CONTAINED IS ESSENTIAL KNOWLEDGE FOR DEP STUDENTS COVERING PROCESS, COURSE SELECTION, AND REGISTRATION

DEP STUDENT'S SPRING 2021 REFERENCE GUIDE

OWL ADVISING - DUAL ENROLLMENT

CONTACT OWL ADVISING DE AT DEPADVISING@KENNESAW.EDU

DUANE MORRIS, A-F
MONIQUE RICHARDSON, G-N
NANCY TOMPKINS, O-Z
### Before Advising and Registration

Essential information for every DEP student to prepare before Advising and Registration.

### Student Responsibility

"The price of greatness is responsibility."

Sir Winston Churchill

### Student Contacts

Important process, hold, and contact information for students.

### Student Resources

Knowing what is available to you is the first step!

### Class Coding

An overview of what course offerings are and are not available to DEP students.

### Schedule Change Request Form

Changes outside of your registration window require this process.

### Registration

A step-by-step guide on how to register for your classes.

### Class Schedule Search

The best and only reliable way to find your courses!

### College Prep

“Our potential is one thing. What we do with it is quite another.”

Angela Duckworth, PhD

---

**Last Page - Owl Advising DE 2021 Calendar**
HAVE YOU COMPLETED YOUR CHECKLIST?

BEFORE ADVISING AND REGISTRATION!
NEW DEP STUDENTS

Did you recently apply to be a DEP student at KSU? You will need to complete the checklist included in your Admissions Dept Acceptance Letter and DEP Office emails before you make an OWL Advising DE appointment.

QUESTIONS?

DEP OFFICE
E: DEPOFFICE@KENNESAW.EDU
W: HTTPS://DEP.KENNESAW.EDU/

THIS CHECKLIST IS ONLY COMPLETED ONCE BY NEW DEP STUDENTS. YOU WILL NEED TO LIFT YOUR IMMUNIZATIONS HOLDS AND LAWFUL PRESENCE HOLD. HOW? LINK BELOW

OWL Express + Holds Video Link
- Part One - OWL Express
- Part Two - Holds
- Part Three - Test Scores and Transfer Credit
STUDENT CONTACTS

Students must always use your KSU Email Account and include your KSU ID number in any KSU related communication! We recommend you also identify yourself as a DEP student.

1. DEP OFFICE (FORMALLY ADMISSIONS)
   E: depoffice@kennesaw.edu
   W: https://dep.kennesaw.edu/
   Admissions requirements, Admissions documents, SAT/ACT test score submission, Lawful Presence Verification, Continuing with KSU after DEP

2. DEP OFFICE
   E: depoffice@kennesaw.edu
   W: https://dep.kennesaw.edu/
   Changes in student information, Address and/or contact info, Extended absence or missed exam/final, etc., Conflict resolution, Questions regarding Funding, Textbooks, Parking, and Transcripts. They place the Dual Enrollment Hold

3. IMMUNIZATIONS
   E: immunizationsvc@kennesaw.edu
   W: https://immunizations.kennesaw.edu/
   All things Immunizations and related holds through the Registrar’s Office that oversees this dept

4. REGISTRAR OFFICE
   E: registrar@kennesaw.edu
   W: https://registrar.kennesaw.edu/
   Have a registration issue beyond what DEP Advising can assist with, the Registrar’s Office is here for you

5. TEXTBOOKS
   E: books@kennesaw.edu
   W: https://bookstore.kennesaw.edu/home.aspx
   Your textbook contact on campus, and DEP Office can assist with further questions

6. PARKING
   E: parking@kennesaw.edu
   W: https://parking.kennesaw.edu/
   Your parking contact on campus, and DEP Office can assist with further questions

7. ID CARDS
   E: talonone@kennesaw.edu
   W: https://talon.kennesaw.edu/
   Your ID Card contact on campus, and DEP Office can assist with further questions

8. CAMPUS TOUR
   W: https://visit.kennesaw.edu/
   Do you want to tour the campus, see your classroom buildings, and learn more about what KSU has to offer?

9. FISCAL SERVICES (BURSAR)
   W: https://fiscalservices.kennesaw.edu/bursar/
   Want to know more about your financial account at KSU?
WHEN YOU NEED SUPPORT...

STUDENT RESOURCES

Math and Science Challenges
- SMART Center?

Need Academic Support Services?

Want some Writing Assistance?

Student Services Desk!

Help Center!

ESL Study and Tutorial Center!

Need Disability Resources?

How does Supplemental Instruction sound?

The LIBRARY is here for you!

Wellness Resources that cover all aspects of your health!

Having Technical Difficulty?

D2L Training!

Click Here

4
WHO WE ARE AND WHAT WE DO!
BEFORE ADVISING
You start with your High School then move to DEP Admissions/Office. Admissions handles your incoming documents, lawful presence, and continuing at KSU. The DEP Office handles textbooks, parking, and funding!

Once students have lifted their admissions and office holds, they move to DEP Advising and registration!

DUAL ENROLLMENT DIRECTORY (DED)
The Master List of all funded courses! As a DEP student, it is paramount that you verify the courses you need for HS graduation are funded! Link to DED

DUAL ENROLLMENT HOLDS
Dual Enrollment + Readmit holds - DEP Office
Dual Enrollment Advising - DEP Advising

WHAT DO ACADEMIC ADVISORS DO?
Advisors assist you in identifying and achieving your academic, career, and personal goals. They provide academic guidance in order to keep you on track for graduation and can help connect you to campus programs and services.

WHAT ABOUT DE ACADEMIC ADVISORS?
DE Advisors are a part of OWL Advising under Academic Affairs. We assist DE students with class selection, registration process, and the high school to college transition.

CONTACT US
All DEP Advisors work from a single resource email (below) and do not answer DEP inquiries to their personal KSU emails. Our hours for appointments and inquiry response are 9AM - 4PM, Monday - Friday. Keep these hours in mind when deadlines are near.

Available Remotely via Microsoft Teams
E: depadvising@kennesaw.edu
W: https://dep.kennesaw.edu/
Duane Morris

Student Population A-F
E: depadvising@kennesaw.edu

Duane Morris has been with Kennesaw State University since 2010 as a staff member. Prior to his role as a Dual Enrollment Academic Advisor, he worked with the nationally ranked track and field program at KSU. Morris earned his Bachelor's degree at Morehead State University and Masters from Eastern Kentucky University.

Monique Richardson

Student Population G-N
E: depadvising@kennesaw.edu

Monique Richardson has been with KSU since 2017 as a Faculty member for the First-Year-Transition Studies program and now as a staff member. Prior to her role as a Dual Enrollment Academic Advisor, she worked as an Academic Advisor and First-Year coach and college administrator for over 12 years. Monique earned her Bachelor of Science in Organizational Leadership (BS) and Master of Science in Management (MSM) from Thomas Edison State University.

Nancy Tompkins

Student Population O-Z
E: depadvising@kennesaw.edu

Nancy Tompkins has been with KSU since 2010 as a student, professor, and now staff. Prior to her role as a Dual Enrollment Academic Advisor, she earned her Bachelors and Masters from KSU while working for non-profits as a program developer and KSU as the DE Application Processor.
OWL ADVISING POLICY + REMINDERS
DUAL ENROLLMENT

STUDENTS + PARENTS
The transition between high school and college is a challenge in independence and responsibility that DEP students are ready for early!

DEP requires parent participation in signatures and material/policy review for new students. Once a student is ready for Advising, the shift is to student focus as we look into personal academic history, future goals, and interests.

We encourage parents active support for their student as they navigate the college experience and become capable college students. However, students must initiate conversation about their account, schedule, concerns, or needs directly with DEP Advising.

PROCESS
Pre-Advising
Fall 2020 - Spring 2021
- Speak with your HS Counselor about what you need to take for HS graduation, and upcoming KSU semester.
- Verify what funding you have available to you
- Send KSU all official college transcripts and CollegeBoard AP Scores if you wish to register for upper level courses

Post-Advising
Fall 2020 - Spring 2021
- Completely sign your DocuSign Advising Envelope. Let your Parent know the DocuSign is headed their way next.
- Review the Reference Guide, especially Registration Instructions
- Set a Calendar reminder for registration!

COMMUNICATIONS
Students + Parent
Fall 2020 - Spring 2021
- DEP Advising can be reached at depadvising@kennesaw.edu
- All communications will require you use your KSU email and include your KSU ID number. Identify yourself as a DEP student as well.
- This is for identity verification with respect to privacy and security.

HS Counselor
Fall 2020 - Spring 2021
- DEP Advising can be reached at depadvising@kennesaw.edu
- Please include students full name

REGISTRATION
The University wide registration calendar does not apply to DEP. You have a short registration window covered in Advising, and all necessary schedule changes must be complete long before the start of the next semester.

PAYMENT NOTICE EMAILS
Registrar/Bursar will send automated payment notices to students when they register and make changes to their schedule. These notices do not accurately reflect what a DEP student owes. If ever you have concern related to this, view the STUDENT CONTACTS page of this guide for the Bursar’s Office and the DEP Office.
SO,
YOU'RE
READY TO
REGISTER!
REGISTRATION

KSU Curriculum
Which Class is Right For Me?

ENGLISH
For the majority of new DEP students, ENGL 1101 is the best course for you!

You may qualify for ENGL 1102 if you have an AP Lit or Lang score of 3-4, and a 2000 level ENGL with an AP score of 5. These AP scores must be officially submitted to KSU through CollegeBoard.

MATH
For the majority of new DEP students, MATH 1111 is the best course for you!

Are you super confident in math or know you want to major in a math focused degree program? ALEKS EXAM (link here) is a process and an out-of-pocket fee to DEP students. The "About Aleks" section has FAQs including placement based on High School scores!

ECONOMICS
For the majority of new DEP students, ECON 1000 is the best course for you!
If you are interested in a upper level ECON 2105 or 2106, you will need to have completed a college math course to qualify.

Keep in mind, ECON 1000 is only 2 credit hours, so if you need to meet the 12 credit hour requirement to be full time, you will want to take ECON 1000 in a semester where you also take a 4 credit hour course.

FOREIGN LANGUAGE
For the majority of new DEP students, a level 1000 FL course is the best for you!

AP Scores can qualify you for a higher course - click here. If you would like to take the Placement Exam to possibly test into a higher course - click here. You will need to speak with a FL Advisor for an override if the exam results in higher placement, and of course, making sure the new course is funded.
REGISTRATION

Class Schedule Search (CSS)

WHAT IS IT?
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.

HOW 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 button.
4. Select the Spring 2021 from the dropdown list and click the Submit button.

TO FIND POSSIBLE COURSES:
The Class Schedule Search feature allows you to look for all course offerings and narrow down your search by several fields. We recommend you use your course prefix and number (ex. MATH 1111 or ENGL 1101) to begin and then narrow your search once you have seen the total options.
REGISTRATION

Class Coding/Restrictions:
What courses are available to DEP students?

AVAILABLE TO DE STUDENTS!

• Face to Face or Hybrid – ENGL 1101/01
• KSU Online – ENGL 1101/W01

RESTRICTED FOR DEP

• Honors – ENGL 1101/H08
• Learning Community – ENGL 1101/C21
• Summer Orientation – ENGL 1101/N01
• Learning Support – ENGL 1101/L32
• Advanced Majors Program - ENGL 1101/M67
• Online Learners – Denoted in Comments Section
• eCore – ENGL 1101/02G (Possible but not Recommended)
REGISTRATION

Register in OWL Express

USING CLASS SCHEDULE SEARCH (RECOMMENDED)

You will need the 5-digit computer registration numbers (CRNs) from the courses you are interested in. Refer to the previous pages for information and to review Class Schedule Search.

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.”

**Your REGISTRATION WINDOW is covered during your Advising Session!**

HOW TO REGISTER WITH DYNAMIC COURSE SEARCH ENGINE:

1. Go to www.kennesaw.edu/owlexpress.
2. Log in using your NetID and Password. If you experience difficulty logging in, call the Student Technology Helpline at 470-578-3555.
3. Click Registration from the Main Menu.
4. Select Class Registration (Add or Drop Classes).
5. You will be shown the Registration Agreement to Pay Tuition. Read the agreement, select the “I Agree” button, and click Continue.
6. Make sure you choose the correct term (Spring 2021) and then the Submit button.
7. In the Add Classes Worksheet area of the page, enter the 5-digit computer numbers (CRNs) that you recorded while using Class Schedule Search, above.
8. Click the Submit Changes button at the bottom of the page. Registration results will appear.
9. You will see the message **Web Registered** displayed by a course to indicate a successful registration.
10. 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. Screenshot for STEP 11 below.
11. Email a Screenshot of your Schedule to your HS Counselor and DEP Advising.
12. 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.
REGISTRATION

Schedule Change Request Form (SCRF) + Withdrawals

OUTSIDE OF REGISTRATION WINDOW

Your REGISTRATION WINDOW is covered during your Advising Session!

1. Student locates open courses using the **KSU Dynamic Class Schedule Search** (Via Owl Express or Google)
2. Student sends screenshot of open course listing to high school counselor and depadvising – requesting DocuSign SCRF to be sent for official signature approval
3. Student and High School Counselor must complete/sign DocuSign form
4. Student makes change in an allotted time frame set by DE Advisor in KSU Email
5. Student sends updated schedule to depadvising and High School Counselor immediately after change

EMERGENCY LAST MINUTE CHANGES (ADD/DROP WEEK)

1. Changes are not allowed after the official close of registration (Wednesday before add/drop period)
2. DE Students must follow the steps for Schedule Change Requests if an emergency occurs after registration is closed.
3. Funding and Credits must be verified before additional courses can be added

**DISCLAIMER:** DE Student's ability to participate in KSU Add/Drop Week is not guaranteed. Speak to your HS Counselor for your HS/County Final Schedule Policy.

WITHDRAWALS

KSU Withdraw Policy applies to KSU. If you want to withdraw from a course at KSU, ask your HS Counselor how a W will affect your HS graduation and HS transcript. Make sure to email DEP Advising + HS Counselor before the deadline (Calendar).

Two withdrawals is dismissal from the DE program. A co-req Lecture and Lab Science course does equal two.
COLLEGE PREP

WHAT YOU NEED TO BE SUCCESSFUL IN UNIVERSITY
In our many years of advising young college students, we have noticed a trend for student success. Through a student's preparation, grit, awareness, and willingness to speak up when they need support, all students can find success!

So much of what you will hear, you have heard before. Being an active student, a listener, and practitioner of organization and time management techniques - that is what will push you to the next level. As a DEP student, you are highly capable, intelligent, and independent, and I can’t wait to see what you achieve!

EDUCATION
Organize your calendar around your syllabus
Know your Professors preferred contact information!
Use campus resources!
Speak up!

GRIT
Video Link
You’ve probably seen it before, but its worth the re-watch
“We are what we repeatedly do. Excellence, therefore, is not an act but a habit.”
Aristotle

CORONA VIRUS CAMPUS UPDATES
Campus Updates
Website Link

DE AMBASSADORS!
For DEP Seniors continuing with KSU after DEP!
Paid work study positions for eligible DE Seniors returning in the Fall as Incoming Freshmen

Watch your KSU email to hear more about it!
If you have any questions about DE Ambassadors, email mirch130@kennesaw.edu
# OWL ADVISING DE 2021 CALENDAR

<table>
<thead>
<tr>
<th><strong>Spring 2021</strong></th>
<th><strong>Tasks/Forms Needed</strong></th>
<th><strong>Start</strong></th>
<th><strong>End</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
<td>Registration Complete</td>
<td>Jan 11 (M)</td>
<td></td>
</tr>
<tr>
<td><strong>Add/Drop</strong></td>
<td>By School district, HS Counselor approval, and Schedule Change Request Forms Required, Reference Guide (RG) page 14</td>
<td>Jan 11 (M)</td>
<td>Jan 15 (F) 4pm</td>
</tr>
<tr>
<td><strong>MLK Holiday</strong></td>
<td>TBD-Online Requirements</td>
<td>Jan 18 (M)</td>
<td></td>
</tr>
<tr>
<td><strong>KSU Last Day to Withdraw Without Academic Penalty</strong></td>
<td>Approval from HS Counselor Signed Form by Student</td>
<td>Mar 1 (W) 4pm</td>
<td></td>
</tr>
<tr>
<td><strong>KSU Spring Break</strong></td>
<td></td>
<td>Mar 8 (M)</td>
<td>Mar 14 (Su)</td>
</tr>
<tr>
<td><strong>Last Day to Withdraw for the Term With a WF</strong></td>
<td>Approval from HS Counselor with Signed Form by Student RG page 14</td>
<td>Apr 23 (F) 4pm</td>
<td></td>
</tr>
<tr>
<td><strong>Last Day of Classes</strong></td>
<td></td>
<td>May 3 (M)</td>
<td></td>
</tr>
<tr>
<td><strong>Final Exams</strong></td>
<td>See Syllabus for Specific Date</td>
<td>May 4 (Tu)</td>
<td>May 10 (M)</td>
</tr>
<tr>
<td><strong>Final Grades Due by NOON</strong></td>
<td>Student or DEP Office to send final grade to HS Counselor DEP Office Fulfills Transcript Requests for DE Students</td>
<td>May 13 (Th)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fall/Summer 2021</strong></th>
<th><strong>Tasks/Forms Needed</strong></th>
<th><strong>Start</strong></th>
<th><strong>End</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DE Advisement for Fall + Summer 2021</strong></td>
<td>Student to meet with HS Counselor before attending DE Advisement</td>
<td>Feb 1 (M)</td>
<td>Mar 12 (F)</td>
</tr>
<tr>
<td><strong>DE Registration</strong></td>
<td>Proposed Schedule DocuSign fully signed prior Registration Complete for Fall + Summer 2021</td>
<td>Mar 15 (M)</td>
<td>Mar 22 (M) 4pm</td>
</tr>
<tr>
<td><strong>First Day of Classes Summer (S)</strong></td>
<td></td>
<td>May 17 (M)</td>
<td></td>
</tr>
<tr>
<td><strong>Add/Drop (S)</strong></td>
<td>By School district, HS Counselor approval, and Schedule Change Request Forms Required, RG page 14</td>
<td>May 17 (M)</td>
<td>May 21 (F) 4pm</td>
</tr>
<tr>
<td><strong>KSU Last Day to Withdraw Without Academic Penalty (S)</strong></td>
<td>Approval from HS Counselor with Signed Form by Student RG page 14</td>
<td>June 18 (F) 4pm</td>
<td></td>
</tr>
<tr>
<td><strong>July 4th Holiday</strong></td>
<td>TBD-Online Requirements</td>
<td>July (S) (M)</td>
<td></td>
</tr>
<tr>
<td><strong>Last Day of Classes (S)</strong></td>
<td></td>
<td>July 27 (M)</td>
<td></td>
</tr>
<tr>
<td><strong>Final Exams (S)</strong></td>
<td>See Syllabus for Specific Date</td>
<td>July 28 (W)</td>
<td>July 30 (F)</td>
</tr>
<tr>
<td><strong>Final Grades Due by NOON (S)</strong></td>
<td>Student or DEP Office to send final grade to HS Counselor DEP Office Fulfills Transcript Requests for DE Students</td>
<td>Aug 2 (M)</td>
<td></td>
</tr>
</tbody>
</table>

**REMINIDER**

Dates are Subject to Change - Check your KSU Student Email
Once Each Business Day, M-F