# 2019-20 Dual Enrollment Advising Handbook

## TABLE OF CONTENTS

Communicating with DEP ................................................................. 2

**PART 1: ADVISING AND COURSE SELECTION**

Class Scheduling Options ............................................................ 3
Grades and Academic Performance .................................................. 11
Advising and Registration Policies ............................................... 13
At a Glance: KSU/High School Course Correlations .................... 15
KSU General Education Requirements (for students remaining at KSU) 19
Academic Maps ......................................................................... 21

Course Options for DEP students:
- Computer Science & Technology Options ................................. 22
- Economics Options .................................................................. 25
- Engineering Options .............................................................. 26
- English and Communication Options ....................................... 27
- Fine Arts Options and Music Performing Groups .................... 30
- Foreign Language Options ..................................................... 34
- Health, Personal Fitness, and HPE Options .............................. 36
- History Options ..................................................................... 38
- Mathematics Options ............................................................ 40
- Science Options .................................................................... 42
- Social Studies Options .......................................................... 46

**PART 2: CLASS SEARCH AND REGISTRATION**

Class Search Instructions .............................................................. 49
Class Registration Instructions ..................................................... 53
Registration Troubleshooting ....................................................... 57
Drop/Add Instructions ................................................................. 59

**PART 3: DUAL ENROLLMENT FUNDING**

Funding Overview ........................................................................ 62
Dual Enrollment Funding Application ......................................... 64
Payment Deadline and Instructions ............................................ 67

**PART 4: KSU ACADEMIC RESOURCES**

Campus Academic Resources ..................................................... 69
Frequently Called Numbers (Kennesaw Campus) ......................... 71

**PART 5: AFTER DUAL ENROLLMENT – NEXT STEPS**

Stay at KSU! ............................................................................. 72
Applying to Other Institutions ................................................... 73

---

*THE INFORMATION IN THIS DOCUMENT MAY BE SUBJECT TO CHANGE OR MODIFICATION. WE WILL NOTIFY STUDENTS OF PERTINENT CHANGES AS WE BECOME AWARE OF THEM.*
Communicating with DEP – *help us help you!*

In order for us to serve you in the most efficient way we ask that you:

- Direct your communication to the **correct** DEP Office.
- Use your **KSU student email account** once you are admitted into the Dual Enrollment Program! This is to protect your privacy and keep you in compliance with KSU’s policy.
- Include your **KSU ID#** and **first and last name** in all communications.

**Advising Office**

Emailing the Advising Office ensures we have documentation of your request and avoids missed phone calls. Please “cc” your high school counselor on any emails requesting class schedule changes, as they must grant approval before we can permit schedule changes.

- DEP Advising Email: depadvising@kennesaw.edu
- DEP Advising Website: [http://uc.kennesaw.edu/ucas](http://uc.kennesaw.edu/ucas)
- DEP Advisors and Office Location: Willingham Hall, Room 202

**Program Office**

Direct funding, textbook, and parking inquiries to the DEP Program Office. Also, be sure to alert the Program Office if you have a change in your contact information, address, high school, or counselor.

- Program Office Email: depoffice@kennesaw.edu
- Program Office Phone: 470-578-6116

**Admissions**

Prospective students with questions about the DEP admissions process should send an email to depadmissions@kennesaw.edu or call the Admissions Office at 470-578-6500 and ask to speak to the Admissions Counselor for Dual Enrollment.
PART 1: ADVISING AND COURSE SELECTION

CLASS SCHEDULING OPTIONS

Your top priority in choosing courses is to make sure that you are taking the classes and number of credits that you will need to graduate from high school. If you have questions about what these are, please contact your high school counselor. In addition to taking courses that fulfill your high school graduation requirements at the college, you may also choose to take college courses that are not needed for high school graduation but will give you a head start on completing your college curricular requirements.

Full-time/Part-time
DEP students may choose to attend KSU either part time or full time. You may vary your number of classes from semester to semester, for instance, going part time in fall and full time in spring. High school juniors, as well as seniors, may attend KSU full time.

Most college courses are worth 3 credit hours. Science courses with labs earn 4 credits, as does Calculus and some higher-level math courses. All KSU courses are just one semester long.

Campus locations
Dual enrollment students may choose to take classes at either or both KSU campuses (Kennesaw or Marietta). Classes required in the college core that are typically taken by dual enrollment students, freshmen and sophomores are available on both campuses. More advanced or specialized coursework outside the college core curriculum may be available only on one campus.

Full-time vs. Part-time dual enrollment
Full-time DEP students take 12 to 15 credit hours per semester at KSU, usually four or five courses, and do not attend classes at their high schools. Most school systems require that full-time DEP students take four classes per semester. Those who take five classes per semester (15-17 hours) will complete the equivalent of their entire freshman year at KSU while simultaneously satisfying their high school graduation requirements. Historically, nearly half of KSU’s DEP students have chosen to enroll full time. If you choose to enroll full time and not attend your high school, it will be your responsibility to contact the high school regarding announcements that you may miss for cap and gown orders, graduation, prom dates and deadlines, etc.

Part-time DEP students take fewer than 12 semester hours of academic credit at KSU (usually one to three courses), and one or more courses at their high schools. They will complete a portion of their freshman year at KSU while simultaneously taking courses at the high school. Part-time students can build their KSU schedules around high school classes or extra-curricular activities, for instance, taking classes at KSU in the morning if they wish to be back at the high school for afternoon class periods or activities; or taking KSU classes in the afternoon if they wish to attend homeroom and early period high school classes.
Are there courses I should take at my high school?
We recommend that students joining the DEP as high school seniors who need American Literature for high school graduation, a course typically taken in 11th grade, consider completing this course at his or her high school. While KSU does offer American Literature courses, most students will not have enough time to meet the course prerequisite of completing ENGL 1101 and ENGL 1102. However, if you are a junior, or a senior that scored a 3-5 on your AP exam, you will have time to meet the prerequisite should you choose to take it at KSU.

Am I still required to take the End of Course Milestone Test?
No; students are now exempt from taking the Georgia Milestones End-of-Course assessment for a core subject course if they earn a post-secondary credit in that course through dual enrollment pursuant to O.C.G.A. 20-2-149.2 or 20-2-161.3. This means that public high school students are no longer required to take an End of Course Milestone (EOCM) test in Economics, American Literature and U.S. History if taken at KSU while dual enrolled.

How many courses should I take?
Minimum number of courses: Georgia Board of Education Rule 160-4-2-34 requires that students generate the equivalent of no fewer than 5 Carnegie units within a school year. According to state guidelines, Carnegie units are earned as follows:

One high school course = 1 Carnegie unit
One 3 or 4 credit college course = 1 Carnegie unit
One 1 or 2 credit college course = .5 Carnegie unit

Whether a student chooses to split his or her time between the high school and KSU or to attend KSU full time, he/she must earn 5 Carnegie units per year.

The state Dual Enrollment program requires students who are on a block or semester schedule at their high school take a total of 4 classes per semester. These 4 classes can be split between the high school and KSU (part-time student) or all 4 can be taken at KSU (full-time student).

The state Dual Enrollment program requires that students who are on an all year schedule (6-7 classes each semester) at their high school take a total of 6 classes per semester. These classes can be split between KSU and the high school in any combination to equal a total of 6 classes (example: 2 classes at KSU and 4 classes at the high school or 3 classes at KSU and 3 classes at the high school, etc.). However, if the student decides to attend KSU full time, then only 4 classes (12 credit hours) are required.

Most school systems have additional requirements about the total number of classes that you must take to be considered fully enrolled. Most require that a dual enrollment student attending the college full time be enrolled in four classes (typically 12 credit hours) per semester. Full-time students must secure approval from their high school counselor for a course load of less than four classes per semester.

Early graduation: It may be possible for some students to graduate from high school early, after fall semester, and apply to colleges for freshman admission for the spring term. See your high school counselor if you have any questions about the number of Carnegie units or specific courses you need to graduate. Notify the DEP office if you intend to graduate early. Note that it may be financially advantageous to continue taking classes in dual enrollment rather than graduate early even if you have completed your graduation requirements.
Note to varsity athletes: Some high schools require that varsity athletes take a minimum number of courses at the high school to maintain their athletic eligibility. Since this is a local decision, students should contact their high school counselor for their high school's policy.

Maximum number of courses: The typical student course load is four Carnegie units per semester. However, the Georgia Department of Education allows individual school districts to record more than four units per semester (or eight per year) on the high school transcript. For students who wish to take all of their courses at KSU, we recommend a maximum load of four 3-4 credit college classes (12-13 credit hours) in a student’s first semester. This enables students to adjust to the pace and expectations of college work. In subsequent terms, we allow a maximum of five classes per semester. For part-time students splitting their classes between the high school and KSU, we recommend a total load per semester between 4-5 Carnegie units. We caution students to avoid loading up with AP or other academically intensive courses at the high school and taking college courses at the same time that would result in a total load of more than five college-level, intensive courses.

As of July 1, 2018 dual enrollment students may continue to attend more than one post-secondary institution in a term, but the total number of credit hours taken should not exceed 15 hours as the student will not be eligible for funding beyond the 15 semester hour maximum.

Advanced Placement (AP) Credits
If you have completed an AP exam and scored a “3” or higher, you are eligible to exempt the introductory college course in most subjects. A list of qualifying AP exam scores and corresponding course exemptions appears in the Course Options section of this handbook. If you are currently enrolled in an AP class and will take the exam this spring, please let your KSU advisor know when you come to your advising appointment so that we can advise you on the appropriate course to take.

Important: When you register for the AP exam, you should select KSU as one of the schools to receive your score report. Upon receipt of your scores, the Registrar’s Office will award the course credit. If you have already received your scores and did not select KSU as a school to receive them, you must contact the College Board to have an official score report issued to KSU. For instructions and costs, visit https://apscore.collegeboard.org/scores.

Can I take a course I’ve completed in high school?
Every college course in the Dual Enrollment Directory has been assigned a high school course number. In addition, a unique Dual Enrollment number may be requested that also aligns with the high school course number. This allows a student to take the college level course in a subject already completed at the high school without duplicating the high school course number.

For example, if a student has completed chemistry in high school and wants to take college chemistry, he/she may take the introductory college Chemistry I course using the Dual Enrollment Physical Science Course USG high school course number. This number is different from the high school course number used on the student’s transcript and allows the college course to count as one of the 4 units of science required for high school graduation.

Note: Students may not be enrolled in a high school course and the equivalent college course simultaneously.
Course Scheduling
Students may take daytime, evening or weekend classes, according to their needs. Part-time students may choose to take morning classes at their high schools and KSU classes in the afternoon, or vice versa.

Traditional format classes meet in person on the college campus. Most classes offered at KSU meet two days a week (Mon/Wed or Tues/Thurs) for an hour and fifteen minutes, or three days a week (Mon/Wed/Fri) for 50 minutes. A smaller number of double-block, one-day-a-week classes, meeting for a two hour and 45 minute class period, are also offered. Four- and five-day a week classes are available primarily on the Marietta (former SPSU) campus. Students are strongly advised NOT to load up all classes on just two days of the week to avoid having multiple midterms, finals, and major projects due on the same day.

Hybrid courses are delivered both online and face-to-face. For example, hybrid courses could require students to meet in person one day per week and complete additional coursework online. Students learn course material during classroom lectures, discussions, and online viewing of live and pre-recorded video lectures. A reliable computer and Internet service and conscientiousness in meeting online deadlines is required. There is no extra charge for hybrid courses.

KSU online courses are developed and taught by the same faculty as on-campus courses and use the same semester schedule as the face-to-face courses. Students should expect to cover the same material and complete the same assignments and exams as their on-campus peers. A reliable computer and Internet service and conscientiousness in meeting online deadlines is required. Dual Enrollment funding covers the additional fees for online classes.

NOTE: eCore courses (designated with a “G” in the course section number) are NOT the same as KSU online courses. While these courses are provided through KSU, they use a different academic schedule, run on a non-KSU server, and may not have been developed and/or taught by KSU faculty. Students must make their own arrangements for proctored exams and these additional testing fees are not covered by Dual Enrollment funding.

Course Options
When planning what classes to take in dual enrollment, priority should be given to

- classes that the student requires for high school graduation, and
- introductory college courses that are required by most colleges and universities as part of the core curriculum that every student must complete.

Making these courses the priority helps ensure that students’ courses will count toward either their college degrees or their high school graduation requirements. Examples of these courses most commonly taken by DEP students are listed in the “At a Glance: KSU Dual Enrollment Course Correlations” list that follows in this Handbook. Once a student has completed intro-level courses (or exempted them through AP or placement tests in math or foreign language), more advanced college courses may be taken.
In certain subject areas, the Georgia Department of Education specifies that only particular college courses will substitute for the high school requirements. These are as follows:

- Students who have completed American Literature as juniors and need a fourth unit of English in their senior year must take ENGL 1101-Composition I. Students with AP Language or Literature scores of “3” or “4” may begin with ENGL 1102-Composition II. Students with an AP score of “5” should take ENGL 2110-World Literature, ENGL 2111-Early World Literature, or ENGL 2112-World Literature Mid 1600s-Present, if they have not yet completed World Literature in high school. If they have completed World Literature in high school, they may choose to take ENGL 2120-British Literature, ENGL 2121-Early British Literature, ENGL 2122-British Literature Late 1700s-Present, ENGL 2172-British Literature Beginnings to 1660, ENGL 2174-British Literature 1660-Present, ENGL 2300-African American Literature, or 3340-Ethnic Literatures.

- POLS 1101 is the only political science course that satisfies the high school requirement for American Government.

- Students needing Economics may take ECON 1000-Contemporary Economic Issues or ECON 2100-Microeconomics (recommended for business majors).

- Students needing a unit of World History may take HIST 1100-Intro to World History, HIST 1111-Premodern World History, or HIST 1112-Modern World History.

- Students needing U.S. History may take HIST 2111-U.S. History to 1877 or HIST 2112-U.S. History since 1877.

- Students needing Health must take WELL 1000.

- Students needing Personal Fitness may take one of the following: HPE 1030, HPE 1510, HPE 1570, HPE 1850, or WELL 1000 if not already used for Health. Students must attend KSU full time in order to take a Personal Fitness course.

In other subject areas, students have flexibility to choose from a wide array of courses. See the Dual Enrollment Course Directory and subject area sections of this book for course options.

**Electives**

In addition to taking the courses you need to graduate from high school, you may take other courses at KSU that will give you a greater head start on completing your college degree. Course options are listed in the following sections of this handbook. These courses will be considered “electives” by your high school because you don’t need them for graduation, although they may be considered either core or elective classes in college.

All DEP students may opt to take courses that do not appear on the Dual Enrollment Directory, but they must pay tuition for these courses out of pocket, along with any course-specific fees and required books. The student will receive college, but not high school credit. Students must still meet the minimum number of courses required by their school district through courses that appear in the Dual Enrollment Course Directory.

**Selecting courses that will apply to your future college degree**

As a fully accredited university, KSU’s courses transfer easily to most public and many private colleges and universities. We encourage students to go to the websites of their schools of choice to view the required general education courses (sometimes called “core curriculum”), as well as the curriculum for the majors they are considering. If KSU is your destination of choice, we have provided KSU’s core curriculum in this handbook. Courses listed on the “At a Glance: Course Correlations” page typically fall in the core curriculum area, and are generally a safe bet to transfer to the core curriculum at other public colleges and universities. There
are some nuances that make it worthwhile to view other schools’ curriculum, however. For example, Georgia Tech will not count any math lower than Calculus toward its degrees. Policies for accepting dual enrollment credits vary among private colleges, and this is something you should inquire about with the admissions office of those schools if you are considering a private college.

Most universities have a “transfer equivalency” program on their admissions websites, often found under a link for transfer students. By entering KSU courses into the program, you can see how they will be transferred to the new university, for example whether they will fulfill core requirements, major requirements, or satisfy electives.

UGA’s transfer equivalency program is found here: https://www1.admissions.uga.edu/transfer_equiv/TransferEquiv/Index

Georgia Tech’s transfer equivalency program is found here: http://www.registrar.gatech.edu/students/transfercredit.php

Transferring courses to other University System of Georgia institutions
In addition to transferring individual courses, students who wish to attend another USG institution may transfer entire areas of the core curriculum as a block. The core curriculum at all University System of Georgia colleges is divided into five areas, A through E. State policy specifies that students who complete an area of the core at one USG institution may transfer that area of the core as complete to any other USG institution. For example, students who complete Area A of the core at KSU will satisfy Area A of the core at UGA, even if UGA’s courses in Area A are slightly different from those in KSU’s Area A. The most current version of KSU’s General Education (core) curriculum is accessible from https://registrar.kennesaw.edu/index.php by clicking on the “University Catalogs” link in the Student Resources section (located toward the bottom of the page) and then “General Education Requirements”. Students who plan to attend another USG college or university may wish to choose classes that will complete one or more areas of the core at KSU.

Selecting courses that will earn extra GPA quality points at the high school
We are often asked whether the college courses taken in DEP will earn GPA “quality points” on the high school transcript. As you may know, in many local school systems, when students take an AP course, their grade point average for that course is boosted by a point, so that an A in an AP course equals a 5.0 rather than the standard 4.0, a B earns a 4.0 rather than a 3.0, etc. Policies that allow extra quality points for dual enrollment courses exist in Cobb County, Cherokee County, Bartow County, and Fulton County public school systems, among others. However, the criteria for awarding quality points varies from system to system. We provide here information for Cobb, Cherokee, and Paulding Counties. Students in other school districts should inquire with their high school counselor about their district’s policy on extra quality points for college classes taken in dual enrollment.

Because these policies are subject to change, we recommend that DEP students confirm their school system’s policies with their high school counselor.
You may wish to select KSU courses that will provide extra quality points that will boost your class ranking. However, bear in mind that colleges and universities recalculate students’ GPAs according to their own formulas, and these may not count extra quality points.

**Cobb County School District Policy on Extra Quality Points**

Source: Cobb County Board Policy Manual, Section I, Form IDCH-R


Cobb County permits awarding one extra quality point to the course GPA for some courses taken in dual enrollment. The college course must be considered to be at a higher level than the highest instructional level course available at the high school. Typically, this means that the student has completed an Advanced Placement course at the high school and then continues in that subject in a college course.

The policy does not require that students take the AP exam or pass the AP exam, only that they have successfully completed the AP course. Form IDCH-R provides more detailed information.

**Students seeking the extra GPA quality point should contact their high school counselor to confirm eligibility.** Please note that in Cobb, the extra quality points are not “automatically” added to a student’s transcript. You must make your high school counselor aware of your eligibility for extra quality points based on the Cobb policy and ask that these points be added to your transcript. Because some high school counselors have not encountered this situation previously, you may need to refer your counselor to the website noted above to access Board Policy Manual.

**Cherokee County School District Policy on Extra Quality Points**

Source: 2017-18 STUDENT/PARENT HANDBOOK


Students who successfully complete a course(s) in a post-secondary institution through a Move On When Ready (MOWR) at a Private Institution (as described in Board Policy IDCH) shall receive the above bonus points whenever the college course taken is equivalent to an Advanced Placement (AP) high school course as determined by the Principal and the Chief Academic Officer of Curriculum and Instruction. All bonus points earned through the successful completion of an Honors Class, Advanced Placement Class, or a course in a post-secondary institution will be applied to a student's transcript when the credit for the course is awarded.
Paulding County School District Policy on Extra Quality Points

SOURCE: PCSC Board Policy Regulation-IHA-R(0)


Effective July 1, 2014, students who entered 9th grade during August 2011, and for any subsequent year, 10 additional numeric points are added to the grade of any successfully completed Dual Enrollment core course. Core courses include English, math, science, social studies, and/or world language courses. The additional 10 points are recorded as part of the weighted numerical average as converted and recorded on the transcript.
GRADES AND ACADEMIC PERFORMANCE

ACCESSING FINAL COURSE GRADES
KSU does not mail printed grade reports to the home. At the end of the term, students may view their final course grades online through Owl Express as soon as they are posted by faculty. To do so, log on to Owl Express with your NetID and password, click on the “Registration” tab, then the “Display your Class Schedule and Grades” link. Final grades may or may not be posted to Brightspace/D2L, the online learning platform that is used by some faculty to post assignment grades throughout the term.

TRANSFER OF GRADES TO THE HIGH SCHOOL
At the end of each semester, the KSU Registrar’s Office will send an electronic transcript with your KSU course grades to your high school counseling office. This process is automatic; you do not need to request a transcript. KSU’s grades are reported as letter grades. Most Georgia high schools use numeric grades on report cards and transcripts. The high school will convert KSU’s letter grades to your high school transcript according to district policy.

---

### Cobb Conversion of Letter Grades to Numeric Grades Policy

Grades of students transferring from schools accredited by a designated regional or state accreditation agency will be recorded as numerical grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>D</td>
<td>70</td>
</tr>
<tr>
<td>F</td>
<td>60 or below</td>
</tr>
</tbody>
</table>

### Cherokee Conversion of Letter Grades to Numeric Grades Policy
**SOURCE:** Cherokee County School District Online Policy Manual, Section J. Students, JBC(4) Transferring Credits.

If a transcript from another school shows letter grades and provides no numerical scale, the midpoint of the Cherokee County scale is used (Exception – F will be converted to 60).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>D</td>
<td>70</td>
</tr>
<tr>
<td>F</td>
<td>60</td>
</tr>
</tbody>
</table>

### Paulding Conversion of Letter Grades to Numeric Grades Policy

Grades earned by a student who is involved in a dual enrollment program with a post-secondary institution will have numeric grades recorded based on the following scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>D</td>
<td>70</td>
</tr>
<tr>
<td>F</td>
<td>69</td>
</tr>
</tbody>
</table>

Students in other school districts should contact their high school counselor for information about their district’s conversion of letter grades to numeric grades.
HOPE SCHOLARSHIP CALCULATIONS
Grades for core academic classes taken at KSU are posted to your high school transcript and factored into your HOPE GPA in the same way that they would be had you taken these subjects at the high school. Thus, your initial eligibility for HOPE after high school graduation may be impacted by your grades in dual enrollment courses in core subject areas.

Extra weighting for dual enrollment courses in HOPE GPAs
Effective Fall 2013, the Georgia Student Finance Commission converts numeric grades on high school transcripts to a 4.0 scale, and then adds an extra .50 weight to grades earned in Advanced Placement (AP), International Baccalaureate (IB) and Dual Enrollment courses, up to a maximum of a 4.00 grade. It is possible to maximize your HOPE GPA by taking all dual enrollment courses or by taking a combination of AP, IB and Dual Enrollment courses, all which receive the extra .50 weight.

According to state policy, after high school graduation, when you begin matriculating as a regular college student, your HOPE GPA will “re-set” to zero, and future HOPE eligibility will be determined only by courses completed after high school graduation. Your GPA will be checked for continuing eligibility after every spring semester and when you have attempted 30, 60, and 90 credit hours of college coursework. All college students must have a cumulative 3.0 GPA in college coursework at the spring term and 30, 60, and 90 hour checkpoints to be eligible to renew their HOPE scholarships. If you are not eligible for HOPE at high school graduation, you can possibly earn the HOPE scholarship by having a 3.0 GPA after attempting 30 hours.

DISMISSAL FROM DEP
Students who earn a GPA of less than 2.0 in their KSU courses during their first semester will be dismissed from the DEP and required to return to their high schools. After their first semester in the DEP, students must maintain an overall GPA of 2.0 or higher to remain in the program. Students earning an “F” in a course required for graduation will be required to repeat that course at their high school, but may remain in the DEP for other classes so long as their overall GPA is a 2.0 or higher. Participation in DEP is a privilege; disruptive behavior anywhere on the campus may also be cause for dismissal.

DEP students are held to the same KSU Student Code of Conduct as other KSU students and are subject to the same sanctions applied to other students. This includes policies for academic honesty, disruption of campus life, and use and possession of drugs, including alcohol. Sanctions may include dismissal from the university and documentation of the offense in the student’s permanent record. The KSU Student Code of Conduct may be viewed at this web address: http://scai.kennesaw.edu/codes.php.
ADVISING AND REGISTRATION POLICIES

Incoming students who are accepted into the DEP by the priority deadline will enjoy early registration privileges that allow you to register before most other KSU students. **Attending a mandatory KSU advising appointment, followed by approval of your proposed schedule by your high school counselor, is required each semester before you will be permitted to register.** You will receive emails to your KSU student email account from your KSU advisor with information about scheduling your appointment and class registration. All KSU registration is done by the student online via computer.

- **Mandatory** advising for fall semester will begin in late January. After discussing course options at your advising appointment, you will create a proposed schedule and receive instructions for completing the application for Dual Enrollment funding.

- DEP students who receive first-day registration should make every effort to register for classes on this date as it will be harder to obtain the classes and class times that you need as more students continue to enter the registration system. DEP students will have one week to register for classes. Instructions for registering are provided later in this handbook.

- **Once you have registered for your classes, a “DA hold” will be placed on your schedule so that you will not be able to change your schedule without the permission of your DEP advisor and your high school counselor.**

- Mandatory advising for spring semester will begin in September. You will attend an advising appointment where you will again create a new proposed schedule. You will need to create a new Dual Enrollment funding application for spring semester classes as your fall funding application will expire at the end of the fall term. Current DEP students will register on the first day of registration in November.

CHANGING YOUR SCHEDULE

Changes to your schedule can only be made when the registration system is open and require prior approval from your KSU advisor and your high school counselor. During the Drop/Add period the first week of classes, if you believe you are in over your head, have signed up for the wrong class, or wish to add an additional course, contact the DEP Advising Office immediately to request a change of schedule. You must copy your high school counselor in the email and request the counselor “reply to all” with approval for the change. After receiving your counselor's approval, we will remove the computer hold on your registration and you will be able to make the course change. Please see the detailed Drop/Add instructions page included later in this handbook.

WITHDRAWING FROM A COURSE

If you would like to withdraw from a course after the Drop/Add period has ended, you must first obtain permission from your high school counselor. After your counselor has sent an email to the DEP Advising Office ([depadvising@kennesaw.edu](mailto:depadvising@kennesaw.edu)) giving permission for you to officially withdraw from a course, you will need to stop by the DEP Advising Office and complete a *Dual Enrollment Permission to Withdraw* form. Your DEP advisor will then email the signed form, along with your counselor’s approval, to the Registrar’s Office and you will be withdrawn from the class. This must be done prior to the university’s published “Last Day to Withdraw without
Academic Penalty” date, typically at midterm. Do NOT just stop attending classes! Be aware that if a student withdraws from all KSU classes, they may be required to pay back a portion of their Dual Enrollment funding. The KSU Financial Aid Office requires a 30-day period to make a determination based on the date of withdrawal. Any adjustments will appear in the online invoice in the Student Account Suite.

Withdrawning prior to the “Last Day to Withdraw without Academic Penalty” date

Consequences:
• According to the Georgia Department of Education, if dropping the class causes you to drop below the minimum number of hours/segments to be considered a full-time high school student, you will have to return to your high school to complete the credits for that class in order to maintain full-time status.
• If the course was required for your high school graduation, you may jeopardize your ability to graduate with your class. You will need to investigate alternate ways to complete the requirement with your guidance counselor.
• Your KSU transcript will show a “W” for that class, rather than a grade. The “W” will not impact your KSU GPA.
• You will want to contact your high school counselor to discuss how the “W” will be recorded on your high school transcript.

Withdrawning after the “Last Day to Withdraw without Academic Penalty” date

Consequences:
• If the course was required for your high school graduation, you may jeopardize your ability to graduate with your class. You will need to investigate alternate ways to complete the requirement with your guidance counselor.
• Your KSU transcript will show a “WF” for that class, rather than a grade. The “WF” will compute as an “F” on your KSU and high school transcripts, negatively impacting your GPA and HOPE eligibility.
**AT A GLANCE:**

**KSU Dual Enrollment Course Correlations**

<table>
<thead>
<tr>
<th>If you need:</th>
<th>Take:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High school course:</strong></td>
<td><strong>KSU course:</strong></td>
</tr>
<tr>
<td>English</td>
<td>ENGL 1101–Composition I.  [Students with AP score of 3-4 may take ENGL 1102–Composition II. Students with AP score of 5 may choose from additional courses in world lit, British lit or multicultural lit].</td>
</tr>
<tr>
<td>American Lit</td>
<td>After meeting the ENGL 1101 and ENGL 1102 prerequisites, students are eligible to take the following to earn credit for American Lit: ENGL 2130–American Literature ENGL 2131–Early American Literature ENGL 2132–American Literature, Mid 1800s-Present</td>
</tr>
<tr>
<td>English electives</td>
<td>COM 1100–Human Communication</td>
</tr>
<tr>
<td></td>
<td>COM 2129–Public Speaking</td>
</tr>
<tr>
<td>American Government</td>
<td>POLS 1101–American Government</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 1000–Contemporary Economic Issues</td>
</tr>
<tr>
<td></td>
<td>ECON 2100–Microeconomics (recommended for business majors).</td>
</tr>
<tr>
<td>Math</td>
<td><em>Placement level determined by student’s high school GPA and SAT/ACT math test score or math placement test (ALEKS):</em> MATH 1101–Math Modeling (for arts/humanities/education majors who will not be pursuing trigonometry or calculus) MATH 1111–College Algebra MATH 1112–College Trigonometry MATH 1113–Precalculus MATH 1160–Elementary Applied Calculus (designed for KSU business majors; UGA business majors should take MATH 1190) MATH 1190–Calculus I MATH 2202–Calculus II (requires AP Calc AB score of 4-5/BC score of 3) MATH 2203–Calculus III (requires AP Calc BC score of 4-5) STAT 1401–Intro to Statistics</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>DEP students wishing to continue a language started in high school are placed in the appropriate level KSU course based on online placement testing. Students beginning a new language will start at the 1001 level. Languages available: Arabic, Chinese, French, German, Hebrew, Hindi, Italian, Japanese, Korean, Latin, Portuguese, Russian, Spanish, Turkish. <em>Students will begin at the 1001, 1002, 2001 or higher level, depending on placement test.</em></td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST 2111–U.S. History to 1877</td>
</tr>
<tr>
<td></td>
<td>HIST 2112–U.S. History Since 1877</td>
</tr>
</tbody>
</table>
World History
- HIST 1100–Introduction to World History
- HIST 1111–Pre-Modern World History
- HIST 1112–Modern World History

Social Studies
- Anthropology: ANTH 1102–Introduction to Anthropology
- Geography: GEOG 1101–Introduction to Human Geography
- Philosophy: PHIL 2200–Ways of Knowing
- Psychology: PSYC 1101–General Psychology
- Sociology: SOCI 1101–Introduction to Sociology
- Technology & Society: STS 1101–Science, Technology & Society

Science
- Non-science majors:
  - SCI 1101–Science, Society & the Environment
  - GEOG 1112–Weather & Climate
  - GEOG 1113–Introduction to Landforms
- Science majors:
  - CHEM 1211 & 1211 Lab–General Chemistry I.
    Coreq: MATH 1112 or higher or AP Calc AB/BC score 3
  - BIOL 1107 & 1107 Lab–Biological Principles I.
- Nursing interest:
  - CHEM 1151 & CHEM 1151 Lab–Survey of Chemistry I.
    Recommended for nursing majors planning to continue at KSU.
- Physics:
  - PHYS 1111 & PHYS 1111 Lab–Introductory Physics I. Trig-based.
    Prereq: MATH 1112 or 1113, or AP Calc AB/BC score 3
- Engineering interest:
    Prereq: MATH 1190 or AP Calc AB score 4-5 or AP Calc BC score 3

Note:
More advanced courses in the disciplines above may be taken after completion of introductory courses. Students may take college courses in subjects they have already completed in high school if a unique Dual Enrollment high school code is recorded on the transcript.

Health
- WELL 1000*–Foundations for Healthy Living (3 credits)

Personal Fitness (Dual Enrollment funded for full-time KSU students only)
- WELL 1000*–Foundations for Healthy Living (3 credits)
- HPE 1030–Aerobic Conditioning/Weight Lifting (1 credit)
- HPE 1510–Fitness Swimming (1 credit)
- HPE 1570–Walk/Jog for Fitness (1 credit)
- HPE 1850–Advanced Strength and Aerobic Training (1 credit)

*Students may take WELL 1000 as an equivalent to either Health or Personal Fitness, but not both.

Fine Arts elective
- ART 1107–Arts in Society: Visual Arts Appreciation (3 credits)
- DANC 1107–Arts in Society: Dance Appreciation (3 credits)
- MUSI 1107–Arts in Society: Music Appreciation (3 credits)
- TPS 1107–Arts in Society: Theatre Appreciation (3 credits)
## KSU General Education Requirements

Provided for DEP students intending to remain at KSU to complete their degrees

<table>
<thead>
<tr>
<th>USG Core Area</th>
<th>KSU required core curriculum for all majors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA A (9 credit hours)</strong></td>
<td><strong>ESSENTIAL SKILLS</strong></td>
</tr>
<tr>
<td>__ENGL 1101 (3 hrs)</td>
<td>Composition I</td>
</tr>
<tr>
<td>__ENGL 1102 (3 hrs)</td>
<td>Composition II (Prerequisite ENGL 1101 with “C” or better)</td>
</tr>
<tr>
<td>One of the following or higher math:</td>
<td></td>
</tr>
<tr>
<td>__MATH 1101 (3 hrs)</td>
<td>Mathematical Modeling</td>
</tr>
<tr>
<td>__MATH 1111 (3 hrs)</td>
<td>College Algebra - this course or higher required for business majors</td>
</tr>
<tr>
<td>__MATH 1112 (3 hrs)</td>
<td>College Trigonometry – science/math majors take this or higher</td>
</tr>
<tr>
<td>__MATH 1113 (3 hrs)</td>
<td>Precalculus– science/math majors and others with strong math background take this or higher</td>
</tr>
<tr>
<td>__MATH 1190 (4 hrs)</td>
<td>Calculus I - science/math majors and others with strong math background</td>
</tr>
</tbody>
</table>

| **AREA B (5 credit hours)** | **INSTITUTIONAL OPTIONS** |
| __ECON 1000 (2hrs) | Contemporary Economic Issues |
| One of the following: | |
| __AADS 1102 (3 hrs) | Issues in African and African Diaspora Studies |
| __AMST 1102 (3 hrs) | American Identities |
| __ASIA 1102 (3 hrs) | Introduction to Asian Cultures |
| __COM 1100 (3 hrs) | Human Communication |
| __FL 1002 (3 hrs) | Any foreign language at the 1002 level |
| __GWST 1102 (3 hrs) | Love and Sex (not covered by Dual Enrollment funding) |
| __LALS 1102 (3 hrs) | Understanding Latin America |
| __LDRS 2300 (3 hrs) | Leadership – Intercultural Competence (not covered by Dual Enrollment funding) |
| __PAX 1102 (3 hrs) | Understanding Peace and Conflict |
| __PHIL 2200 (3 hrs) | Philosophy - Ways of Knowing |
| __POLS 2401 (3 hrs) | Global Issues |
| __RELS 1102 (3 hrs) | Understanding Religious Studies |

<p>| <strong>AREA C (6 credit hours)</strong> | <strong>HUMANITIES/FINE ARTS</strong> |
| One of the following: | Prereq for all of the following: ENGL 1102 |
| __ENGL 2110 (3 hrs) | World Literature |
| __ENGL 2111 (3 hrs) | Early World Literature |
| __ENGL 2112 (3 hrs) | World Lit-mid 1600s to present |
| __ENGL 2120 (3 hrs) | British Literature |
| __ENGL 2121 (3 hrs) | Early British Literature |
| __ENGL 2122 (3 hrs) | British Lit late 1700s to Present |
| __ENGL 2130 (3 hrs) | American Literature |
| __ENGL 2131 (3 hrs) | Early American Literature |
| __ENGL 2132 (3 hrs) | American Literature mid 1800s to present |
| __ENGL 2300 (3 hrs) | African-American Literature |
| One of the following: | Students majoring in the arts should contact their major department for the appropriate arts course choice. |
| __ART 1107 (3 hrs) | Arts in Society: Visual Arts |
| __DANC 1107 (3 hrs) | Arts in Society: Dance |
| __MUSI 1107 (3 hrs) | Arts in Society: Music |
| __TPS 1107 (3 hrs) | Arts in Society: Theatre |</p>
<table>
<thead>
<tr>
<th>AREA D (10-11 credit hours)</th>
<th>SCIENCE, MATHEMATICS AND TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following:</td>
<td>NON-SCIENCE MAJORS:</td>
</tr>
<tr>
<td>___ SCI 1101 (4 hrs)</td>
<td>Science, Society and the Environment I (lab included)</td>
</tr>
<tr>
<td>___ GEOG 1112 (4 hrs)</td>
<td>Weather and Climate (lab included)</td>
</tr>
<tr>
<td>___ GEOG 1113 (4 hrs)</td>
<td>Introduction to Landforms (lab included)</td>
</tr>
<tr>
<td>___ BIOL 1107+L (4 hrs)</td>
<td>Biological Principles I &amp; Lab</td>
</tr>
<tr>
<td>___ CHEM 1151+L (4 hrs)</td>
<td>Survey of Chemistry I &amp; Lab (recommended for nursing majors only)</td>
</tr>
<tr>
<td>___ CHEM 1211+L (4 hrs)</td>
<td>General Chemistry I &amp; Lab (Co-requisite: Math 1112 or higher)</td>
</tr>
<tr>
<td>___ PHYS 1111+L (4 hrs)</td>
<td>Introductory Physics I &amp; Lab (Prerequisite: Math 1112 or higher)</td>
</tr>
<tr>
<td>___ PHYS 2211+L (4 hrs)</td>
<td>Principles of Physics I &amp; Lab (Prerequisite: Math 1190)</td>
</tr>
<tr>
<td>One of the following:</td>
<td>NON-SCIENCE MAJORS:</td>
</tr>
<tr>
<td>___ SCI 1102 (3 hrs)</td>
<td>Science, Society and the Environment II (no lab)</td>
</tr>
<tr>
<td>___ GEOG 1112 (4 hrs)</td>
<td>Weather and Climate (lab included)</td>
</tr>
<tr>
<td>___ GEOG 1113 (4 hrs)</td>
<td>Introduction to Landforms (lab included)</td>
</tr>
<tr>
<td>___ BIOL 1108+L (4 hrs)</td>
<td>Biological Principles II &amp; Lab (Prereq: &quot;C&quot; or better in BIOL 1107/L)</td>
</tr>
<tr>
<td>___ CHEM 1152+L (4 hrs)</td>
<td>Survey of Chemistry II &amp; Lab (recommended for nursing majors only; prereq: CHEM1151/L)</td>
</tr>
<tr>
<td>___ CHEM 1212+L (4 hrs)</td>
<td>General Chemistry II &amp; Lab (Prerequisite: &quot;C&quot; or better in Chemistry 1211/L)</td>
</tr>
<tr>
<td>___ PHYS 1112+L (4 hrs)</td>
<td>Introductory Physics II &amp; Lab (Prerequisite: Physics 1111/L)</td>
</tr>
<tr>
<td>___ PHYS 2212+L (4 hrs)</td>
<td>Principles of Physics II &amp; Lab (Prerequisite: Physics 2211/L)</td>
</tr>
<tr>
<td>One of the following or higher math:</td>
<td></td>
</tr>
<tr>
<td>___ STAT 1401 (3 hrs)</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>___ MATH 1160 (3 hrs)</td>
<td>Elementary Applied Calculus (business &amp; CSH majors take this or Math 1190)</td>
</tr>
<tr>
<td>___ MATH 1190 (4 hrs)</td>
<td>Calculus I (math, bio, chem, comp. science, sec. math ed./sec. science ed. majors)</td>
</tr>
<tr>
<td>___ MATH 2202 (4 hrs)</td>
<td>Calculus II (math, bio, chem, comp. science, sec. math ed./sec. science ed. majors)</td>
</tr>
<tr>
<td>AREA E (12 credit hours)</td>
<td>SOCIAL SCIENCES</td>
</tr>
<tr>
<td>___ POLS 1101 (3 hrs)</td>
<td>American Government in a Global Perspective</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>___ HIST 2111 (3 hrs)</td>
<td>U.S. History to 1877</td>
</tr>
<tr>
<td>___ HIST 2112 (3 hrs)</td>
<td>U.S. History Since 1877</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>___ HIST 1100 (3 hrs)</td>
<td>Introduction to World History</td>
</tr>
<tr>
<td>___ HIST 1111 (3 hrs)</td>
<td>Pre-modern World History</td>
</tr>
<tr>
<td>___ HIST 1112 (3 hrs)</td>
<td>Modern World History</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>___ CRJU 1101 (3 hrs)</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>___ GEOG 1101 (3 hrs)</td>
<td>Introduction to Human Geography</td>
</tr>
<tr>
<td>___ PSYC 1101 (3 hrs)</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>___ SOCI 1101 (3 hrs)</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>___ STS 1101 (3 hrs)</td>
<td>Science, Technology, and Society</td>
</tr>
<tr>
<td>___ ANTH 1102 (3 hrs)</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>___ ECON 2100 (3 hrs)</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>AREA F (18 credit hours)</td>
<td>LOWER DIVISION MAJOR REQUIREMENTS</td>
</tr>
<tr>
<td></td>
<td>Specific to major – See KSU Undergraduate Catalog</td>
</tr>
</tbody>
</table>

** Completion of University-Wide Requirements and General Education Requirements are subject to final graduation audit by the Registrar’s Office. Requirements may change. See current KSU Catalog online for more information. DegreeWorks provides major-specific course requirements and is an excellent companion resource. Consult DegreeWorks and your academic advisor for the most current course requirements for your intended major.**
ACADEMIC MAPS

KSU offers suggested academic program maps with suggested four-year schedules of courses for all of KSU’s degree programs based on requirement in the KSU catalog. Each map provides a sample schedule each term, including milestones, which will help to keep you on track for timely progress to graduation.

You will find the academic maps here, http://academicmaps.kennesaw.edu/

Please keep in mind that these are suggested schedules that serve as a general guideline to help you build a full schedule each term. Your path to graduation will be a bit different since you are completing your high school requirements along with taking your undergraduate college courses.

Note: Requirements are continually under revision and there is no guarantee that they will not be changed or revoked. You will want to contact the department and/or program area for current information.
COMPUTER SCIENCE & TECHNOLOGY OPTIONS

Computer Science
The Bachelor of Science with a major in Computer Science program (BSCS) provides a blend of the foundations of computer science (CS) and applications in the information technology (IT) industry. The BSCS program emphasizes the study of computer systems architecture, software development, and data communications. Core technology areas include programming, computer architecture, operating systems, data communication, database systems, and software engineering. These areas are supported by a strong foundation in computing principles such as the design of programming languages, data structures, and operating system principles. The program includes a mathematics component and mathematics concepts are incorporated into many of the major courses.

- **CS 3305** – Data Structures (3 credits)
  Prereq: “C” or better in CSE 1322 & CSE 1322L and MATH 2345
  Coreq: CS 3305L
- **CS 3305L** – Data Structures Lab (1 credit)
  Prereq: “C” or better in CSE 1322 & CSE 1322L and MATH 2345
  Coreq: CS 3305; $50 lab fee not covered by dual enrollment
- **CS 3503** – Computer Organization and Architecture (3 credits)
  Prereq: “C” or better in CSE 1322 & CSE 1322L
  Coreq: CS 3503L
- **CS 3503L** – Data Structures Lab (1 credit)
  Prereq: “C” or better in CSE 1322 & CSE 1322L
  Coreq: CS 3503; $100 lab fee not covered by dual enrollment

Computer Science Engineering

- **CSE 1311** – C++ Programming for Engineers (4 credits)
  $100 fee not covered by dual enrollment

CSE 1321/L is a very rigorous course and requires approximately 15-20 hours outside of class for this one course. It is a foundation course with a lot of information that you need to know well as the next course picks up with what you have learned in the first course.

Tips for being successful in CSE 1321/L Programming Principles I:

- Read the book chapters as assigned.
- Watch the recorded lectures.
- Do your homework daily. Analyze your problem, write the code on paper then type your code into the computer and run the program. If it works you have succeeded, if not, then you need to look at what you have written and try to find the error.
- If you have questions, email your professor, meet with your professor during office hours, and meet with the tutors for extra assistance.
- REMEMBER, YOU must put in the time, and work hard to succeed!
- **CSE 1321** – Programming & Problem Solving I (3 credits)
  Prereq: MATH 1112 or higher or AP exam credit
  Coreq: CSE 1321L

- **CSE 1321L** – Programming & Problem Solving I (1 credit)
  Coreq: CSE 1321; $100 fee not covered by dual enrollment

If you have taken or are taking an AP Computer Science course, KSU's AP policy is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science A</td>
<td>3-5</td>
<td>CS 1321/L</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3-5</td>
<td>CS 1321/L</td>
</tr>
</tbody>
</table>

You must have an official score report sent to KSU directly from the College Board: www.collegeboard.com.

- **CSE 1322** – Programming & Problem Solving II (3 credits)
  Prereq: "B" or better in CSE 1321 & 1321L
  Coreq: CSE 1322L

- **CSE 1322L** – Programming & Problem Solving II Lab (1 credit)
  Coreq: CSE 1322; $100 fee not covered by dual enrollment

- **CSE 2300** – Discrete Structures for Computing (3 credits)
  Prereq: "C" or better in CSE 1321 & 1321L and MATH 1113 (or MATH 1111 and MATH 1112) or higher

- **CSE 3801** – Professional Practices & Ethics (2 credits)
  Prereq: "C" or better in CSE 1322 & 1322L or IT 1323 & 1323L

**Computer Game Design & Development**
The Bachelor of Science in Computer Game Design and Development equips students and graduates with the skills and knowledge to apply computing and software engineering techniques to the design and production of digital media for entertainment, research, and education. As a specialization within the field of computing, game design and development builds on and applies expertise in computing hardware and software to create engaging and immersive multimedia systems.

- **CGDD 2002** – Fundamentals of Game Design (4 credits)
  Prereq: “B” or better in CSE 1322 & 1322L

- **CGDD 3103** – Application Extension and Scripting
  Prereq: “C” or better in CGDD 2002 and “B” or better in CSE 1322 & 1322L
Software Engineering
Software Engineering represents the fastest growing segment of software professionals - men and women who solve problems and issues in the development of mission-critical software to meet the needs of business and industry. The undergraduate program in Software Engineering, which is the only one offered at a public university in the state of Georgia, has the primary objective of preparing a new generation of software developers focused on the engineering of software systems; that is, those systems that meet specified requirements, that are built with mission critical quality levels, and that are within cost and schedule requirements.

- **SWE 3313** – Intro to Software Engineering (3 credits)
  Prereq: “C” or better in CSE 1322 1322L or IT 1323 & 1323L

- **SWE 3623** – Software Systems Requirements (3 credits)
  Prereq: “C” or better in SWE 3313 and CSE 2300 (or CPE 3000)

- **SWE 3643** – Software Testing and Quality Assurance (3 credits)
  Prereq: “C” or better in SWE 3313 or (CPE 3000)
ECONOMICS OPTIONS

EOC Milestone Test. Students are exempt from taking the Georgia Milestones End-of-Course assessment for a core subject course if they earn a post-secondary credit in that course through dual enrollment pursuant to O.C.G.A. 20-2-149.2 or 20-2-161.3. This means that public high school students are no longer required to take an End of Course Milestone (EOCM) test in Economics, American Literature and U.S. History.

- **ECON 1000** – Contemporary Economic Issues (2 credits)
  Prerequisite: None
  Meets high school graduation requirement, and it part of KSU’s GenEd core requirements, but may not transfer easily

- **ECON 2100** – Principles of Microeconomics (3 credits)
  Prerequisite: MATH 1111 or higher or placement
  Recommended for business majors and students transferring to other colleges.

If you have taken or are taking Advanced Placement Tests in Economics, KSU’s AP policy is as follows:

<table>
<thead>
<tr>
<th>AP Test</th>
<th>Score</th>
<th>Courses Exempted</th>
<th>Enroll in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microeconomics</td>
<td>3-5</td>
<td>ECON 2100</td>
<td>ECON 2200</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3-5</td>
<td>ECON 2200</td>
<td>No higher Economics courses are funded for DEP</td>
</tr>
</tbody>
</table>

You must have an official score report sent to KSU directly from the College Board, www.collegeboard.com.

Other courses for Business majors:
- **ACCT 2100** – Intro to Financial Accounting (Prereq: ENGL 1101 and MATH 1101 or higher)
- **ACCT 2200** – Intro to Managerial Accounting (Prereq: ACCT 2100)
- **ECON 2200** – Principles of Macroeconomics (Prereq: Business Majors - ECON 2100 and MATH 1160 or MATH 1190; Non-Business Majors: ECON 2100 and 6-credit hours of MATH 1101 or higher)
- **IS 2200** – Information Systems & Communication (Prereq: ENGL 1101 and MATH 1111 or higher)
- **BLAW 2200** – Legal & Ethical Environment of Business (Prereq: ENGL 1101)
ENGINEERING OPTIONS

Mechanical Engineering
Mechanical engineering is one of the largest disciplines of engineering because it is one of the broadest. It focuses on the application of the principles of mechanics and materials to design machines and devices. In this energy conscious world, a thorough understanding of energy and its uses is essential to the success of a mechanical engineer.

- **EDG 1211** – Engineering Graphics I (3 credits)
  Prerequisite: None

- **ENGR 2214** – Engineering Mechanics-Statics (3 credits)
  Prerequisite: PHYS 2211 & PHYS 2211L

- **ENGR 3122** – Engineering Mechanics-Dynamic (3 credits)
  Prerequisite: ENGR 2214 and MATH 2202

- **ENGR 3131** – Strength of Materials (3 credits)
  Prerequisite: ENGR 2214 and MATH 2202

- **ENGR 3132** – Strength of Materials Lab (1 credit)
  Prerequisite: ENGR 3131

- **ME 1001** – Intro to Mechanical Engineering (2 credits)
  Prerequisite: None

Industrial & Systems Engineering
The Industrial & Systems Engineering program is a combination of Industrial Engineering & Systems Engineering. Industrial engineering is concerned with design, improvement and implementation of integrated processes of people, processes, information, materials, management and equipment. IE’s draw upon specialized knowledge and skill in the mathematical, physical, and social sciences combined with the principles and methods of engineering analysis and design, to specify, predict, and evaluate processes and systems.

- **ISYE 2600** – Applications of Probability (3 credits)
  Prerequisite: MATH 1190 or AP AB score 4-5 or AP BC score 3
ENGLISH AND COMMUNICATION OPTIONS

Students take one semester of college English for each unit of high school English that they need for graduation. See the directory for English classes that fulfill high school graduation requirements. If you take English at KSU for high school graduation credit during fall semester and make a grade of D or F in the course, you will not be permitted to continue with English at KSU in spring semester, and must contact your high school counselor to discuss alternative means of completing any remaining English requirements through the high school.

ENGL 1101 or ENGL 1102 may count as an English credit, but not both. For example, if a student takes ENGL 1101 for a 3rd English credit, the student may not take ENGL 1102 as a 4th English credit. The student will receive an elective credit for ENGL 1102 and will need to take a literature course for the 4th English credit.

EOC Milestone Test: Students are exempt from taking the Georgia Milestones End-of-Course assessment for a core subject course if they earn a post-secondary credit in that course through dual enrollment pursuant to O.C.G.A. 20-2-149.2 or 20-2-161.3. This means that public high school students are no longer required to take an End of Course Milestone (EOCM) test in Economics, American Literature and U.S. History.

Core college classes: ENGL 1101 and 1102 are the standard required college English classes at all public colleges and universities in Georgia, as well as at many other colleges across the nation. In addition, ENGL 2110 or equivalent is a core class at KSU and at some other colleges.

- **ENGL 1101** – Composition I
  Students must earn a C or better in ENGL 1101 to advance to ENGL 1102 in the spring semester.

- **ENGL 1102** – Composition II
  Prerequisite: C or better in ENGL 1101 or AP Lang or Lit score of 3-4.

For students needing World Literature, the following options are available and will count as a high school graduation credit:

- **ENGL 2110** – World Literature
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

- **ENGL 2111** – Early World Literature
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

- **ENGL 2112** – World Literature Mid-1600s to Present
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.
For students needing **British Literature**, the following options are available: and will count as a high school graduation credit:

- **ENGL 2120** – British Literature  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

- **ENGL 2121** – Early British Literature  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

- **ENGL 2122** – British Literature Late 1700s to Present  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

For students needing **American Literature**, the following options are available and will count as a high school graduation credit:

- **ENGL 2130** – American Literature  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

- **ENGL 2131** – Early American Literature  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

- **ENGL 2132** – American Literature Mid 1800s to Present  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

In addition, the following option is available and will count as a high school graduation credit:

- **ENGL 2300** – African-American Literature  
  Prerequisite: C or better in ENGL 1102 or AP Lang or Lit score of 5.

If you have taken or are taking an AP English in high school, KSU’s AP policy is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language or Lit</td>
<td>3-4</td>
<td>ENGL 1101</td>
</tr>
<tr>
<td>English Language or Lit</td>
<td>5</td>
<td>ENGL 1101 &amp; ENGL 1102</td>
</tr>
</tbody>
</table>

You must have an official score report sent to KSU directly from the College Board: [www.collegeboard.com](http://www.collegeboard.com).

- Students with scores of 3 or 4 on the English Language or English Literature AP exams will exempt ENGL 1101 and may enroll in ENGL 1102.
- Students with a score of 5 will exempt ENGL 1101 and ENGL 1102, and enroll in ENGL 2110 or equivalent.

**Communication Electives:**
The following Communication courses are available to all DEP students and are coded by the high schools on the student’s transcript as English electives:

- **COM 1100** – Human Communication (3 credits).
- **COM 2129** – Public Speaking (3 credits)
At many colleges, Human Communication or Public Speaking is a part of the required core curriculum. At other schools, these courses will transfer in as free electives. We encourage you to visit the website of your college and major of choice to help you in selecting your classes.

The following communication elective courses are available to DEP students who have completed ENGL 1102 or have AP scores on file.

- **COM 2020** – Communication Sources and Investigations (3 credits)
- **COM 2135** – Writing for Public Communication (3 credits)
- **TCOM 2010** – Technical Writing (3 credits)
FINE ARTS OPTIONS

Arts Appreciation Courses
KSU’s core curriculum requires that students take one of the following 3-credit courses. Students intending to go to another college or university should visit its website to determine whether it requires a similar arts course or would transfer this in as an elective.

Choose from the following 3-credit courses:
- **ART 1107** – Art in Society
- **DANC 1107** – Dance in Society
- **MUSI 1107** – Music in Society
- **TPS 1107** – Theatre in Society

Each of these courses emphasizes the role of the arts in society, study of selected works, and development of creative and critical analysis skills. The courses typically require one or more field visits to performances or exhibits. Students are usually given a number of these events to choose from. They may include off-campus as well as on-campus events and ticketed events that require paid admission, as well as free events. Please note that paid admission events are not covered by Dual Enrollment funding.

Dance Courses
The Department of Dance at Kennesaw State University fosters an environment of creative and scholarly learning, by engaging students as active scholar-artists. A variety of academic and practical experiences aimed at developing a holistic understanding of dance as an art form, encourage students to investigate dance as a method of analysis, a mode of enquiry, and an aesthetic experience.

The following are some of the 2-credit dance classes offered by the Department of Dance that provide high school credit as dance classes. See the DEP Course Directory for the full list of courses available.
- **DANC 2200** – Tap Dance Technique I
- **DANC 2210** – Tap Dance Technique II
- **DANC 2714** – Dance Performance
- **DANC 2715** – Dance for Camera
- **DANC 3100** – Ballet I: Classical Dance Technique
- **DANC 3110** – Ballet II: Classical Dance Technique
- **DANC 3200** – Jazz Dance: Styles I
- **DANC 3210** – Jazz Dance: Styles II
- **DANC 3300** – Modern Dance I: Contemporary Dance Technique
- **DANC 3310** – Modern Dance II: Contemporary Dance Technique
- **DANC 3500** – Pas de Deux/Pointe
Theatre Courses
The Department of Theatre and Performance Studies provides student artists with a foundation in theatre as an historic, global, and aesthetic form, through the study of a variety of performance texts and styles, from classical and modern drama to musical theatre, folk and literary narratives, performance art, and classical and contemporary poetry. Emphasizing the interrelationship between theory and praxis, the major prepares students for entry into the profession or for graduate study in theatre or other related fields.

In addition to the TPS 1107 theatre appreciation course noted above, Dual Enrollment students may take the following 3-credit courses. See the DEP Course Directory for the full list of courses available.

- **TPS 1500** – Intro to Theatre Studies (Theatre & Performance Studies Majors Only. Requires departmental permission.)
- **TPS 1600** – Intro to Performance Studies (Theatre & Performance Studies Majors Only. Requires departmental permission.)
- **TPS 1713** – Stagecraft (Theatre & Performance Studies Majors Only. Requires departmental permission.)
- **TPS 2202** – Introduction to Acting (designed for non-Theatre and Performance Studies majors)
- **TPS 2203** – Acting I: Principles of Acting (Theatre & Performance Studies Majors Only. Requires departmental permission.)

Art & Art History Courses
Art courses provide a grounding in fundamental principles and techniques with opportunities for emphasis in one or more arts areas. Art history courses introduce students to visual culture from a range of periods, regions, and contexts, and it teaches them how to analyze both objects and texts as historical evidence. It trains students to examine all aspects of visual culture in society, including its techniques, makers, patrons, viewers, and collectors.

In addition to the ART 1107 art appreciation course noted above, Dual Enrollment students intending to major in art, may take the following. See the DEP Course Directory for the full list of courses available.

- **ART 1100** – 2-D Design & Color Theory ($30 studio fee); (Arts Majors Only. Requires departmental permission – limited seats available.)
- **ART 1150** – Drawing I ($30 studio fee); requires drawing from nude model. (Arts Majors Only. Requires departmental permission – limited seats available.)

The following art history courses are also available:
- **ARH 2750** – Ancient through Medieval Art
- **ARH 2850** – Renaissance through Modern Art

Music Courses
In addition to the MUSI 1107 music appreciation course noted above, Dual Enrollment students may take courses that move them forward to a degree in Music Education, Music Performance, and Music. A sample of these classes are listed below. See the DEP Course Directory for the full list of courses available.

- **MUAP 1111** – Applied Lessons
- **MUSI 1020** – Fundamentals of Music Theory (will not count towards KSU music degree)
- **MUSI 1111** – Aural Skills I
- **MUSI 1121** – Music Theory I
- **MUSI 1165** – Class Piano I (Audition required)
KSU SCHOOL OF MUSIC PERFORMING GROUPS
Available as electives to DEP students
The School of Music Office is located in Wilson Building, room 111, 470-578-6151.

KSU Large Ensembles

MUSI 1142 – Marching Band
Membership status for the Marching Band is determined by the audition process at pre-camp. There is an extra $360 fee that will go toward apparel for game day, member jackets, informal uniform, end-of-year band banquet and more. This class is not covered by Dual Enrollment funding, however, students may register for 0-credit (MUSI 3342/02) to avoid tuition for this course. Contact Dr. Debra Traficante at dtrafica@kennesaw.edu or 470-578-6426.

MUSI 1144 – University Philharmonic Orchestra
The Philharmonic Orchestra is open to all students at KSU and was designed for non-music majors. This string orchestra will study, rehearse and perform orchestral literature. No audition is required and non-music majors with previous orchestral experience are encouraged to play in the group. Contact Dr. Nancy Conley at nconley2@kennesaw.edu or 470-578-6151.

MUSI 1145 – Wind Symphony
The Concert Band is open to all students at KSU, and was designed for non-music majors. The band performs a wide repertoire from all time periods and styles. A seating audition is required during the first week of classes, but will not exclude students from participating; it is used as an evaluative measure to help the conductor know about the performer’s current level of proficiency and determine seating placement. Contact Dr. Debra Traficante at dtrafica@kennesaw.edu or 470-578-6426.

MUSI 1146 - Chamber Singers
Study, rehearsal, and concert performance of choral literature. Membership in Chamber Singers is by audition only. Contact Dr. Leslie Blackwell at lblackwe@kennesaw.edu or 470-578-6153.

MUSI 1147 – Wind Ensemble
Membership by audition only at the beginning of each academic year. Visit http://arts.kennesaw.edu/music/admissions.php for audition information. Contact Dr. David Kehler at dkehler1@kennesaw.edu or 470-578-2488.

MUSI 1148 – Symphony Orchestra
Membership by audition only at the beginning of each academic year. Visit http://arts.kennesaw.edu/music/admissions.php for audition information. Contact Dr. Nathaniel Parker at nparke22@kennesaw.edu or 470-578-4901.

MUSI 1149 – Chorale
The Chorale performs a diverse, eclectic and challenging repertoire that develops the total musician. Chorale is a non-auditioned choir open to all Kennesaw State University students. Contact Dr. Leslie Blackwell at lblackwe@kennesaw.edu or 470-578-6153.
KSU Small Ensembles

**MUSI 3200** – Gospel Choir
The Gospel Choir is open to all students campus-wide. No audition is required to participate in this ensemble. The Gospel Choir performs twice each semester. Non-music majors are highly encouraged to enroll in this ensemble. Contact Dr. Oral Moses at 470-578-2489 or omoses@kennesaw.edu.

**MUSI 3201** – Men’s Ensemble
The Men’s Ensemble is open to all students campus-wide. No audition is required to participate in this ensemble. The Men’s Ensemble performs twice each semester on collegiate level literature. Non-music majors are highly encouraged to enroll in this ensemble. Contact Dr. Leslie Blackwell at lblackwell@kennesaw.edu or 470-578-6153.

**MUSI 3202** – Women’s Choir
The KSU Women’s Choir is open to all students campus-wide. No audition is required to participate in this ensemble. The Women’s Choir performs twice each semester on collegiate level literature. Non-music majors are highly encouraged to enroll in this ensemble. Contact Dr. Alison Mann at amann9@kennesaw.edu or 470-578-6392.
FOREIGN LANGUAGE OPTIONS

To help you in your selection of foreign language courses, we encourage you to visit the website of the specific major at the college that you are considering to see its foreign language requirements. Not all majors require a foreign language. Bachelor of Arts degrees (vs. Bachelor of Science degrees) generally require two semesters of the same language.

KSU offers the following languages, although not all will be offered every semester. Check current course listings for availability.

- Arabic*
- Chinese
- French
- German
- Hebrew
- Italian
- Japanese
- Korean
- Latin
- Portuguese
- Russian
- Spanish

Choosing the appropriate level course

Students who are selecting a new language to learn, or have had only one semester of this language in high school, should take an introductory level course in the language at KSU, numbered 1001 (e.g., FREN 1001). Students who have had one year or more of Spanish, German or French and wish to continue in that language at KSU must take the placement test prior to their advising appointment.

Your score on the placement test will determine the highest level language course that you may take. If you are not confident in your language skills, you may take a lower-level course than what your score report recommends, with the exception that students who score above the 1001 level will not be allowed to take the introductory course, because those seats are needed for students who are truly new to the language.

Placement Testing Instructions

If you have had a year or more of high school Chinese, French, German, Italian, Russian, or Spanish and wish to continue in the same language at KSU, you must take a placement test online prior to your advising appointment to determine the course level most appropriate for you. Bring your results to your advising appointment. You will not be approved to take non-introductory language courses without your placement results. The placement test is not required for students starting a new language.

The CAPE placement exam is designed to help you determine the first course you should take based on your ability. This multiple-choice exam presents questions of different ability levels, adapting the next question’s level according to your answers. The test takes approximately 20 minutes to complete. To access the online Student CAPE Exam website, go to https://chss.kennesaw.edu/flrc/testing/placement_testing.php and follow the instructions. There is a $10 fee for the exam which is not covered by Dual Enrollment funding.

When the placement exam is complete, you will receive an overall score (points). Please note the RANGE OF SCORES FOR PLACEMENT PURPOSES area and the course level that corresponds to your points. This is the course in which KSU recommends you enroll. Print this page and email it to depadvising@kennesaw.edu. If the recommendation is for the 2001 or 2002 level, the DEP Office will request an override for you.
If a student places higher than the 2002 level, s/he will need to meet with a faculty advisor in the Department of Foreign Language (DFL) to determine the appropriate level language course. The list of DFL faculty advisors may be found here, https://chss.kennesaw.edu/foreignlanguages/resources/advising.php.

**If you have taken or are taking AP language tests**, KSU’s AP exemption policy varies by language as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>3</td>
<td>CHIN 1001 &amp; 1002</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>4-5</td>
<td>CHIN 1001, 1002, 2001, 2002</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>3</td>
<td>FREN 1001 &amp; 1002</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>4-5</td>
<td>FREN 1001, 1002, 2001, 2002</td>
</tr>
<tr>
<td>German Language &amp; Culture</td>
<td>3</td>
<td>GRMN 1001 &amp; 1002</td>
</tr>
<tr>
<td>German Language &amp; Culture</td>
<td>4-5</td>
<td>GRMN 1001, 1002, 2001, 2002</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>3</td>
<td>ITAL 1001 &amp; 1002</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>4-5</td>
<td>ITAL 1001, 1002, 2001, 2002</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>3</td>
<td>JPN 1001 &amp; 1002</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>4-5</td>
<td>JPN 1001, 1002, 2001, 2002</td>
</tr>
<tr>
<td>Latin Language &amp; Culture</td>
<td>3</td>
<td>LATN 1001 &amp; 1002</td>
</tr>
<tr>
<td>Latin Language &amp; Culture</td>
<td>4-5</td>
<td>LATN 1001, 1002, 2001, 2002</td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td>3</td>
<td>SPAN 1001 &amp; 1002</td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td>4-5</td>
<td>SPAN 1001, 1002, 2001, 2002</td>
</tr>
</tbody>
</table>

If you are currently enrolled in AP foreign language but have not yet taken the AP test, notify your advisor at your KSU advising appointment. We will request an override from the Foreign Language Department to place you in the course appropriate for those scoring a 3. You must contact us immediately when you receive your scores. If they fall below a 3, you will need to change your schedule. Similarly, if you should score a 4-5, contact us immediately so that we can seek space for you in the higher-level class. **You must have an official score report sent to KSU directly from the College Board: www.collegeboard.com.**

Note: KSU offers 6-credit French, German and Spanish 2003 courses that cover two college classes at the 2001 and 2002 level, in one semester. DEP students are not eligible to take these courses because GADOE has not approved them for dual enrollment.
HEALTH, PERSONAL FITNESS and HPE OPTIONS

Dual Enrollment funding for WELL 1000 and HPE courses listed on the Dual Enrollment Directory is now determined by the high school code and the student’s full-time or part-time status.

- Dual Enrollment funding will pay for WELL 1000 for both full-time and part-time KSU students when taken to fulfill the high school Health graduation requirement.
- **Full-time KSU Students:** Dual Enrollment funding will pay for WELL 1000 taken to fulfill the high school Personal Fitness graduation requirement as well as HPE courses on the Dual Enrollment Directory for students attending KSU full time.
- **Part-time KSU Students:** Dual Enrollment funding WILL NOT pay for WELL 1000 taken to fulfill the high school Personal Fitness graduation requirement or any of the HPE courses on the Dual Enrollment Directory for students attending KSU part time.

KSU’s core curriculum no longer requires that students take WELL 1000-Foundations for Healthy Living. Students intending to stay at KSU would want to check to see if WELL 1000 is required for their major. Students not staying at KSU should check the website of their college of choice to determine whether it requires a similar course or would transfer this in as an elective.

Students under the age of 18 will be asked to have a parent sign an informed consent form to acknowledge understanding of the risk of injury in any physical education class.

**To fulfill the Georgia high school graduation requirement for Health (Dual Enrollment funded for both full-time and part-time students):**

- **WELL 1000** – Foundations for Healthy Living (3 credits)

WELL 1000 emphasizes the importance of physical activity nutrition, stress and weight management, and health-related fitness components. Topics are developed with practical applications to one’s life-style including opportunities to assess selected fitness, nutritional and activity patterns, and to develop and participate in a personalized physical activity program. This is primarily a classroom lecture-based class, although students do engage in some physical activity.

**To fulfill the Georgia high school graduation requirement for Personal Fitness (not covered by Dual Enrollment funding for students attending KSU part time):**

Any of the following courses (not all are available every semester):

- **WELL 1000** – Foundations for Healthy Living (3 credits)
- **HPE 1030** – Aerobic Conditioning/Weight Training (1 credit)
- **HPE 1510** – Fitness Swimming (1 credit)
- **HPE 1570** – Walk/Jog for Fitness (1 credit)
- **HPE 1850** – Advanced Strength and Aerobic Training (1 credit)
Each of these courses emphasizes motor skill acquisition, fundamental techniques, and knowledge appropriate for successful participation in the activity.

These Personal Fitness courses are covered by Dual Enrollment funding if a student attends KSU full-time. If a student attends KSU part-time, then the student will need to complete their Personal Fitness requirement at their high school, or pay for the course out of pocket.

*NOTICE! WELL 1000 will count for either Health or Personal Fitness credit, but not both. If you are taking WELL 1000 for Health, you will need to choose from HPE 1030, 1510, 1570, or 1850 to fulfill the Personal Fitness requirement.*

Other physical education courses (not covered by Dual Enrollment funding for students attending KSU part time) are listed below. These 1-credit hour courses would count as PE courses on your high school transcript. Not all of these courses will be offered every semester.

- **HPE 1055** – Archery
- **HPE 1075** – Beginning Basketball
- **HPE 1185** – Beginning Soccer
- **HPE 1210** – Golf
- **HPE 1220** – Beginning Cycling
- **HPE 1230** – Martial Arts
- **HPE 1240** – Beginning Mountain Biking
- **HPE 1270** – Ultimate Frisbee & Disc Golf
- **HPE 1280** – Beginning Rock Climbing
- **HPE 1310** – Swimming: Beginning
- **HPE 1390** – Beginning Tennis
- **HPE 1430** – Beginning Volleyball
- **HPE 1470** – Self-Defense
- **HPE 1480** – Beginning Yoga
- **HPE 1490** – Beginning Pilates
- **HPE 1500** – Beginning Sand Volleyball
- **HPE 1510** – Fitness Swimming
- **HPE 1870** – Beginning Fencing

See the DEP Course Directory for the full list of courses available.

**NOTE:** Please check the KSU Dual Enrollment Course Directory for additional fees or alternate venues for HPE classes. Not all HPE courses are held on the main campus.
HISTORY OPTIONS

Eligibility: Students must be “on track” in their high school social studies curriculum before taking dual-credit college courses in History. This means that seniors should have completed all social studies courses required through the junior year of high school before taking History at KSU; juniors should have completed all social studies courses required through the sophomore year.

World History

• **HIST 1100** – Introduction to World History (3 credits)
• **HIST 1111** – Pre-Modern World History (3 credits)
• **HIST 1112** – Modern World History (3 credits)

HIST 1100, HIST 1111, and HIST 1112 all fulfill the high school requirement for World History. Students who have completed World History already in high school may take the course to get a head start on their college history requirements. In these cases, it will be reflected on the high school transcript as a social studies elective, and will not fulfill a social studies graduation requirement. Students may not take World History at the high school and in dual enrollment during the same term.

U.S. History

• **HIST 2111** – U.S. History to 1877 (3 credits)
• **HIST 2112** – U.S. History since 1877 (3 credits)

Either course will fulfill the high school requirement for U.S. History for students who have not had U.S. History in high school. Students who have completed U.S. History already in high school may take the course to get a head start on their college history requirements. In this case, it will be reflected on the high school transcript as a social studies elective, and will not fulfill a social studies graduation requirement. Students may not take U.S. History at the high school and in dual enrollment during the same term.

EOC Milestone test notes: Students are exempt from taking the Georgia Milestones End-of-Course assessment for a core subject course if they earn a post-secondary credit in that course through dual enrollment pursuant to O.C.G.A. 20-2-149.2 or 20-2-161.3. This means that public high school students are no longer required to take an End of Course Milestone (EOCM) test in Economics, American Literature and U.S. History.

If you have taken or are taking Advanced Placement Tests in U.S. History, World History, or European History, KSU’s AP policy is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. History</td>
<td>4-5</td>
<td>HIST 2111</td>
</tr>
<tr>
<td>World History</td>
<td>4-5</td>
<td>HIST 1100</td>
</tr>
<tr>
<td>European History</td>
<td>4-5</td>
<td>HIST 1T00 (history elective)</td>
</tr>
</tbody>
</table>
You must have an official score report sent to KSU directly from the College Board: www.collegeboard.com.

The following are additional history courses available to DEP students with AP History exemptions:

<table>
<thead>
<tr>
<th>AP Test</th>
<th>Score</th>
<th>Courses Exempted</th>
<th>May Enroll in</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. History</td>
<td>4-5</td>
<td>HIST 2111</td>
<td>HIST 3304 – History of Georgia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HIST 3340 – U.S. Military Experience</td>
</tr>
<tr>
<td>World History</td>
<td>4-5</td>
<td>HIST 1100</td>
<td>HIST 2206 – Origins of Great Traditions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HIST 3305 – The World Since 1945</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HIST 3378 – History of Technology</td>
</tr>
</tbody>
</table>
# MATHEMATICS OPTIONS

Students must complete Algebra I, Geometry, and Algebra II at the high school before taking any math at the college level. One semester of math at KSU will count as the student’s fourth math for high school graduation. Once the student’s math graduation requirements are met, any additional math courses taken may count as electives or as an additional head-start on college.

If you need math for high school graduation, take it at KSU in fall semester and FAIL that course, you may not continue with math at KSU in spring semester, and must contact your high school counselor immediately to discuss alternative means of completing your mathematics requirement.

At KSU students are placed into a math class based on their high school GPA and SAT/ACT math score. We will let students know their math placement during their advising appointment.

To help you in your selection of math courses, we encourage you to visit the website of the specific major at the college that you are considering to determine what math courses it requires. For instance, if you plan to major in business, many colleges and universities require business majors to complete Pre-calculus or Calculus. Check your school and major of interest to see specific course requirements.

## I. Non-math and science majors.

For students who will not be pursuing a math- or science-related degree, the following courses are recommended:

- **MATH 1101** – Intro to Mathematical Modeling – *this course is designed for students who plan to be arts, humanities or other majors that do not require that students advance to Calculus.*
- **MATH 1111** – College Algebra
- **STAT 1401** – Elementary Statistics
- **MATH 1160** – Elementary Applied Calculus – “Business Calculus” -- recommended for business majors at KSU; must be taken in Spring semester after completion of MATH 1111, 1112, or 1113 unless student is placed into MATH 1190-Calculus. Note: UGA business majors must take the 4-credit MATH 1190 course instead of MATH 1160.

## II. Mathematics, science and engineering majors.

For students who are considering pursuing a math- or science-related degree in college, Calculus is normally required. Students not placing into Calculus will need to start at their placement level course and work up to Calculus.

- **MATH 1111** - College Algebra – *Taking MATH 1111 in the fall and MATH 1112 in the spring will fulfill the requirement for Pre-Calculus at many institutions – be sure to check with your school of choice.*
- **MATH 1112** – College Trigonometry – *Either MATH 1112 or MATH 1113 will prepare students for MATH 1190-Calculus I. Students may not take both MATH 1112 and MATH 1113.*
- **MATH 1113** – Precalculus
- **MATH 1190** – Calculus I
- **MATH 2202** – Calculus II (prereq: MATH 1190 minimum grade of C)
- **STAT 1401** – Elementary Statistics

**If you have taken or are taking Advanced Placement Tests in Math, KSU’s policy is as follows:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</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, MATH 2202</td>
</tr>
<tr>
<td>Statistics</td>
<td>3-5</td>
<td>STAT 1401</td>
</tr>
</tbody>
</table>

If you are currently enrolled in AP math but have not yet taken the AP test, notify your advisor at your KSU advising appointment so we may mark your file. When your official scores are released and you find that you are now eligible for a higher-level course, we will help you make adjustments to your schedule. **You must have an official score report sent to KSU directly from the College Board:** [www.collegeboard.com](http://www.collegeboard.com).

**Additional math courses available to DEP students with AP exemptions:**

See course descriptions at [http://catalog.kennesaw.edu/](http://catalog.kennesaw.edu/) and click on the “courses” link.

**Prereq: MATH 1190–Calculus or Advanced Placement AB score of 4-5 or BC score of 3:**
- **MATH 2202** Calculus II
- **MATH 2332** Intro to Probability & Data Analysis
- **MATH 2345** Discrete Mathematics
- **MATH 3260** Linear Algebra I
- **MATH 3390** Intro to Mathematical Systems

**Prereq: MATH 2202 or Advanced Placement BC score of 4-5:**
- **MATH 2203** Calculus III
- **MATH 2306** Ordinary Differential Equations
- **MATH 2390** Introduction to Logic, Set Theory and Poofs
- **MATH 3332** Probability and Inference
- **MATH 3696** College Geometry

**Prereq: MATH 2203:**
- **MATH 3204** Calculus IV
**SCIENCE OPTIONS**

**Check the curriculum of your school of choice:** Colleges and majors can vary considerably in their core science requirements. If KSU is not your ultimate college destination, we encourage you to go to the website of your school of choice to determine what science courses are included in its core curriculum and recommended for your major. Many colleges require a two-semester science sequence, so although you may only need one semester of college science to complete your high school graduation requirements, we encourage students to complete the science sequence.

**Lab fees:** Science courses with labs require a lab fee, typically $50. Lab fees are not covered by Dual Enrollment funding, and will appear on your online invoice after registration.

---

### BIOLOGY
If you need Biology to graduate or plan to major in a degree that requires Biology:

- **BIOL 1107**-Biological Principles 1, and its required **BIOL 1107L** lab, will fulfill a student’s high school requirement for Biology. This course does not have a prereq course requirement.

### CHEMISTRY
If you need Chemistry to graduate or plan to major in a degree that requires Chemistry:

- **CHEM 1151**-Survey of Chemistry I, and its required **CHEM 1151L** lab, is recommended for students with no high school background in Chemistry. This course was developed for Nursing and Education majors, although it will count toward science core requirements for non-science majors at KSU. CHEM 1151 is less rigorous than the CHEM 1211 General Chemistry course required for Science majors. CHEM 1151 may not transfer to other colleges and to science majors.

- **CHEM 1211**-General Chemistry I, and its required **CHEM 1211L** lab, is a very rigorous course intended for science majors. It has a co-requisite of MATH 1112 or higher. Students must be enrolled in MATH 1112-College Trigonometry or MATH 1113-Precalculus at the same time (or have AP credit). We recommend CHEM 1211 only for students who know they want to major in a science and have a strong grade history in high school science and math courses.

### PHYSICS
If you need Physics to graduate or plan to major in a degree that requires Physics:

- **PHYS 1111**-Introductory Physics I and its required **PHYS 1111L** lab, is the recommended course for most students. It requires a strong background in Trigonometry, and has a prerequisite of MATH 1112-College Trigonometry or MATH 1113-Precalculus. Students must qualify for the course by one of the following means:
  - Earn a “C” or better in MATH 1112 or 1113 in fall semester and take PHYS 1111 in spring semester
  - Earn a score of 3 or higher on the Calculus AB or BC Advanced Placement Exam
• **PHYS 2211**- Principles of Physics I and its required **PHYS 2211L** lab is appropriate for students considering an Engineering, Computer Science or Physics major. It requires a strong background in Calculus, and has a prerequisite of a “C” or better in MATH 1190-Calculus. Students may qualify for the course by one of the following means:
  o Earn a “C” or better in MATH 1190 in Fall semester and take PHYS 2211 in Spring semester
  o Earn a score of 4-5 on the Calculus AB Advanced Placement Exam, or a score of 3 on the Calculus BC Advanced Placement Exam

**ADDITIONAL SCIENCE OPTIONS**
If you need additional units of *any* science to graduate from high school or will not be majoring in a science discipline:

• **SCI 1101** – Science, Society and the Environment I is recommended for non-science majors (Arts, Business, Humanities, Social Sciences, and Education). This is a 4-credit hour lab science (lab included with the class) with no pre-requisites. This course is not designed for science majors and is not a prerequisite for introductory courses in biology, chemistry, or physics. This course may be used to fulfill a KSU AREA D General Education requirement.

• **GEOG 1112** – Weather and Climate is recommended for non-science majors (Arts, Business, Humanities, Social Sciences, and Education). Although this class has a Geography prefix, this is a 4-credit hour lab science (lab included with the class) with no pre-requisites. This course may be used to fulfill a KSU AREA D General Education requirement.

• **GEOG 1113** – Introduction to Landforms is recommended for non-science majors (Arts, Business, Humanities, Social Sciences, and Education). Although this class has a Geography prefix, this is a 4-credit hour lab science (lab included with the class) with no pre-requisites. This course may be used to fulfill a KSU AREA D General Education requirement.

If you are considering a Nursing major:

The CHEM 1151/1152 course sequence was designed for nursing and education majors at KSU. Students intending to transfer to another school should verify with that school that it will accept CHEM 1151 & 1152. If you plan to remain at KSU, this sequence will fulfill the science requirement for nursing and non-science majors.

Fall semester:
  • CHEM 1151 – Survey of Chemistry I (3 credits). Co-requisite: Must be taken with CHEM 1151L – Survey of Chemistry I Lab (1 credit).

Spring semester:
  • CHEM 1152 – Survey of Chemistry II (3 credits). Must be taken with CHEM 1152L – Survey of Chemistry II Lab (1 credit). Prerequisite: CHEM 1151/L
If you are considering an Engineering, Computer Science or Physics major:
If KSU is not your ultimate college destination, check with your school of choice to see if they have a preference for the PHYS 1111 sequence or the PHYS 2211 sequence, or if they will award transfer credit for both. Many engineering programs require the calculus-based PHYS 2211 sequence.

Fall semester:
- PHYS 1111 – Introductory Physics I (3 credits) and PHYS 1111 Lab (1 credit).
  Prerequisite: “C” or better in Math 1112-Trigonometry or MATH 1113-Precalculus or exemption of MATH 1113 through AP credit.
-OR-
- PHYS 2211 – Principles of Physics (3 credits) and PHYS 2211 Lab (1 credit).
  Prerequisite: “C” or better in Math 1190-Calculus or exemption of MATH 1190 through AP credit.

Spring semester:
- PHYS 1112 – Introductory Physics II (3 credits) and PHYS 1112 Lab (1 credit)
  Prerequisite: PHYS 1111 or AP Physics B score of 3-4.
-OR-
- PHYS 2212 – Principles of Physics II (3 credits) and PHYS 2212 Lab (1 credit)
  Prerequisite: PHYS 2211 or AP Physics C (Mechanics) score of 4-5 and MATH 2202 – Calculus II.

If you have taken or are taking an AP science course:
Students with the following scores may exempt KSU courses as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1107/1107L</td>
</tr>
<tr>
<td></td>
<td>4-5</td>
<td>BIOL 1107/L &amp; 1108/L</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3-4</td>
<td>CHEM 1211/L</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHEM 1211/L &amp; CHEM 1212/L</td>
</tr>
<tr>
<td>Physics 1</td>
<td>3-5</td>
<td>PHYS 1111/L</td>
</tr>
<tr>
<td>Physics 2</td>
<td>3-5</td>
<td>PHYS 1112/L</td>
</tr>
<tr>
<td>Physics B</td>
<td>3-4</td>
<td>PHYS 1111/L</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>PHYS 1111/L &amp; PHYS 1112/L</td>
</tr>
<tr>
<td>Physics C (Mechanics)</td>
<td>4-5</td>
<td>PHYS 2211/L</td>
</tr>
<tr>
<td>Physics C (Elec. &amp; Mag.)</td>
<td>4-5</td>
<td>PHYS 2212/L</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3-5</td>
<td>SCI 1102</td>
</tr>
</tbody>
</table>

If you are currently enrolled in AP science but have not yet taken the AP test, notify your advisor at your KSU advising session so we may mark your file. When your official scores are released and you find that you are now eligible for a higher-level course, we will help you make adjustments to your schedule.

IMPORTANT: You must have an official score report sent to KSU directly from the College Board, [www.collegeboard.com](http://www.collegeboard.com).
Additional courses are available to students with AP Science credits:

- **Biol 3300 & Biol 3300L** – Genetics
  (AP Biology score 3 and AP Chemistry score 3-4)
- **Biol 3310K** – Invertebrate Zoology
  (AP Biology score 4-5 and AP Chemistry score 5)
- **Biol 3315K** – Vertebrate Zoology
  (AP Biology score 4-5)
- **Biol 3320K** – Plant Morphology
  (AP Biology score 4-5)
- **Biol 3340 & Biol 3340L** – Microbiology
  (AP Biology score 4-5)
- **Chem 3361 & Chem 3361L** – Modern Organic Chemistry I
  (AP Chemistry score 5)

See the DEP Course Directory for the full list of courses available.
SOCIAL STUDIES OPTIONS

To help you in your selection of social science courses, we encourage you to visit the website of the college that you are considering to see the social science courses included in its general education requirements as well as requirements of your intended major.

**Duplicate course number policy:** Students may take college courses in the same or different subjects from what they have previously completed in high school. Only courses that have not been previously completed in high school will count as graduation credits. Courses completed in high school that are taken in college will count as electives, rather than graduation credits, on the high school transcript. For instance, a student who has completed Psychology in high school may take college Psychology in Dual Enrollment. In this case, the introductory college psychology course will count as a high school social studies elective, rather than a high school graduation requirement. Courses that the student has not taken in high school, will count as social studies graduation credits on the high school transcript.

**Anthropology courses:**  
**ANTH 1102** – Introduction to Anthropology (3 credits)

After completion of ANTH 1102, a variety of Anthropology courses are available to DEP students:
- **ANTH 3301** – Human Origins
- **ANTH 3305** – Principles of Archaeology
- **ANTH 3307** – Cultural Anthropology

**Geography courses:**  
**GEOG 1101** – Intro to Human Geography (3 credits)

Geography electives available to DEP students without prerequisites are:
- **GEOG 1102** – Earth from Above
- **GEOG 1130** – World Regional Geography

Students who have completed GEOG 1101 or GEOG1130 may also take the following Geography electives:
- **GEOG 3310** – Historical Geography
- **GEOG 3320** – Political Geography
- **GEOG 3340** – Cultural Geography

**Philosophy courses:**  
**PHIL 2200** – Ways of Knowing (3 credits)

Additional philosophy courses include:

Prereq: **ENGL 1101 or AP Lang or Lit score 3-4**
- **PHIL 2100** – Values and Society
- **PHIL 2110** – Religions of the World

Prereq: **ENGL 1102 or AP Lang or Lit score 5**
- **PHIL 3100** – Ethics
- **PHIL 3110** – Social and Political Philosophy
• **PHIL 3120** – Philosophies of Peace

**Political Science courses:**
**POLS 1101** – American Government in a Global Perspective. POLS 1101 is the only course that will fulfill high school graduation requirements for American Government. After completion of POLS 1101 (or AP U.S. Government & Politics score 4-5), a variety of Political Science courses are available to DEP students:

• **POLS 2212** – State and Local Government
• **POLS 2240** – Comparative Politics
• **POLS 2250** – Intro to International Relations

We offer one Political Science elective available to DEP students without a prerequisite:
• **POLS 2401** – Global Issues

**Psychology courses:**
**PSYC 1101** – General Psychology (3 credits).
**PSYC 2258** – Psychology of Adjustment may also be taken without a prerequisite.

After completion of PSYC 1101 (or AP Psychology score 3-5), a variety of Psychology courses are available to DEP students:

• **PSYC 2210** – Careers in Psychology
• **PSYC 3205** – Psychology of Child Development
• **PSYC 3320** – Leadership and Group Dynamics

**Sociology courses:**
**SOCI 1101** – Introduction to Sociology (3 credits).

After completion of SOCI 1101, a variety of Sociology courses are available to DEP students:

• **SOCI 2251** – Social Problems
• **SOCI 3300** – Foundations of Social Theory
• **SOCI 3304** – Social Organization

**World Area Studies core courses:**
These courses may be used in Area B of KSU’s general education curriculum:

• **AADS 1102** – Issues in African and African Diaspora Studies
• **AMST 1102** – American Identities
• **ASIA 1102** – Introduction to Asian Cultures*
• **LALS 1102** – Understanding Latin America
• **PAX 1102** – Understanding Peace and Conflict
• **RELS 1102** – Understanding Religious Studies

See the DEP Course Directory for the full list of courses available.
If you have taken or are taking an AP social studies course:
Students with the following scores may exempt KSU courses as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course(s) Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative Govt. &amp; Politics</td>
<td>3-5</td>
<td>POLS 2240</td>
</tr>
<tr>
<td>U.S. Govt. &amp; Politics</td>
<td>4-5</td>
<td>POLS 1101</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3-5</td>
<td>GEOG 1101</td>
</tr>
<tr>
<td>Psychology</td>
<td>3-5</td>
<td>PSYC 1101</td>
</tr>
</tbody>
</table>

If you are currently enrolled in AP social science but have not yet taken the AP test, notify your advisor at your KSU advising appointment so we may mark your file. When your official scores are released and you find that you are now eligible for a higher level course, we will help you make adjustments to your schedule. You must have an official score report sent to KSU directly from the College Board, www.collegeboard.com.
PART 2: CLASS SEARCH AND REGISTRATION

CLASS SEARCH INSTRUCTIONS

KSU offers two methods to search for your classes: Class Schedule Builder and Class Schedule Search. The Class Schedule Builder is a program that allows a student to enter in the courses wanted, along with preferred parameters, and it generates possible schedules based on the information provided. The Class Schedule Search option allows a student to search for individual courses by subject.

Class Schedule Builder
The Office of the Registrar provides information on the Class Schedule Builder, which includes a brief how-to video, Quick Reference Guide, and User Guide.

Class Schedule Search
Kennesaw State University provides a master Schedule of Classes which is a list of all of the courses offered each term. It is made available to students approximately two weeks prior to the start of registration. Please note that the list of course offerings reflects real time information and course offerings are subject to change. Several days before registration, you will want to double-check that your planned classes are still being offered and that the class days/times have not changed.

To access the dynamic course search engine:

1. Log into Owl Express: www.kennesaw.edu/owlexpress with your NetID and password.
2. Click on the top Registration tab.
3. Click on the Class Schedule Search link.
4. Select the term from the dropdown list and click the Submit button.

To narrow your course search:

The Class Schedule Search feature allows you to look for course offerings by subject, course number, title, instructional method, credit hours, campus, level, part-of-term, instructor, start and end times, and days of the week.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Comprehensive list of subjects taught on all campus locations. Course subjects are listed alphabetically by their 2-4 digit course prefix, so African Diaspora Studies (AADS) is listed before Accounting (ACCT).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>4 digit number used in conjunction with the course prefix to identify the course, such as ENGL 1102. You may enter the course number for the specific class you are interested in, or leave it blank to generate a list that includes all courses offered for the chosen subject.</td>
</tr>
<tr>
<td>Title</td>
<td>Short descriptive phrase of the course. The title for ENGL 1102 is Composition II.</td>
</tr>
<tr>
<td>Instruction Method</td>
<td>Indicates the way the class is taught (traditional classroom, 100% online, or hybrid with class sessions that meet both in person and online). Unless you are specifically searching for an online or hybrid course, you will want to leave this set to ALL.</td>
</tr>
<tr>
<td>Credit Range</td>
<td>The number of credit hours assigned to a course. One 3-credit hour KSU course equals one high school course/Carnegie unit.</td>
</tr>
<tr>
<td>Campus</td>
<td>Allows you to search for courses by campus location.</td>
</tr>
<tr>
<td>Course Level</td>
<td>Allows you to search for undergraduate- or graduate-level courses. You will want to select Undergraduate Semester.</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Part of Term</td>
<td>KSU offers certain non-date based courses, however, you will want to select Full Term for your searches.</td>
</tr>
<tr>
<td>Instructor</td>
<td>Comprehensive list of instructors teaching on all campus locations.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Search for courses starting at a certain time.</td>
</tr>
<tr>
<td>End Time</td>
<td>Search for courses ending at a certain time.</td>
</tr>
<tr>
<td>Days</td>
<td>Search for courses taught on certain days.</td>
</tr>
</tbody>
</table>

Making no search selections will generate a list of all courses taught on all campus locations for the chosen semester. Since this is a very long list, you will want to narrow your search.

- Choose any combination of fields to narrow your search, but you must select at least one subject
- To select multiple subjects, hold down the CTRL key while making your selections
- Use the % key as a wildcard when searching for "Course Number" and "Titles" (example: 4% entered in the "Course Number" field will bring back only courses with course numbers beginning with 4)

**Sample Class Schedule Listing**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit Hrs</th>
<th>Part/Term</th>
<th>Capacity</th>
<th>Enrolled</th>
<th>Seats Available</th>
<th>Waitlist Capacity</th>
<th>Waitlist Count</th>
<th>Waitlist Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>63250</td>
<td>3.00</td>
<td>Full Term</td>
<td>24</td>
<td>22</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Attributes:** General Education-Sc & Lab

**COURSE LINE:**
- OPEN/CLOSED/WAITLIST
  - OPEN (green block with a “✓”).
  - CLOSED (red block with an “X”).
  - WAITLIST (blue block; we do not recommend this option).
- Course identified by prefix, section number, and title.

**Section codes you need to know:**
- **W** – indicates an online section (ex: ENGL 1101/W31).
- **H** – indicates an Honors section (ex: ENGL 1102/H01).
  - Honors sections are NOT open for DEP students unless they have applied to and been accepted into the University Honors Program.
- **C** – indicates a Learning Community (ex: ENGL 1101/C55).
  - This is a cohort consisting of 2 or more courses linked by a common theme. Students must co-enroll in ALL linked classes of the Learning Community. These classes are not open to Dual Enrollment students.
- **G** – indicates an eCore section (ex: ENGL 1101/06G; we do not recommend this option).
- **N** – indicated a section that has been reserved for incoming freshmen students and is not open to Dual Enrollment students.
- **M** – indicates a section reserved for a special cohort and is not open to Dual Enrollment students.
FIRST INFORMATION BLOCK:

- **CRN:** Computer Registration Number, a 5-digit number that identifies an exact course for a specific semester; you will enter this number during registration.
- **Credit Hours:** most courses will be 3-4 credit hours.
- **Part/Term:** Full term indicates that the class meets the entire semester.
- **Capacity/Enrolled/Seats Available:** lets you know the maximum size of the class and how many seats are still available.
- **Waitlist Capacity/Waitlist Count/Waitlist Availability:** lets you know total number of waitlist slots, how many have been taken, and how many are still available.

**IMPORTANT** – We advise that you avoid a waitlist class. There is no guarantee that a seat will open for you, and even if one does, the registration window is only open for 18 hours.

*As you search for your classes, be sure to jot down the CRN of the course(s) you would like to take. It will make it easier to register for your classes by just entering the CRN into the Add/Drop Classes worksheet.*

SECOND INFORMATION BLOCK:

- **Campus:** the physical location of the class will be listed, unless class is taught online.
- **Instructional Method:** “Classroom-100%” denotes a traditional classroom setting. “Hybrid” courses typically meet face-to-face once per week and the remainder of the course instruction is online (see sample below). “Online-100% Online” classes do not meet in a physical setting and all instruction is provided online. “eCore” classes are different from traditional online classes. They are located on a different server, require an introduction quiz prior to registration, work from a different calendar than the KSU Academic Calendar, and require proctored exams with associated testing fees not covered by Dual Enrollment funding.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Instructional Method</th>
<th>Where</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennesaw Campus</td>
<td>Hybrid</td>
<td>English Building</td>
<td>1</td>
<td>9:30 am - 10:45 am Lecture TBA</td>
<td>Aug 17, 2015</td>
<td>Dec 14, 2015</td>
<td>John M. LiVerde-Dropp (P)</td>
</tr>
<tr>
<td>Kennesaw Campus</td>
<td>Hybrid</td>
<td>Room 068</td>
<td></td>
<td>TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Course</td>
<td>Online - 100% Online</td>
<td>Online Course</td>
<td></td>
<td>TBA</td>
<td>Aug 17, 2015</td>
<td>Dec 14, 2015</td>
<td>Bridget Anastasia Doss (P)</td>
</tr>
</tbody>
</table>

- **Where:** building and room location of the class. An informational link is provided for Hybrid and Online classes.
- **Days:** lists the number of class sessions held per week.
- **Time:** beginning and ending time of class and whether class is Lecture or Lab.
- **Start Date/End Date:** this refers to the start/end of the semester you are searching.

THIRD INFORMATION BLOCK:

- Additional information regarding the class, such as course-specific fees, is shown in this area.
Science Course Registration
The following science courses require you to register for BOTH the lecture class and lab class. Lab sections appear at the end of the lecture course listings:

**CHEMISTRY**
- CHEM 1151 & CHEM 1151L
- CHEM 1152 & CHEM 1152L
- CHEM 1211 & CHEM 1211L
- CHEM 1212 & CHEM 1212L
- CHEM 3361 & CHEM 3361L
- CHEM 3362 & CHEM 3362L

**BIOLOGY**
- BIOL 1107 & BIOL 1107L
- BIOL 1108 & BIOL 1108L
- BIOL 2221 & BIOL 2221L
- BIOL 2222 & BIOL 2222L

**PHYSICS**
- PHYS 1111 & PHYS 1111L
- PHYS 1112 & PHYS 1112L
- PHYS 2211 & PHYS 2211L
- PHYS 2212 & PHYS 2212L

**NOTE:**
Physics courses include a mandatory break-out session pre-assigned to the lecture course (see sample listing below). Please make note of all three class times (lecture, break-out session, and lab) when planning your course schedule.

**GENERAL SCIENCE**
- SCI 1101: Online lab included; no need to register for separate lab.
- SCI 1102: Classroom lecture only; does not contain a lab.
- GEOG 1112, GEOG 1113: Lab included; no need to register for a separate lab.
CLASS REGISTRATION INSTRUCTIONS

Getting Ready to Register

You will want to make sure that you are all set to register when the system opens for you.

CHECK FOR REGISTRATION TIME TICKET
Please check your time ticket on Owl Express 2-3 days prior to the start of registration to confirm your specific registration date and time:
- Log into Owl Express
- Select the “Registration tab
- Click on the “Registration Status and Time Ticket” link

If you discover that your registration date is not the date confirmed at your advising session, please contact the DEP Office at depoffice@kennesaw.edu.

You may register any time after the date/time specified on your time ticket, however, we encourage students to register as soon as possible to ensure greatest availability of classes. All KSU registration is completed online by the student.

CHECK FOR REGISTRATION HOLDS
Since holds can be placed at any time by other offices, you will want to check for any holds several weeks before registration and again one to two days before your time ticket opens. Remember, DEP advisors cannot remove holds placed by other offices.

Registering Via the Class Schedule Builder

If you used the Class Schedule Builder to create your schedule you will be asked to select your preferred schedule and send it to the “Shopping Cart.” THIS STEP DOES NOT REGISTER YOU FOR THE CLASSES. You must click the Register button at the bottom of the Schedule Planner Registration Cart to register for the classes. Be sure to review your final schedule to ensure you are fully registered for all of your classes.

Registering Via the Add or Drop Classes Link

You will need the 5-digit computer registration numbers (CRNs) you recorded on Course Time Planning Grid worksheet as you planned your fall schedule.

Helpful hint: If your browser blocks pop-up windows, you may need to turn this function off in order to complete registration. The “allow pop-ups” function is typically found under “Properties.”

- From any computer with internet access, go to www.kennesaw.edu/owlexpress.
- Log in using your NetID and Password. If you experience difficulty logging in, call the Student Technology Helpline at 470-578-3555.
- Click Registration from the Main Menu.
- You will be shown the Registration Agreement to Pay Tuition. Read the agreement, select the “I Agree” radio button, and click Continue.
• Select Class Registration (Add or Drop Classes).
• Make sure you choose the correct term and then click on the Submit button.
• In the Add Classes Worksheet area of the page, enter the 5-digit computer numbers (CRNs) that you jotted down while searching for your classes.
• Click the Submit Changes button at the bottom of the page. Registration results will appear.
• You will see the message **Web Registered** displayed by a course to indicate a successful registration.
• Review your class schedule by returning to the Main Menu, then selecting Registration and Display Your Class Schedule and Grades. Double check that no mistakes were made during the registration process, such as choosing the wrong class, days or times, or campus location.
• Print your schedule! Bring or send a copy to your high school counselor.
• Should you make a mistake, you may correct your schedule by returning to the Class Registration page and selecting Drop Web from the action box next to the class you wish to change. Click on the Submit Changes button located at the bottom of the page to review your registration results.

During registration, if you find that a class you want to take is full, you may search for another section.

• From the Add/Drop Classes screen, click on the Class Search button.
• This opens the Look-Up Classes to Add screen. Highlight the subject you are looking for and click the Course Search button.

![Class Search](image)

• A list of courses available for the chosen subject will be displayed. Scroll until you see the course number you are looking for (for example, ART 1107 Art in Society) and click View Sections.

![View Sections](image)

• You will then be shown a listing of sections for the selected course. **IMPORTANT!** Be sure you are selecting the appropriate Campus (Cmp): Kennesaw or Marietta.
You will see one of the following symbols by each class:

- Class is available.
- Class is closed. You will need to select another section.
- Class is unavailable for registration.

- To add this class to your schedule, click inside the box to select the class and then click on the Register button located at the bottom of the page. These results will populate upon successful registration:

FINAL NOTES:

If you fail to register during the Early Registration period, you may find it difficult to build the KSU schedule you originally planned. Courses you need may be full, or the class times you selected earlier may no longer be available.

Do not register for any course other than those approved by DEP and your high school counselor on your Proposed Schedule Form. You must obtain approval for any course changes from both your counselor and DEP. You do not need approval if you simply want to change class times.

Avoid wait listing for a class. Students who register when their time tickets open should have no problem finding available seats. Always choose a class section with available seats rather than wait listing for a full section. There is no guarantee that a seat will open for you, and even if one does, you will only have an 18-hour window in which to register for the course once you are notified via an email sent by the Registrar’s Office to your official KSU student email address. This notice may come at a time when your guidance counselor and the DEP office personnel are not available.
AP students who receive score reports over the summer must notify the DEP office immediately if they did not receive a score of 3 or higher on the exam, as anticipated in their advising session, or if they received a 4 or 5 on the exam and are eligible to move to a higher level class. You must also have the College Board send a score report directly to KSU. (See the preceding subject area pages of this booklet for AP scores required for course exemptions). In these situations, the DEP office will assist you in changing your schedule.

IMPORTANT: Once you have registered, we will place a Dual Enrollment advising “hold” (DA) on your account that will block you from changing your schedule. You must get approval for any changes from your high school counselor and DEP advisor.

HAVING DIFFICULTY? See Registration Troubleshooting Tips on the next page.
## Registration Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>I didn’t activate my NetID</td>
<td>Go to <a href="http://uits.kennesaw.edu/support/netid.php">http://uits.kennesaw.edu/support/netid.php</a> and follow instructions.</td>
</tr>
<tr>
<td>I forgot my password</td>
<td>Go to <a href="http://uits.kennesaw.edu/support/netid.php">http://uits.kennesaw.edu/support/netid.php</a> and click on the link “Changing Your NetID Password.”</td>
</tr>
<tr>
<td>I don’t have a time ticket to enter the system.</td>
<td>Contact the DEP advisors by emailing <a href="mailto:depadvising@kennesaw.edu">depadvising@kennesaw.edu</a>. Be sure to include your KSU ID number.</td>
</tr>
<tr>
<td>I get a message that I don’t meet the prerequisite for the course</td>
<td>Email <a href="mailto:depadvising@kennesaw.edu">depadvising@kennesaw.edu</a> with your KSU ID number, the course name and CRN so we can investigate and get back to you.</td>
</tr>
<tr>
<td>A pop-up blocker won’t allow the Add a Course menu to open.</td>
<td>If using Internet Explorer, go to the tool bar, click on “Tools.” Go to “Pop-up blocker,” click on “Turn off Pop-up Blocker.”</td>
</tr>
<tr>
<td></td>
<td>If using Mozilla Firefox, click on “Tools,” click “Options,” and under Web Features on the left-hand side uncheck the first 3 options, and click OK.</td>
</tr>
<tr>
<td>I get a message the course is closed.</td>
<td>If you are registering on the first day of registration, email <a href="mailto:depadvising@kennesaw.edu">depadvising@kennesaw.edu</a> noting your KSU ID number, the course name and CRN so we can investigate. If you are registering after the first 3 days of registration, it is likely the class is full and you will need to search for open seats by clicking on the “Class search” button on the bottom of the screen and entering the course number.</td>
</tr>
<tr>
<td>I get a “Registration Add Errors” message that says “CRN does not exist”</td>
<td>Either you have written down the CRN incorrectly on your Proposed Schedule Form, or the department offering the course has cancelled that section. Use the “Class Search” link as described below under “I need to change a class” to view sections of the course and their CRNs.</td>
</tr>
</tbody>
</table>
| I get a “Registration Add Errors” message that I am waitlisted for the course. | If you are waitlisted, you are not guaranteed a seat in the course. You may wish to use the “Class Search” link to look for class sections that still have openings. If you waitlist, you will need to check your KSU email account frequently, as once a seat becomes available, you only have 18 hours to register for it. If you do not register for it, you will be dropped from the waitlist.  
  
  • To agree to waitlist, you must select “Waitlist” from the drop-down Action box and click Submit. If you are notified that you have a seat, you must select “Web Registered” from the Action box and click Submit. See [http://registrar.kennesaw.edu/registration.php](http://registrar.kennesaw.edu/registration.php) for more information and instructions.  

During Drop/Add, waitlists will be purged, and any student may register for any available seat. |
<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need to change a class or add a new class.</td>
<td>If you are just changing the time of a class, you do not need approval from the DEP office. However you will need to email <a href="mailto:depadvising@kennesaw.edu">depadvising@kennesaw.edu</a> to have the DA hold removed from your account. If you are changing courses from those listed and approved on your Proposed Schedule Form, you must have your high school counselor email <a href="mailto:depadvising@kennesaw.edu">depadvising@kennesaw.edu</a> to confirm that you have the counselor's approval to make the change. Once we have counselor approval and have removed your hold, enter the registration screen and click on the “Class Search” button on the bottom of the screen. Enter the course that you would like to find. Sections with open seats will appear with an empty box in the left hand column. Sections that are full will show a “C” in the left column, for “closed.” Click on the empty box beside the section you would like and then click “register” at the bottom of the page to add the course to your schedule. When you have completed changing your schedule, email both <a href="mailto:depadvising@kennesaw.edu">depadvising@kennesaw.edu</a> and your counselor again to send a screen shot of your new schedule so that your funding application can be amended and the course will be paid for.</td>
</tr>
<tr>
<td>How do I find class sections that still have seats available in them?</td>
<td></td>
</tr>
<tr>
<td>I've changed my schedule, but don't have access to the new class in Brightspace/D2L</td>
<td>Students will have access to Brightspace/Desire2Learn, KSU’s platform for class websites, to download syllabi and other course materials on the first day of classes. Students who make a schedule change during Drop/Add will not have immediate access. Server updates take place every 24-48 hours. During Drop/Add you may email your new instructor to request a copy of the syllabus and class schedule or to be manually added to the Brightspace/ D2L access. Similarly, old classes you have dropped will remain on your Brightspace/D2L menu until the system updates.</td>
</tr>
</tbody>
</table>
DROP/ADD INSTRUCTIONS

The first week of classes each semester is designated as the Drop/Add period. Drop/Add gives students who have a scheduling conflict or a class that doesn’t quite “work” the opportunity to change their schedules. **All DEP students will have a “DA Hold” on their accounts that will prevent them from making schedule changes during Drop/Add without approval of both the high school counselor and the DEP office. This ensures that inadvertent changes are not made that could impact your high school graduation.**

Students must do the following to have the hold removed and gain access to the registration system:

1. From your KSU email account, email depadvising@kennesaw.edu to indicate which class(es) you wish to change and to request the “DA Hold” be taken off of your account so you can access the registration system. Be sure to “cc” the high school counselor on all correspondence and provide your KSU ID#.

2. In the text of the email, you **must** ask your counselor to “reply to all” with approval of the change you desire to make.

3. Once DEP has received your request for a schedule change **AND** your counselor’s approval of the changes, we will notify you via your campus email account that your hold has been removed and you are able to change your schedule.

4. Once you have made the change to your schedule, you will need to “reply to all” to your counselor and depadvising@kennesaw.edu with a screen shot of your new schedule. A DEP advisor will then replace the hold on your account and your funding applications will be adjusted to reflect the new course(s).

After your hold has been removed, follow these instructions to change your schedule during Drop/Add:

**Understanding Drop/Add.** During Drop/Add, seat availability is very fluid and will constantly change from moment to moment as students change their schedules. The moment a student drops a class, any student searching for that class can grab their seat. For this reason, it **pays to check the system as frequently as possible to find your preferred class.** Similarly, you want to be very careful that you don’t drop a class until you’re sure you have your desired class, or another student can grab your dropped seat and you may not be able to get it back.

1. Log into Owl Express with your NetID and password.
   - Select **Registration** from the main menu. Enter the term if prompted.
   - Select **Class Registration (Add or Drop Classes)**
   - You should see a registration worksheet screen showing the courses you are currently registered for. At the bottom of the registration worksheet, click on the **Class Search** button.

2. From the drop/down menus, select the course abbreviation (for example, ENGL) and enter the course number (for example, 1102). For maximum options, you may leave the rest of the variables unselected.
3. The computer will display all sections of the course with full courses noted in red as “CLOSED” and available courses marked in green with an open checkbox. Remember to avoid courses with a “C” suffix (Learning Communities that require you to take multiple linked courses, not just the one you want) or an “H” which denotes an Honors section (unless you have applied and been accepted into the Honors College).

0 DROP ONE CLASS AND ADD ANOTHER:
When you find an available seat you wish to add, copy down the 5-digit CRN. Go back to the registration worksheet screen, and enter the CRN in one of the boxes at the bottom of the worksheet. Then click on the drop-down menu beside the class you wish to drop, and select Drop Web. Scroll to the bottom of the screen and click on the Submit button. You should see the unwanted class disappear from your worksheet and the desired class added.

WARNING!! Even though the registration system will appear to process the course drop and add simultaneously, it will actually process the drop first and will then try and add the replacement class. If someone else is in the system at the same time you are and is able to register for the seat before the system processes your registration request, you may be left without a seat in either course.

IMPORTANT NOTICE!!
If you are changing a class that is a co-requisite for another class, you MUST use this method to process the change. For example, you are registered for CHEM 1211/L and MATH 1112 and wish to change the time of your math class. If you simply drop MATH 1112, the computer will automatically drop your chemistry class because you will no longer be registered for the co-requisite course. However, if you attempt to drop your current MATH 1112 and try to register for a substitute MATH 1112 course at the same time, the computer will see that you intend to take MATH 1112 and will not drop your chemistry class during the process.

0 TO ADD A CLASS ONLY: Click in the empty check box next to the open course you desire so that a check appears. Scroll to the bottom of the screen and click on the Register button. You should see the class appear in your schedule with the notation, “Web Registered.”

0 TO DROP A CLASS ONLY: On the registration worksheet, click on the drop-down menu beside the class you wish to drop, and select “Drop Web.” Scroll to the bottom of the screen and click on the Submit button. You should see the class disappear from your worksheet.

4. When you have completed your schedule change, click on the Registration tab and select Display Your Class Schedule and Grades. Confirm that the days and times of your classes are correct.
5. **IMPORTANT:** From your KSU email account, send a screen shot of your completed schedule to your high school counselor and “cc” depadvising@kennesaw.edu with a message that makes clear that your schedule is now complete. Your high school counselor and KSU will need to amend your funding application to reflect your course change. Failure to notify us of a schedule change may jeopardize your funding for that course. We also want your counselor to have a final opportunity to review your schedule and confirm that you will meet high school graduation requirements with your final schedule.

Questions should be directed to the DEP advisors (depadvising@kennesaw.edu). We prefer email as the means of communication about schedule changes to make sure we have a record of the issue of concern.

**Access to Brightspace/Desire2Learn:** Students who make a schedule change will not have immediate access to newly added classes in Brightspace, KSU’s platform for class websites. Server updates take place every 24-48 hours. We recommend that you email your new instructor(s) to request a copy of the syllabus and class schedule to use until you have D2L access. Similarly, old classes you have dropped will remain on your Brightspace menu until the system updates.
PART 3: DUAL ENROLLMENT FUNDING

FUNDING OVERVIEW

NOTE: Dual Enrollment is a state program that is subject to change based on state budget and legislative priorities. Final funding amounts cannot be confirmed until after the legislature has approved the state budget, typically in May of each year. We will notify DEP students of any changes.

Dual Enrollment is funded through state appropriations and administered by the Georgia Student Finance Commission (GSFC). Dual Enrollment funds are available for all public, private and homeschool students. Students are required to complete a new Dual Enrollment funding application each semester since students’ courses and number of credits will vary from semester to semester. Dual Enrollment funding will allow students to continue to participate in extracurricular activities at their high schools and will not draw upon students’ HOPE funding.

Dual Enrollment funding covers the following:

- **All Textbook costs:** Students will receive their textbooks from the KSU University Store (bookstore). These books are “checked out” at the beginning of the semester and must be returned at the end of the semester. The bookstore will gather all books required for a student and prepackage them for pickup. If a student’s classes are primarily on the Kennesaw campus, students will obtain their books from the Kennesaw campus University Store. The same policy will be in place for students taking their classes primarily on the Marietta campus.

  **Please note:** The Kennesaw University Store will assess a $75.00 charge per book (or the actual price of the book if less than $75) to a student’s account who has lost or not returned their books.

- **Mandatory fees:** In addition to tuition, all colleges charge mandatory student fees. These mandatory fees are waived for DEP students.

**Out-of-pocket costs for students**

Some fees are not covered by Dual Enrollment funding. These include:

- **Course-specific fees:** Course-specific fees, such as lab fees, are not covered by the Dual Enrollment program. If students take a course with lab fees, they are responsible for paying these fees. Course-specific fees include science lab fees (typically $50), and Computer Science lab fees (typically $100). Some 1-credit physical education courses also carry extra fees.

- **Transportation, meals, housing, materials and supplies.** Dual Enrollment funding does not cover these items. Students wanting these items/services are responsible for these expenses.
Important Points about Dual Enrollment

- DEP students must select college courses from lists that are pre-approved by the Georgia Department of Education. The Dual Enrollment Course Directory is provided on our DEP website. While DEP students can take other courses, only courses in this Directory are funded and receive dual credit at both the high school and the college.

- Dual Enrollment funding will not impact a student’s HOPE credits. Students may receive Dual Enrollment funding and still receive full HOPE benefits after they graduate from high school.

The application process for Dual Enrollment funding is described on the following pages. It requires completion of an online application.

- **Residential students:** DEP students who elect to live in on-campus housing are responsible for costs associated with room and board, including the mandatory meal plan. DEP students who commute to campus are exempted from the mandatory meal plan requirement.

- **Withdrawals:** The student’s high school counselor must grant permission for any course withdrawals. Please note that if a student withdraws from all KSU courses after the drop/add period and leaves the DEP program, they may be responsible for repaying a portion of their Dual Enrollment funding, as calculated by KSU’s Financial Aid Office. If a Dual Enrollment student withdraws from a class but remains enrolled in other KSU classes, they do not have to repay Dual Enrollment funding for the withdrawn class.
DUAL ENROLLMENT FUNDING APPLICATION
INSTRUCTIONS FOR STUDENTS AND PARENTS

When do I apply for Dual Enrollment funds?
You will begin the application process BEFORE you meet with your high school counselor so that your counselor will be able to access it online when you meet with him or her for approval of your KSU schedule.

What does the funding application and approval process entail?
The Dual Enrollment funding approval process involves the following steps:
• Student creates a student account at GAfutures.org
• Student and parent complete the student section of the online application
• High school counselor accesses the student’s application and enters each of the student’s KSU courses into the online application to provide approval
• The Dual Enrollment office accesses the online application and confirms that the courses entered match what is actually on the student’s schedule
• Approved applications are retrieved by the KSU Financial Aid office and awarded funding

A new online application and new approvals from the high school counselor and KSU are required each semester, as a student’s coursework will be different from semester to semester. Applications cannot be viewed by KSU until the student and the high school sections have been completed.

Step-by-step instructions and troubleshooting tips

Students under the age of 18 must complete the form with a parent or guardian. Before you get started, make sure you have the following information available.
• Social Security number (Don’t guess! It must be accurate!)
• For eligible non-citizens, your Alien Registration Number
• For males who are 18, your Selective Service registration number
• Date you became a legal resident of Georgia (date of birth if you’ve always lived here)

For help with creating an account or application with GSFC, visit the Resources tab at the top of the GAfutures.org home page; select the top icon titled GAfutures Training/FAQs/Quick Guides; select the second tab Quick Guides – Students. If you experience problems, you may call the Georgia Student Finance Commission Helpline at 770-724-9340.

Visit https://www.gafutures.org/ and complete these steps:

STEP 1: Ensure that you have a GAfutures account profile. If you have not already set up a GAfutures account through your school:
• Select the “Create an Account” button at the top of the GAfutures homepage.
• Enter the requested information. Information marked with a red asterisk is required. Be especially careful about the following:
o You have not transposed your name (e.g., putting your first name in the box that requests last name)
o You have entered your correct Social Security number and date of birth.
o If you have a hyphenated name (Smith-Jones) or a name with an apostrophe (O’Neil), be sure to remember how you entered your name in your profile so that you can enter it exactly the same way on your Dual Enrollment funding application.

- After completing the Account Creation Form, make sure you check the box acknowledging acceptance of the Terms of Use and Privacy Policy.
- After everything is complete, select “Create Account” button at the bottom of the screen.

TIP: The number one problem that causes Dual Enrollment funding applications to be rejected is an incorrect Social Security number.

Your SSN must match in all of the following locations or your funding will be rejected:
• your GAfutures profile
• your Dual Enrollment funding application
• your KSU admissions application
• your high school record

Do NOT substitute your KSU ID number when asked for a SSN.

Do NOT provide a parent’s SSN instead of yours. Applications with invalid SSNs will be purged from the computer system and “disappear,” causing you to have to create a new application and have your counselor and KSU approve it all over again.

STEP 2: Create a new Dual Enrollment funding application.

- Go to www.GAfutures.org.
- Select the Sign In option at the top of the GAfutures homepage.
- Enter your Username and Password information, then select Sign In.
- Once you have signed in, select the HOPE & State Aid Programs tab at the top of the page.
- Next, click on the State Scholarships and Grants link.
- Then click on the green Dual Enrollment button.
- Finally, click on Application Procedure and Deadline to access the Dual Enrollment funding online application and the Dual Enrollment funding paper application.

Application Procedure

❖ Students with a Social Security Number attending an eligible public or private high school must complete the online Dual Enrollment funding application.

❖ Students without a Social Security Number attending an eligible public or private high school must complete the Dual Enrollment funding application (paper) designated for such students and found at the following link https://www.gafutures.org/media/187682/dual-enrollment-paper-application-no-ssn-fy-19.pdf. Part I and II of the application must be fully completed by student, parent, and high school counselor.
***IMPORTANT***Please return the completed application to the Dual Enrollment Office in University College, Rooms 216 A-C, MD# 2404, Kennesaw, GA 30144 to allow KSU to complete Part III. Once KSU has completed Part III, we will send the application to our Financial Aid Office for the next step. The application should be returned to KSU after you have registered for your classes.

Students attending a home study program must complete the Dual Enrollment funding application (paper) designated for such students and found at the following link https://www.gafutures.org/media/187681/dual-enrollment-paper-application-home-study-participation-agreement-fy19.pdf. Fully complete Parts I and II of the application. Please note that Part II is on both page 2 & 3 of the application. A parent/guardian will sign all three pages of the application, if acting as the Certifying Official (Counselor). The courses must be added in Part II. This information can be found on GAfutures.org under the HOPE & State Aid Programs tab, then by selecting the State Scholarships and Grants menu item. Next, select the Course Directory link, and then click on the Dual Enrollment Course Directory link. You will then select the Fiscal Year and then choose Kennesaw State University under the University System of Georgia Institutions drop-down menu.

***IMPORTANT***Please return the completed application to the Dual Enrollment Office in University College, Rooms 216 A-C, MD# 2404, Kennesaw, GA 30144 to allow KSU to complete Part III. Once KSU has completed Part III, we will send the application to our Financial Aid Office for the next step. The application should be returned to KSU after you have registered for your classes.

All Funding Applications
The application consists of three parts:

1. Student & Parent/Guardian
2. High School/Home Study
3. Postsecondary Institution

NOTE: KSU cannot open an online application until the student and high school parts of the funding application have been completed.

Complete the Certification, Authorization and Agreement portion of the application.
Check the box and click the “Submit” button. You will receive a thank you message that confirms your successful submission of your application. Your application is now accessible online by your high school counselor.

To view the status of your application:
- Choose Online Dual Enrollment Funding Application from the Application Procedure page.
- Choose View Application Status.
- Your status should appear, if you have completed your portion of the application.
- If a status did not appear in the step above, you have not created an application for the term or semester and you will need to create one at this time. (Please keep in mind that funding applications are done by Fiscal Year, e.g. for the school year 2019-2020, Fall Semester would appear as Fall 2020 and Spring Semester as Spring 2020.)
PAYMENT DEADLINE AND INSTRUCTIONS

DEP students do not need to pay anything at the time that they register for classes. The DEP Office will notify both students and parents of the payment deadline for each semester.

You may receive a mass email or automated phone call from the University telling you that your payment is due earlier than the payment deadline date given to you by the DEP Office. The earlier payment date does not apply to students receiving financial aid, including Dual Enrollment funding. However, these messages do apply to students who are paying for a course out of pocket.

The Financial Aid Office will work to have the Dual Enrollment funds authorized before the drop/add period and will then make updates once drop/add ends. This ensures that charges accurately reflect any changes to student credit hours made during drop/add. It is not uncommon for posting to occur on, or several days after, the final payment deadline. This is normal Financial Aid/ Bursar’s Office procedure and is not a cause for alarm. If you believe your invoice is in error, you may contact the Bursar’s Office at 470-578-6419. Note that the DEP office cannot view your itemized invoice.

Until funds are posted, students will see “Estimated Financial Aid” and “Estimated Balance Due” when they check their accounts as instructed below.

Viewing Your Balance

• Go to www.kennesaw.edu/owlexpress and log in with your NetID and password.
• From the main menu, select the “Student Services” tab and then View Account or Pay Online.
• You will be directed to the Student Account Suite. Select the “Student and Staff” button.
• Enter your NetID and password again.
• You will see a Current Account Status summary box that lists amount due, estimated financial aid, and balance due after financial aid.
• To see your itemized invoice, click the “View Account Activity” button. Items that contain “Wvr” in the Description with a negative amount are credits that reduce your online tuition (if applicable) and fees to meet the limits set by the Dual Enrollment Program guidelines. DE funding will appear on your invoice as “Dual Enrollment Tuition or Fees or Books”.

To give parents access to the Student Account Suite: While you are in the Student Account Suite, students can authorize a parent to view their charges and make payments by clicking on “Authorized Users” at the top of the page and entering parent information.

To pay your balance online: Access the Student Account Suite as noted above. When accessing the Student Account Suite, you should.

1. Log in using your NetID and password
2. You may add payment information under “Payment Profile”
3. Click on “Make a Payment”
4. Click on the drop-down menu to select your payment method and click “Continue”
5. Follow the remaining prompts to complete the transaction. Webchecks from checking or savings accounts are accepted. Visa, MasterCard, American Express, or Discover are also accepted via the PayPath option, although a 2.75% convenience fee will apply.
As with any Internet payment system, you may encounter difficulty in completing your transaction during peak usage times.

**By U.S. Mail:** You may mail your check (no cash) along with your online statement to:

Kennesaw State University  
Attn: Bursar’s Office  
Mail Box #0503  
395 Cobb Avenue  
Kennesaw, GA 30144

*Please make sure to put your KSU ID# on your check.* If you inadvertently omit your online statement, your KSU # on your check will ensure a proper match to your account. Payments must be received on or by the payment deadline.

**By Campus Drop Box:** A drop box is located outside the Bursar’s Office (Kennesaw Campus - Student Center, Room 233 or Marietta Campus- Norton Hall lower level). Pre-addressed envelopes are provided for convenience at both locations. Include a check (no cash) along with an online statement in an envelope when making a deposit in the drop box. *Write your KSU ID# on your check!*

**Walk In:** Payments can be made at the Bursar’s Office in Room 233 of the Student Center on Kennesaw campus and lower level of Norton Hall on the Marietta campus. The cashiers’ hours are 8:00 a.m. - 5:00 p.m., Monday through Friday. The Bursar’s Office will accept *cash, money orders and checks* payable in United States currency and drawn from a financial institution located in the United States of America (the University reserves the right to determine the acceptability of all checks). *Note: credit cards are not accepted in person, only online.*

For more information about paying fees, see the Bursar’s Office webpage at [http://fiscalservices.kennesaw.edu/bursar/index.php](http://fiscalservices.kennesaw.edu/bursar/index.php).
PART 4: KSU ACADEMIC RESOURCES

Dual Enrollment students have access to the same academic resources as other KSU students.

**Assistance for students with disabilities**

Students with documented learning, psychological, or physical disabilities may contact Student Disability Services at 470-578-2666 (Kennesaw Campus) or 470-578-7361 (Marietta Campus) or email sds@kennesaw.edu to arrange for appropriate instructional accommodations. Website: [http://sds.kennesaw.edu/](http://sds.kennesaw.edu/).

**Career/Major counseling**

- Counseling and Psychological Services (470-578-6600 Kennesaw Campus or 470-578-7391 Marietta Campus) offers career assessments for students needing help choosing a major or career field. [http://counseling.kennesaw.edu/workshops-programs/major-decision.php](http://counseling.kennesaw.edu/workshops-programs/major-decision.php).

**Free tutoring**


- **Kennesaw Campus**: Sturgis Library 433, (470) 578-6044
- **Marietta Campus**: Norton Hall (R2) 174, (470) 578-2173


Appointments not required, but recommended. Schedule at [https://kennesaw.mywconline.com](https://kennesaw.mywconline.com).

- **Kennesaw Campus**: English Bldg. 242, (470) 578-6380
- **Marietta Campus**: Johnson Library 121, (470) 578-5005

**Accounting and Economics Tutoring** – Burruss Bldg. 292, (470) 578-3256

For schedule, see [coles.kennesaw.edu/programs/undergraduate/tutoring.php](http://coles.kennesaw.edu/programs/undergraduate/tutoring.php).

**Foreign Language Resource Center** – [foreignlanguages.hss.kennesaw.edu/flrc/](http://foreignlanguages.hss.kennesaw.edu/flrc/)

- **Kennesaw Campus**: Pilcher Bldg. 134, (470) 578-2197
- **Marietta Campus**: Atrium Bldg. (J) 218

**Technology assistance**

- **Open computer lab** – Burruss Building 475. Use computers and printers and get technology help. [http://uits.kennesaw.edu/support/labhours.php](http://uits.kennesaw.edu/support/labhours.php)
- **Student Technology Services helpline**: (470) 578-3555.
  Call from home or school for assistance with software or computer-related problems, or email studenthelpdesk@kennesaw.edu.
**Library research assistance**

- Online live chat with a librarian at library.kennesaw.edu/
- **Kennesaw Campus Research Help Desk** - Ground Floor, Room G-16  
  (470) 578-6325
- **Marietta Campus Research Help Room** - First Floor, Room C-125  
  (470) 578-7471

**Undergraduate advising contacts**

All DEP students must meet with a DEP advisor each semester to plan their course schedules. Those planning to readmit to KSU after high school should meet with an undergraduate advisor in their major of choice. You will find a convenient contact list here, [http://uc.kennesaw.edu/ucas/currentstudents/index.php](http://uc.kennesaw.edu/ucas/currentstudents/index.php).
# Frequently Called Numbers at KSU - Kennesaw Campus

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAIN KSU SWITCHBOARD</strong></td>
<td></td>
<td>470-578-6000</td>
<td><a href="http://directory.kennesaw.edu/dir/people/">http://directory.kennesaw.edu/dir/people/</a></td>
</tr>
<tr>
<td><strong>DEP OFFICE</strong></td>
<td>University College, Rooms 216 A-C</td>
<td>470-578-6116</td>
<td><a href="http://uc.kennesaw.edu/dep/">http://uc.kennesaw.edu/dep/</a></td>
</tr>
</tbody>
</table>

## Academics

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Disability Services</td>
<td>Kennesaw Hall 1205</td>
<td>470-578-2666</td>
<td><a href="http://sds.kennesaw.edu/">http://sds.kennesaw.edu/</a></td>
</tr>
<tr>
<td>Career/Major Workshops</td>
<td>Kennesaw Hall 2401</td>
<td>470-578-6600</td>
<td><a href="http://counseling.kennesaw.edu/">http://counseling.kennesaw.edu/</a></td>
</tr>
<tr>
<td>Library</td>
<td>Sturgis Library</td>
<td>470-578-6325</td>
<td><a href="http://library.kennesaw.edu/">http://library.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>

## Tutoring

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMART Center (Math and Sciences)</td>
<td>Sturgis Library 433</td>
<td>470-578-6044</td>
<td><a href="http://uc.kennesaw.edu/academicinitiativesSMART/">http://uc.kennesaw.edu/academicinitiativesSMART/</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td>English Bldg. 242</td>
<td>470-578-6380</td>
<td><a href="http://writingcenter.kennesaw.edu/">http://writingcenter.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>

## Technology Help & Training

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Technology Helpline</td>
<td></td>
<td>470-578-3555</td>
<td>Email: <a href="mailto:studenthelpdesk@kennesaw.edu">studenthelpdesk@kennesaw.edu</a></td>
</tr>
</tbody>
</table>

## Payments, KSU ID, Parking, Bankmobile Card

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar’s Office</td>
<td>Student Center 236</td>
<td>470-578-6419</td>
<td><a href="http://fiscalservices.kennesaw.edu/index.php">http://fiscalservices.kennesaw.edu/index.php</a></td>
</tr>
<tr>
<td>Talon One Service Center</td>
<td>Student Center, First Floor</td>
<td>470-578-8663</td>
<td><a href="http://talon.kennesaw.edu/">http://talon.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>

## Purchasing Books, Meals, Copies

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>Student Center</td>
<td>470-578-6261</td>
<td><a href="http://bookstore.kennesaw.edu/home.aspx">http://bookstore.kennesaw.edu/home.aspx</a></td>
</tr>
<tr>
<td>K-Cash &amp; Dining Dollars</td>
<td></td>
<td></td>
<td><a href="http://kcash.kennesaw.edu/">http://kcash.kennesaw.edu/</a></td>
</tr>
<tr>
<td>Meal Plans</td>
<td>The Commons</td>
<td>470-578-2902</td>
<td><a href="https://mealplans.kennesaw.edu/">https://mealplans.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>

## Student Life

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clubs &amp; Student Organizations</td>
<td></td>
<td></td>
<td><a href="https://owlife.kennesaw.edu/">https://owlife.kennesaw.edu/</a></td>
</tr>
<tr>
<td>Student Life</td>
<td>Student Center</td>
<td></td>
<td><a href="http://studentlife.kennesaw.edu/index.php">http://studentlife.kennesaw.edu/index.php</a></td>
</tr>
<tr>
<td>Intramurals</td>
<td>The Owl’s Nest 105</td>
<td>470-578-2913</td>
<td><a href="http://sportsrec.kennesaw.edu/intramuralsports/">http://sportsrec.kennesaw.edu/intramuralsports/</a></td>
</tr>
<tr>
<td>Student Fitness</td>
<td>Student Recreation &amp; Facilities Center</td>
<td>470-578-3207</td>
<td><a href="http://sportsrec.kennesaw.edu/">http://sportsrec.kennesaw.edu/</a></td>
</tr>
<tr>
<td>Student Media</td>
<td>Student Center 162-B</td>
<td>470-578-6470</td>
<td><a href="http://studentmedia.kennesaw.edu/">http://studentmedia.kennesaw.edu/</a></td>
</tr>
<tr>
<td>Student Assistant Jobs</td>
<td></td>
<td></td>
<td><a href="http://www.kennesaw.edu/jobs.php">http://www.kennesaw.edu/jobs.php</a></td>
</tr>
</tbody>
</table>

## Health and Safety

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td>Kennesaw Hall 2401</td>
<td>470-578-6600</td>
<td><a href="http://counseling.kennesaw.edu/">http://counseling.kennesaw.edu/</a></td>
</tr>
<tr>
<td>KSU Police</td>
<td>Emergencies:</td>
<td>470-578-6666</td>
<td></td>
</tr>
</tbody>
</table>
PART 5: AFTER DUAL ENROLLMENT – NEXT STEPS

Stay at KSU!

APPLY FOR READMISSION
If you are a high school senior and choose to remain at KSU after graduation, you will need to apply for readmission by completing the Fee Waiver form that will be distributed at your advising session in the fall. You must return the form to the DEP Office (NOT Admissions) in order to save the $40 fee and receive early registration privileges for summer or fall following your high school graduation at the end of the spring term. You must also have your high school send a final transcript to KSU at the end of spring semester showing that you have officially graduated from high school in order to be fully accepted. You will be eligible to apply to KSU in early March, but not before. The DEP will hold an information session for readmitting students in February.

IMPORTANT! Applying to KSU prior to March will make you ineligible for Dual Enrollment funding for the Spring term. You must wait until March to apply to KSU. This will not affect your ability to apply for housing, scholarships, or affect your ability to be accepted at KSU. As long as you maintain good academic standing, you will be accepted because you have already exceeded the assessment scores required of "regular" freshmen to be accepted at KSU.

LIVING ON CAMPUS
If you wish to live on campus as a freshman, you should visit http://ksuhousing.kennesaw.edu/ in January of your high school senior year to select a living community and provide a deposit that will reserve your housing. Communities on the Kennesaw Campus for first-year students include University Village Suites, University Village, and KSU Place. On the Marietta Campus, first-year student housing is located in the Hornet Village Suites and Howell Hall. You do not have to wait until you apply for readmission to KSU in March to apply for KSU housing.

DECLARING A MAJOR
Do NOT declare a major until after your readmission application has been processed and you have been notified that you have been officially admitted to KSU as a freshman. At that point, you may declare your major through Owl Express. From the main menu, click on “Student Records,” and then “Declare or Change Major.” Allow 5-10 business days for processing. You should then see your major appear when you click “View Academic Transcript”.

ADVISING FOR YOUR MAJOR
Declaring your major ensures that you are assigned an advisor in that department and will be on email notification lists for that major. Some majors, including Business and Education, have GPA requirements that you must meet before you can officially declare. Your major will appear as “Business Interest” or “Education Interest” until you are officially admitted to the program.

To make your appointment, visit appointments.kennesaw.edu and select the college that houses your chosen major from the Academic Advising options provided. Undeclared/undeclared students on the Kennesaw campus should make an appointment with a University College Advising Services (UCAS) advisor located in Willingham Hall room 202 by selecting “University College Advising Services” from the Academic Advising list.
SCHOLARSHIPS
DEP students reapplying to KSU are eligible to apply for scholarships at KSU. You do not have to wait until you are “officially” readmitted to complete your scholarship application as the scholarship application period runs from November 1st through March 15th for most scholarships. Students complete only one application that is then matched to available scholarships. The “KSU Scholarship Application” link is located in Owl Express under the Financial Aid tab. You will find additional information here, http://scholarships.kennesaw.edu, or send an email to scholarshipapps@kennesaw.edu.

FINANCIAL AID – HOPE/ZELL MILLER/FAFSA
The Office of Student Financial Aid is staffed with well trained counselors who are happy to answer all of your “what, when, and how” questions regarding financial aid for undergraduate students. Please visit their website, http://financialaid.kennesaw.edu/ to learn more.

Applying to Other Institutions

When applying to other colleges and universities you should complete their application as an incoming freshman (no matter how many credits you have earned) rather than as a transfer student since your credits were earned while still in high school.

You will need to request a transcript from KSU to be sent to your school of choice. There is a $5.00 fee per transcript that must be paid by credit card. Transcript requests are submitted online:

1. Sign into Owl Express
2. Select “Student Records”
3. Select “Request Official Transcript”
4. Complete prompted information
5. Save receipt