Although the Coles Undergraduate Advising Center has indefinitely paused face-to-face advising meetings, your advisors are working remotely to handle your advising needs. Please see instructions below as to how to contact your advisors.

**Instructions for Advising Requests:**

1. Be sure to check Owl Express to see your individual registration time.

2. Review the following Common Registration Issues to see if these answer your questions.

   • **Registration Errors for BUSA 3150 and 4150:**
     - Enrollment for these courses will be limited during Summer 2020. Please see more information here: [https://coles.kennesaw.edu/advising/summer.php](https://coles.kennesaw.edu/advising/summer.php).
     - You must be accepted to Coles in order to register for these courses.
     - Each section of the class is designated for a different major, i.e. BUSA 3150/01 is restricted Accounting majors. You must register for the section associated with your major. That information can be found in the schedule of classes.

   • **Online Restrictions:**
     - Coles College reserves several online sections for students enrolled in a fully online major. Students not enrolled in an online program are not able to register for those sections. This restriction will not be waived.
     - These restrictions will be removed from these sections just before Drop-Add.

   • **Upper-level Course Errors:**
     - Students must either be admitted to Coles or be Path2Coles eligible to enroll in 3000 and 4000 level courses. [https://coles.kennesaw.edu/advising/path2coles.php](https://coles.kennesaw.edu/advising/path2coles.php)

3. **Current KSU Coles students** in need of academic advising:

   • Coles advisors are offering a limited number of virtual advising appointments. Please check EAB Navigate for advisor availability.

   • Email your academic advisor with questions, using your KSU student email address (Emails sent from a personal account, such as Gmail, Yahoo, etc. will not get a reply). If you are not sure who your advisors are, check the advising directory below.

   • **In your email, include the following:**
     - In the SUBJECT LINE, include
       - Time Ticket (for example March 17 at 8 AM)
       - KSU ID # (we cannot address your questions without this information)
       - first and last name
     - In your message, include
       - the term(s) you want to discuss, summer 2020 or fall 2020
       - an explanation of any backstory and/or details
       - exactly what information you are seeking
4. Non-Coles students should email colesupac@kennesaw.edu.

5. Priority responses will go to current KSU students. New and prospective students will receive a response at a later time.

6. \textit{When to expect a response?}
   - We will be working quickly, but please note that demand is going to be high! Our goal is to reply within 24 business hours.
   - You might notice that our email responses are short and straight to the point. In more complicated situations, your advisor will set up a virtual meeting with you.
   - Advisors are focusing on questions related to Summer and Fall 2020 registration. Other questions and planning for Spring 2021 will be responded to at a future date, as time allows.

7. If you have questions concerning internships and Co-Ops, please contact your Career and Internship Advisor and/or your Department Internship Coordinator.

<table>
<thead>
<tr>
<th>Major</th>
<th>Career &amp; Internship Advisor</th>
<th>Faculty Internship/Co-op Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Kirstie Colin <a href="mailto:kcolin1@students.kennesaw.edu">kcolin1@students.kennesaw.edu</a></td>
<td>Marcus Caylor <a href="mailto:mcaylor4@kennesaw.edu">mcaylor4@kennesaw.edu</a></td>
</tr>
<tr>
<td>Economics Finance</td>
<td>Allie Wright <a href="mailto:awrig147@kennesaw.edu">awrig147@kennesaw.edu</a></td>
<td>Yannick Roger Post <a href="mailto:ypost@kennesaw.edu">ypost@kennesaw.edu</a></td>
</tr>
<tr>
<td>International Business</td>
<td>Allie Wright <a href="mailto:awrig147@kennesaw.edu">awrig147@kennesaw.edu</a></td>
<td>Keith Tudor <a href="mailto:ktudor@kennesaw.edu">ktudor@kennesaw.edu</a></td>
</tr>
<tr>
<td>Information Systems</td>
<td>Kirstie Colin <a href="mailto:kcolin1@students.kennesaw.edu">kcolin1@students.kennesaw.edu</a></td>
<td>Dominic Thomas <a href="mailto:dthom310@kennesaw.edu">dthom310@kennesaw.edu</a></td>
</tr>
<tr>
<td>Info Security &amp; Assurance</td>
<td>Kirstie Colin <a href="mailto:kcolin1@students.kennesaw.edu">kcolin1@students.kennesaw.edu</a></td>
<td>Andy Green <a href="mailto:agreen57@kennesaw.edu">agreen57@kennesaw.edu</a></td>
</tr>
<tr>
<td>Management Entrepreneurship Hospitality</td>
<td>Allie Wright <a href="mailto:awrig147@kennesaw.edu">awrig147@kennesaw.edu</a></td>
<td>Ellen Cross <a href="mailto:ecross@kennesaw.edu">ecross@kennesaw.edu</a></td>
</tr>
<tr>
<td>Marketing Professional Sales</td>
<td>Allie Wright <a href="mailto:awrig147@kennesaw.edu">awrig147@kennesaw.edu</a></td>
<td>Debbie Lester <a href="mailto:dliester@kennesaw.edu">dliester@kennesaw.edu</a></td>
</tr>
</tbody>
</table>

We appreciate your understanding and flexibility. \textit{Please be sure to frequently monitor the KSU main website, student email, www.colescollege.com/upplan, and D2L for updates.}

Coles Undergraduate Advising Center