A	Morning 7 Available Afternoon N/A	Morning N/A Afternoon N/A

Can't find a time that works in the next couple of weeks? [View Walk-in Times](#)

[← Back](#) [Next →](#)

10. The next screen will give you the details of the appointment you've created, including who the appointment is with. You can leave us a comment about what you want to talk about (**if you select Phone Advising as your appointment type, please leave the phone number at which you would like to be reached in the comment area**) and/or set the system to send a reminder e-mail to you. Click the "Confirm Appointment" button and you're done!

Schedule Advising Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Your Name with
Yonas Teklemariam

Why: CCSE - 30h hold advising

When: Monday, April 10
10:00am - 10:15am

Where: College of Computing and Software
Engineering

Additional Details

Is there anything specific you would like to discuss with Yonas ?

Comments for your advisor...

Would you like to set a reminder?

[Send Me an Email](#)

[Send Me a Text](#)

[← Back](#)

[Confirm Appointment](#)

We have the following appointment types:

- **AH Hold** - for all students who have earned less than 30 credit hours, an advising hold (AH Hold) is placed on your account each term. You need to see us to get it removed.
- **General Advising** - Scheduling, planning, registration, questions, requirements, graduation, etc.
- **Phone Advising** - can't make it in? Choose this - and remember to leave your phone number you want us to contact you on in the comments!
- **Readmit/Dismissal/SAP** - Readmit holds removed, SAP letters/plans created, and the ramifications of dismissal and how to return.
- **Repeat Course Plan** - If you're requesting a repeat override, you must create a success plan with an advisor and potentially the professor of the class you're repeating.