Kennesaw State University

Dual Enrollment Student's Fall 2020 Reference Guide

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Dual Enrollment Student’s
Fall 2020 Reference Guide

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Important Advising Notes

Proof of Immunization

- Students must provide proof of immunization to the Registrars Office. Please see http://immunizations.kennesaw.edu/ for further information.

Proof of Legal Residency

- Students must provide proof of lawful presence to the Admissions Office. Please see http://enrollmentservices.kennesaw.edu/lawful-presence.php for further information.

Registration Holds

You will not be permitted to register for classes if you have any holds on your account. To check for holds via Owl Express, select the Student Records tab and then click on the View Academic Transcript link.

- DU Hold – placed by the DEP Office. Contact the DEP Office for removal (depoffice@kennesaw.edu or 470-578-6116).
- DA Hold – placed by the DEP Advisor. This hold is removed when we have received your completed and signed Proposed Schedule from your high school counselor after you have attended DEP KSU Advising.
- RV Hold – placed by the Admissions Office if proof of lawful presence is not provided. Contact the Admissions Office for removal (depadmissions@kennesaw.edu or 770-423-6300).
- Immunization Hold – placed by the Registrar’s Office if immunizations are not up to date. Contact the Registrar’s Office for removal (immunizationsvc@kennesaw.edu or 470-578-7566).

AP Exemptions/Transfer Credits

Check to make sure that you have received credit on your KSU transcript for any AP exempted or transferred prereq course(s) if you have enrolled in higher-level KSU classes based on these course prerequisites.

To check for these courses via Owl Express, select the Student Records tab and then click on the View Academic Transcript link. Courses exempted through AP or transferred in from other colleges should be listed at the bottom of the transcript.

- If course(s) exempted via AP scores is/are not listed, contact the College Board to send an official AP score report to KSU. You may have provided an "unofficial" screenshot to a DEP advisor, but an official copy must be sent to KSU.
- If you do not see transfer credits listed, you must contact the college where the credits were earned to have an official transcript sent to KSU’s Registrar’s Office. You may have provided an "unofficial" screenshot, but an official copy must be sent to KSU.

Registration (See Index)

DEP students receive a two-week window to register once all completed documents are processed through the proper departments and all holds are resolved (Page 10).

- Once your registration window is complete (two-weeks), a DA Hold is placed on your account, and you will not be able to change your schedule without written permission from a DEP advisor and your high school counselor!
Schedule Change Policy (See Index)

If after your schedule is approved by both your DEP advisor and your high school counselor, and it becomes necessary to make a change, you will need to complete the new Schedule Change Request form.

- Visit https://dep.kennesaw.edu/ and click on “DEP Accepted Student Forms.” Download the Schedule Change Request form and have it completed and signed with your high school counselor. Return the signed form to your DEP advisor or ask your counselor to scan and email the form to depadvising@kennesaw.edu.
- IMPORTANT! We will only accept an original signed form delivered in person, or a signed form scanned and emailed from your counselor’s email address.

Payment (See Index)

You must pay your fee balance by the due date as noted below. If you are enrolled in a class that is not covered by DE funding, you will need to pay for the tuition, books, and any associated fees. Please note that if these dates change, you will be sent an email with updated information from the DEP Office.

- Fall 2020 – August 31, 2020 @4PM

Funding Applications for Spring Term (See Index)

You must complete a new DE funding application for Georgia Student Finance Authority each semester that you enroll!

- Public and private school students complete the online funding application found at www.gafutures.org.
- Homeschool students must complete a paper Dual Enrollment Program Application found at www.gafutures.org and return it to the DEP Office, University College, Room 220.

Parking

There is a parking fee of $26 if you will be parking on campus. If you have any issues with parking, please contact the Talon One Service Center (talonone@kennesaw.edu or 470-578-8663).

- An email will be sent to your official KSU email address with the information you will need to select your parking for Fall Semester as soon as the office of Parking and Transportation finalizes the process.

Textbooks – Fall Pickup & Return (See Index)

Return all Dual Enrollment Rental materials to the Bookstore per the handout provided during your advising session.

Helpful Links

- Bookstore: http://bookstore.kennesaw.edu/home.aspx
- Bursar’s Office: http://fiscalservices.kennesaw.edu/bursar/
- Coles Tutoring Center (tutoring for ECON 2100 and other business courses): http://coles.kennesaw.edu/undergraduate/student-resources/tutoring-center.php
- Counseling & Psychological Services: http://counseling.kennesaw.edu/
- Credit by Exam (AP and IB): http://transfer.kennesaw.edu/credit-exam/
- KSU’s GenEd Core Requirements: http://catalog.kennesaw.edu then select General Education Requirements
- Owl Express: https://owlexpress.kennesaw.edu
- SMART Center (tutoring for math, chemistry, physics, and engineering) http://uc.kennesaw.edu/academicinitiatives/smart/index.php
- Student Disability Services: http://sds.kennesaw.edu/
- Student Help Desk: http://uits.kennesaw.edu/
- Talon Card Services: https://taloncard.kennesaw.edu/
DUAL ENROLLMENT FUNDING APPLICATION

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:
You have not transposed your name (e.g., putting your first name in the box that requests last name).
You have entered your correct Social Security number and date of birth.
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](http://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.
- 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](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 2020-2021, Fall Semester would appear as Fall 2021 and Spring Semester as Spring 2021.)
### 2020-2021 Course Correlations
High School → KSU Dual Enrollment

#### If you need:

<table>
<thead>
<tr>
<th>High school course:</th>
<th>KSU course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>ENGL 2130 - American Literature</td>
</tr>
<tr>
<td></td>
<td>ENGL 2131 - Early American Literature</td>
</tr>
<tr>
<td></td>
<td>ENGL 2132 - American Literature, Mid 1800s-Present</td>
</tr>
</tbody>
</table>

#### Other English
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 literature, British literature or multicultural literature).

#### English electives
COM 1100 - Human Communication  
COM 2129 - Public Speaking

#### American Government
POLS 1101 - American Government

#### Economics
ECON 1000 - Contemporary Economic Issues – 2 credit hours/.5 units  
ECON 2100 – Microeconomics – 3 credit hrs/1 unit (recommended for business majors)

#### Math
*Placement level determined by high school GPA and SAT/ACT math score:*
MATH 1101 - Math Modeling (for arts/humanities/education majors who will not be pursuing trig or calculus)  
MATH 1111 - College Algebra  
MATH 1112 - College Trigonometry  
MATH 1113 - Precalculus  
MATH 1160 - Elementary Applied Calculus  
MATH 1190 - Calculus  
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

#### Foreign Language
DEP students wishing to continue Chinese, French, German, Italian, Russian, and Spanish, are placed in the appropriate level KSU course based on online CAPE placement testing, [https://chss.kennesaw.edu/flrc/testing/placement_testing.php](https://chss.kennesaw.edu/flrc/testing/placement_testing.php). *Students will begin at the 1001, 1002, 2001 or higher level, depending on the results of this placement test.*  
Students beginning a new language will start at the 1001 level. Languages available at KSU: Arabic, Chinese, French, German, Hebrew, Hindi, Italian, Japanese, Korean, Latin, Portuguese, Russian, Spanish, Turkish.

#### U.S. History
HIST 2111 - U.S. History to 1877  
HIST 2112 - U.S. History Since 1877
If you need: Take:

High school course: KSU course:
World History
HIST 1100 - Introduction to World History
HIST 1111 - Premodern World History
HIST 1112 - Modern World History

Social Studies
Anthropology
ANTH 1102 - Introduction to Anthropology
Criminal Justice
CRJU 1101 – Introduction to Criminal Justice
Geography
GEOG 1101 - Introduction to Human Geography
Philosophy
PHIL 2200 - Ways of Knowing
Psychology
PSYC 1101 - Introduction to Psychology
Sociology
SOCI 1101 - Introduction to Sociology

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 1113 or math placement) OR
BIOL 1107 & 1107 Lab - Biological Principles I. (Prereq: CHEM 1211 & 1211 Lab or AP Chemistry score 3-4)

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.
Pre-req: MATH 1112 or 1113, or AP Calc AB score 3

Physics (Engineering interest)
PHYS 2111 & PHYS 2111 Lab - Principles of Physics. Calculus-based.
Pre-req: 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 and receive high school credit if a unique DEP high school code is recorded on the transcript.

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

Personal Fitness – Must be full time (12+ hours) for HPE to be funded
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. Students must attend KSU full time to take course coded as Personal Fitness

Fine Arts elective
ART 1107 - Art in Society
DANC 1107 - Dance in Society
MUSI 1107 - Music in Society
TPS 1107 - Theatre in Society
Advanced Placement (AP) Course Equivalents Listing

KSU awards credit for the Advanced Placement Program (AP) tests administered by the College Entrance Examination Board. Students should contact CollegeBoard.com to request electronic submission of official AP scores to KSU. Credit is not awarded based upon high school or college transcripts. Refer to the table below for Course Equivalents for your Advanced Placement test scores. For AP scores, please call 1-888-225-5427 or visit www.collegeboard.com.

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>AP Score</th>
<th>KSU Exemption</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>4-5</td>
<td>ARH 2750 &amp; 2850</td>
<td>6</td>
</tr>
<tr>
<td>Art: Drawing</td>
<td>4-5</td>
<td>ART 1150*</td>
<td>3</td>
</tr>
<tr>
<td>Art: 2D Design</td>
<td>4-5</td>
<td>ART 1100*</td>
<td>3</td>
</tr>
<tr>
<td>Art: 3D Design</td>
<td>4-5</td>
<td>ART 1200*</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1107/L</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>4-5</td>
<td>BIOL 1107/L &amp; 1108/L</td>
<td>8</td>
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<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 1113</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4-5</td>
<td>MATH 1113 &amp; 1190</td>
<td>7</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 1113 &amp; 1190</td>
<td>7</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4-5</td>
<td>MATH 1113, 1190 &amp; 2202</td>
<td>11</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3-4</td>
<td>CHEM 1211/L</td>
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</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM 1211/L &amp; 1212/L</td>
<td>8</td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>3</td>
<td>CHIN 1001 &amp; 1002</td>
<td>6</td>
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<td>Chinese Language &amp; Culture</td>
<td>4-5</td>
<td>CHIN 1001, 1002, 2001 &amp; 2002</td>
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<td>Comparative Government &amp; Politics</td>
<td>3-5</td>
<td>POLS 2240</td>
<td>3</td>
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<td>Computer Science A</td>
<td>3-5</td>
<td>CS 1321/L</td>
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<tr>
<td>Computer Science AB</td>
<td>3-5</td>
<td>CS 1321/L</td>
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<td>Computer Science Principles</td>
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<td>CSE 1300</td>
<td>3</td>
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<td>English Language or English Lit</td>
<td>3-4</td>
<td>ENGL 1101</td>
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<tr>
<td>Environmental Science</td>
<td>3-5</td>
<td>SCI 1102</td>
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<tr>
<td>European History</td>
<td>4-5</td>
<td>HIST 1T00</td>
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<tr>
<td>French Language &amp; Culture</td>
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<td>FREN 1001 &amp; 1002</td>
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<td>GRMN 1001 &amp; 1002</td>
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<td>Human Geography</td>
<td>3-5</td>
<td>GEOG 1101</td>
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<td>Italian Language &amp; Culture</td>
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<td>Japanese Language &amp; Culture</td>
<td>3</td>
<td>JPN 1001 &amp; 1002</td>
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<td>4-5</td>
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<td>LATN 1002</td>
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<td>4-5</td>
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<tr>
<td>Macroeconomics</td>
<td>3-5</td>
<td>ECON 2200</td>
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<td>Microeconomics</td>
<td>3-5</td>
<td>ECON 2100</td>
<td>3</td>
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<td>Music Theory</td>
<td>3-5</td>
<td>MUSI 1T00</td>
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<tr>
<td>Physics 1</td>
<td>3-5</td>
<td>PHYS 1111/L</td>
<td>4</td>
</tr>
<tr>
<td>Physics 2</td>
<td>3-5</td>
<td>PHYS 1112/L</td>
<td>4</td>
</tr>
<tr>
<td>Physics B</td>
<td>3-4</td>
<td>PHYS 1111/L</td>
<td>4</td>
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<td>Physics B</td>
<td>5</td>
<td>PHYS 1111/L &amp; 1112/L</td>
<td>8</td>
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<tr>
<td>Physics C (Mechanics)</td>
<td>4-5</td>
<td>PHYS 2211/L</td>
<td>4</td>
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<tr>
<td>Physics C (Elec. &amp; Mag.)</td>
<td>4-5</td>
<td>PHYS 2212/L</td>
<td>4</td>
</tr>
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<td>Psychology</td>
<td>3-5</td>
<td>PSYC 1101</td>
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<td>SPAN 1001 &amp; 1002</td>
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<td>Statistics</td>
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<td>POLS 1101**</td>
<td>3</td>
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<td>HIST 2111**</td>
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<td>World History</td>
<td>4-5</td>
<td>HIST 1100</td>
<td>3</td>
</tr>
</tbody>
</table>

* After Portfolio Review
** In order to satisfy the legislative requirements for graduation, the student must also complete the GA History and/or GA Constitution exemption exam available through the testing center

7/23/19
Owl Express

Owl Express is the primary information gateway software used at KSU. To access Owl Express, visit kennesaw.edu/owlexpress and log in with your Net ID and Password. If you have any trouble accessing Owl Express, please contact the Student Help Desk at 470-578-3555 or email studenthelpdesk@kennesaw.edu.

The *Registration*, *Student Records*, and *Student Services* tabs contain links to the information most important for DEHP students.

**Registration Tab**

<table>
<thead>
<tr>
<th>If you need to ...</th>
<th>Select this link ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add or Drop a class from an existing schedule</td>
<td>Class Registration (Add or Drop Classes)</td>
</tr>
<tr>
<td>Create possible class schedules for upcoming term</td>
<td>Class Schedule Builder</td>
</tr>
<tr>
<td>View all sections of a specific course offered</td>
<td>Class Schedule Search</td>
</tr>
<tr>
<td>View your semester schedule</td>
<td>Display your Class Schedule and Grades</td>
</tr>
<tr>
<td>View your final semester grades</td>
<td>Display your Class Schedule and Grades</td>
</tr>
<tr>
<td>Find the day/time the registration system opens for you</td>
<td>Registration Status and Time Ticket</td>
</tr>
</tbody>
</table>

**Student Records Tab**

<table>
<thead>
<tr>
<th>If you need to ...</th>
<th>Select this link ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify the name you would like to go by in class</td>
<td>Preferred Name Change Form</td>
</tr>
<tr>
<td>Request an official copy of your KSU transcript*</td>
<td>Request Official Transcript</td>
</tr>
<tr>
<td>Check on Transfer Courses and AP Credit</td>
<td>View Academic Transcript</td>
</tr>
<tr>
<td>See what specific holds may be on your account</td>
<td>View Academic Transcript</td>
</tr>
<tr>
<td>Update phone number to receive KSU Alerts</td>
<td>Personal Information Menu</td>
</tr>
</tbody>
</table>

* NOTE: At the end of each term, KSU will automatically send a copy of your transcript to your high school. However, you will want to use this link to send an official KSU transcript to your school of choice if not continuing at KSU. There is a nominal charge for this service.

**Student Services**

<table>
<thead>
<tr>
<th>If you need to ...</th>
<th>Select this link ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check your accounting balance and pay fees</td>
<td>View Current Account or Pay Online</td>
</tr>
<tr>
<td>Check your parking selection</td>
<td>Parking and Vehicle Information Menu</td>
</tr>
</tbody>
</table>
REGISTRATION HOLDS

- Registration holds require students to take certain actions before they are allowed to register for classes.
- Since holds can be placed at any time by other offices, you will want to check for any holds now and again one to two days before your time ticket opens.
- DEP Advisors cannot remove a hold placed by another office.

How to Check for Holds
Through Owl Express, select “Student Records” tab and click “View Academic Transcript” link.

Common Holds for Dual Enrollment Students

**AO – Admissions Office**
Student needs to send official transcript(s) from previous institution(s) showing grades for completed course(s) directly to KSU. Contact DEP Admissions for questions (depadmissions@kennesaw.edu or 770-423-6300)

**BO – Bursar’s Office**
Student needs to pay outstanding balance and contact the Bursar’s Office directly to have hold removed as this is not an automatic process. The DEP office or advisors are not able to see a student’s itemized account. If you have questions, you will need to contact the Bursar’s Office directly (bursars@kennesaw.edu or 470-578-6419).

**DA – Dual Enrollment Advising Hold**
This hold is placed on all student accounts by the DEP advisors. This hold is removed when the advisors receive course approval from student’s high school counselor. Once the student has registered for his/her classes, the DEP advisors replace the DA Hold. Please note that this hold is on a student’s account at all times unless the student is actively registering. This stops a student from making course changes without prior approval. For questions, please email depadvising@kennesaw.edu.

**DU Hold – DEP Program Office**
For new dual enrollment students, it indicates that the student has not completed the New Student Information Form and the Dual Enrollment Policy Agreement. These are found on the DEP website (https://uc.kennesaw.edu/dep/) under “Forms”. For current dual enrollment students, it indicates that the student has not successfully completed the online orientation and quizzes. The virtual orientation is found on the DEP website (https://uc.kennesaw.edu/dep/) under “Summer Orientation”. For questions, please email depoffice@kennesaw.edu or call 470-578-6116.

**Immunization (H1, H2, H3, M2, TD, V1, V2) Holds – Immunization Services Office**
Student needs to send proof of immunizations. For further information, visit the Immunizations website, https://immunizations.kennesaw.edu/index.php, email immunizationsvc@kennesaw.edu, or call 470-578-7566.

**RV Hold – Admissions Office**
Student needs to supply proof of lawful presence (driver’s license, passport, birth certificate). Visit https://enrollmentservices.kennesaw.edu/lawful-presence.php to access the “Lawful Presence Verification Submission Form” or send an email to depadmissions@kennesaw.edu, or call 770-423-6300.
KSU Alert Emergency Notification System

KSU ALERT is an emergency notification system that notifies students, faculty and staff of critical information and situations affecting the KSU campus through the use of text messages, voice messages and email.

KSU encourages students to list their cellphone number as their primary phone number in Owl Express so that KSU Alerts are sent to student cellphones in the event of an emergency.

Although college campuses are usually safe places, emergencies and disasters do occur. KSU is committed to keeping the campus community as safe as possible through effective communication prior to, during and following emergencies.

To update the phone number that will receive KSU Alert contacts:

- Log in to Owl Express.
- Click Student Records
- Click Personal Information Menu
- Click Contact Information – Update
- To change the phone number listed as your primary phone, click on the “Primary” link next to your phone number
- Click Submit

In the event of an emergency, you will receive a text message within 30 seconds of its release. You will receive a voice message within 8 minutes.

KSU Police - Emergencies: 470-578-6666

KSU Police - Non-Emergencies: 470-578-6206
# 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</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
<td><strong>NOTE:</strong> Placement determined by student’s high school GPA and math score on ACT/SAT.</td>
</tr>
<tr>
<td>___MATH 1101 (3 hrs)</td>
<td>Mathematical Modeling</td>
</tr>
<tr>
<td>___MATH 1111 (3 hrs)</td>
<td>College Algebra - <em>this course or higher required for business majors</em></td>
</tr>
<tr>
<td>___MATH 1113 (3 hrs)</td>
<td>Precalculus – science/math majors</td>
</tr>
<tr>
<td>___MATH 1190 (4 hrs)</td>
<td>Calculus I - science/math majors and others with strong math background</td>
</tr>
<tr>
<td><strong>AREA B (5 credit hours)</strong></td>
<td><strong>INSTITUTIONAL OPTIONS</strong></td>
</tr>
<tr>
<td>___ECON 1000 (2hrs)</td>
<td>Contemporary Economic Issues</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>___AADS 1102 (3 hrs)</td>
<td>Issues in African and African Diaspora Studies</td>
</tr>
<tr>
<td>___AMST 1102 (3 hrs)</td>
<td>American Identities</td>
</tr>
<tr>
<td>___ASIA 1102 (3 hrs)</td>
<td>Introduction to Asian Cultures</td>
</tr>
<tr>
<td>___COM 1100 (3 hrs)</td>
<td>Human Communication</td>
</tr>
<tr>
<td>___FL 1002 (3 hrs)</td>
<td>Any foreign language at the 1002 level</td>
</tr>
<tr>
<td>___GWST 1102 (3 hrs)</td>
<td><em>Love and Sex (NOT COVERED BY DE FUNDING)</em></td>
</tr>
<tr>
<td>___LALS 1102 (3 hrs)</td>
<td>Understanding Latin America</td>
</tr>
<tr>
<td>___LDRS 2300 (3 hrs)</td>
<td><em>Leadership – Intercultural Competence (NOT COVERED BY DE FUNDING)</em></td>
</tr>
<tr>
<td>___PAX 1102 (3 hrs)</td>
<td>Understanding Peace and Conflict</td>
</tr>
<tr>
<td>___PHIL 2200 (3 hrs)</td>
<td>Philosophy - Ways of Knowing</td>
</tr>
<tr>
<td>___POLS 2401 (3 hrs)</td>
<td>Global Issues</td>
</tr>
<tr>
<td>___RELS 1102 (3 hrs)</td>
<td>Understanding Religious Studies</td>
</tr>
<tr>
<td><strong>AREA C (6 credit hours)</strong></td>
<td><strong>HUMANITIES/FINE ARTS</strong></td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
<td><strong>Prereq for all of the following: ENGL 1102</strong></td>
</tr>
<tr>
<td>___ENGL 2110 (3 hrs)</td>
<td>World Literature</td>
</tr>
<tr>
<td>___ENGL 2111 (3 hrs)</td>
<td>Early World Literature</td>
</tr>
<tr>
<td>___ENGL 2112 (3 hrs)</td>
<td>World Lit-mid 1600s to present</td>
</tr>
<tr>
<td>___ENGL 2120 (3 hrs)</td>
<td>British Literature</td>
</tr>
<tr>
<td>___ENGL 2121 (3 hrs)</td>
<td>Early British Literature</td>
</tr>
<tr>
<td>___ENGL 2122 (3 hrs)</td>
<td>British Lit late 1700s to Present</td>
</tr>
<tr>
<td>___ENGL 2130 (3 hrs)</td>
<td>American Literature</td>
</tr>
<tr>
<td>___ENGL 2131 (3 hrs)</td>
<td>Early American Literature</td>
</tr>
<tr>
<td>___ENGL 2132 (3 hrs)</td>
<td>American Literature mid 1800s to present</td>
</tr>
<tr>
<td>___ENGL 2300 (3 hrs)</td>
<td>African-American Literature</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
<td><strong>Students majoring in the arts should contact their major department for the appropriate arts course choice.</strong></td>
</tr>
<tr>
<td><strong>(No Longer Funded by DEP)</strong></td>
<td></td>
</tr>
<tr>
<td>___ART 1107 (3 hrs)</td>
<td>Art in Society</td>
</tr>
<tr>
<td>___DANC 1107 (3 hrs)</td>
<td>Dance in Society</td>
</tr>
<tr>
<td>___MUSI 1107 (3 hrs)</td>
<td>Music in Society</td>
</tr>
<tr>
<td>___TPS 1107 (3 hrs)</td>
<td>Theatre in Society</td>
</tr>
</tbody>
</table>
## AREA D (10-11 credit hours)

### SCIENCE, MATHEMATICS AND TECHNOLOGY

**One of the following:**

- **SCI 1101 (4 hrs)** Science, Society and the Environment I (lab included)
- **GEOG 1112 (4 hrs)** Weather and Climate (lab included)
- **GEOG 1113 (4 hrs)** Introduction to Landforms (lab included)

- **Biol 1107+L (4 hrs)** Biological Principles I & Lab
- **Chem 1151+L (4 hrs)** Survey of Chemistry I & Lab (recommended for nursing majors only)
- **Chem 1211+L (4 hrs)** General Chemistry I & Lab (co-requisite: Math 1112 or 1113 and CHEM 1211L)
- **Phys 1111+L (4 hrs)** Introductory Physics I & Lab (prerequisite: Math 1112 or higher)
- **Phys 2211+L (4 hrs)** Principles of Physics I & Lab (prerequisite: Math 1190)

**One of the following:**

- **SCI 1102 (3 hrs)** Science, Society and the Environment II (no Lab)
- **GEOG 1112 (4 hrs)** Weather and Climate (lab included)
- **GEOG 1113 (4 hrs)** Introduction to Landforms (lab included)

- **Biol 1108+L (4 hrs)** Biological Principles II & Lab (prereq: “C” or better in BIOL 1107)
- **Chem 1152+L (4 hrs)** Survey of Chemistry II & Lab (recommended for nursing majors; prereq: CHEM 1151/L)
- **Chem 1212+L (4 hrs)** General Chemistry II & Lab (prerequisite: “C” or better in Chemistry 1211/L)
- **Phys 1112+L (4 hrs)** Introductory Physics II & Lab (prerequisite: Physics 1111 w/lab)
- **Phys 2212+L (4 hrs)** Principles of Physics II & Lab (prerequisite: Physics 2211 w/lab)

**One of the following:**

- **Stat 1401 (3 hrs)** Elementary Statistics
- **Math 1160 (3 hrs)** Elementary Applied Calculus (business majors take this or Math 1190)
- **Math 1190 (4 hrs)** Calculus I (math, bio, chem, comp. science, sec. math ed./sec. science ed. majors)
- **Math 2202 (4 hrs)** Calculus II (math, bio, chem, comp. science, sec. math ed./sec. science ed. majors)

## AREA E (12 credit hours)

### SOCIAL SCIENCES

- **POLS 1101 (3 hrs)** American Government

**One of the following:**

- **Hist 2111 (3 hrs)** U.S. History to 1877
- **Hist 2112 (3 hrs)** U.S. History Since 1877

**One of the following:**

- **Hist 1100 (3 hrs)** Introduction to World History
- **Hist 1111 (3 hrs)** Premodern World History
- **Hist 1112 (3 hrs)** Modern World History

**One of the following:**

- **Anth 1102 (3 hrs)** Introduction to Anthropology
- **Crju 1101 (3 hrs)** Introduction to Criminal Justice
- **GEOG 1101 (3 hrs)** World Regional Geography
- **Psych 1101 (3 hrs)** Introduction to Psychology
- **Soci 1101 (3 hrs)** Introduction to Sociology
- **STS 1101 (3 hrs)** Science, Technology, and Society
- **Econ 2100 (3 hrs)** Principles of Microeconomics (prerequisite: 3 credit hours of college math)

**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.**
Class Schedule Search

Class Schedule Search
Kennesaw State University’s Schedule of Classes consists of the list of 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](http://www.kennesaw.edu/owlexpress) with your NetID and password.
2. Click on the top Registration tab.
3. Click on the Class Schedule Search button.
4. Select the term from the dropdown list and click the Submit button.

To find possible courses:

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.

- 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/Time</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>12345</td>
<td>3.00</td>
<td>Full Time</td>
<td>24</td>
<td>24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Basic fees (other changes may apply)

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CRN: UG Chem Lab Fee</td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

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).

Section codes you need to know:

- **W** – indicates a KSU online section (ex: ENGL 1101/W31).
- **H** – indicates an Honors section (ex: ENGL 1102/H01). Reserved for Honors College only.
- **C** – indicates a Learning Community (ex: ENGL 1101/C55). Not meant for DEP students.
- **G** – indicates an eCore section (ex: COM 1100/06G). We do not recommend this option.
FIRST INFORMATION BLOCK:

- **CRN**: Course 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** – 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 12 hours.

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.
  - 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.
- **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/endpoint of the semester you are searching.

THIRD INFORMATION BLOCK:

- **Base fees**: additional information regarding the class, such as course-specific fees, is shown in this area.

You will find a helpful video on searching for your courses on the DEP website. Visit [http://uc.kennesaw.edu/dep](http://uc.kennesaw.edu/dep), then select “Advising” and “Advising Videos.”
CLASS REGISTRATION INSTRUCTIONS

Using Class Schedule Search (Recommended)

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 (Fall 2016) and then the Submit button.
- In the Add Classes Worksheet area of the page, enter the 5-digit computer numbers (CRNs) that you recorded on your Course Time Planning Grid worksheet.
- 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.

- 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.
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.
- **NR** = 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:
Wait Lists

Classes will fill up the closer we get to the start of the semester. Many courses have wait lists built into them. You can see if a course has a wait list by looking at the schedule of classes, which can be found under the Registration tab in Owl Express – called “Class Schedule Search”.

Select Term

Class Registration (Add or Drop Classes)
Class Schedule Search
Class Withdrawal

Once you pull up the subject you wish to see (e.g. Computer Science), you will see course listings like this:

If a course has a wait list, it will show up on the right hand side of the course listing like this:

The “Waitlist Capacity” is how many students can be on the wait list. The “Waitlist Count” is how many are currently on the waitlist. The “Waitlist Availability” is how many spots are open on the waitlist for the course.

To get on the waitlist for a course, you should copy the CRN of the course down

Put that into one of the text boxes on the “Class Registration (Add or Drop Classes)” page in your Registration tab. Click Submit. A box will pop up saying the wait list is available for the course.

You must click on the drop down box under the “Action” column and select Wait List, then click the submit button. You will then be on the wait list.

If you are number 1 on the wait list and a spot becomes open in the course, you will receive an e-mail at your KSU email address. **You will have 12 hours to register for the course.** If you do not register, you will be bumped off the wait list and the next student on the wait list will then be given the chance to register.

**If you are on a waitlist, check your KSU email address very frequently!**
View and Pay your Fee Balance

KSU does not mail invoices! You must access your invoice online.

Payment deadline:
Fall 2020 – August 31st @4PM

Please Note! Once your schedule is finalized, you do not need to wait until the payment deadline to pay your portion of your bill.

When will Dual Enrollment funds be posted to my account?
Our campus partners work on funding throughout the registration window. Final funding is typically posted to students’ accounts on the final day of drop/add for each term to ensure that charges accurately reflect any changes to student credit hours made during drop/add. Until funds are posted, students will see “Estimated Financial Aid” and “Estimated Balance Due” when they check their accounts as instructed below.

What should I owe for each semester?
After Dual Enrollment funds have been posted, students should owe only for course-specific fees (science labs, computer science fee, HPE fee, etc.) and parking (if you selected a parking area). If Dual Enrollment funds have been applied and your balance is more than your course-specific fees and parking, please contact the Bursar’s Office (470-578-6419). For privacy reasons, the DEP office cannot view itemized student accounts.

How do I check my balance?
To access your account and view itemized charges,
- 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 Current Account or Pay Online.”
- You will be directed to the Student Account Suite. 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 “View Account Activity.” Items noted as “WVR” with a negative amount are fees that are waived by KSU as a courtesy to DEP students. Dual Enrollment funding will appear on your invoice as “Third Party Contract Payment.”

Parental access to the Student Account Suite:
To authorize a parent to view their charges and make payments, students should log in to the Account Suite as noted above and click on “Authorized Users” at the top of the page and enter parent information.

How do I pay?

- To pay by U.S. Mail: Send your check with KSU # (no cash) along with your online statement to: Kennesaw State University, Bursar’s Office MD 0503, 395 Cobb Avenue, Kennesaw, GA 30144.

- To pay by Campus Drop Box: A drop box is located outside the Bursar’s Offices on Kennesaw Campus, Student Center, Room 233 and on Marietta Campus in Norton Hall lower level. Pre-addressed envelopes are provided. Include your check with KSU # (no cash) along with your online statement.

- To pay in person: Visit the Bursar’s Offices on Kennesaw Campus, Student Center, Room 233 and on Marietta Campus in Norton Hall lower level. The cashiers’ hours are 8:00am – 5:00pm, Monday-Friday. They accept cash, money orders, and checks. Credit cards are not accepted in person, only online.
TEXTBOOKS & MATERIALS

Getting Your Textbooks

1. Textbooks are provided to Dual Enrollment students at no cost to the student through KSU’s University Stores (the Bookstore). These materials are either loaned to the student and must be returned at the end of the term, or given to the student to be used for the class such as lab books.

2. **DO NOT** purchase covered textbooks out of pocket. There is no mechanism in place to reimburse you through Dual Enrollment funding for prior purchases.

3. Textbooks will be available for pickup prior to the first day of class according to your last name. You are strongly encouraged to pick up materials on your assigned day to avoid waiting in long lines.

4. Textbooks are picked up at the campus store where you are taking classes.

<table>
<thead>
<tr>
<th>Kennesaw Location</th>
<th>Marietta Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmichael Student Center</td>
<td>Joe Mack Wilson Student Center</td>
</tr>
<tr>
<td>395 Cobb Avenue</td>
<td>1100 S. Marietta Pkwy</td>
</tr>
<tr>
<td>Kennesaw, GA 30144</td>
<td>Marietta, GA 30060</td>
</tr>
<tr>
<td>470-578-6260</td>
<td>678-915-7355</td>
</tr>
</tbody>
</table>

5. Bring your KSU ID for textbook pickup. Both the Kennesaw and Marietta locations have an “Order Pickup” area, which will be clearly marked. At the time of pickup, a University Stores employee will go over your books with you to ensure completeness.

6. You will be provided a receipt at the time of pickup. This receipt will be stamped **DUAL ENROLLMENT No Fee Material**. This is your receipt. **Keep it**. This receipt is necessary to assist you should you need to exchange your books.

7. **DO NOT** open shrink-wrapped or sealed books or access codes until 100% certain that you are keeping the course. Wait until after classes start to open your shrink-wrapped or sealed books or access codes.

8. Textbooks that are distributed to you will have one of two stickers attached:

   a. **DUAL ENROLLMENT RENTAL**
      - These materials will be identified with a DUAL ENROLLMENT RENTAL sticker.
      - These materials need to be returned to the University Stores location at which you picked up your materials.
      - These materials need to remain in resalable condition. Minor highlighting and notes are OK.
      - Failing to return DUAL ENROLLMENT RENTAL materials may result in a $75 replacement fee per course.
      - If you have any questions as to whether or not a material is a rental, email books@kennesaw.edu or call the store (470) 578-6261.

   b. **DUAL ENROLLMENT CONSUMABLE**
      - These materials are a one-semester use product and do not need to be returned to University Stores.
      - These materials will be identified with a DUAL ENROLLMENT CONSUMABLE sticker.
      - Dual Enrollment Consumables are typically access codes, homework management software, lab manuals or workbooks.
      - If you have any questions as to whether or not a material is a consumable, email books@kennesaw.edu or call the store.
**Changing Classes**

1. If you change courses during the drop/add period, bring your unneeded materials to the store along with your receipt and KSU ID. They will exchange the unneeded books from the dropped course for the ones needed in the added course.

2. You can also verify what is needed for your courses by logging into Owl Express. Click the tab for “Student Services” and then click “KSU Bookstore.”

3. If you have any questions about changing courses and how to exchange your textbooks, email books@kennesaw.edu or call the store.

**Given the Wrong Books?**

If you were given incorrect books, stop by the store right away so they can replace the wrong materials with the ones you need. We encourage you to verify you have the correct books on the first day of class by checking your syllabus.

**Missing a Book, Manual, Access Code, etc.?**

Dual Enrollment covers textbooks that are listed as “required” on the course syllabus. Items listed as “recommended” are not covered under Dual Enrollment funding. If you did not receive a required book or item when you picked up your course materials, please return to the store with a copy of the course syllabus stating that the book is required and they will assist you.

**Returning Your Textbooks**

1. Textbooks are provided for you to use for the duration of the upcoming semester, however, course materials remain the property of University Stores.

2. **DO NOT** sell your course materials to University Stores, another Bookstore, or to another student. These materials are the property of University Stores.

3. Highlighting and note taking in your books is OK.

4. Frequently, we see books returned water-damaged. Books that come back water-damaged are subject to a $75 replacement fee.

5. Other excessive damage (broken spine, missing pages) may also result in a $75 replacement fee.

6. Dual Enrollment Rental Textbooks must be returned to University Stores by the end of the semester.

7. Textbooks must be returned to the campus store where you picked up your book at the start of the semester (see p. 1 for locations). Please bring your KSU ID.

8. Failure to return Dual Enrollment Rental Textbooks by the end of the semester may result in a $75 replacement fee.

**QUESTIONS?** – Contact University Stores books@kennesaw.edu

Paul Oliphant – polipha1@kennesaw.edu * Debbie Hreha dhreha@kennesaw.edu
Obtaining a Parking Permit

1. To select your permit, log into parkingportal.kennesaw.edu using your NetID and password.

2. Click on the "Permits" tab at the top and select "Get Permits" in the drop-down, which will take you to our virtual permitting system.

3. Click "Next" at the bottom of the screen, and the "KSU Permit Selection and Permit Agreement" page will load. Select a permit and then click the boxes indicating that you are familiar with and understand Parking and Transportation’s rules and regulations.

4. Next, you’ll add vehicles to your account by selecting the "Add an Additional Vehicle" option at the bottom of the "Select Your Vehicles for Permit" page. You may select up to five vehicles to apply to this permit and then click "Next" to continue.

5. On the "Purchase Overview" page you’ll see the permit term, permit option and maps to both campuses displayed.

6. Click "Checkout" at the bottom of the page to continue to the "Finalize Purchase" page. If everything is correct and accurate on this page, click the box indicating that you have read and understood the above statements and click "Transfer Permit Fee to Owl Express" to finalize the permit selection process. Also, and this is very important, if you have correctly completed your permit selection, you will receive a confirmation email from Parking and Transportation.

Have Questions? Contact the Talon One Service Center directly at (470) 578-8663 (T-ONE) or talonone@kennesaw.edu if you have any questions.

Please note: The DEP Office will not be able to assist you with parking permit issues. All inquiries should go through Talon One Service Center.
Communications

Student’s Responsibility

Email Communications

- Email all DEP Advising related emails to depadvising@kennesaw.edu and include the following.
  
  Your Full Name  
  Your KSU ID#  
  Course Name (when applicable)  
  Course/High School Number (when applicable)

- Please allow 1-3 business days for a response via email from your KSU advisor. Keep in mind, we are out of the office for Advising sessions during peak times of the year, which will mean we are not in our office to respond immediately.

- During registration, email your high school counselor and CC depadvising with any registration related questions or concerns.

Be Aware of Policy to Remove DA Hold

- High school counselors and KSU Advisors must sign off on your approved proposed schedules before your KSU advisor can begin the process of lifting the DA hold.
- KSU Advisors must have your complete Schedule Change Request form before we can begin the process of lifting a DA hold.

Be Prepared for KSU Advising

- Check their KSU student email account regularly for paperwork, advising session appointments, and instructions on what is needed for courses and/or advising sessions.
- Meet with your high school counselor to discuss your schedule before their KSU advising session.
- Accept/confirm advising session appointments sent to KSU email.
- Keep confirmed appointments and having a list of courses discussed with high school counselor for KSU advising session.
- Ensure that your proposed schedule is delivered to and signed by their high school counselor, and then returned to depadvising@kennesaw.edu at least 1 week before registration.
- Confirm all holds have been removed by checking your Owl Express – Student Records – View Academic Transcript regularly.
- Ensure that all official placement scores and transcripts have been sent to admissions at least 2 weeks before registration.
Dual Enrollment Course Directory

What courses are available?

- Approved courses include:
  - Core academic areas (English, math, science, social studies and world (foreign) languages)
  - Career, Technical and Agricultural Education (CTAE) courses
  - The Course Directory lists all eligible courses by participating postsecondary institutions. Eligible courses per category are determined by the first two digits of high school course number.
  - Course categories such as: fine arts, physical education and health are no longer eligible.

Funding Cap Eligibility

What are the limits on the state-funded Dual Enrollment funding Program?

- The Dual Enrollment Funding Cap is 30 semester or 45 quarter hours. This is a hard cap. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program.

- All first-time students effective Summer term 2020 and beyond are subject to the Dual Enrollment Funding Cap.

- Students who received Dual Enrollment funding for 18 semester or 27 quarter or less hours, through Spring term 2020, are subject to the Funding Cap. For Summer Term 2020 and later, these students may receive funding for the remaining hours up to the Dual Enrollment Funding Cap of 30 semester or 45 quarter hours.

  Examples:
  - A student who received Dual Enrollment funding for 15 semester hours through Spring term 2020, may receive Dual Enrollment funding for 15 semester hours, Summer term 2020 and after.
  - A student who has received Dual Enrollment funding for 24 quarter hours through Spring term 2020, may receive Dual Enrollment funding for 21 quarter hours, Summer term 2020 and after.

- Students who received Dual Enrollment funding for 19 semester or 29 quarter or more hours through Spring term 2020, Funding Cap is extended for an additional 12 semester hours or 18 quarter hours of funding.

  Examples:
  - A student who received Dual Enrollment funding for 19 semester hours through Spring term 2020, may receive Dual Enrollment funding for 12 semester hours.
  - A student who received Dual Enrollment funding for 29 quarter hours through Spring term 2020, may receive Dual Enrollment funding for 18 quarter hours.

Grade Level Eligibility

Who is eligible to participate in the Dual Enrollment funding Program?

9th Graders

- Students in the 9th grade are not eligible to participate in the Dual Enrollment funding Program.

11th & 12th Graders

- Eligible students may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution (USG, TCSG or private).
Dual Enrollment funding Program FAQs

effective Summer term 2020

As of March 13, 2020

10th Graders

• All eligible 10th Graders may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.

• 10th Graders who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution.

  Note: GSFC must have the required test score(s) in the Dual Enrollment system prior to the student’s Dual Enrollment funding Application being approved by the high school or home study.

• Students that were 9th graders during the 2019-2020 school year and participated in Dual Enrollment during the 2019-2020 (received funding for FY 2020) year may enroll as 10th graders in any approved Dual Enrollment courses listed on the Course Directory at any eligible participating postsecondary institution (USG, TCSG or private) for the 2020-2021 year.

High School Graduation Option B (SB2) Students

How is a student identified as pursuing High School Graduation Option B (SB2)?

• Students must be designated by their public high school as pursuing High School Graduation Option B (SB2).

• All new public high school students, designated by their high school, as pursuing High School Graduation Option B (SB2) starting Summer term 2020 or after are subject to the Funding Cap.

• Public high school students, designated by their high school, pursuing High School Graduation Option B (SB2) as of Spring term 2020, and received Dual Enrollment funding as an Option B (SB2) student, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution for their High School Graduation Option B program. They are not subject to the Funding Cap.

Dual Enrollment funding Application

How does a student apply to participate in Dual Enrollment?

• The new annual online application is available on GAfutures and may be completed by high school and home study students who are enrolled and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.

• The student must first create a GAfutures account profile that includes the student’s correct information (legal name, email address, home address, social security number and date of birth). If the student does not have a valid social security number, when creating a GAfutures account profile, they will be assigned a GAfutures temporary ID.

• Upon selecting the Dual Enrollment funding application for the 2020 – 2021 school year, the student’s GAfutures account profile will prepopulate the funding application. The school year includes Summer term 2020, Fall term 2020, Fall 1 term 2020, Winter term 2021 and Spring term 2021.

• Within the application the student must provide a parent/guardian’s email address for the parent/guardian to electronically complete and sign the Dual Enrollment Participation Agreement for their student.

• The student will receive an application ID upon submission of the application and should provide the application ID to the parent/guardian.

• The parent/guardian will receive an email with instructions to complete and sign the Dual Enrollment Participation Agreement. The parent/guardian will be prompted to provide the student’s date of birth and the application ID (as provided and emailed to the student) or student’s social security number and date of birth. The parent/guardian may visit GAfutures.org\DE Parent Agreement to access the paper agreement.

• The high school/home study and postsecondary institution must approve the student’s online application prior to the term and by the deadlines set by the school and college or last day of the term at the latest.
Dual Enrollment funding Program FAQs

effective Summer term 2020

As of March 13, 2020

Dual Enrollment funding

What are the Dual Enrollment Award amounts?

• The specific Dual Enrollment award amount will vary based on the postsecondary institution and the number of credit hours in which a student is enrolled in approved Dual Enrollment courses.

• The approved award rates to be paid for Tuition, Mandatory Fees, and Book costs are annually published and subject to change each year.

• Dual Enrollment funding is available for the per term maximum of 15 semester or 12 quarter hours and a maximum of three semesters or four quarters per school year based on approved enrollment with a completed Dual Enrollment funding application as long as the student meets all eligibility requirements.

• Dual Enrollment funding is available up to the student’s high school graduation or home study completion date or the 30 semester or 45 quarter hours Funding Cap, whichever occurs first.

Can a student retake or withdraw from a Dual Enrollment course?

• Effective Summer term 2020 (FY2021), a student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding; does not include courses taken through Spring term 2020.

• Effective Summer term 2020 (FY2021), students become ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal. Course withdrawals prior to Summer term 2020 are not included.

Is there consideration for extenuating circumstances with withdrawals or retaking a course?

• A student who withdrew from or wishes to retake/repeat a Dual Enrollment course may submit a written Extenuating Circumstance Appeal Request with supporting documentation. The Appeal Request form will be made available on GAfutures in May 2020. (Consideration given only for courses taken Summer term 2020 or later.)

• The student must have experienced an extenuating circumstance of serious illness, serious injury or a death of an immediate family member.

• Appeals do not allow for additional hours of Dual Enrollment program funding eligibility. The appeal solely allows for continued participation in the Dual Enrollment program, up to the 30 semester or 45 quarter hours program Funding Cap.

What options are available after a student reaches the state-funded Dual Enrollment Funding Cap of 30 semester or 45 quarter hours?

• Students may choose to self-pay for additional credit hours/courses.
• Students who have reached the Dual Enrollment Funding Cap may be eligible for HOPE Grant and HOPE Career Grant Programs as a “bridge” to additional funding. Students pursuing a technical diploma or certificate program of study in one of the 17 high-demand industry areas of the HOPE Career Grant may be eligible for HOPE Grant Bridge funding. The eligible Postsecondary Institution determines eligibility for HOPE Grant and HOPE Career Grant. The student must meet all eligibility requirements of the HOPE Grant Program, including residency, citizenship, and all academic requirements. Students may be responsible for any charges not covered by the HOPE Grant and Career Grant funding such as fees and books. The course credit hours paid by HOPE Grant funding will be applied to the 63 semester Paid-Hours limit and the Combined Paid-Hours HOPE and Zell Miller Scholarship and Grant Limit.

• Public high school students pursuing a high school diploma through High School Graduation Option B (SB2) may use HOPE Grant as a “bridge” to additional funds after they have reached the Dual Enrollment Funding Cap. Students’ certificate or diploma program of study may qualify for HOPE Career Grant as well. The eligible Postsecondary Institution determines eligibility for HOPE Grant and HOPE Career Grant. The student must meet all eligibility requirements of HOPE Grant Program, including residency, citizenship, and all academic requirements. Students may be responsible for any charges not covered by the HOPE Grant funding such as fees and books. The course credit hours paid by HOPE Grant funding will be applied to the 63 semester Paid-Hours limit and the Combined Paid-Hours HOPE and Zell Miller Scholarship and Grant Limit.

Be advised:
• No exceptions are allowed for the approved courses, grade level, Funding Cap or High School Graduation Option B status eligibility requirements effective 2020-2021 (beginning Summer term 2020).

• Additional program rules will continue to be made available as the program is implemented and the Dual Enrollment application system is completed.