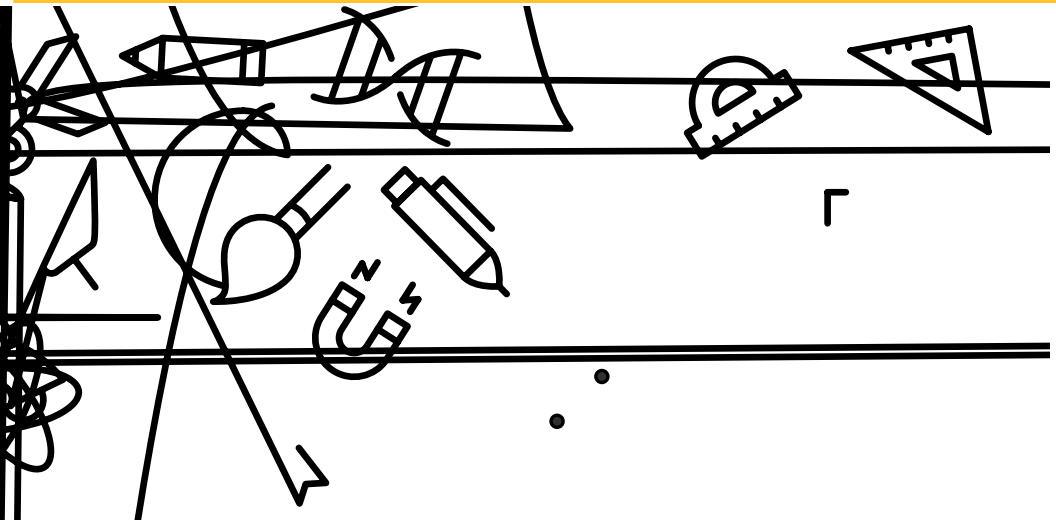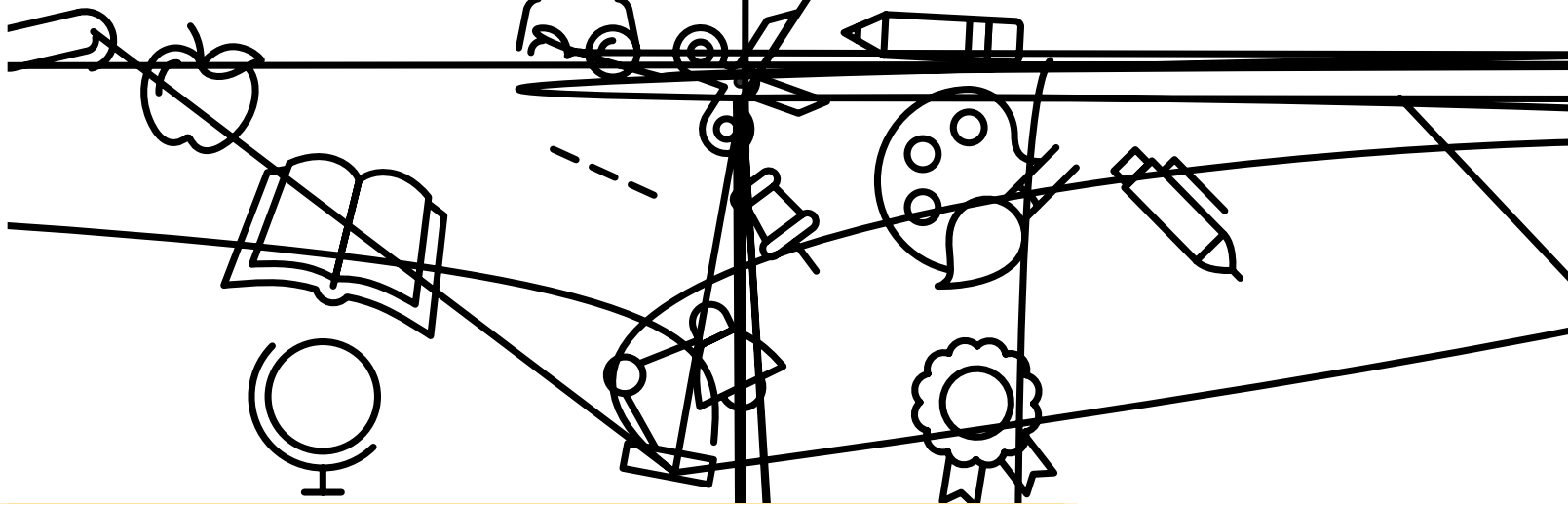# KENNESAW STATE
UNIVERSITY

Welcome to Kennesaw State University!

We're glad you're here! You probably have many questions about the registration process. There's a lot of information to cover, so we are going to break it down to help you have a better understanding of some terms you'll hear and all of the steps to take when registering for classes!

CONTENTS

REGISTRAR LINGO

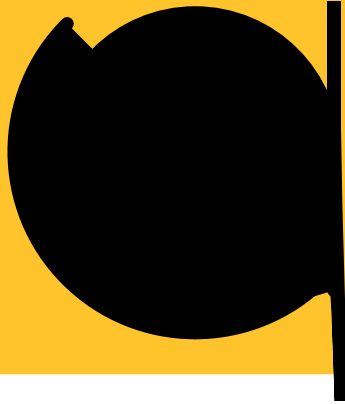**Words You'll Hear During the Registration Process**

CRN

which you are trying to register for or are currently enrolled.

COURSE SUBJECT AND NUMBER

Owl Express and DegreeWorks display courses by subject

TIME TICKET

registration period, which allows you to register for your selected classes. At the beginning of each registration period, a new time ticket is assigned based on your total earned credit hours.

DROPPING A CLASS

Occurs when the registration period is open. If you drop a class, you

WITHDRAWING FROM A CLASS

responsible for the full amount of payment.

REINSTATEMENT

If your classes were deleted due to nonpayment, you can request to

ECORE

A collaborative program of the University System of Georgia

accessible within our state. eCore offers you the opportunity to complete certain core undergraduate requirements online via public institutions within the USG. eCore courses are taught by instructors from Southern Association of College and Schools Commission

and are transferrable within the USG as well as to most regionally accredited schools.

PRE-REQUISITE AND CO-REQUISITE

Condition that a student is required to meet in order to be eligible for enrollment in a course or program. Pre-requisites must be completed prior, and co-requisites must be taken simultaneously.

How do I register for a waitlisted course?

A few steps are required for waitlisting. If you see a class with the

class is full or closed.
If you see the letter C, follow the line over to the column **Waitlist Remaining**. This will show you how many students are currently waitlisted for that section.
Write down or copy the **Course Registration Number (CRN)** of the course you wish to waitlist for and return to the main registration page.
Enter the **CRN** of the course you wish to waitlist for, and click Submit Changes in the text box at the bottom of the page.
A **registration error** will show in a new section of the Drop/Add page, letting you know there is a waitlist. There will be an **Action** column with a drop-down menu where you must select **Waitlist**. Be sure to hit **Submit Changes** in the text box at the bottom of the page to successfully reserve your spot on the waitlist!

Where can I view my spot on the waitlist?

To view if your spot has moved on the waitlist, in *Owl Express* under the **Registration tab** select **Display Your Class Schedule and Grades**.

Will I be notifed if I am offered a seat on the waitlist?

Where can I view the prerequisites and/or class restrictions?

There are three places you can *view prerequisites/restrictions* for classes.

Class Schedule Search is located under the **Registration tab** in **Owl Express**. You can select **Class Search** at the bottom to see the list of offered courses. Then select the course title to preview the requirements.

If you are using the **Class Search** option while on the registration worksheet, once you have selected your **CRN** of the class to previearch

I am trying to register for an online class but keep getting a campus restriction error.

While on-campus students can register for online classes, some online sections are restricted for fully online students.