Ready to Register?

Here's what you need to know!

OWL EXPRESS is your online portal to everything KSU. At owlexpress.kennesaw.edu, you can:

- View your personal registration time (time ticket)
- Register for courses
- View transcripts and holds
- Apply to Coles College and View Application Status
- Schedule an appointment through EAB
- Access Financial Aid Resources
- Access DegreeWorks, which keeps track of your progress and helps in meetings with your academic advisor

REFER TO THE REGISTRATION PLANNING GUIDE
The Registration Planning Guide lays out some basic information to get you started for the first four semesters as well as Gen Ed Requirement Options. Still have questions? See your Coles College advisor.

REGISTRATION TIPS & FAQ

Who is my advisor?
Coles College students are assigned an advisor pair alphabetically by last name, giving you a go-to team to help you navigate your academic career.
Your advisors are:

A-Cl: Katie Robertson / Beth Anne Youngblood
Cm-Go: Cathy Moore / Shannon Wanco
Gp-K: Greg Lawrance / Shivani Patel
L-N: Alissa Anderson / Michael Gabriele
O-Sl: ChiDozie Nkemka / Laura Garnett
Sm-Z: Tyler Pede / Stacey Walkup

How many classes should I take? Well, you have some options:

- 12 hours/4 classes (full-time enrollment)
  ~ 5 years to graduation
- 15 hours/semester ~ 4 years to graduation
- Think about summer classes now as you plan to maintain momentum and graduate on time

What if a class I need is full?
Registration will remain open through the summer. In the meantime, choose another course to get full-time enrollment, and keep trying. Students often change their schedules in the first week of classes. You may also add your name to the wait-list for a course, please note that placement is not guaranteed.

How does math placement work?
Placement begins with SAT/ACT scores and your high school GPA. Since there are a variety of unique situations, talk to your advisor for guidance and additional information.

What if I have AP or Dual Enrollment credits?
Let your advisor know. If they already appear on your KSU transcript, we can help you find the next course to take now. If not, you can add classes when the scores/classes have arrived.
COLES COLLEGE POLICIES AND INFORMATION
There are some things you need to know about Coles College that may impact your registration.
Check out the information below to learn more.

Prerequisites
A prerequisite is a course that you are required to take before enrolling in a subsequent or higher level course.
See the prerequisites for specific courses through DegreeWorks in Owl Express or the Undergraduate Catalog at catalog.kennesaw.edu.

Path2Coles
You may see signage around the building or online talking about your “Path2Coles”. As you progress with your major, you will be able to automatically enroll in some of your 3100 classes if you meet the prerequisites for that course, even before you are admitted to Coles. Learn more at Path2Coles.com.

Re-enrollment Policy, No More Than 3
Students may not attempt/take certain courses more than 3 times. An attempt results in a posted grade, including W and WF and courses transferred from another institution. Dropping a course during Drop/Add is not counted as an attempt. Learn more at ColesCollege.com/uppolicy.

If you need help, visit the Coles College Tutoring Center, located in BB 292. It’s a great place to start.

Withdrawal “W” Grades
KSU’s policy limits the total number of “W” grades (Withdrawals) you may have on your record to eight (8). Please note: A grade of “W” does count as a course attempt.

Grade Requirements
A grade of “C” or better is required in all business courses.

BUSA Courses
You must earn a “Satisfactory” or “S” in BUSA 2150 (Required to be eligible to apply to Coles College), BUSA 3150, and BUSA 4150.

Advanced Standing/CLEP Exams
Grades of “K” from an Advanced Standing or CLEP exam will be converted to a “B” or “C” grade for purposes of the Sophomore GPA Requirement calculation, depending on your actual score on the exam.

Admission to the Coles College of Business is separate from admission to KSU.
In order to take upper-division business courses and ultimately graduate with a Bachelor of Business Administration (BBA) Degree, you must apply and be admitted to Coles College. To be eligible for admittance, you must complete the Sophomore GPA requirement with a 3.00 GPA and grades of “C” or higher.