You will be able to register/change your schedule at home until August 11th. August 19-23 is Add/Drop (registration will continue).

**Courses you should register for in this order:**

1. MATH Course
2. Computing course
3. US Gov. or US History
4. ENGL 1101 or Gen Ed
5. Gen Ed

The last page of this workbook has information on resolving registration problems/errors.

**TIP** Don’t miss cool CCSE events this fall - Hackathon (Sept 25-29), C-Day (Dec 5) and the fall cookout (TBA) & many others: https://ccse.kennesaw.edu/ccse-events.php

This is your personal step-by-step guide to selecting and registering for the right classes.
Setting Up the Registration Screens

1. Log in to the computer using your Owl Express NetID and password
2. Open a browser (Chrome recommended) and go to https://owlexpress.kennesaw.edu
3. Log in to Owl Express with your NetID and password.
4. Expand your browser to the full screen.
5. Click on the Registration tab and then click on Select Term. Make sure Fall 2019 is selected and click submit.
6. 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.
7. In the first tab, click on Class Registration (Add or Drop Classes) (3rd link on menu)
8. In the second tab, click on Class Schedule Search (7th link on menu)
9. In the third tab, click on DegreeWorks. (8th link on menu)
10. In the fourth tab, click on Display Your Class Schedule and Grades (9th link on menu)

The Registration Process

1. In the Class Schedule Search tab, select “Fall Semester 2019” 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. ENGL
3. In the course number box, you can type in the number part of the course number – e.g. 1101
4. Click “Class Search” or press the Enter
5. Review course sections. Choose one that is green and says “Open”
6. Copy the 5 digit number under the “CRN” box
7. Go to the Class Registration (Add or Drop Classes) tab
8. Paste the CRN # in one of the text boxes towards the bottom of the Class Registration page
9. Click “Submit Changes”
10. Refresh the Display Class Schedule and Grades tab
11. Repeat Steps 1 – 10 for each class you want to register for

When you are done registering, request and fill in an Ignition Registration Worksheet before logging off. An advisor needs to review and sign off on this worksheet before you can go.

Handling Advanced Placement or Dual Enrollment Credit

1. If you already have your AP scores for MATH, ENGL or Computer Science AP credit on the CollegeBoard website but they are not yet in OwlExpress, pull up your scores on CollegeBoard and call an advisor over to take your ID number and which class(es) you would like to register for that requires the AP credit to get into. Take a screenshot of your scores and use your @students.kennesaw.edu e-mail address to send the screenshot to ccseadvising@kennesaw.edu
2. 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.
3. Dual Enrollment – pull up your unofficial transcript from the school you took your Dual Enrollment classes from and call an advisor over to get your KSU # and the class(es) you want to register for that require the DE credit as a prerequisite. Take a screenshot or make a PDF of the transcript and send that to ccseadvising@kennesaw.edu
You will take one of the following math classes this Fall. You should have received an email from ccseadvising@kennesaw.edu prior to orientation letting you know which math course you should register for. 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 1112 College Trigonometry**  
  HS GPA of 2.8+ and SAT Math of 570+ or ACT Math of 23+
- **MATH 1113 Precalculus**  
  HS GPA of 3.0+ and SAT Math of 590+ or ACT Math of 25+
- **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 Collegeboard (AP) or International Baccalaureate (IB)
  - Pull up your scores in one tab and transfer.kennesaw.edu/credit-exam in another tab
  - 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 if necessary

- **Transfer (Dual Enrollment) credit for Math coursework, but missing from DegreeWorks**
  - Login to your account from the college you did Dual Enrollment at
  - 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

- **Math placement put you in a different level class than you were hoping to start in**
  - Ask a CCSE Academic Advisor if there are any other math placement options that would be beneficial for you to explore

### Tip:
Keep track of on which campus the class is 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 travelling, and if you are taking the BOB, you should plan for a longer commute.
You will take one of the following Computing classes this Fall. You should have received an email from ccseadvising@kennesaw.edu prior to orientation with the Computing Placement test to help you determine which course to register for.

- **CSE 1300** Introduction to Computing Principles **OR** **IT 1113** Programming Principles
  - If you are planning to major in IT, take IT 1113. If you are planning to major in CS, SWE, or CGDD, consider taking CSE 1300 if 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.
  - IT 1113 is a required part of the IT program. **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 and you’re confident you can make a grade of ‘A’ or ‘B’.
  - All CCSE majors require this course.
  - You need to make a grade of B or better in this course in order to continue with 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 at the same time or you will get a registration error.
  - Before you can register for CSE 1321 & CSE 1321L, you must first be registered for or have credit for MATH 1112, MATH 1113, or MATH 1190

**What if…**

- You have taken the AP exam for Computer Science A, but KSU has not received scores yet
  - Login to Collegeboard (AP)
  - Pull up your scores and 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 or IT 1323/L.

- Transfer/Dual Enrollment credit for computing coursework, but missing from DegreeWorks
  - Login to your account from the college you did Dual Enrollment at
  - 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

- Math placement is preventing you from registering for CSE 1321 & CSE 1321L
  - Ask a CCSE Academic Advisor about your options
Register for POLS 1101 (US Government) or HIST 2111 (US History to 1877) or HIST 2112 (US History Since 1877). If there are no sections open that work with your math and computing courses, register for a general education course in Area B or C-2 instead. See DegreeWorks your Curriculum Sheet for the Area B and Area C-2 course options.

Register for ENGL 1101 Composition I. 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. If you were not able to get into a KSU 1101 section and have already registered for a Gen Ed course from Area B or Area E, pick a second course from one of these areas to add to your Fall Schedule. See DegreeWorks and your Curriculum Sheet for the Area B and Area E course options.

What if…

AP or IB exam for English, but KSU has not received scores yet
  - Login to Collegeboard (AP) or International Baccalaureate (IB)
  - Pull up your scores in one tab and transfer.kennesaw.edu/credit-exam in another tab
  - 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 if necessary

Transfer/Dual Enrollment credit for English coursework, but missing from DegreeWorks
  - Login to your account from the college you did Dual Enrollment at
  - 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 a 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 Fall schedule. Refer to DegreeWorks and your Curriculum Sheet for the Area B, C-2, and E course options.

Done? Not yet! Please request an Ignition Registration Worksheet, complete it, and have an academic advisor review it. Once an advisor signs off on it, you are done.
Helpful Information

You will be able to continue registering or change your classes from home until August 11th. 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 (ending August 19).

- CSE 1321 & CSE 1321L require you to be done with or registered for one of the following courses before being able to register for it: MATH 1112, MATH 1113, MATH 1190, or CSE 1300.
- Being on a wait list for one of these doesn’t count as being registered.

CLEP Exams

There are 33 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.

Check out what exams will give you credit for by visiting http://testing.kennesaw.edu

To prepare for these exams, you should utilize the free, online self-paced “course” that is offered by http://modernstates.org

eCore Courses

eCore is a shared program between multiple schools in the University System of Georgia to offer general education courses online. It is offered on a separate system from 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). To register for one of these courses, you must do the eCore introduction quiz which you can find at https://ecore.kennesaw.edu/starting/introquiz.php

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

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 the bullet points on page 4.
- 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 (ecore.kennesaw.edu).

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.

Open – Waitlist Available
- What it means: There is a seat open in the class, but it is 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 (71-75) of CSE 1321L Programming 1 lab are restricted to only students within the College of Engineering and Engineering Technology. You should find an alternative section to register for.

Campus Restriction
- Talk to a CCSE Academic Advisor

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.