1 BEFORE ADVISING AND REGISTRATION
Essential information for every DEP student to prepare before Advising and Registration

2 STUDENT SEMESTER CHECK LIST
"The price of greatness is responsibility."
Sir Winston Churchill

3 STUDENT CONTACTS
Important process, hold, and contact information for students

4 STUDENT RESOURCES
Knowing what is available to you is the first step!

5-8 OWL ADVISING
An introduction to your advisors and what we do

9-15 REGISTRATION
A step-by-step guide on how to register for your classes

11 CLASS SCHEDULE SEARCH
The best and only reliable way to find your courses!

12 CLASS CODING
An overview of what course offerings are and are not available to DEP students

13 LEARNING COMMUNITIES
Excel with your peers!

14 HOW TO REGISTER
Register for your approved courses completely and correctly ONCE

15 SCHEDULE CHANGES
Changes outside of your registration window require this process

16-21 COLLEGE PREP
"Our potential is one thing. What we do with it is quite another."
Angela Duckworth, PhD

**LAST PAGE - OWL ADVISING DE 2021 CALENDAR**
BEFORE ADVISEMENT

THE FIRST STEPS

PLANT THE SEEDS FOR A SMOOTH AND SWIFT REGISTRATION

MAKE YOUR TO-DO LIST

SET YOUR REMINDERS
College Student Check List

- Check your KSU email once each business day, Monday - Friday
- Use your KSU email for all KSU related correspondence and include your KSU ID number when you respond to pertinent messages promptly
- Never wait till the last minute to reach out to Professors, Academic Advisors, or Depts across campus when you have a concern. The sooner you get in touch with course concerns, change requests, or any update, the sooner we can move to a solution.
- Use Academic Tutoring (Link) to increase your confidence in courses!

OWL Express Check List

All Students need to check their OWL Express Account - Student Records Tab - View Academic Transcript Link the month and week prior to registration at minimum with attention to the following...

- Lift Holds - Click Here for KSU Master List of Holds and Contacts. The Dual Enrollment Advising Hold should be on your account until your Registration Week - covered in Advisement.
- Verify Transfer Credit - Send your official, most recent transcript from the Colleges you attended. Ask your advisor at that college about their transcript process if you have questions.
- Verify Test Scores - Send your Official SAT/ACT Score for best Math placements, especially if you wish to move to a higher Math.
- Verify AP Exam Credit - Send your official AP Scores to KSU through CollegeBoard post haste.

The Video below will show you how to verify the above has been processed and is now in your account.

Advisement Video Link

Part One - KSU Student Email
Part Two - Flown the Nest
Part Three - OWL Express
Part Four - Holds
Part Five - AP, Transfer, and Test Score Credit
Part Six - HS Counselor Meeting

"The best time to plant a tree was 20 years ago. The second best time is now."
— Chinese proverb
# Student Contacts

Students must always use your KSU Email Account and include your KSU ID number in any KSU related communication! We recommend you also identify yourself as a DEP student.

<table>
<thead>
<tr>
<th>1 DEP Office (Admissions and Program Office)</th>
<th>4 Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>E: <a href="mailto:depoffice@kennesaw.edu">depoffice@kennesaw.edu</a></td>
<td>E: <a href="mailto:debooks@kennesaw.edu">debooks@kennesaw.edu</a></td>
</tr>
</tbody>
</table>

Admissions requirements, Admissions documents, SAT/ACT test score submission, Lawful Presence Verification, Continuing with KSU after DEP

Changes in student information, Address and/or contact info, Extended absence or missed exam/final, etc., Conflict resolution, Questions regarding Funding, Textbooks, Parking, and Transcripts. They place the Dual Enrollment Hold

<table>
<thead>
<tr>
<th>2 Immunizations</th>
<th>5 Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>E: <a href="mailto:immunizationsvc@kennesaw.edu">immunizationsvc@kennesaw.edu</a></td>
<td>E: <a href="mailto:parking@kennesaw.edu">parking@kennesaw.edu</a></td>
</tr>
<tr>
<td>W: <a href="https://immunizations.kennesaw.edu/">https://immunizations.kennesaw.edu/</a></td>
<td>W: <a href="https://parking.kennesaw.edu/">https://parking.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>

All things Immunizations and related holds through the Registrar’s Office that oversees this dept

<table>
<thead>
<tr>
<th>3 Registrar Office</th>
<th>6 ID Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>E: <a href="mailto:registrar@kennesaw.edu">registrar@kennesaw.edu</a></td>
<td>E: <a href="mailto:talonone@kennesaw.edu">talonone@kennesaw.edu</a></td>
</tr>
<tr>
<td>W: <a href="https://registrar.kennesaw.edu/">https://registrar.kennesaw.edu/</a></td>
<td>W: <a href="https://talon.kennesaw.edu/">https://talon.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>

Have a registration issue beyond what DEP Advising can assist with, the Registrar’s Office is here for you

<table>
<thead>
<tr>
<th>7 Campus Tour</th>
<th>8 Fiscal Services (Bursar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>W: <a href="https://visit.kennesaw.edu/">https://visit.kennesaw.edu/</a></td>
<td>W: <a href="https://fiscalservices.kennesaw.edu/bursar/">https://fiscalservices.kennesaw.edu/bursar/</a></td>
</tr>
</tbody>
</table>

Do you want to tour the campus, see your classroom buildings, and learn more about what KSU has to offer?

Want to know more about your financial account at KSU?
WHEN YOU NEED SUPPORT...

STUDENT RESOURCES

Math and Science Challenges
- SMART Center?

Need Academic Support Services?

Want some Writing Assistance?

Help Center!

Need Disability Resources?

ESL Study and Tutorial Center!

How does Supplemental Instruction sound?

D2L Training!

The LIBRARY is here for you!

Wellness Resources that cover all aspects of your health!

Having Technical Difficulty?
WHAT DO ACADEMIC ADVISORS DO?
Advisors assist you in identifying and achieving your academic, career, and personal goals. They provide academic guidance in order to keep you on track for graduation and can help connect you to campus programs and services.

WHAT ABOUT DE ACADEMIC ADVISORS?
DE Advisors are a part of OWL Advising under Academic Affairs. We assist DE students with class selection, registration process, and the high school to college transition.

CONTACT US
All DEP Advisors work from a single resource email (below) and do not answer DEP inquiries to their personal KSU emails. Our hours for appointments and inquiry response are between the hours of 9AM - 4PM, Monday - Friday. Keep these hours in mind when deadlines are near.

Available Remotely via Microsoft Teams
E: depadvising@kennesaw.edu
W: https://dep.kennesaw.edu/

BEFORE ADVISING
You begin with your High School then move to DEP Office. The DEP Office handles your incoming documents, lawful presence, and continuing at KSU. The DEP Office also handles textbooks, parking, and funding!

Once students have lifted their holds, they move to OWL Advising and registration!

DUAL ENROLLMENT DIRECTORY (DED)
The Master List of all funded courses! As a DEP student, it is paramount that you verify the courses you need for HS graduation are funded!

Link to DED

DUAL ENROLLMENT HOLDS
Dual Enrollment Advising Hold - Stays on Students Accounts unless they are in their Registration Window outlined in Advisement
MEET YOUR ADVISORS

Contact Us At - depadvising@kennesaw.edu

Use your KSU email!

Duane Morris
Student Population: A-E

Monique Richardson
Student Population: F-M

Angelia Burruss
Currently On Leave

Nancy Tompkins
Student Population: N-Z
OWL ADVISING POLICY + REMINDERS
DUAL ENROLLMENT

STUDENTS + PARENTS
The transition between high school and college is a challenge in independence and responsibility that DEP students are ready for early!

DEP requires parent participation in signatures and material/policy review for new students. Once a student is ready for Advising, the shift is to student focus as we look into personal academic history, future goals, and interests.

We encourage parents active support for their student as they navigate the college experience and become capable college students. However, students must initiate conversation about their account, schedule, concerns, or needs directly with DEP Advising.

COMMUNICATIONS

Students + Parent
- DEP Advising can be reached at depadvising@kennesaw.edu
- All communications will require you use your KSU email and include your KSU ID number. Identify yourself as a DEP student as well.
- This is for identity verification with respect to privacy and security.

HS Counselor
- DEP Advising can be reached at depadvising@kennesaw.edu
- Please include students full name

PROCESS

Pre-Advising
- Speak with your HS Counselor about what you need to take for HS graduation, and upcoming KSU semester.
- Verify what funding you have available to you
- Send KSU all official college transcripts and CollegeBoard AP Scores if you wish to register for upper level courses

Post-Advising
- Completely sign your DocuSign Advising Envelope. Let your Parent know the DocuSign is headed their way next.
- Review the Reference Guide, especially Registration Instructions
- Set a Calendar reminder for registration!

REGISTRATION
The University wide registration calendar does not apply to DEP. You have a short registration window covered in Advising, and all necessary schedule changes must be complete long before the start of the next semester.

PAYMENT NOTICE EMAILS
Registrar/Bursar will send automated payment notices to students when they register and make changes to their schedule. These notices do not accurately reflect what a DEP student owes. If ever you have concern related to this, view the STUDENT CONTACTS page of this guide for the Bursar’s Office and the DEP Office.
READY TO REGISTER!

OWL EXPRESS
**REGISTRATION**

**KSU Curriculum**
*Which Class is Right For Me?*

**ENGLISH**
For the majority of new DEP students, ENGL 1101 is the best course for you!

You may qualify for ENGL 1102 if you have an AP Lit or Lang score of 3-4, and a 2000 level ENGL with an AP score of 5. These AP scores must be officially submitted to KSU through CollegeBoard.

**MATH**
For the majority of new DEP students, MATH 1111 is the best course for you!

Are you super confident in math or know you want to major in a math focused degree program? ALEKS EXAM (link here) is a process and an out-of-pocket fee to DEP students. The "About Aleks" section has FAQs including placement based on High School scores!

**ECONOMICS**
For the majority of new DEP students, ECON 1000 is the best course for you!
If you are interested in a upper level ECON 2105 or 2106, you will need to have completed a college math course to qualify.

Keep in mind, ECON 1000 is only 2 credit hours, so if you need to meet the 12 credit hour requirement to be full time, you will want to take ECON 1000 in a semester where you also take a 4 credit hour course.

**FOREIGN LANGUAGE**
For the majority of new DEP students, a level 1000 FL course is the best for you!

If you would like to take the Placement Exam to possibly test into a higher course - click here. You will need to speak with a FL Advisor for an override if the exam results in higher placement, and of course, making sure the new course is funded.

*AP Scores can qualify you for higher courses - click here.*
WHAT IS IT?
Kennesaw State University’s Schedule of Classes consists of the list of 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.

HOW TO ACCESS THE DYNAMIC COURSE SEARCH ENGINE:
1. Log into Owl Express: www.kennesaw.edu/owlexpress with your NetID and password.
2. Click on the top Registration tab.
3. Click on the Class Schedule Search button.
4. Select the Fall 2021 from the dropdown list and click the Submit button.

TO FIND POSSIBLE COURSES:
The Class Schedule Search feature allows you to look for all course offerings and narrow down your search by several fields. We recommend you use your course prefix and number (ex. MATH 1111 or ENGL 1101) to begin and then narrow your search once you have seen the total options.
REGISTRATION

Class Coding/Restrictions:
What courses are available to DEP students?

AVAILABLE TO DE STUDENTS!
• Face to Face or Hybrid – ENGL 1101/01
• KSU Online – ENGL 1101/W01

RESTRICTED FOR DEP
• Honors – ENGL 1101/H08
• Learning Community – ENGL 1101/C21 (Next Page)
• Summer Orientation – ENGL 1101/N01
• Learning Support – ENGL 1101/L32
• Advanced Majors Program - ENGL 1101/M67
• Online Learners – Denoted in Comments Section
• eCore – ENGL 1101/02G (Possible but not Recommended)
WHAT IS A LEARNING COMMUNITY?

Learning Communities (LCs) are courses that are held just for your special population, with carefully selected professors and additional OWL Advising support. LCs create a more cohesive college experience for high school juniors and seniors by offering courses that assist with creating a sense of belonging, encouraging academic support and camaraderie, and helping students to forge a successful collegiate academic journey.

Talk to your Academic Advisor about your interest!
**Fall 2021 Learning Community will be MATH 1111 + ENGL 1101**
More Details To Come in your Advisement Session...
REGISTRATION

Register in OWL Express

USING CLASS SCHEDULE SEARCH (RECOMMENDED)

You will need the 5-digit computer registration numbers (CRNs) from the courses you are interested in. Refer to the previous pages for information and to review Class Schedule Search.

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.”

**Your REGISTRATION WINDOW is covered during your Advising Session!**

HOW TO REGISTER WITH DYNAMIC COURSE SEARCH ENGINE:

1. Go to www.kennesaw.edu/owlexpress.
2. Log in using your NetID and Password. If you experience difficulty logging in, call the Student Technology Helpline at 470-578-3555.
3. Click Registration from the Main Menu.
4. Select Class Registration (Add or Drop Classes).
5. You will be shown the Registration Agreement to Pay Tuition. Read the agreement, select the “I Agree” button, and click Continue.
6. Make sure you choose the correct term (Fall 2021) and then the Submit button.
7. In the Add Classes Worksheet area of the page, enter the 5-digit computer numbers (CRNs) that you recorded while using Class Schedule Search, above.
8. Click the Submit Changes button at the bottom of the page. Registration results will appear.
9. You will see the message **Web Registered** displayed by a course to indicate a successful registration.
10. 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. Screenshot for **STEP 11** below.
11. Email a Screenshot of your Schedule to your HS Counselor and DEP Advising.
12. 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.
REGISTRATION CHANGES

SCHEDULE CHANGES AFTER YOUR REGISTRATION WINDOW
Your REGISTRATION WINDOW is covered during your Advising Session!
1. Student locates open courses using the KSU Dynamic Class Schedule Search (Via Owl Express or Google)
2. Student sends screenshot of open course listing to high school counselor and depadvising – requesting DocuSign SCRF to be sent for official signature approval
3. Student and High School Counselor must complete/sign DocuSign form
4. Student makes change in an allotted time frame set by DE Advisor in KSU Email
5. Student sends updated schedule to depadvising and High School Counselor immediately after change

WAITLISTS
Email DEP Advising immediately with waitlisted course, position on the list, reason for waitlisting, confirmation you have spoken to HS Counselor about HS alternative, and understanding that you must check your KSU email morning and evening for the 18-hour window to open IF you are able to register for the class.

EMERGENCY LAST MINUTE CHANGES (ADD/DROP WEEK)
1. Changes are not allowed after the official close of registration (Wednesday before add/drop period)
2. DE Students must follow the steps for Schedule Change Requests if an emergency occurs after registration is closed.
3. Funding and Credits must be verified before additional courses can be added

DISCLAIMER: DE Student’s ability to participate in KSU Add/Drop Week is not guaranteed. Speak to your HS Counselor for your HS/County Final Schedule Policy.

COURSE FAILURE - DISCUSS WITH HS COUNSELOR
DE STATE POLICY - No course can be funded with DE twice. In other words, if you fail a course or withdraw/withdraw fail in the DE program you cannot retake that course with DE.

WITHDRAWALS
KSU Withdraw Policy applies to KSU. If you want to withdraw from a course at KSU, ask your HS Counselor how a W will affect your HS graduation and HS transcript. Make sure to email DEP Advising + HS Counselor before the deadline (Calendar). Once you withdraw from a DE course, you cannot retake it with DE. Two withdrawals is dismissal from the DE program - DE STATE POLICY.
COLLEGE PREP

What you need to be successful in University

Willingham Hall, Kennesaw Campus
Student and Parent Responsibility Agreement

As a College Student,

I. I plan to -
   a. Reach out to my OWL Advisor when I need Academic or KSU support.
   b. Make appointments with my OWL Advisor each semester to prepare for registration at KSU.

II. I am prepared to –
   a. Complete my assignments on time and communicate to my professor with any course related concerns early in the semester.
   b. Meet with my HS Counselor each semester to discuss my personal funding account and any courses I need to graduate.

III. I understand that -
   a. I am a part of a special population at KSU, which does mean that my DEP specific timelines, rules, and approvals supersede general population communications that go out to every student.
   b. OWL Advising does not have access to my funding or financial account.
   c. Contact information for different depts on campus can be found in the Reference Guide and should be contacted directly with questions – always self-identify as a DEP student.

IV. I am responsible for -
   a. Reading my KSU email once each business day and responding via my KSU email in a professional manor which includes my full name and KSU ID number.
   b. Requesting any change I may need at least a week prior to deadlines to give enough notice to all those who must research and approve of my change.

As a Parent,

I. I understand that -
   a. Students must initiate discussions with OWL Advising, Professors, and Depts on Campus using their KSU email, especially when discussing personal account information, academics, and changes.
   b. OWL Advising is not able to answer funding or financial questions.
DE AMBASSADORS

Opportunities for Graduating DE Students

PAID POSITIONS

THE DE AMBASSADORS UNDERSTAND THE TRANSITION FROM HIGH SCHOOL TO UNIVERSITY, AND THEY USE THAT KNOWLEDGE TO SUPPORT OWL ADVISING ONCE THEY ARE A DEGREE-SEEKING STUDENT AT KSU.

QUALIFICATIONS!

BE AN INCOMING KSU FRESHMAN

COMPLETION OF FINANCIAL AID APPLICATION TO DETERMINE WORK STUDY ELIGIBILITY

COMPLETION OF DE RE-ADMIT APPLICATION FROM THE DEP OFFICE

SUBMIT RESUME AND FALL 2021 KSU SCHEDULE TO KSU EMPLOYMENT PORTAL “HANDSHAKE” ONCE ELIGIBILITY IS DETERMINED-PARTICIPATION IN A GROUP INTERVIEW SESSION

WATCH YOUR KSU EMAIL FOR MORE INFORMATION
# OWL Advising DE 2021 Calendar

**NEW STUDENTS!**

DE Registration of Mar 12-19 is for Current Students.

**Brand New Students** - Your ONE WEEK registration window will be covered during Advisement.

<table>
<thead>
<tr>
<th>Summer 2021: 10 Week</th>
<th>Tasks/Forms Needed</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE Advisement</td>
<td>Student to meet with HS Counselor prior</td>
<td>Feb 2 (T)</td>
<td>Mar 11 (Th)</td>
</tr>
<tr>
<td>DE Registration</td>
<td>DE Advisement forms must be submitted</td>
<td>Mar 12 (F)</td>
<td>Mar 19 (F) 4pm</td>
</tr>
<tr>
<td>Last Day for Schedule Changes</td>
<td>Follow Steps 1-5 on page 15 of Fall 2021 Reference Guide</td>
<td>Mar 19 (F) 4pm</td>
<td></td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Registration must be completed</td>
<td>May 10 (M)</td>
<td></td>
</tr>
<tr>
<td>Add/Drop Week</td>
<td>Emergency Schedule Changes ONLY</td>
<td>May 17 (M)</td>
<td>May 19 (Th) 4pm</td>
</tr>
<tr>
<td>Holiday</td>
<td>TBD-Online Requirements</td>
<td></td>
<td>May 31 (M)</td>
</tr>
<tr>
<td>Last Day to Withdraw Without Academic Penalty</td>
<td>Approval from HS Counselor Required</td>
<td>June 14 (M) 4pm</td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td>TBD-Online Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td></td>
<td>July 5 (M)</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>See Syllabus for Specific Date</td>
<td>July 28 (W)</td>
<td>July 30 (T)</td>
</tr>
<tr>
<td>Final Grades Due by NOON</td>
<td>Student or DEP Office to send final grade to HS Counselor DEP Office Fulfills Transcript Requests for DE Students</td>
<td>Aug 2 (M)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2021: 14-15 Week</th>
<th>Tasks/Forms Needed</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE Advisement</td>
<td>Student to meet with HS Counselor prior</td>
<td>Feb 2 (T)</td>
<td>Mar 11 (Th)</td>
</tr>
<tr>
<td>DE Registration</td>
<td>DE Advisement forms must be submitted</td>
<td>Mar 12 (F)</td>
<td>Mar 19 (F) 4pm</td>
</tr>
<tr>
<td>Last Day for Schedule Changes</td>
<td>Follow Steps 1-5 on page 15 of Fall 2021 Reference Guide</td>
<td>August 9 (M)</td>
<td></td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Registration must be completed</td>
<td>Aug 16 (M)</td>
<td>Aug 19 (Th) 4pm</td>
</tr>
<tr>
<td>Add/Drop Week</td>
<td>Emergency Schedule Changes ONLY</td>
<td>Aug 16 (M)</td>
<td>Aug 19 (Th) 4pm</td>
</tr>
<tr>
<td>Holiday</td>
<td>TBD-Online Requirements</td>
<td>Sept 4-6 (Sa-M)</td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw Without Academic Penalty</td>
<td>Approval from HS Counselor Required</td>
<td>Oct 18 (M) 4pm</td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td>TBD-Online Requirements</td>
<td>Nov 22-28 (M-SU)</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td></td>
<td>Dec 6 (M)</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>See Syllabus for Specific Date</td>
<td>Dec 7 (Tu)</td>
<td>Dec 13 (M)</td>
</tr>
<tr>
<td>Final Grades Due by NOON</td>
<td>Student or DEP Office to send final grade to HS Counselor DEP Office Fulfills Transcript Requests for DE Students</td>
<td>Dec 16 (Th)</td>
<td></td>
</tr>
</tbody>
</table>

**Reminder**

Dates are Subject to Change - Check your KSU Student Email Once Each Business Day, M-F