HOW TO REGISTER

LOGIN TO OWL EXPRESS

Go to https://www.kennesaw.edu/myksu/ and select the “Login” option under “Owl Express” and login using your KSU email and password.

Owl Express

KSU student information system portal for student course registration, courses schedules, class rosters, transcripts and grades.

Login

Help

CLICK THE REGISTRATION TAB

Once logged into Owl Express, select the “Registration” tab.

CLASS SCHEDULE SEARCH

Next, you will want to find the classes you want to add to your schedule. The best way to do this is by selecting the “Class Schedule Search” and finding a section you want.

SELECT YOUR TERM

After selecting the “Class Schedule Search”, you must select the term you are registering for;

SELECT YOUR SUBJECT

Then, select the subject you are looking for and the course number and hit submit.
Here is an example of how it should look when you’ve successfully registered for a course.

**COPY THE CRN**

Once the search pulls up, find a section that works with your schedule and copy the “CRN” (course registration number).

**GO TO "CLASS REGISTRATION (ADD OR DROP CLASSES)"**

After finding the section that you would like to register for and copying the “CRN”, go back to the “Registration” tab in Owl Express and select “Class Registration (Add or Drop Classes)”.

**SELECT YOUR TERM AGAIN**

Select the term that you’d like to register for.

**ENTER YOUR CRN(S) INTO THE "ADD CLASSES WORKSHEET"**

Once you are on the class registration page, there will be an “Add Classes Worksheet” at the bottom of the page. This is will you will submit the CRNs that you’d like to register for.

**HIT "SUBMIT CHANGES"**

Here is an example of how it should look when you’ve successfully registered for a course.