NEW STUDENT ADVISING GUIDE

Class Registration · Focus Areas · Contact Information · Campus Resources
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Contact Us

GENERAL OFFICE INFORMATION

Phone
470-578-2860

Email
- OwlAdvising@Kennesaw.edu
  - General Questions, Undeclared/Exploratory Advising
- SuccessAdvising@Kennesaw.edu
  - Learning Support, Probation. Success Advising
- OwlAdvisingDE@Kennesaw.edu
  - Dual Enrollment Academic Advising

Website
OwlAdvising.Kennesaw.edu

WHO DOES OWL ADVISING ADVISE?

Owl Advising is for students at Kennesaw State University who are:

- Undeclared/In a Focus Area
- Interested in exploring a new major
- In the Dual Enrollment Program
- In need of specialized advising

Owl Advising is also a secondary advising resource for those students who have a declared major but need assistance with general education requirements or university policies. However, whenever possible, it is advisable for students to see their major's advisor.
Major Advising Contact Information

**BAGWELL COLLEGE OF EDUCATION**

EDUCATION STUDENT SERVICES
Address: Kennesaw Hall, Suite 3008
Phone: 470-KSU-6105
Email: bcoe_advising@kennesaw.edu
Website: https://bagwell.kennesaw.edu/units/ess/

**COLES COLLEGE OF BUSINESS**

CENTER FOR STUDENT SUCCESS
Address: Burruss Building, Suite 431
Phone: 470-578-6055
Email: colescss@kennesaw.edu
Website: https://coles.kennesaw.edu/advising/index.php

**COLLEGE OF ARCHITECTURE AND CONSTRUCTION MANAGEMENT**

CACM ADVISING
Address: Norton Hall, Suite 120
Phone: 470-578-5519
Email: cacmadvising@kennesaw.edu
Website: https://cacm.kennesaw.edu/advising.php

**COLLEGE OF THE ARTS**

COTA Advising
Address: Chastain Pointe, Suite 302
Phone: 470-578-6742
Email: artsadvising@kennesaw.edu
Website: https://arts.kennesaw.edu/student-resources.php

**COLLEGE OF COMPUTER AND SOFTWARE ENGINEERING**

CCSE ADVISING
Address: Atrium (J) Building, Room 266
Phone: 470-578-6226
Email: ccseadvising@kennesaw.edu
Website: https://ccse.kennesaw.edu/advising/index.php

**NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

RCHSS UNDERGRADUATE ADVISING CENTER
Address: Willingham Hall, Suite 202
Phone: 470-578-7728
Email: rchssadvising@kennesaw.edu
Website: https://radow.kennesaw.edu/uac/

**COLLEGE OF ARCHITECTURE AND CONSTRUCTION MANAGEMENT**

CACM ADVISING
Address: Norton Hall, Suite 120
Phone: 470-578-5519
Email: cacmadvising@kennesaw.edu
Website: https://cacm.kennesaw.edu/advising.php

**NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

RCHSS UNDERGRADUATE ADVISING CENTER
Address: Willingham Hall, Suite 202
Phone: 470-578-7728
Email: rchssadvising@kennesaw.edu
Website: https://radow.kennesaw.edu/uac/

**SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND ENGINEERING TECHNOLOGY**

SPCEET ADVISING
Address: Engineering Technology Center, Q bldg
Room 108 (Office Suite), 1st floor
Phone: 470-578-5605
Email: spceetadvising@kennesaw.edu
Website: https://engineering.kennesaw.edu/advising.php

**WELLSTAR COLLEGE OF HEALTH AND HUMAN SERVICES**

WELLSTAR COLLEGE ADVISING CENTER
Address: Prillaman Health Sciences Bldg, Rm 1003
Phone: 470-578-3211
Email: wellstaradvising@kennesaw.edu
Website: https://wellstarcollege.kennesaw.edu/advising/index.php

**CENTER FOR STUDENT SUCCESS**

Address: Burruss Building, Suite 431
Phone: 470-578-6055
Email: colescss@kennesaw.edu
Website: https://coles.kennesaw.edu/advising/index.php

**COLLEGE OF SCIENCE AND MATHEMATICS**

CSM ADVISING
Address: Science Building, Building #370
Room #204, 2nd Floor
Phone: 470-578-5113
Email: csmadvising@kennesaw.edu
Website: https://csm.kennesaw.edu/advising/index.php
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Academic Advising is a collaboration between a student and academic advisor to help the student make informed decisions at each stage of their undergraduate career.</td>
</tr>
<tr>
<td>Academic Program Map</td>
<td>Academic Program Maps offer suggested four-year schedules of courses for all of KSU’s degree programs. They can be found at academicmaps.kennesaw.edu.</td>
</tr>
<tr>
<td>Add/Drop</td>
<td>Add refers to “adding a class to your schedule” Drop refers to removing that course from your schedule. Add/Drop can also refer to the first week of classes where students may add or drop their courses without penalty.</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>The Class Schedule is posted in Owl Express prior to every registration period (ex. Fall, Spring). This shows all the course options for the given term.</td>
</tr>
<tr>
<td>College</td>
<td>An academic College refers to the larger unit in which Degree Programs are housed. KSU has 11 total colleges including: Bagwell College of Education, Coles College of Business, Wellstar College of Health and Human Services, etc.</td>
</tr>
<tr>
<td>Corequisite</td>
<td>A Corequisite or “coreq” refers to a class that must be taken alongside another class in the same semester. Ex. MATH 1113 is the corequisite for CHEM 1211.</td>
</tr>
<tr>
<td>Credit Hour</td>
<td>1 Credit Hour = 50 minutes contact (in person or online) + 120 minutes outside work over 15 weeks for a total of 2,550 minutes of student effort OR 1 credit hour = 1 to 3 lab and discussion sessions ranging from a total of 50 to 150 minutes.</td>
</tr>
<tr>
<td>CRN</td>
<td>CRN refers to the Course Registration Number assigned to a specific Section of a course. Entering the CRN into the Class Registration system is how a student registers for a class.</td>
</tr>
<tr>
<td>Degree Program</td>
<td>A Degree Program is the same thing as a Major. This is the course of study that needs to be completed in order to earn a degree.</td>
</tr>
<tr>
<td>DegreeWorks</td>
<td>DegreeWorks is the tracking system KSU uses to measure degree completion. Students can access the system in Owl Express as well to check their progress, ensure registered classes are counting towards their degree, and run “What-Ifs” to see how changing their major would impact them.</td>
</tr>
<tr>
<td>eCore</td>
<td>eCore courses are 100% online courses offered through the USG (University System of Georgia). These courses count towards General Education requirements at KSU, but classes may be taught be professors at other USG institutions.</td>
</tr>
<tr>
<td>FERPA</td>
<td>FERPA stands for Family Education Rights and Privacy Act. Educational records of students 18 years and older are kept private and consent to access them must be given by the student through the Registrar’s Office.</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>General Education</td>
<td><em>General Education</em> is a series of interrelated courses in the liberal arts and sciences for all KSU students. Whereas the major program contributes depth within a chosen specialization, the General Education Core Curriculum Areas A-E provide a breadth of understanding within a variety of disciplines.</td>
</tr>
<tr>
<td>Holds</td>
<td><em>Holds</em> are blocks put on a student account to prevent registration for courses until certain criteria are met. The types of holds can vary, but are often related to financial or academic issues. Holds can be viewed in <em>Owl Express</em>.</td>
</tr>
<tr>
<td>Hybrid</td>
<td><em>Hybrid</em> refers to a type of class <em>Instructional Method</em>. The course is taught through a combination of online and in-person coursework. Students may only be in-person 1-2 days a week while the rest of the work is completed online.</td>
</tr>
<tr>
<td>Institutional GPA</td>
<td><em>Institutional GPA</em> refers to the GPA a student earns through only their KSU coursework. Transfer GPA is not calculated into the Institutional GPA. Entrance requirements for most majors are based on the Institutional GPA.</td>
</tr>
<tr>
<td>Instructional Method</td>
<td><em>Instructional Method</em> refers to the method in which a class is taught. Courses can range from 100% in-person, partially in-person and online (<em>Hybrid</em>), to 100% online. The course <em>Instructional Method</em> can always be found when reviewing the Class Schedule in <em>Owl Express</em>.</td>
</tr>
<tr>
<td>Override</td>
<td>Receiving an <em>Override</em> is the process by which a student obtains permission to take a course for which they either do not meet the requirements listed or the class was at capacity but they awarded an additional seat.</td>
</tr>
<tr>
<td>Owl Express</td>
<td><em>Owl Express</em> functions as KSU’s main online hub. Most aspects of admissions, registration, housing/meals plans, parking and transportation, and financial aid are housed here. Student records and some program applications can also be found in <em>Owl Express</em>.</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>A <em>Prerequisite</em> refers to the course(s) or other requirements that must be met before being allowed to register for a particular course. EX. <em>A passing grade of a “C” or higher in ENGL 1101 is the prerequisite to register for ENGL 1102.</em></td>
</tr>
<tr>
<td>Probation</td>
<td><em>Probation</em> refers to a student’s academic status. Probation status indicates that a student’s <em>Institutional GPA</em> is currently below a 2.0.</td>
</tr>
<tr>
<td>Section</td>
<td>A <em>Section</em> refers to an individual class for a particular course. Most courses will offer multiple sections to allow student’s to schedule a time that works best for them. <em>Ex. I am trying to decide which section of MATH 1111 I should take. There are sections open at 11:00am on Tuesday/Thursday and at 2:00pm on Monday/Wednesday/Friday.</em></td>
</tr>
<tr>
<td>Withdraw</td>
<td>If an <em>add/drop</em> period has ended for a semester, students may still <em>Withdraw</em> from one or more courses with or without academic penalty, depending on the date they complete the withdrawal. Check the academic calendar for the current Withdrawal deadlines.</td>
</tr>
</tbody>
</table>
THINGS TO CONSIDER WHEN REGISTERING

12 credit hours is the minimum required to be considered a full-time student. Taking 15 credit hours, typically 5 courses, a semester keeps a student more on track to graduate in 4 years.

We encourage you to try 15 hours, if:
- You live on campus or close to campus
- Work less than 20 hours a week
- Do not have a lot of other outside commitments such as family demands, community involvement, etc.

We encourage students to try 12 hours, if:
- Have a commute to campus greater than 30 minutes
- Work more than 20 hours a week
- Have a lot of outside demands
- Will be taking challenging courses

Attending part-time (taking less than 12hrs) may be a better fit for some students. Check with Financial Aid to discuss implications of attending part-time.

TIPS FOR SCHEDULING CLASSES

- Spread your classes out over the week. Taking all your classes on just 2 days makes for a long day. You also increase the likelihood of having several tests or major assignments due on the same day.
- Schedule classes at times you know you can be up and alert. There is no reason to take a class at 8am if you like to sleep in until 11am.
- You can make it anywhere on campus in about 15 minutes. It’s okay to have a class or two back-to-back. Do give yourself breaks to grab food or study in between classes.
- Students can take classes on both the Kennesaw and Marietta campus. Be sure to check the location when registering.
- If you are taking classes at both campuses, give yourself at least an hour to get to the other campus. The B.O.B. shuttles runs between campuses.
- Do not complete all your general education courses before starting major courses. You may get to a point where you do not have enough classes to create a schedule.
- Degree requirements can change from year-to-year and vary between schools. A class a friend took last year may not be offered or count for the same thing.
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.

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/or the course number and hit submit. We discourage inputting any other filters.
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 where 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.
## Registration Holds

<table>
<thead>
<tr>
<th>HOLD</th>
<th>OFFICE/DEPARTMENT</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer Required</td>
<td>Office of Undergraduate Admissions</td>
<td>470-578-4636  <a href="mailto:ksuadmit@kennesaw.edu">ksuadmit@kennesaw.edu</a></td>
</tr>
<tr>
<td>Admissions Hold</td>
<td>Office of Undergraduate Admissions</td>
<td>470-578-4636  <a href="mailto:ksuadmit@kennesaw.edu">ksuadmit@kennesaw.edu</a></td>
</tr>
<tr>
<td>Advising Hold</td>
<td>Academic Advising</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Bursar Hold</td>
<td>Office of the Bursar</td>
<td>470-578-6419  <a href="mailto:bursars@kennesaw.edu">bursars@kennesaw.edu</a></td>
</tr>
<tr>
<td>Coles College of Business</td>
<td>Coles Center for Success Student</td>
<td>470-578-6055  <a href="mailto:colescss@kennesaw.edu">colescss@kennesaw.edu</a></td>
</tr>
<tr>
<td>CPC-College Preparatory Curriculum</td>
<td>Office of the Registrar</td>
<td>470-578-4636  <a href="mailto:registrar@kennesaw.edu">registrar@kennesaw.edu</a></td>
</tr>
<tr>
<td>Cross Registration Student Hold</td>
<td>Office of the Registrar</td>
<td>470-578-4636  <a href="mailto:registrar@kennesaw.edu">registrar@kennesaw.edu</a></td>
</tr>
<tr>
<td>Dean of Student Success Hold</td>
<td>Dean of Students</td>
<td>470-578-6367  <a href="mailto:deanofstudents@kennesaw.edu">deanofstudents@kennesaw.edu</a></td>
</tr>
<tr>
<td>DEP Readmit Hold</td>
<td>Office of Undergraduate Admissions</td>
<td>470-578-4636  <a href="mailto:registrar@kennesaw.edu">registrar@kennesaw.edu</a></td>
</tr>
<tr>
<td>Dismissal-Academic Hold</td>
<td>Office of the Registrar</td>
<td>470-578-6542  <a href="mailto:bcoe_certification@kennesaw.edu">bcoe_certification@kennesaw.edu</a></td>
</tr>
<tr>
<td>Education- Bagwell College of Education Hold</td>
<td>Bagwell College of Education</td>
<td>470-578-4636  <a href="mailto:finaid@kennesaw.edu">finaid@kennesaw.edu</a></td>
</tr>
<tr>
<td>Financial Aid Office Hold</td>
<td>Office of Student Financial Aid</td>
<td>470-578-2364  <a href="mailto:honors@kennesaw.edu">honors@kennesaw.edu</a></td>
</tr>
<tr>
<td>Honors Office Hold</td>
<td>Honors College</td>
<td>470-578-8663  <a href="mailto:housingpayments@kennesaw.edu">housingpayments@kennesaw.edu</a></td>
</tr>
<tr>
<td>Housing and Residence Life Hold</td>
<td>Housing and Residence Life</td>
<td>470-578-4636  <a href="mailto:immunizationsvc@kennesaw.edu">immunizationsvc@kennesaw.edu</a></td>
</tr>
<tr>
<td>Immunizations Hold</td>
<td>Enrollment Customer Service Center</td>
<td>470-578-4636  <a href="mailto:lpv@kennesaw.edu">lpv@kennesaw.edu</a></td>
</tr>
<tr>
<td>Lawful Presence Verification</td>
<td>Office of Undergraduate Admissions</td>
<td>470-578-6202  <a href="mailto:librarycirculation@kennesaw.edu">librarycirculation@kennesaw.edu</a></td>
</tr>
<tr>
<td>Learning Support Hold</td>
<td>Academic Advising</td>
<td>470-578-6367  Dean of Students</td>
</tr>
<tr>
<td>Library Hold</td>
<td>Library System</td>
<td>470-578-4636  <a href="mailto:registrar@kennesaw.edu">registrar@kennesaw.edu</a></td>
</tr>
<tr>
<td>Medical Withdrawal Hold</td>
<td>Dean of Students</td>
<td>470-578-6366  <a href="mailto:Isss@kennesaw.edu">Isss@kennesaw.edu</a></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Office of the Registrar</td>
<td>470-578-3403  <a href="mailto:scai@kennesaw.edu">scai@kennesaw.edu</a></td>
</tr>
<tr>
<td>International Students and Scholars Hold</td>
<td>International Students and Scholars</td>
<td>470-578-6057  <a href="mailto:eeo@kennesaw.edu">eeo@kennesaw.edu</a></td>
</tr>
<tr>
<td>Student Conduct Hold</td>
<td>Student Conduct and Academic Integrity</td>
<td>470-578-4636  <a href="mailto:registrar@kennesaw.edu">registrar@kennesaw.edu</a></td>
</tr>
<tr>
<td>Violence Prevention Program Hold</td>
<td>Office of Institutional Equity</td>
<td>470-578-6336  <a href="mailto:Isss@kennesaw.edu">Isss@kennesaw.edu</a></td>
</tr>
<tr>
<td>Veterans (VA) Hold</td>
<td>Office of the Registrar</td>
<td>470-578-3403  <a href="mailto:scai@kennesaw.edu">scai@kennesaw.edu</a></td>
</tr>
</tbody>
</table>
## Registration Errors

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Restriction</td>
<td>The CAMPUS RESTRICTION error will occur for Online Learner students attempting to register for an on-campus course, or on-campus students attempting to register for an Online Learner-only section. To resolve this error, students must register only for courses taught fully online or on campus depending on their classification.</td>
</tr>
<tr>
<td>Class Restriction</td>
<td>The CLASS RESTRICTION error refers to a course that is restricted by student classification. To resolve this error, students must select a different course or seek override permission from the academic department offering the course.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>The CLOSED SECTION error occurs when students attempt to register for a class that is full. To resolve this error, students should register for another section of the course or select a different course. If the course section offers a waitlist, consider waitlisting for the course. Closed course overrides are available only during the drop/add period. Students may inquire to the academic department and/or the college/school website responsible for the course that is closed. If approved, the department will enter the approval code in the Student Information System. The student must then register for the course.</td>
</tr>
<tr>
<td>Connected Course Drop Confirmation</td>
<td>The CONNECTED COURSE DROP CONFIRMATION notice will appear when students attempt to drop a course that has a connected or linked course, i.e., co-requisite or concurrent prerequisite course. Drop both courses by clicking the DROP button on this page.</td>
</tr>
<tr>
<td>CORQ_Course XXXX</td>
<td>The CORQ (Co-requisite) error occurs when students do not register for a group of courses that are linked together. To resolve this error, students must register for all co-requisite courses (CRNs) at the same time. Example: This registration error will most likely occur when Freshmen are attempting to register for courses within a Learning Community. Students must register for all Learning Community courses (CRNs) at the same time. Important Notes: When registering for a science course that requires a lab, both the lecture and lab courses must be registered for successfully at the same time. You will receive a course PREQ &amp; TEST SCORE or CORQ Course XXXX REQ ERROR until registration for both courses (lecture and lab) are successful.</td>
</tr>
<tr>
<td>Error</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CRN DOES NOT EXIST ######</td>
<td>The CRN DOES NOT EXIST error occurs as a result of not using the correct CRN for a specific semester. To resolve this error, either enter in the correct CRN grouping (as indicated below) or select a different term.</td>
</tr>
<tr>
<td></td>
<td>- Fall Semester Begins with 8####</td>
</tr>
<tr>
<td></td>
<td>- Spring Semester Begins with 1####</td>
</tr>
<tr>
<td></td>
<td>- Summer Term Begins with 5####</td>
</tr>
<tr>
<td>Departmental Approval</td>
<td>The DEPARTMENTAL APPROVAL error occurs when students attempt to register for courses that are reserved for specific groups of students. To resolve this error, students will need to contact the academic department teaching the course in order to obtain permission to enroll into this course. Once permitted, the student must login to Owl Express and register.</td>
</tr>
<tr>
<td>DUPL CRSE with SEC-XXXXX</td>
<td>The DUPL CRSE, Duplicate Course, error occurs when students attempt to register for the same subject and course number twice. Students needing to register for more than one special topics course may contact the academic department of the discipline for assistance with a repeat override.</td>
</tr>
<tr>
<td>Level Restriction</td>
<td>The LEVEL RESTRICTION error occurs when undergraduate students attempt to register for graduate level courses. To resolve this error, students should only select undergraduate level courses.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>The MAJOR RESTRICTION error occurs when students attempt to register for courses that are reserved for a specific degree/major or groups of majors. To resolve this error, students should register for another course or seek override permission from the academic department offering the course.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>During the Fall and Spring semesters, a student may register for up to 18 hours. The Registrar may approve up to 21 hours for students with an institutional GPA of 3.5 or higher. Course loads above 21 hours must also have a recommendation from the student’s department chair.</td>
</tr>
<tr>
<td></td>
<td>During the Summer term, a student may register for up to 13 hours. The Registrar may approve up to 15 hours for students with an institutional GPA of 3.5 or higher. Students not in good academic standing will be limited to 13 hours during any term. Course loads above 13 hours must have a recommendation from an academic advisor or department chair that is made to the Registrar.</td>
</tr>
<tr>
<td>ERROR</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mutual Exclusive</td>
<td>The <strong>MUTUAL EXCLUSION</strong> with MATH XXXX error occurs when a student who has previously enrolled or received credit for MATH 1111 or 1112 attempts to register for MATH 1113 and vis versa. Questions may be addressed with the Mathematics department.</td>
</tr>
<tr>
<td>PREQ &amp; TEST SCORE-ERROR</td>
<td>The <strong>PREQ &amp; TEST SCORE-ERROR</strong> occurs when students attempt to register for courses in which they do not meet the course prerequisites. Course prerequisites are checked during the registration process. To resolve this error, students should register for a different course in which they meet course prerequisites.</td>
</tr>
<tr>
<td></td>
<td>• Labs and Lectures: When registering for a science course that requires a lab, both the lecture and lab courses must be registered for successfully at the same time. You will receive a course PREQ &amp; TEST SCORE or CORQ Course XXXX REQ ERROR until registration for both courses (lecture and lab) are successful. Concurrent Pre-requisites: a set of courses that must be taken simultaneously.</td>
</tr>
<tr>
<td>REPEAT COUNT EXCEEDS 1</td>
<td>The <strong>REPEAT COUNT EXCEEDS 1</strong> error occurs when a student has exceeded the number of attempts allowed to repeat a course. Effective spring 2012, a student may repeat a course once. Receiving this error means that the student has exceeded the attempts more than one additional time. <strong>To resolve this error, the student may consult the academic department of that discipline to be considered for an override.</strong></td>
</tr>
<tr>
<td>Student Attribute</td>
<td>Reserved for students in a particular cohort. Examples are Honors College (H sections), Advanced Major Program (M sections), New Students at Orientation (N sections). N courses sections will open to the general population after the last orientation session.</td>
</tr>
<tr>
<td>Time conflict with XXXXX</td>
<td>The <strong>TIME CONFLICT</strong> error occurs when students attempt to register for courses that conflict or overlap by date and time. <strong>To resolve this error, students should register for courses on a different date and time.</strong></td>
</tr>
</tbody>
</table>
WHAT IS A COURSE SECTION AND SECTION CODE?

Consider a class like ENGL 1101. When you are going through the Class Schedule Search you are probably seeing dozens of unique class offerings for ENGL 1101. As you are choosing the best day and time that works for you, make sure you are paying attention to the second set of numbers that follow "ENGL 1101". This is the Section Code, and will become very important as you are registering.

The numbers and letters in bold refer to the Section Code:
- ENGL 1101/01
- ENGL 1101/C01
- ENGL 1101/N01
- ENGL 1101/W01

Some sections are open to all students, but others may be reserved for students in special populations. Those attempting to register for a special section that they were not accepted into will receive a registration error.

SECTION CODE AND TYPE OF COURSE

- AB · Summer Study Abroad Programs
  - University System of Georgia
- C · Learning Community
  - You must register for the entire Learning Community at the same time to avoid a registration error.
  - Some Learning Communities are open to all new students, but others you must apply and be accepted into.
- G · eCore
  - You must have completed the eCore online orientation to register for these courses. You can find the orientation by CLICKING HERE.
- H · Honors
  - You must have applied and been admitted to the Honors College to register for these classes.
- M · Advanced Majors Program
  - College of Science and Mathematics
  - You must have applied and been admitted to the Advanced Majors Program to register for these classes.
- N · Reserved for Students Attending Orientation
  - These courses are open to all new students who are attending an orientation.
- PF · Reserved for Students Enrolled in the President’s Focused Learner Program
  - Students who qualify for this program will be notified of their acceptance in their KSU email.
- S · Study Abroad
- W · KSU Online
  - The courses are open to all students and are 100% online.
Math Placement Information

WHAT IS MATH PLACEMENT?

When you applied to KSU, you were placed into a starting MATH course based on a combination of your high school GPA and the math portion of your SAT and/or ACT.

MATH COURSE

- MATH 1111: College Algebra
- MATH 1113: Precalculus
- MATH 1160: Elementary Applied Calculus
- MATH 1190: Calculus I

PLACEMENT REQUIREMENTS

- Anyone may begin here!
- You can start here if you have a SAT MATH score of 570 or above (ACT MATH 23 or above) AND a high school GPA of 2.8 or above.
- You can start here if you have a SAT MATH score of 620 or above (ACT MATH 26 or above) AND a high school GPA of 3.2 or above.

WHAT ARE ALL THE MATH COURSES ANYONE CAN START AT?

- DATA 1501: Introduction to Data Science
- MATH 1001: Quantitative Reasoning
- MATH 1101: Mathematical Modeling (Will no longer offered as of Fall 2022)
- MATH 1111: College Algebra
- STAT 1401: Elementary Statistics

WHAT CREDIT WILL I GET BASED ON AP AND CLEP SCORES?

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Score</th>
<th>MATH Credit Received</th>
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</thead>
<tbody>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 1113</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4-5</td>
<td>MATH 1113 &amp; MATH 1190</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 1113 &amp; MATH 1190</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4-5</td>
<td>MATH 1113, MATH 1190, &amp; MATH 2202</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Score</th>
<th>MATH Credit Received</th>
</tr>
</thead>
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<td>Calculus</td>
<td>50</td>
<td>MATH 1190</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MATH 1111</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MATH 1100</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>MATH 1113</td>
</tr>
</tbody>
</table>
# General Education Requirements

## WHAT IS GENERAL EDUCATION?

Kennesaw State University’s General Education program offers a comprehensive series of interrelated courses in the liberal arts and sciences for all KSU students. Whereas the major program contributes depth within a chosen specialization, the General Education Core Curriculum Areas A-E provide a breadth of understanding within a variety of disciplines. Together, the General Education Core Curriculum and the major degree program offer students the knowledge, skills, and perspectives to become informed and engaged citizens living in a diverse, global community.

## AREA A - COMPOSITION AND QUANTITATIVE SKILLS

| A1 | ENGL 1101 (3) · Composition I |
| A2 | ENGL 1102 (3) · Composition II (Pre-Req: "C" or better in ENGL 1101) |
| A3 | CHOOSE ONE |
|    | MATH 1001 (3) · Quantitative Skills and Reasoning |
|    | MATH 1101 (3) · Introduction to Mathematical Modeling |
|    | MATH 1111 (3) · College Algebra |
|    | MATH 1113 (3) · Pre-Calculus (Pre-Req: "C" or better in MATH 1111 or placement) |
|    | MATH 1190 (4) · Calculus I (Pre-Req: "C" or better in MATH 1113 or placement) |
|    | STAT 1401 (3) · Elementary Statistics |

## AREA B - INSTITUTIONAL REQUIREMENTS AND CRITICAL THINKING

| B1 | ECON 1000 (2) · Contemporary Economic Issues |
| B2 | CHOOSE ONE |
|    | AADS 1102 (3) · Issues in African and African Diaspora Studies |
|    | AMST 1102 (3) · American Identities |
|    | ASIA 1102 (3) · Introduction to Asian Cultures |
|    | COM 1100 (3) · Human Communication |
|    | FL 1002 (3) · Introduction to Foreign Language and Culture II (Any of the following courses can be taken to satisfy FL 1002: FL 1002, CHIN 1002, FREN 1002, GRMN 1002, ITAL 1002, JPN 1002, KOR 1002, LATN 1002, PORT 1002, RUSS 1002, SPAN 1002. Some sections of FL 1002 may include Arabic, Hebrew, Hindi, etc.) |
|    | GWST 1102 (3) · Love and Sex |
|    | LALS 1102 (3) · Understanding Latin America |
|    | LDRS 2300 (3) · Leadership & Intercultural Competence |
|    | PAX 1102 (3) · Understanding Peace and Conflict |
|    | PERS 2700 (3) · Perspectives on the World of Work |
|    | POLS 2401 (3) · Global Issues |
|    | RELS 1102 (3) · Introduction to Religion |
### AREA C - HUMANITIES, FINE ARTS, AND ETHICS

**C1** CHOOSE ONE
- ENGL 2110 (3) · World Literature (Pre-Req: "C" or better in ENGL 1102)
- ENGL 2120 (3) · British Literature (Pre-Req: "C" or better in ENGL 1102)
- ENGL 2130 (3) · American Literature (Pre-Req: "C" or better in ENGL 1102)
- ENGL 2300 (3) · African-American Literature (Pre-Req: "C" or better in ENGL 1102)
- PHIL 2010 (3) · Introduction to Philosophy

**C2** CHOOSE ONE
- ART 1107 (3) · Art in Society
- DANC 1107 (3) · Dance in Society
- MUSI 1107 (3) · Music in Society
- TPS 1107 (3) · Theatre in Society

### AREA D - SCIENCE, MATHEMATICS, AND TECHNOLOGY

**D1** CHOOSE ONE
- STAT 1401 (3) · Elementary Statistics
- DATA 1501 (3) · Introduction to Data Science
- MATH 1113 (3) · Precalculus (Pre-Req: "C" or better in MATH 1111 or Placement)
- MATH 1160 (3) · Elementary Applied Calculus (Pre-Req: "C" or better in MATH 1111 or Placement)
- MATH 1190 (4) · Calculus I (Pre-Req: "C" or better in MATH 1113 or Placement)
- MATH 2202 (4) · Calculus II (Pre-Req: "C" or better in MATH 1190)

**D2** CHOOSE TWO
- SCI 1101 (4) · Science, Society, and the Environment I
- SCI 1102 (3) · Science, Society and the Environment II
- GEOG 1112 (4) · Weather and Climate
- GEOG 1113 (4) · Introduction to Landforms
- GEOG 1125 (3) · Resources, Society, and the Environment
- CHEM 1151/L (3/1) · Survey of Chemistry I and Lab
- CHEM 1152/L (3/1) · Survey of Chemistry II and Lab (Pre-Req: "C" or better in CHEM 1151/L)
- CHEM 1211/L (3/1) · Principles of Chemistry I and Lab (Co-Req: MATH 1113 or higher)
- CHEM 1212/L (3/1) · Principles of Chemistry II and Lab (Pre-Req: "C" or better in CHEM 1211/L)
- PHYS 1111/L (3/1) · Introductory Physics I and Lab (Pre-Req: "C" or better in MATH 1113 or higher)
- PHYS 1112/L (3/1) · Introductory Physics II and Lab (Pre-Req: "C" or better in PHYS 1111/L)
- PHYS 2211/L (3/1) · Principles of Physics I and Lab (Pre-Req: "C" or better in PHYS 1110)
- PHYS 2212/L (3/1) · Principles of Physics II and Lab (Pre-Req: "C" or better in PHYS 2211/L and PHYS 2202)
- BIOL 1107/L (3/1) · Biological Principles I and Lab
- BIOL 1108/L (3/1) · Biological Principles II and Lab (Pre-Req: "C" or better in BIOL 1107/L)
E1  •  POLS 1101 (3)  •  American Government

E2  CHOOSE ONE
  •  HIST 2111 (3)  •  United States History to 1877
  •  HIST 2112 (3)  •  United States History from 1877

E3  CHOOSE ONE
  •  HIST 1111 (3)  •  Pre-Modern World History
  •  HIST 1112 (3)  •  Modern World History

E4  CHOOSE ONE
  •  CRJU 1101 (3)  •  Foundations of Criminal Justice
  •  GEOG 1101 (3)  •  Introduction to Human Geography
  •  PSYC 1101 (3)  •  Introduction to General Psychology
  •  SOCI 1101 (3)  •  Introduction to Sociology
  •  STS 1101 (3)  •  Science, Technology, and Society
  •  ANTH 1102 (3)  •  Introduction to Anthropology
  •  ECON 2106 (3)  •  Principles of Microeconomics (Pre-Req: MATH 1101 or higher)

ADVISOR NOTES
First you will want to access DegreeWorks through your Owl Express account!

Courses highlighted in BLUE are courses you are currently registered for, but have not yet received a final grade.

Courses highlighted in YELLOW means the course has satisfied a requirement of your degree and is counting towards your graduation progress.

Courses that are NOT COUNTING towards your degree will be shown at the bottom of the DegreeWorks page under “Unused Classes”.

- If you are currently Undeclared, major courses outside of General Education requirements will count here until you declare a major.
Here is an example of an Unused Class. Once this student declares a major though, this class can possibly count towards degree requirements.

Here is an example of a class where no final grade has been assigned.

Click here to access "What-If".

This is where you can choose the major you would like to see.

We can now see all of the courses that would be required to complete this major.

The class that was previously unused would now be used if this student changed to this major!
## AP Equivalencies

### HOW TO TRANSFER AP CREDIT TO KSU

KSU awards credit for the Advanced Placement program (AP) tests administered by the College Entrance Examination Board. Students should contact collegeboard.org to request electronic submission of official AP scores to KSU or call 1-888-225-5427.

Credit is not awarded based upon High School or College transcripts.

### AP SUBJECT

- Art History
- Art Drawing
- Art 2D Design
- Art 3D Design
- Biology
- Biology
- Biology
- Calculus AB
- Calculus AB
- Calculus BC
- Calculus BC
- Chemistry
- Chemistry
- Chinese Lang. & Culture
- Chinese Lang. & Culture
- Comparative Government and Politics
- Computer Science A
- Computer Science Principles
- English Language
- English Language
- English Literature
- English Literature
- Environmental Science
- European History
- French Language
- French Language
- French Literature
- French Literature
- German Lang. & Culture
- German Lang. & Culture
- Human Geography
- Italian Lang. & Culture
- Italian Lang. & Culture

### SCORE

- 4-5
- 4-5
- 4-5
- 4-5
- 3
- 4
- 5
- 3
- 4-5
- 3
- 4-5
- 3-4
- 5
- 3
- 4-5
- 3-5
- 3-5
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- 3-4
- 5
- 3-4
- 5
- 3-5
- 4-5
- 3
- 4-5
- 3
- 4-5
- 3-5
- 3
- 4-5

### KSU CREDIT

- ARH 2750 & ARH 2850
- ART 1150*
- ART 1100*
- ART 1200*
- SCI 1101
- BIOL 1107/L
- BIOL 1107/L & BIOL 1108/L
- MATH 1113
- MATH 1113 & MATH 1190
- MATH 1113 & MATH 1190
- MATH 1113, MATH 1190, & MATH 2202
- CHEM 1211/L
- CHEM 1211/L & CHEM 1212/L
- CHNS 1001 & CHNS 1002
- CHNS 1001, CHNS 1002, CHNS 2001, & CHNS 2001
- POLS 2240
- CSE 1321/L
- CSE 1300
- ENGL 1101
- ENGL 1101 & ENGL 1102
- ENGL 1101
- ENGL 1101 & ENGL 1102
- SCI 1102
- HIST 1100
- FREN 1001 & FREN 1002
- FREN 1001, FREN 1002, FREN 2001, & FREN 2001
- FREN 1001 & FREN 1002
- FREN 1001, FREN 1002, FREN 2001, & FREN 2001
- GRMN 1001 & GRMN 1002
- GRMN 1001, GRMN 1002, GRMN 2001, & GRMN 2001
- GEOG 1101
- ITAL 1001 & ITAL 1002
- ITAL 1001, ITAL 1002, ITAL 2001, & ITAL 2001
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<td>3</td>
<td>LATN 1001 &amp; LATN 1002</td>
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<td>Microeconomics</td>
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<td>PHYS 1112/L</td>
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<td>PHYS 2211/L</td>
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<td>Physics C (Mechanics)</td>
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<td>PHYS 2212/L</td>
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<td>Physics C (Elec. &amp; Mag.)</td>
<td>3-5</td>
<td>PSYC 1101</td>
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<tr>
<td>Psychology</td>
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<td>Spanish Lang. &amp; Culture</td>
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<td>United States Government &amp; Politics</td>
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<tr>
<td>World History</td>
<td>4-5</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

*May be awarded only after Portfolio Review. Otherwise credit will be awarded as ART 1T00.

**Please check with your academic advisor for options to complete the GA legislative requirement*
OWL ADVISING
Academic Advising for New, Exploratory, Learning Support, and Dual Enrollment Students.
Telephone Number: 470-528-2860
Email Address: owladvising@kennesaw.edu
Website: https://academicaffairs.kennesaw.edu/owladvising/

OFFICE OF ADMISSIONS
Applications, Admission Deferment, and Readmission
Telephone Number: 470-KSU-INFO (470-578-4636)
Email Address: ksuadmit@kennesaw.edu
Website: https://admissions.kennesaw.edu
Mailing Address: Office of Undergraduate Admissions
3391 Town Point Drive, MD 9111
Suite 1000
Kennesaw, GA 30144

OFFICE OF THE BURSAR
Tuition, Payments, and Refunds
Telephone Number: 470-KSU-INFO (470-578-4636)
Email Address: bursars@kennesaw.edu
Website: https://fiscalservices.kennesaw.edu/bursar/
Mailing Address: Office of the Registrar
585 Cobb Avenue NW
MBX 0116
Kennesaw, GA 30144

OFFICE OF STUDENT FINANCIAL AID
Grants, Loans, Scholarships, and Federal Work Study
Telephone Number: 470-KSU-INFO (470-578-4636)
Email Address: finaid@kennesaw.edu
Website: https://financialaid.kennesaw.edu
Mailing Address: Office of Scholarships and Financial Aid
Kennesaw State University
585 Cobb Avenue, MD 0119
Kennesaw, GA 30144-5591

UNIVERSITY POLICE AND PUBLIC SAFETY
Emergencies and Non-Emergencies
Telephone Number: EMERGENCY: 470-578-6666
NON-Emergency: 470-578-6206
TEXT: 770-356-3866
Tipster Line (Report Anonymously): 470-578-6305
Non-Emergency E-mail: police@kennesaw.edu
Website: https://police.kennesaw.edu/

UNIVERISTY INFORMATION TECHNOLOGY SERVICES (UITS)
Password Resets, Technology Assistance, eduroam
Telephone Number: 470-578-3555
Email Address: studenthelpdesk@kennesaw.edu
Website: https://uits.kennesaw.edu

TALON ONE SERVICE CENTER
Talon Card, Meal Plans, Dining Dollars, Door Access
Telephone Number: 470-578-8663 (T-ONE)
Email Address: talonone@kennesaw.edu
Website: https://talon.kennesaw.edu
Kennesaw Campus Location: James V. Carmichael Student Center – 1st Floor (inside Bookstore)
Marietta Campus Location: Joe Mack Wilson Student Center – 2nd Floor

TRANSFER SERVICES
Transfer Evaluation, Transfer Credits, Graduation Audits
Telephone Number: 470-KSU-INFO (470-578-4636)
Email Address: registrar@kennesaw.edu
Website: http://transfer.kennesaw.edu
Mailing Address: Office of the Registrar
585 Cobb Avenue NW
MBX 0116
Kennesaw, GA 30144

LIBRARY SERVICES
Interlibrary Loan (ILL), GIL, Digital Commons, Research Assistance, Computer Stations, Study Space
Telephone Number: 470-578-6202
Website: https://library.kennesaw.edu
Locations: Horace W. Sturgis Library
385 Cobb Avenue NW
Kennesaw, GA 30144
L.V. Johnson Library
910 Hornet Loop
Marietta, GA 30060
STUDENT SERVICES

CARE SERVICES AND EMERGENCY ASSISTANCE
Support to students dealing with homelessness, or at-risk of being homeless, food insecurity, and/or students previously or currently in foster care.
Telephone Number: 478-578-5260
Email Address: careservices@kennesaw.edu
Website: http://care.kennesaw.edu
Marietta: JMW Student Center, Room 184
Kennesaw: Carmichael Student Center, Room 172

CAREER PLANNING AND DEVELOPMENT
Resume Preparation, Interview Skills, Career Portfolio, on Campus Interviews, Internship Opportunities
Telephone Number: 470-KSU-INFO (470-578-4636)
Website: https://careers.kennesaw.edu

EDUCATION ABROAD
Study Abroad, Exchange Programs, Passport and Visa Information
Telephone Number: 470-578-6636
Email Address: educationabroad@kennesaw.edu
Website: https://dga.kennesaw.edu/educationabroad

COUNSELING AND PSYCHOLOGICAL SERVICES
Individual and Group Counseling, Psychiatric Services, Emergency Services, and Academic Success Workshops
Telephone Number: 470-578-6600
Email Address: counseling@kennesaw.edu
Website: https://counseling.kennesaw.edu

MILITARY AND VETERAN SERVICES
Provides resources for those active, previously active, and their families
Telephone Number: 470-578-2970 (Kennesaw)
470-578-2971 (Marietta)
Email Address: veterans_resource@kennesaw.edu
Website: http://mvs.kennesaw.edu

HOUSING AND RESIDENCE LIFE
Housing Applications, Housing Maintenance, Resident Activities
Telephone Number: 470-578-8663 (T-ONE)
Email Address: ksuhousing@kennesaw.edu
Website: https://ksuhousing.kennesaw.edu/

PARKING AND TRANSPORTATION
Parking Permit, Election, Parking Portal, B.O.B
Telephone Number: 470-578-8663 (T-ONE)
Email Address: talonone@kennesaw.edu
Website: https://parking.kennesaw.edu

SPORTS AND RECREATION
Aquatics, Club Sports, OwlFit Programs, Intermural Sports, Outdoor Adventures
Telephone Number: 470-578-3270 (Kennesaw)
470-578-5109 (Marietta)
Email Address: sports_recreation@kennesaw.edu
Website: https://sportsrec.kennesaw.edu

STUDENT DISABILITY SERVICES
Testing Services and Accommodations
Telephone Number: 470-578-2666
Email Address: sds@kennesaw.edu
Website: http://sds.kennesaw.edu

STUDENT LIFE
Student organizations, clubs, fraternities, sororities, Sentinel newspaper, OWL Radio, etc.
Telephone Number: 470-578-6280
Email Address: studentlife@kennesaw.edu
Website: https://studentlife.kennesaw.edu
Locations: Kennesaw Marietta
395 Cobb Avenue NW 860 Rossbacher Way
Kennesaw, GA 30144 Marietta, GA 30060

STUDENT HEALTH SERVICES
Primary Care, Chronic Disease Management, Vaccinations
Telephone Number: 470-578-6644
Website: http://studenthealth.kennesaw.edu
Locations: (Kennesaw) (Marietta)
3215 Campus Loop Rd 1100 South Marietta Pkwy SE
Kennesaw, GA 30144 Marietta, GA 30060

TESTING CENTER
ACCUPLACER, CLEP, GACE, USG Legislative Exams, FLATS, DSST, MAT, eCore
Telephone Number: 470-578-4800
Email Address: ksutesting@kennesaw.edu
Website: https://testing.kennesaw.edu
Location: KSU Center (West Entrance)
3333 Busbee Drive
Kennesaw, GA 30144
**TUTORING SERVICES**

**COLES COLLEGE OF BUSINESS TUTORING SERVICES**
Tutoring for ACCT (2101, 2102, 3100), ECON (2105, 2106, 2300, 3300), FIN 3100, MGT 3200
Telephone Number: 478-578-3256
Email Address: colestutoring@kennesaw.edu
Website: https://coles.kennesaw.edu/undergraduate/student-resources/tutoring-center.php

**FOREIGN LANGUAGE RESOURCE COLLECTION**
Tutoring for 12 languages and foreign language placement testing
Website: https://radow.kennesaw.edu/flrc/tutoring/index.php

**SMART CENTER**
Tutoring for various STEM courses as well as some humanities and social science courses
Telephone Number: 470-578-6044
Email Address: smart@kennesaw.edu
Website: https://academicaffairs.kennesaw.edu/smart/index.php

**WRITING CENTER**
Writing help, topic development, thesis construction, organization, teaches skills in editing and proofreading
Telephone Number: 470-578-6380 (Kennesaw)
470-578-5005 (Marietta)
Website: https://writingcenter.kennesaw.edu/index.php

**COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING TUTORING LAB CENTER**
Tutoring for most CCSE introductory courses and most programming languages
Website: https://ccse.kennesaw.edu/ccselabs/ccse-tutoring.php

**ENGLISH LANGUAGE PROGRAM**
Tutoring in writing, grammar, reading, pronunciation, conversation, and public speaking for those whose first language is not English
Email Address: elp@kennesaw.edu
Website: https://writingcenter.kennesaw.edu/elp/index.php

**SUPPLEMENTAL INSTRUCTION**
Weekly study sessions in a variety of courses led by an SI leader in a small group setting
Telephone Number: 470-578-6243
Website: https://academicaffairs.kennesaw.edu/supplementalinstruction/

**OTHER SERVICES**

**TELLKSU**
Reporting services for interpersonal violence (nonconsensual sexual contact, sexual harassment, dating/domestic violence, stalking, and sexual exploitation)
Website: http://tellksu.kennesaw.edu

**LEARN ONLINE**
Information and resources for online learners
Telephone Number: 470-578-7550
Email: learnonline@kennesaw.edu
Website: http://learnonline.kennesaw.edu
The Owl Advisor you met with today:

- Name

- Email
Visit us online for the latest advising updates, and to schedule an advising appointment with an Owl Advisor!

owladvising.kennesaw.edu · 470-578-2860