



FALL SEMESTER 2009

SCHEDULE OF CLASSES

*All Fall Semester 2009 registration transactions will be completed using FlashFAST.
Log in to FlashLine from www.kent.edu and click on the Student Tools tab
to access FlashFAST.*

- ◆ *See Registration Pages for Dates and Times of All Registration Activities.*
- ◆ *Log in to FlashLine to access FlashFAST for Registration, the Most Current Schedule of Classes Offerings, Student Records, Financial Aid, Fee Payment and Much More.*

DATELINE

- | | | | |
|--------------------|--|------------------------------------|---|
| ◆ Aug. 21-23, 2009 | <i>International Student Orientation</i> | ◆ Sept. 7, 2009 | <i>Labor Day
No Classes, Offices Closed</i> |
| ◆ Aug. 22-28, 2009 | <i>Graduate Assistant Orientation</i> | ◆ Nov. 11, 2009 | <i>Veterans Day Observed
No Classes, Offices Closed</i> |
| ◆ Aug. 28-30, 2009 | <i>Destination Kent State-
Welcome Weekend</i> | ◆ Nov. 25 (noon)-
Nov. 29, 2009 | <i>Thanksgiving Recess
Offices Closed Nov. 26-27</i> |
| ◆ Aug. 28, 2009 | <i>University Convocation</i> | ◆ Dec. 13, 2009 | <i>Classes End</i> |
| ◆ Aug. 31, 2009 | <i>Day and Evening Classes
Begin</i> | ◆ Dec. 14-20, 2009 | <i>Final Exams Week</i> |
| ◆ Sept. 4, 2009 | <i>Weekend Classes Begin</i> | ◆ Dec. 17 &
Dec. 19, 2009 | <i>Kent Campus
Commencements</i> |

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FALL SEMESTER 2009 CALENDAR

All Fall Semester 2009 registration transactions will be completed using FlashFAST. Log in to FlashLine from www.kent.edu and click on Student Tools to access FlashFAST.

March 15	Application Deadline for December 2009 Graduation —Undergraduate Students.
March 30 - April 26	PRIORITY PREREGISTRATION USING FlashFAST (See Preregistration Entry Schedules to determine when you can register.)
Apr. 27 - Aug. 14	OPEN PREREGISTRATION USING FlashFAST - ALL STUDENTS Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
June 19	Application Deadline for August 2009 Graduation —Graduate Students.
Aug. 14	FINAL PAYMENT DATE FOR PREREGISTERED STUDENTS. All Fall Semester 2009 schedule transactions made until Aug. 14, 2009 and not paid by this date will be canceled. Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
Aug. 15 - Aug. 30	REGISTRATION-SCHEDULE ADJUSTMENT . Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
Aug. 21-23	International Student Orientation
Aug. 22-28	Graduate Assistant Orientation
Aug. 28-30	Destination Kent State-Welcome Weekend
Aug. 28	University Convocation
Aug. 31	DAY AND EVENING CLASSES BEGIN
Aug. 31-Sept. 6	LATE REGISTRATION-SCHEDULE ADJUSTMENT . Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
Sept. 4	Application Deadline for December 2009 Graduation —Graduate Students.
Sept. 4-6	WEEKEND CLASSES BEGIN
Sept. 7	Labor Day (No Classes, Offices Closed.)
Sept. 7-13	LATE REGISTRATION - \$100 NONWAIVABLE LATE REGISTRATION FEE ASSESSED. There is a late registration fee of \$100 for new registrants. Please refer to the Bursar Office web site for payment due dates and any additional fee information. Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
Sept. 7-13	SCHEDULE ADJUSTMENT —NO LATE REGISTRATION FEE ASSESSED. Courses may not be added, nor may credit/audit/pass-fail or credit hour options be changed after Sept. 13, 2009. Please refer to the Bursar Office web site for payment due dates and any additional fee information. Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
Sept. 13	Last day to elect credit/audit/pass-fail or credit hour options .
Sept. 13	Last day to withdraw from any or all courses that meet the full semester before grade of "W" is assigned. Access Processing Dates for Classes for deadlines for flexibly scheduled courses.
Sept. 14- Nov. 8	WITHDRAWAL FROM ANY OR ALL COURSES USING FLASHFAST. (Grade of "W" assigned.) Access Processing Dates for Classes for deadlines for flexibly scheduled courses. See Bursar Office web site for Refund Schedule .
Sept. 15	Application Deadline for May 2010 Graduation —Undergraduate Students.
Oct. 21	Midterm Grades Available for Viewing in FlashFAST (Freshmen only). Log in to FlashLine and click on the Student Tools Tab.
Nov. 11	Veterans Day Observed (No Classes, Offices Closed.)
Nov. 25 (noon) - Nov. 29	Thanksgiving Holiday (No Classes, Offices Closed Thursday and Friday).
Dec. 13	Classes End
Dec. 14-20	Final Exam Week (See "Exam Schedule" for dates and times.)
Dec. 17 and Dec. 19	Kent Campus Commencements
Dec. 15	Application Deadline for August 2010 Graduation —Undergraduate Students.
Dec. 23 after 5 p.m.	Final grades available to students in FlashFAST. Log in to FlashLine and click on the Student Tools Tab.
Dec. 24-25	Christmas Holiday Observed (Offices Closed.)
Jan. 1	New Year's Day Observed (Offices Closed.)
Week of Feb. 8	Fall Semester 2009 diplomas mailed to students at permanent addresses .

Dates are subject to change. Access the Office of the University Registrar Web site at www.registrars.kent.edu for up-to-date registration information.

FINAL EXAM SCHEDULE—FALL SEMESTER 2009

- The final examination period for day and evening classes is Monday, Dec. 14, 2009 through Friday, Dec. 18, 2009. Weekend classes, including Friday after 5 p.m., will hold exams during the weekend of Dec. 18-20, 2009, at their regularly scheduled class meeting times.
- The time and date of final examinations are determined by the first class meeting of the week. (NOTE: If a course consists of several elements - lecture, recitation, lab, etc. - the first lecture meeting is considered the first class meeting.)
- Class starting times are listed in the Exam Tables below. If a class starts at a time not listed in the following Exam Tables, then the starting time on the table that immediately precedes the regularly scheduled starting time that day should be used.
- Examinations will be held in the room where the lecture section of the class regularly meets, unless otherwise announced.
- The following courses may have a block final exam in which all sections of the course, except those in evening and weekend hours, meet simultaneously. Course syllabi should indicate whether or not a given class will be scheduled for a block examination. *No courses, other than those listed, may use a block examination time. Evening sections of these courses use the regular final exam schedule on this page (not block times);* weekend sections will have finals Dec. 18-20, 2009 at scheduled class times.
 - **Monday, Dec. 14, 3:15 p.m. to 5:30 p.m.**
MATH 11009, MATH 11010
 - **Tuesday, Dec. 15, 3:15 p.m. to 5:30 p.m.**
FR 13201, FR 13202, ITAL 15201, ITAL 15202
 - **Wednesday, Dec. 16, 3:15 p.m. to 5:30 p.m.**
ACCT 23020, ACCT 23021; MATH 14001, MATH 14002, MATH 11022
 - **Thursday, Dec. 17, 3:15 p.m. to 5:30 p.m.**
FIN 36053, NURS 10050, SPAN 18201, SPAN 18202
- PLEASE NOTE:** Examinations for courses meeting during the day, one day per week should be scheduled for one of the following exam periods: Saturday, Dec. 12, 8:00-10:15 a.m. or 10:30 a.m.-12:45 p.m.; Wednesday, Dec. 16, 3:15-5:30 p.m.; or Friday, Dec. 18, 3:15-5:30 p.m. Requests for rooms should be made emailed to the Registrar's Office Class Scheduling Services mailbox at RegistrarOfficeClassSchedulingServices@kent.edu.
- There is a possibility that a student may have a scheduled conflict, and instructors are expected to make suitable arrangements for those students. Students who have conflicts or more than three examinations on the same day should consult the dean of his/her college at the earliest possible time for assistance in making suitable alternative arrangements.
- In some cases two different courses that begin at different times between 4:25 p.m. – 7 p.m. may both be scheduled for the same final exam time. In this case, the conflict is for the course, not the individual student. Instructors of courses that meet in that time period should take care to coordinate the day and/or room of the final examination. In cases where there are two meetings per week, one class could use the second meeting time. In cases where both classes have only one meeting time, conflicts may be resolved, with permission from the Registrar's Office, by using the block final examination time; by using another room for one of the conflicting courses; or by using a later time, if rooms are available.
- Final examinations or class meetings during final examination week must be held at the time and place listed for each course in the Final Examination Schedule. All classes are expected to have some instructional or evaluative activity during the final examination time. If an examination is given, with the department chairperson or school director and dean's permission, at some time other than scheduled, then it must still be available to one or more students at the officially scheduled time.
- Kent State University reserves the right to make adjustments in the Final Exam Schedule.

For Tuesday classes beginning at:		The final examination period is:			
7:45 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 15		
8:00 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 15		
8:50 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 17		
9:15 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 17		
9:55 a.m.	7:45 - 10:00 a.m.	Fri.	Dec. 18		
11:00 a.m.	12:45 - 3:00 p.m.	Tues.	Dec. 15		
12:05 p.m.	12:45 - 3:00 p.m.	Wed.	Dec. 16		
12:30 p.m.	12:45 - 3:00 p.m.	Wed.	Dec. 16		
1:10 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 17		
2:15 p.m.	12:45 - 3:00 p.m.	Fri.	Dec. 18		
3:20 p.m.	7:45 - 10:00 a.m.	Fri.	Dec. 18		
3:45 p.m.	7:45 - 10:00 a.m.	Fri.	Dec. 18		
4:25 p.m.	5:45 - 8:00 p.m.	Tues.	Dec. 15		
6:00 p.m.	5:45 - 8:00 p.m.	Tues.	Dec. 15		
7:00 p.m.	8:15 - 10:30 p.m.	Tues.	Dec. 15		
8:00 p.m.	8:15 - 10:30 p.m.	Tues.	Dec. 15		
For Wednesday classes beginning at:		The final examination period is:			
7:45 a.m.	7:45 - 10:00 a.m.	Mon.	Dec. 14		
8:00 a.m.	7:45 - 10:00 a.m.	Mon.	Dec. 14		
8:50 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 15		
9:15 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 15		
9:55 a.m.	10:15 - 12:30 p.m.	Wed.	Dec. 16		
11:00 a.m.	10:15 - 12:30 p.m.	Thur.	Dec. 17		
12:05 p.m.	10:15 - 12:30 p.m.	Mon.	Dec. 14		
12:30 p.m.	10:15 - 12:30 p.m.	Mon.	Dec. 14		
1:10 p.m.	10:15 - 12:30 p.m.	Fri.	Dec. 18		
2:15 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 14		
3:20 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 16		
3:45 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 16		
4:25 p.m.	5:45 - 8:00 p.m.	Wed.	Dec. 16		
6:00 p.m.	5:45 - 8:00 p.m.	Wed.	Dec. 16		
7:00 p.m.	8:15 - 10:30 p.m.	Wed.	Dec. 16		
8:00 p.m.	8:15 - 10:30 p.m.	Wed.	Dec. 16		
For Thursday classes beginning at:		The final examination period is:			
7:45 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 15		
8:00 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 15		
8:50 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 17		
9:15 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 17		
9:55 a.m.	7:45 - 10:00 a.m.	Fri.	Dec. 18		
11:00 a.m.	12:45 - 3:00 p.m.	Tues.	Dec. 15		
12:05 p.m.	12:45 - 3:00 p.m.	Wed.	Dec. 16		
12:30 p.m.	12:45 - 3:00 p.m.	Wed.	Dec. 16		
1:10 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 17		
2:15 p.m.	12:45 - 3:00 p.m.	Fri.	Dec. 18		
3:20 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 17		
3:45 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 17		
4:25 p.m.	5:45 - 8:00 p.m.	Thur.	Dec. 17		
6:00 p.m.	5:45 - 8:00 p.m.	Thur.	Dec. 17		
7:00 p.m.	8:15 - 10:30 p.m.	Thur.	Dec. 17		
8:00 p.m.	8:15 - 10:30 p.m.	Thur.	Dec. 17		
For Friday classes beginning at:		The final examination period is:			
7:45 a.m.	7:45 - 10:00 a.m.	Mon.	Dec. 14		
8:00 a.m.	7:45 - 10:00 a.m.	Mon.	Dec. 14		
8:50 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 15		
9:15 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 15		
9:55 a.m.	10:15 - 12:30 p.m.	Wed.	Dec. 16		
11:00 a.m.	10:15 - 12:30 p.m.	Thur.	Dec. 17		
12:05 p.m.	10:15 - 12:30 p.m.	Mon.	Dec. 14		
12:30 p.m.	10:15 - 12:30 p.m.	Mon.	Dec. 14		
1:10 p.m.	10:15 - 12:30 p.m.	Fri.	Dec. 18		
2:15 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 14		
3:20 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 16		
3:45 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 16		

EXAM TABLES			
For Monday classes Beginning at:		The final examination period is:	
7:45 a.m.	7:45 - 10:00 a.m.	Mon.	Dec. 14
8:00 a.m.	7:45 - 10:00 a.m.	Mon.	Dec. 14
8:50 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 15
9:15 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 15
9:55 a.m.	10:15 - 12:30 p.m.	Wed.	Dec. 16
11:00 a.m.	10:15 - 12:30 p.m.	Thur.	Dec. 17
12:05 p.m.	10:15 - 12:30 p.m.	Mon.	Dec. 14
12:30 p.m.	10:15 - 12:30 p.m.	Mon.	Dec. 14
1:10 p.m.	10:15 - 12:30 p.m.	Fri.	Dec. 18
2:15 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 14
3:20 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 16
3:45 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 16
4:25 p.m.	5:45 - 8:00 p.m.	Mon.	Dec. 14
6:00 p.m.	5:45 - 8:00 p.m.	Mon.	Dec. 14
7:00 p.m.	8:15 - 10:30 p.m.	Mon.	Dec. 14
8:00 p.m.	8:15 - 10:30 p.m.	Mon.	Dec. 14

WHERE TO GO WHEN YOU HAVE A QUESTION ABOUT...

TOPIC	WHERE TO GO	LOCATION (SEE CAMPUS MAP)	PHONE 330-672-
ADD OR DROP CLASS	See Schedule Adjustment		
ADDRESS CHANGE (Student)	Office of the University Registrar	108 MSC	3131 ♦♦
ADMISSION APPLICATIONS/STATUS	www.kent.edu		
Undergraduate	Office of Admissions.....	161 MSC	2444
Graduate Studies.....	Graduate Program Services	111 CWH.....	2661
Graduate Education.....	Education, Health and Human Services.....	306 WTH.....	2862
Graduate Management.....	Graduate School of Management	A310 BSA.....	2282
ADULT STUDENT SERVICES	Adult Student Center	181 MSC	7933
ADVISING (Academic).....	Contact Individual College/School/Student Advising Center		
AFFIRMATIVE ACTION	Office of Affirmative Action		2038
ALUMNI ASSOCIATION	Williamson Alumni Center.....		5368
ATHLETIC TICKETS	Athletic Ticket Office.....	MACC.....	2244
BOOKS AND SUPPLIES	University Bookstore.....	STC.....	2762 ♦♦
BUS TRANSPORTATION	Campus Bus Service (PARTA)	2000 Summit St.....	678-1287
CAREER PLANNING AND PLACEMENT	Career Services Center	261 MSC	2360
CATALOGS:			
Undergraduate	Office of Admissions.....	161 MSC	2444 ♦♦
Graduate Program Services	Research and Graduate Studies.....	111 CWH	2661 ♦♦
CHANGE OF MAJOR	Contact Individual College		
COLLEGES/SCHOOLS			
Architecture and Environmental Design		304 TLH .	2869
Arts and Sciences.....		105 BOW	2062
Business Administration		107 BSA	2872
College of the Arts.....		202C TLH.....	2780
Communication and Information		Moulton	2950
Education, Health and Human Services.....		306 WTH.....	2862
Graduate School of Management		A310 BSA.....	2282
Nursing.....		113 HDN	7930
Technology.....		123 VDN.....	2892
Undergraduate Studies.....	First Year and Exploratory Advising Center	LAKE.....	3676
COMMENCEMENT	Office of University Ceremonies	2nd Flr. LIB.....	2235
COMMUTER CONCERNS	COSO	STC.....	3105
COMPUTER LAB (Main)	Academic Computing	150 LIB.....	3021
COPY MACHINES	Library		
	Bookstore.....	STC	
COUNSELING AND TREATMENT SERVICES:			
Career Counseling.....		261 MSC	2360
Counsel and Human Dev. Ctr.		325 WTH	2208
University Psychological Services.....		DHC	2487
Psychological Clinic.....		303 KTH.....	2372
University Medical Services		DHC	2322
COURSE REPEAT POLICIES	Contact Individual College		
DEAN'S LIST	Contact Individual College		
DEPARTMENTS (Academic).....	See University Directory		
Phone Number	Information 3000		3000
Web.....	www.kent.edu		
DESTINATION KENT: ADVISING AND REGISTRATION	Student Success Programs Office		2014
DISABLED STUDENT SERVICES	Student Accessibility Services	DHC	3391
DISMISSAL/REINSTATEMENT (Academic)	Contact Individual College		
EMERGENCY			911
EMERGENCY MESSAGES	University Police.....	STOCKDALE.....	2212
EMPLOYMENT (Student).....	Career Services Center	261 MSC	2360
ENROLLMENT VERIFICATION	Office of the University Registrar	108 MSC	3131 ♦♦
	National Student Clearinghouse – Log in to FlashLine at www.kent.edu . Click on Student Tools		
EVENING AND WEEKEND PROGRAMS		181 MSC	7933
FEES	Bursar's Office.....	131 MSC	2626 ♦♦
FERPA RELEASE FORM	Office of the University Registrar	108 MSC	3131
FIELD EXPERIENCES	Clinical Experiences	313 WTH	2870
FINANCIAL AID	Student Financial Aid.....	103 MSC	2972 ♦♦
FIRST YEAR AND EXPLORATORY ADVISING CENTER		LAKE.....	3676
FOOD (FLASHcard))	FLASHcard Office.....		2273
FOREIGN STUDENTS	See International Student		

♦♦ Information is also available in FlashLine. Log in to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST.

WHERE TO GO WHEN YOU HAVE A QUESTION ABOUT...

TOPIC	WHERE TO GO	LOCATION (SEE CAMPUS MAP)	PHONE 330-672-
GRADES	Log in to FlashLine at www.kent.edu , click on Student Tools		◆◆
GRADUATE ASSISTANTSHIPS	Contact Individual Departments		
GRADUATE STUDIES	Contact Individual College		
GRADUATION APPLICATION/REQUIREMENTS	Contact Individual College		
GREEK ORGANIZATIONS/CLUBS	Center for Student Involvement	STC	2480
HEALTH INSURANCE (Student)	Bursar's Office	131 MSC	2626
	University Health Services	DHC	2322
HONORS PROGRAM	Honors College	STO	2312
HOUSING			
On Campus	Residence Services	KORB	7000
Off Campus	COSO	STC	3105
ID CARDS	FLASHcard Office		2273
INFORMATION	Information 3000		3000
INTERNATIONAL STUDENT ADMISSION	Office of International Affairs	VNC	7980
INTERNATIONAL STUDENT AFFAIRS		VNC	7980
INTERNSHIPS	Contact Individual Departments		
	Contact Career Services Center	261 MSC	2360
KAPS REPORTS	Log in to FlashLine at www.kent.edu , click on Student Tools		◆◆
LEARNING DISABILITIES	Student Accessibility Services	DHC	3391
LIBRARY HOURS	University Library		2425
LIBRARY INFORMATION AND ASSISTANCE	Main Library	Reference Center	3150
LOAN DEFERMENTS	Office of the University Registrar	108 MSC	3131
	National Student Clearinghouse – Log in to FlashLine at www.kent.edu , Click on Student Tools		
LOAN SIGNING:			
Federal Perkins, Nursing Loans	Bursar's Office	131 MSC	2454
LOST AND FOUND	University Police	STOCKDALE	2212
MATH TUTORING	Academic Success Center	207 MSC	3190
MEDICAL TREATMENT	University Health Services	DHC	2322
MOTORIST ASSISTANCE	Parking Services	123 MSC	4444
NAME CHANGE	Office of the University Registrar	108 MSC	3131
NEW STUDENT ORIENTATION	Center for Student Involvement	STC	2480
OMBUDSMAN (Student)	Enrollment Mgmt and Student Affairs		9494
ORGANIZATIONS AND CLUBS	Center for Student Involvement	STC	2480
PARKING FEES/PERMITS	Parking Services	123 MSC	4432
PHONE NUMBERS (Student, Faculty, Staff)	Information 3000 or www.kent.edu		3000
POLICE	University Police Dept.	STOCKDALE	2212
REACTIVATE STUDENT RECORDS	Office of the University Registrar	108 MSC	3131
RECORDS (Student)	Office of the University Registrar	108 MSC	3131
RECREATIONAL SERVICES	Student Recreation and Wellness Center	SRC	3780
REFUNDS (Tuition)	Bursar's Office	131 MSC	2626 ◆◆
REGIONAL CAMPUSES	Regional Development Office		2286
REGISTRATION FEES	Bursar's Office	131 MSC	2626 ◆◆
REGISTRATION INFORMATION	Office of the University Registrar	108 MSC	3131 ◆◆
	www.registrars.kent.edu/home		
REGISTRATION WEB SITE	Log in to FlashLine at www.kent.edu , click on Student Tools		◆◆
REINSTATEMENT/DISMISSAL (Academic)	Contact Individual College		
RESIDENCY (OHIO) APPLICATIONS FOR TUITION PURPOSES:			
New Undergraduate Students	Office of Admissions	161 MSC	2444
New Graduate Students:			
Graduate Studies	Graduate Program Services	111 CWH	2661
Graduate Education	Education, Health and Human Services	306 WTH	2862
Graduate Management	Graduate School of Management	A310 BSA	2282
Current Kent Campus Students	Office of the University Registrar	108 MSC	3131
SCHEDULE ADJUSTMENT INFORMATION	Office of the University Registrar	108 MSC	3131 ◆◆
	www.registrars.kent.edu/home		
SCHEDULE OF CLASSES (via the Web)	fall, spring and summer		
	www.registrars.kent.edu/home , or Log in to FlashLine at www.kent.edu , click on Student Tools		◆◆
SCHOLARSHIPS	Student Financial Aid	103 MSC	2972
SCHOOL CLOSINGS	Information 3000		3000
	(Unscheduled campus-wide class closings)		
SENIOR GUEST PROGRAM	Continuing Studies	204 MSC	2002
STUDENT CONDUCT	Judicial Affairs	119 Twin Towers	4054

◆◆ Information is also available in FlashLine. Log in to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST.

WHERE TO GO WHEN YOU HAVE A QUESTION ABOUT...

TOPIC	WHERE TO GO	LOCATION (SEE CAMPUS MAP)	PHONE 330-672-
STUDENT NEWSPAPER	Daily Kent Stater	205 FRH	2586
STUDY ABROAD	Ctr. International and Comparative Prgms	VNC	7980
STUDY SKILLS HELP	Academic Success Center	207 MSC	3190
TEACHER CERTIFICATION	Education, Health and Human Services	306 WTH	2862
TEST INFORMATION (National and University Tests)	Academic Testing	261 MSC	2360
TRANSCRIPT REQUESTS (Academic)	Office of the University Registrar	108 MSC	3131 ♦♦
TRANSFER STUDENT EVALUATION	Office of the University Registrar	108 MSC	8950
TRANSIENT APPLICATIONS:			
New Student Admits	Office of Admissions	161 MSC	2444
Current Kent Students	Contact Individual College		
TUITION	Bursar's Office	131 MSC	2626 ♦♦
TUTORING	Academic Success Center	207 MSC	3190
VETERANS AFFAIRS	Student Financial Aid	103 MSC	2972
WEB-BASED COURSES	http://www.kent.edu/dl		
WEB SITE (Office of the University Registrar)	www.registrars.kent.edu/home		
Kent State University Home Page	www.kent.edu		
FlashLine	www.kent.edu		
FlashFAST	Log in to FlashLine at www.kent.edu , click on Student Tools		
WITHDRAWAL INFORMATION:	Office of the University Registrar	108 MSC	3131
From Any or All Course(s)	Log in to FlashLine at www.kent.edu , click on Student Tools		♦♦
WORKSHOPS	Continuing Studies	204 MSC	3100
WRITING SKILLS	Writing Center	4 th LIB	1787

Official telephone number for Kent State University is 330-672-2121.

Updated 1/12/09, subject to change.

BUILDING AND AREA ABBREVIATIONS

(Building abbreviations that begin with X represent an off-campus location. Please refer to your Printable Class Schedule (available from your Student Tools page in FlashFAST) or the department for more information on the location of your course section.)

[Link to Campus Map](#)

AUD	Auditorium	McG	McGilvrey Hall
AIR	Airport	MLH	Merrill Hall
ANX	Gym Annex	MOU	Moulton Hall
ART	Art Building	MSB	Mathematical Sciences Bldg
BOW	Bowman Hall	MSC	Michael Schwartz Center
BSA	Business Administration	MSP	Music and Speech
CDC	Child Development Center	NXH	Nixon Hall
CHH	Cunningham Hall	ORH	Oscar Ritchie Hall
CRL	Ceramics Laboratory	103RF MSP	Recital Hall (Music and Speech)
CWH	Carol Cartwright Hall	ROC	Rockwell Hall
DVY	Davey Warehouse	SFH	Satterfield Hall
EWC	Eastway Center	SMH	Smith Hall
FLD	Field House	SRC	Student Recreation and Wellness Center
FRH	Franklin Hall	STC	Student Center
HDN	Henderson Hall	STD	Stadium
DHC	DeWeese Health Center	STO	Stopher Hall
ICA	Ice Arena	104ST MSP	Stump Theater
JHN	Johnson Hall	TER	Terrace Hall
KTA	Kent Hall Annex	TLH	Taylor Hall
KTH	Kent Hall	VDN	Van Deusen Hall
LCM	Liquid Crystal Materials Science Building	VNC	Van Campen Hall
LIB	Library	WLH	Wills Hall
LKO	Lake/Olson Hall	WTH	White Hall
LNC	Lincoln Center	WMH	Williams Hall
	<i>The Lincoln Center is located off campus.</i>	WRT	Wright Hall
LRH	Lowry Hall	XTW	Twinsburg SITE
MACC	Memorial Athletic and Convocation Center		

♦♦ Information is also available in FlashLine. Log in to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST.

ACADEMIC ADVISING DIRECTORY

Adult Student Center

330- 672-7933
181 Michael Schwartz Center
<http://dept.kent.edu/adultservices>

Architecture and Environmental Design

330-672-2780
202C Taylor
www.kent.edu/oaas
First Year students who are Generals/Pre-Majors should contact the First Year Advising Center in Lake Hall at 330-672-3676.

Arts and Sciences

330- 672-2062
105 Bowman
<http://as.kent.edu>
First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.

Business Administration (Undergraduate)

330- 672-2872
107 Business Admin.
<http://business.kent.edu/undergrad/advising.asp>

College of the Arts

330- 672-2780
202C Taylor
www.kent.edu/oaas

Communication and Information

First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.

Undergraduate CCI Students:

- School of Communication Studies - 135 Taylor Hall, phone number 330-672-2659
- School of Journalism and Mass Communication - 201 Franklin Hall, phone number 330-672-2572
- School of Visual Communication Design - 231 Art Building, 330-672-7856

www.kent.edu/ccl

Destination Kent State: Advising & Registration

Required advising and registration program.
Student Success Programs Office
330- 672-2014

Education, Health and Human Services

(Undergraduate)
330- 672-2862
306 White

(Graduate)
330-672-2576
308 White
E-mail: oss@kent.edu

Web: www.ehhs.kent.edu/oss

Exploratory Majors - Undergraduate Studies

330- 672-3676
First Year and Exploratory Advising Center-Lake Hall
explore.kent.edu

Graduate Management

330- 672-2282
A310 Business Admin.

Honors

330- 672-2312
Stopher Hall
www.kent.edu/honors

Nursing

330- 672-7911
216 Henderson
www.kent.edu/nursing
First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.

Technology

330- 672-2892
119 Van Deusen
www.kent.edu/tech
First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.

Transfer Center

330- 672-8950
transfer@kent.edu
Office of the University Registrar, 108 Michael Schwartz Center

REGISTRATION INFORMATION

GENERAL REGISTRATION INFORMATION

Students at all eight campuses of Kent State University will register and adjust their schedules using FlashFAST. Log in to FlashLine from www.kent.edu and click on the Student Tools tab. Following is information on how to register for classes, how to handle exceptions and whom to contact for information. Please read this information carefully. You must register and make payment of fees by published deadlines before you attend classes. **Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course.**

Students will register and adjust their Fall 2009 Semester schedules during the following registration periods using FlashFAST. Log in to FlashLine from www.kent.edu and click on Student Tools to access FlashFast. Students are assigned a priority preregistration time, which determines when they may register for their classes. (See the University Registrar's Web site at www.registrars.kent.edu and click on the Fall Menu tab to access the entry schedules.)

- **March 30, 2009-April 26, 2009**
24 hours a day, 7 days a week
(Check Priority Preregistration Entry Schedules on the University Registrar's Web site at www.registrars.kent.edu)
- ◆ **April 27, 2009-September 13, 2009** Page 11
24 hours a day, 7 days a week
(No entry schedules for this period)

Note: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009, registration/schedule adjustment deadlines may be different than noted above. For these flexibly scheduled classes, you may determine the deadlines by calling the Office of the University Registrar at 330-672-3131 or by accessing the Processing Dates for Classes link on the Registrar's Office web site at www.registrars.kent.edu.

To access the Class Schedule Search in FlashFAST, students should log in to FlashLine at www.kent.edu and click on the Student Tools Tab

OR

Access the University Registrar's Schedule of Classes Search (updated daily) at: www.registrars.kent.edu/home

Students With The Following Conditions May Register After They Have Followed The Instructions Below:

- **Students not enrolled at Kent State since Fall Semester 2008:** Contact the registration office at the campus where you plan to enroll at least one week prior to the registration period to have your file checked before re-enrolling for Fall Semester 2009.
- **Any students admitted for Spring Semester 2009 with an admission for one term only, such as transient:** Students in this category should contact their admitting office for readmission information.
- **Students who have been placed on registration hold:** You will not be permitted to register for classes until the conditions of the hold are met.

New Incoming Freshmen Admitted For Fall Semester 2009

Kent Campus incoming freshmen under 21 years of age, admitted for Fall Semester 2009: Kent Campus students will receive information beginning in March from the Student Success Programs Office regarding the Destination Kent State: Advising & Registration program. During the program, students will be advised and registered for the upcoming semester. Contact 330-672-2014 for information.

REMEMBER...

- **STUDENTS MUST REGISTER AND MAKE PAYMENT OF FEES BY PUBLISHED DEADLINES BEFORE THEY CAN ATTEND CLASSES.** Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course.
- **REGISTER FOR CLASSES USING FlashFAST. LOG IN TO FLASHLINE FROM WWW.KENT.EDU AND CLICK ON STUDENT TOOLS.**
- Visit the Bursar's Office Web site at <http://www.kent.edu/bursar> for tuition payment deadlines and billing information
- **REGISTER FOR COURSE SECTIONS USING 5-DIGIT COURSE REFERENCE NUMBERS (CRN).** Remember, the 5-digit CRN is not the 5-digit course number.
- **ENTRY SCHEDULES FOR PRIORITY PREREGISTRATION HAVE CHANGED.** See the University Registrar's Web site at www.registrars.kent.edu and click on the Fall Menu tab to access the entry schedules.

Kent State University is committed to providing all persons equal access to its programs, facilities and employment, without regard to race, color, religion, gender, age, sexual orientation, national origin, disability or identification as a disabled veteran or veteran of the Vietnam era. Inquiries regarding federal regulations and state law may be directed to the Office of Affirmative Action, Kent State University, P.O. Box 5190, Kent, OH 44242-0001.

HOW TO REGISTER

LOG IN TO FLASHLINE AT [WWW.KENT.EDU](http://www.kent.edu) AND
CLICK ON THE STUDENT TOOLS TAB TO ACCESS FLASHFAST

- ◆ Make arrangements to see your academic advisor. See the Academic Advising section for information.
- ◆ **BE SURE TO USE THE 5-DIGIT COURSE REFERENCE NUMBER (CRN).** The 5-digit course reference number is not the course number. Check for prerequisites, corequisites or restrictions before you register. Obtain any permission needed prior to trying to register. Have alternate sections and their 5-digit CRN ready that will fit in your class schedule if the primary sections are full.
- ◆ **Listed below are phone numbers for the registration offices at all eight campuses of Kent State University.**
 - Ashtabula Campus: 440-964-3322
 - East Liverpool Campus: 330-382-7400
 - Geauga Campus: 440-834-4187
 - Kent Campus, Registrar: 330-672-3131
 - Salem Campus: 330-332-0361
 - Stark Campus: 330-499-9600
 - Trumbull Campus: 330-847-0571
 - Tuscarawas Campus: 330-339-3391
- ◆ If you wish to take coursework on an audit or pass-fail basis, register for the course first then select the appropriate option using FlashFAST. **The last day to select the audit or pass-fail grading option is Sept. 13, 2009.** Please see the Audit or Pass-Fail Option policies in the General Information section for complete details.
- ◆ If you have been placed on registration hold, you will not be permitted to register for classes until the conditions of the hold are met. Refer to the office that has placed the hold on your record for information.
- ◆ **Course Sections Requiring Permission to Register** - If you wish to register for sections of courses that are restricted or require department permission, you should contact the department or Regional Campus registration office offering the course for permits or overrides to enroll prior to attempting to register. **Once all appropriate permits and/or overrides are received, you must register for those sections prior to published deadlines.** You may view your Registration Status page in FlashFAST for any registration permits and overrides received. **Remember:** Obtaining permits and/or overrides does NOT enroll you for the course and does not permit registration after published deadlines.
- ◆ Direct all fee payment questions to the Bursar's Office at 330-672-2626. Access the Bursar's Office Web site at <http://www.kent.edu/bursar> for information on fee payment and cancellation deadlines.
- ◆ Students must register and make payment of fees by published deadlines before they can attend classes. **Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course.**

NOTE: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009, deadlines may be different than noted above. For these flexibly scheduled classes, you may determine the deadlines by calling the Office of the University Registrar at 330-672-3131 or by accessing *Processing Dates for Classes* from the Classes link on the Registrar's home page at www.registrars.kent.edu/home.

COURSE SCHEDULING WORKSHEET

Set up your tentative class schedule using the Course Scheduling Worksheet. **BE SURE TO USE THE 5-DIGIT COURSE REFERENCE NUMBERS (CRN). THE 5-DIGIT CRN NUMBER IS NOT THE 5-DIGIT COURSE NUMBER.** Have alternate sections and their 5-digit CRN numbers ready that will fit in your class schedule if the primary sections are closed.

BE SURE TO USE THE 5-DIGIT CRN NUMBERS

START TIME	MON.	TUES.	WED.	THUR.	FRI.
7:45 a.m.					
8:00					
8:50					
9:15					
9:55					
11:00					
12:05 p.m.					
12:30					
1:10					
2:15					
3:20					
3:45					
4:25					
5:30					
6:15					
6:35					
7:00					
7:20					
7:40					
8:30					

REGISTRATION/SCHEDULE ADJUSTMENT TIMETABLE

- STUDENTS WILL REGISTER USING FlashFAST. Log in to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST. There is no entry schedule for registration/schedule adjustment April 27-Sept. 13, 2009. If you have trouble registering, contact the registration office at the campus where you are enrolled. For up-to-date Schedule of Classes information, visit the University Registrar's Web site at www.registrars.kent.edu/home or log in to FlashLine at www.kent.edu and click on Student Tools. Students must clear all registration holds, register for classes and make payment of fees by published deadlines before attending classes. Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course.

ACTIVITY	DATES	HOURS OF OPERATION:	TUITION DUE DATE
PREREGISTRATION/SCHEDULE ADJUSTMENT Log in to FlashLine at www.kent.edu and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> Registration information can be found on Pages 8-10. Visit the Bursar's Office Web site for tuition payment deadlines and fee payment information. 	March 30-August 14, 2009 Check priority registration entry schedules on Registrar's Web site to determine when you can register.	24 hours, Seven Days a Week	August 14, 2009 – Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline .
REGISTRATION/SCHEDULE ADJUSTMENT Log in to FlashLine at www.kent.edu and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> Registration information can be found on Pages 8-10. Visit the Bursar's Office Web site for tuition payment deadlines and fee payment information. 	August 15-August 30, 2009	24 hours, Seven Days a Week	Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline .
LATE REGISTRATION/SCHEDULE ADJUSTMENT Log in to FlashLine at www.kent.edu and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> Registration information can be found on Pages 8-10. KENT CAMPUS REGISTRAR'S OFFICE HOURS: 8 a.m. - 6:30 p.m. Mon. Aug. 31 – Thur. Sept. 3; 8 a.m. - 6 p.m. Fri., Sept. 4. Regular office hours apply all other times. 	August 31-Sept. 6, 2009	24 hours, Seven Days a Week	Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
LATE REGISTRATION/SCHEDULE ADJUSTMENT Log in to FlashLine at www.kent.edu and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> FOR LATE REGISTRATIONS: There is a late registration fee of \$100 for new registrants and an additional late nonpayment fee of \$100 for those who do not meet their payment deadline. Please visit the Bursar's Office Web site for payment due dates and billing information SCHEDULE ADJUSTMENTS: No late registration fee is assessed. There is an additional late nonpayment fee of \$100 for those who do not meet their payment deadline. Please visit the Bursar's Office Website at http://www.kent.edu/bursar for billing information Access the Processing Dates for Classes link on the University Registrar's Web site for deadlines for flexibly scheduled courses. 	<ul style="list-style-type: none"> All tuition and fees must be paid on or before the deadline to register. Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course. Students who register or add classes may incur charges in addition to the fees assessed for classes. Please visit the Bursar's Office Website at http://www.kent.edu/bursar for billing information Kent Campus Registrar's Office Hours: 8 a.m. - 6:30 p.m. Tues., Sept. 8 and Wed., Sept. 9. Regular office hours apply all other times. See the General Information section or visit the Office of the University Registrar Web site at www.registrars.kent.edu/home for information on Late Registration, Schedule Adjustment, Audit and Pass/fail changes. Credit/pass-fail/audit grade option changes may be done until Sept. 13, 2009. Access the Processing Dates for Classes link on the University Registrar's Web site for deadlines for flexibly scheduled courses. 	24 hours, Seven Days a Week	Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at https://payonline.kent.edu/payonline . Visit the Bursar's Office Web site for tuition payment deadlines and any additional fee payment information.
WITHDRAWAL FROM ANY OR ALL COURSES Log in to FlashLine at www.kent.edu and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> Log in to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST to withdraw from courses. Course withdrawal may impact financial aid eligibility and/or degree progress. Any applicable refund will be based solely on the date the transaction is completed in the registration system. 	<ul style="list-style-type: none"> Withdrawal from any or all courses (complete term withdrawal) is permitted through the 10th week of the semester (or the prorated deadline for flexibly scheduled sections). After that time, students are considered to be committed to all remaining courses and must complete them. If students are unable to complete the semester because of extreme circumstances that first occur after the deadline, students should consult their college or campus dean's office. Any course withdrawal(s) processed after the second week of the semester will appear on the students' academic record with a grade of "W". If class beginning or ending dates are other than the regular session dates for Fall Semester 2009, the course withdrawal deadline may be different from that noted below. Call 330-672-3131 or visit www.registrars.kent.edu/home and access Processing Dates for Classes from the Classes link to determine the course withdrawal deadline. A "hold" on your record will prevent you from using the registration system to withdraw from courses until all holds are cleared. 	24 hours, Seven Days a Week	Last day to process course withdrawal(s) is Nov. 8, 2009.

GENERAL INFORMATION

■ ADULT STUDENT CENTER

The Adult Student Center, located in 181 Michael Schwartz Center, has been established to provide preadmission counseling, general advising, career guidance and support services to all undergraduate adult students on campus, regardless of when they attend classes, and to those undergraduate students who attend only during evening/weekend hours. Regular office hours are 8 a.m.–5 p.m. Monday through Friday. Appointments are necessary for those services requiring a counselor/advisor. Call 330-672-7933. Evening and weekend hours are also available by appointment.

■ AUDIT

An audited course is one in which you do not receive a grade. You are required to make full payment for an audit course. An audit course is not counted for enrollment certification purposes.

Students wishing to take coursework on an audit basis should log in to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST. After registering for the course, choose the option available in the Action pull-down list.

- The last day to select the audit option is Sept. 13, 2009.

NOTE: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009 deadlines may be different than noted above. For these flexibly scheduled classes, you may determine the audit deadlines by calling the Office of the University Registrar at 330-672-3131 or by accessing *Processing Dates for Classes* from the Classes link on the Registrar's home page at www.registrars.kent.edu/home.

■ CHANGE OF ADDRESS

Your address for all information is kept on file in the student information system. **Every student must have a permanent address on file.** Address changes may be made by accessing FlashLine at www.kent.edu and clicking on Student Tools.

E-mail: A university-assigned student email account shall be an official university means of communication with all students at Kent State University. Students are responsible for all information sent to them via their email account. If a student chooses to forward their university email account, they are responsible for all information, including attachments, sent to any other email account. (Students may enter an alternate e-mail address by going to FlashLine and clicking on Student Tools.) **Please check your e-mail often in FlashLine.**

■ CLASSROOM ACCESSIBILITY – STUDENTS WITH DISABILITIES

The following classrooms and buildings are inaccessible at this time to students with mobility impairments: *ROOM 13 CUNNINGHAM HALL*. Students who use wheelchairs and/or those with visual or hearing impairments should note that the lecture halls in the Business Administration Building might be inaccessible to them.

Before registering each semester, be sure to ascertain the accessibility of your desired room and building assignments as well as the status of any building renovation projects by contacting Student Accessibility Services at 330-672-3391 or by visiting each classroom. If you need to schedule a class in which all sections are inaccessible, call Student Accessibility Services during preregistration.

■ COURSE AVAILABILITY

The university reserves the right to change the time of a course if it is deemed necessary, and it reserves the right to cancel any course from the *Schedule of Classes* if there is insufficient student demand or if resources are unavailable to offer the course. The university also reserves the right to change academic requirements without

notice; however, such a change in requirements should not be to the substantial disadvantage of students during their enrollment.

■ COURSE NUMBERING SYSTEM

The numbering system for courses of study at Kent State University is as follows:

10000s.....	Freshman level
20000s.....	Sophomore level
30000s.....	Junior level
40000s.....	Senior level
50000s and above	Graduate level

■ CREDIT HOUR OVERLOAD

Students who request more credit hours than permitted by their college/Regional Campus office must have the approval of the dean of their college/Regional Campus. If you receive this message when attempting to register, contact your college/Regional Campus office. Honors students should contact the Honors College.

■ ENROLLMENT CERTIFICATION

The enrollment certification definition by credit hour for loan deferments, insurance coverage or any other official certification of enrollment is determined by the *University Catalog*, as noted below. An audited course is not counted for enrollment certification purposes.

	Full-time	Three-Quarter-Time	Half-time
Undergraduate Students	12	9 - 11	6 - 8
Graduate Students	8	6 - 7	4 - 5

Note for Summer Semester: These definitions may be fulfilled by enrollment in one or more sessions within the summer semester.

■ EVENING AND WEEKEND CLASSES

Many academic departments offer evening and weekend classes. The following degrees may be completed during evenings: Accounting, Business Management, Economics, English, Finance, General Studies (in some disciplines with prior approval), History, Information Systems, Justice Studies, Marketing and Psychology. Check with each academic department for information on availability of classes and degree programs. Students can also get advising and other services with the academic department. Adult students may also contact the Adult Student Center for advising and other resources at 330-672-7933. Regular office hours are 8 a.m.—5 p.m., Monday through Friday.

Evening Classes follow the regular academic calendar, beginning Mon., Aug. 31, 2009, and continuing through Thurs., Dec. 10, 2009. Final exams are the week of Dec. 14, 2009. Friday night classes are considered part of the weekend schedule. Graduate-level classes are not considered part of the evening and weekend programs. Drop/add for evening classes follows regular university drop/add schedule.

Weekend Classes usually meet 12 of the 15 weeks of the semester **(to be determined by the instructor)**, plus finals weekend, according to the following schedule: Friday 6–9 p.m.; Saturday 9 a.m.–noon, 1–4 p.m.; Sunday 1–4 p.m. Four- or 5-hour credit classes and courses that require more than 3 contact hours will cause variation in these time frames. Check with your instructor during your first class meeting. Weekend classes begin Sept. 4-6, 2009. Late Registration and Schedule Adjustment for weekend classes may be processed by logging in to FlashLine and clicking on the Student Tools tab to access FlashFAST until Sept. 13, 2009. Final exams for **WEEKEND** classes will be held Dec. 18-20, 2009.

GENERAL INFORMATION

■ FINAL EXAMS

Students will follow the Final Exam Schedule for fall and spring semesters. The final examination for a summer session course is scheduled for the last day of the class.

■ FLEXIBLY SCHEDULED CLASSES

Flexibly scheduled classes begin and/or end on dates that are other than the regular session dates for a term. Deadlines to process a registration, schedule adjustment or course withdrawal may be different for flexibly scheduled classes than the regular session deadlines. To determine the deadlines for a flexibly scheduled class, visit www.registrars.kent.edu/home and access *Processing Dates for Classes* from the Classes link on the Registrar home page or call the Office of the University Registrar at 330-672-3131.

■ GRADES

To check your final and midterm (freshman) grades, log in to FlashLine at www.kent.edu and click on Student Tools. Final grades posted for a current term will not be available for students to view in FlashFAST until they are rolled to academic history. **Therefore, prior to grades rolling to academic history, students may only view their grades through KAPS.** Students may access their KAPS report from their Student Tools page in FlashLine. If you need an official copy of your term grades, you can order an official academic transcript by following the procedures in the Transcripts section below or contact the Office of the University Registrar at 330-672-3131 for information.

■ GRADUATION APPLICATION INFORMATION

Undergraduate application forms and information may be obtained from your collegial dean's office or the Office of the University Registrar, Room 108, Michael Schwartz Center. (The College of Arts and Sciences has its own application forms, available only from its office. The College of Education, Health, and Human Services application is available on the web at www.ehhs.kent.edu/oss).

All prospective **undergraduate students** must file an application for graduation by the following deadlines:

Dec. 2009 graduate.....	Mar. 15, 2009*
May 2010 graduate	Sept. 15, 2009*
Aug. 2010 graduate.....	Dec. 15, 2009*
Dec. 2010 graduate.....	Mar. 15, 2010*

*Should the 15th day fall on a weekend, the deadline will be the next business day.

All prospective **graduate students** should obtain and file an application with their college office by the following deadlines:

Aug. 2009 graduate.....	June 19, 2009
Dec. 2009 graduate.....	Sept. 4, 2009
May 2010 graduate	Jan. 22, 2010

■ IDENTIFICATION CARDS – THE FLASHcard

All admitted students should come to the FLASHcard Office to be issued an ID (the FLASHcard) prior to their initial registration for classes. Students must possess a valid Approval of Admission from the university and two valid forms of identification to receive a FLASHcard. FLASHcards are required to verify university enrollment; for admittance to athletic, cultural, social events; borrowing library material; and purchasing goods and services on the FLASH-cash debit plan or the Dining Services board plan. Students will have their FLASHcard validated electronically before the beginning of each semester following registration and full or partial payment.

Loss or theft of a FLASHcard should be reported within 24 hours to the FLASHcard Office by calling 330-672-2273, or reporting it in-person at the FLASHcard Office located in the Kent Student Center or any Dining Services location. Visit <http://www.kent.edu/flashcard> for more information. A charge is assessed for a replacement ID.

Transfer of your FLASHcard or use by anyone other than the person to whom it was issued is sufficient reason for disciplinary action.

■ KENT ACADEMIC PROGRESS SYSTEM (KAPS)

Kent State University uses an automated degree audit system, Kent Academic Progress System (KAPS), to assist students in monitoring progress toward completion of their degree requirements. Your KAPS report will reflect progress toward completion of degree requirements in your officially declared program by comparing your coursework with program requirements.

KAPS allows you to:

View all Kent State University courses (completed and future term courses) and any courses transferred to Kent from another institution.

Request your declared and/or "what if" interactive KAPS report on demand.

Create planned courses which can be used in your interactive audit to assist in future planning.

You may review your KAPS report via FlashLine and clicking on Student Tools.

■ LATE REGISTRATION

A Late Registration is the initial enrollment (from zero credit hours) for a student once the term has begun. Students must register and make payment of fees by published deadlines prior to attending classes. **Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course.** Registration holds must be cleared prior to registering for classes. **Tuition payment deadlines are on the Bursar's Office Web site at www.kent.edu/bursar.**

Late Registrations may be completed on a space-available basis by the deadlines below. **Tuition payment deadlines are on the Bursar's Office Web site.** Students will use FlashFAST to process their late registrations. To access FlashFAST, log in to FlashLine from www.kent.edu and click on the Student Tools tab.

- **Aug. 31-Sept. 6, 2009** - No late registration fee assessed.
- **Sept. 7-Sept. 13, 2009** - There is a late registration fee of \$100 for new registrants and an additional late nonpayment fee of \$100 for those who do not meet their payment deadline. **(Sept. 7: No classes, offices closed.)**

The last day to register is Sept. 13, 2009. NOTE: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009, late registration deadlines may be different than noted above. For these flexibly scheduled classes, you may determine the deadlines by calling the Office of the University Registrar at 330-672-3131 or by accessing *Processing Dates for Classes* from the Classes link on the Registrar's home page at www.registrars.kent.edu/home.

Tuition payment due dates are on the Bursar's Office Web site at www.kent.edu/bursar. Please note not all registration activity may result in a bill being generated prior to a due date. Please refer to the [Bursar's Office Web](http://www.kent.edu/bursar) site for fee payment information, tuition payment deadlines and any additional late charges that may be assessed. **Students can view their student account information through their FlashLine account.** Tuition payments may be made online via <https://payonline.kent.edu/payonline/>.

■ PASS-FAIL OPTION

Undergraduate students may elect to take certain courses on a pass-fail basis. The purpose of this option is to provide an opportunity for the exploration of a broader range of coursework

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than is normally included in specific and distributive degree requirements. Students considering this option should be aware that some institutions of higher education do not accept transfer credit taken on a pass-fail basis. In addition, most graduate and professional schools prefer that pass-fail credit be kept to a minimum.

Students wishing to take coursework on a pass-fail basis should go to FlashLine at www.kent.edu and click on Student Tools to access FlashFAST. After registering for the course, click on the selected course's Grade Mode. You will make the grade option change to the selected course on the Change Class Options page.

- **The last day to select the pass-fail grade option is Sept. 13, 2009.**

NOTE: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009, pass-fail deadlines may be different than noted above. For these flexibly scheduled classes, you may determine the pass-fail deadlines by calling the Office of the University Registrar at 330-672-3131 or by accessing *Processing Dates for Classes* from the Classes link on the Registrar's home page at www.registrars.kent.edu/home.

No change of pass-fail enrollment status is permitted after the final day of formal registration.

Students should contact their college, school, or Regional Campus office for clarification of the pass-fail option and for application of that option to their particular program. **Conditions governing the acceptability of coursework that pertains to all students may be found in the Pass-Fail Policy within the General Requirements and Regulations section listed under University Organization in the [Undergraduate Catalog](#).**

■ REGISTRATION CANCELLATION

Registration Cancellation: Students who preregister for Fall Semester 2009 but decide not to attend must cancel their registrations as early as possible, and **no later than Sept. 6, 2009**, by logging in to FlashLine at www.kent.edu and clicking on Student Tools to access FlashFAST.

Any paid registration not canceled as indicated above will be subject to the refund schedule published on [Bursar's Office Web site](#).

■ RESIDENCY STATUS CHANGE FOR TUITION PURPOSES

New students appealing their nonresident status of Ohio at the time of their admission should apply for residency at their admitting office. **Current and former Kent Campus students** wishing to apply for a change in residency status for tuition purposes must file a Request for Resident Classification for Tuition Purposes, along with supporting documentation, at the Office of the University Registrar, Room 108, Michael Schwartz Center. *Regional Campus students should contact their Regional Campus.* Because requests for Ohio residency must be approved prior to the first day of classes of the academic term reclassification is desired, **application materials and all appropriate supporting documentation must be submitted by July 15, 2009, for Fall Semester 2009.** Please note that you are expected to make full payment (including nonresident fees) by your appropriate payment due date. Payment deadlines cannot be waived or extended while a student's residency is being reviewed. **Retroactive residency determinations cannot be made for tuition surcharge purposes.** Any student denied classification or reclassification may appeal the denial to the Residency Appeals Committee within fourteen calendar days of their denial notification.

■ RESTRICTING RELEASE OF DIRECTORY INFORMATION

See Student Records, sections *d* and *f*.

■ SCHEDULE ADJUSTMENT

Schedule Adjustment is a change to a class schedule for students who have already enrolled in at least one course for that term (one or more credit hours) and is permitted on a space-available basis for Fall Semester 2009 by logging in to FlashLine at www.kent.edu and clicking on Student Tools to access FlashFAST (see Registration pages for schedule adjustment dates and times). There is no late registration fee for Schedule Adjustments. Be prepared to pay any additional fees incurred. **Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account.** Payments may be made online at <https://payonline.kent.edu/payonline>. Visit the Bursar's Office Web site at www.kent.edu/bursar for tuition payment deadlines and any additional late charges that may be assessed.

Students who are not officially registered for a course by published university deadlines should not be attending classes and will not receive credit or a grade for the course. **The last day to register for courses, change credit hours, withdraw from courses without a grade of W being assigned or change the credit/pass-fail/audit grading option for Fall Semester 2009 is Sept. 13, 2009.**

NOTE: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009, schedule adjustment deadlines may be different than noted above. For these flexibly scheduled classes, you may determine the schedule adjustment deadlines by calling the Office of the University Registrar at 330-672-3131 or by accessing *Processing Dates for Classes* from the Classes link on the Registrar's home page at www.registrars.kent.edu/home.

Any applicable refund will be determined by the date the transaction is processed on the registration system. Please refer to the [Bursar's Office Web](#) site for refund schedule details, fee payment deadlines and any additional late charges that may be assessed.

■ SELECTIVE SERVICE ANNOUNCEMENT

Pursuant to Ohio Law, House Bill 845, all Ohio resident male students between the ages of 18 and 26 not registered with Selective Service must file a statement of Selective Service registration with the Office of the University Registrar. If you have not already registered with Selective Service, you will be contacted regarding your noncompliant status. Failure to comply will result in the assessment of nonresident tuition fees to your account and the cancellation of all state-based financial aid. Further questions may be directed to the Office of the University Registrar.

■ SOCIAL SECURITY NUMBER, DISCLOSURE OF

University Rule 3342-5-091 requires that all students having a Social Security number provide it to the university. The new system-assigned student ID number will be used within the university to link all of the student's academic and financial records kept by the university.

■ STUDENT RECORDS

Kent State University policy 3342-5-08.101 provides operational procedures for administering and maintaining student education records in compliance with the Family Educational Rights and Privacy Act of 1974. The general principles of Kent State University's policy, subject to some exceptions, are as follows:

- a. Educational records are defined as those records, files, documents and other materials which contain information directly related to the student and are maintained by a college, school, department, office or other university organizational subdivision,

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or by a person acting for the university or any of its subdivisions. The term "educational record" includes the official academic record (Office of the University Registrar), advisement records (college or school office) discipline records (Judicial Affairs) and placement bureau records (Career Services).

- b. Students have certain rights of access to this information.
- c. After reviewing their individual file, students may challenge a perceived inaccuracy, misleading statement or other perceived violation of their privacy or other rights with the university office which maintains that record.
- d. The university has certain responsibilities to protect this information with the exception of directory information, which includes the student's name, local, permanent and e-mail address, telephone listing, class standing (undergraduate/graduate; freshman, etc.), enrollment status (full/part-time), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, high school graduated from and most recent previous educational agency or institution attended.
- e. Parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954 may have access to their child's records provided they have demonstrated satisfactory evidence of the student's dependent status, and that students be notified of all such requests in advance of compliance; except that release of information regarding their student's financial account to parents of dependent students shall not require notification to the students. FERPA Release Forms are available online on the [Registrar's Office](#) Web site or for pick-up in the Office of the University Registrar.
- f. Students may restrict the publication and release of directory information by filing a written request at the Office of the University Registrar or the registration office of the campus you are enrolled or by completing the Request to Prevent the Disclosure of Directory Information form in this booklet or access the online form from your Student Tools tab in FlashLine at [www.kent.edu](#).
- g. Students who believe that there has been a FERPA violation should contact the University Registrar at 330-672-3131.
- h. The complete policy regarding the collection, retention and dissemination of information about students is available in the Kent State University Policy Register at <http://www.kent.edu/policyreg/chap5/5-08-101.cfm> under policy number 3342.5.08.101 or in the Office of the University Registrar.
- i. Students also have the right to file a complaint with the U. S. Department of Education Family Policy Compliance Office concerning alleged failures by the university to comply with the requirements of FERPA.

■ STUDENT RIGHT TO KNOW ACT

In compliance with the Student Right to Know Act, Public Law 101-542, Kent State University provides the following information about completion and graduation rates to current and prospective students and employees.

Six-Year Graduation Rate

The completion or graduation rate for students who entered Kent State University in 2002 on a full-time basis was 48.7 percent. Graduation or completion rates may be impacted by the number of credit hours taken each year, student preparedness to do college-level work, availability of financial aid, balancing of work schedules and scheduling of specific classes.

■ TRANSCRIPTS

Copies of your official academic transcript are available, at no charge, by requesting them in one of the following ways:

1. Come to the Office of the University Registrar Service Counter, Room 108, Michael Schwartz Center, with a photo ID.
2. Mail a request to Kent State University, Office of the University Registrar, P.O. Box 5190, Kent, OH 44242-0001, with the information noted below.
3. Fax a request to: 330-672-3867, with the information noted below.
4. Log in to FlashLine at [www.kent.edu](#) and click on Student Tools tab. Under the Submit Requests Box, click on Official Academic Transcript to access the transcript request form. Former students who cannot access FlashLine should follow one of the other procedures above to request their transcript.

Please note that students can view an unofficial version of their transcripts by logging in to FlashLine and clicking on the Student Tools tab. The link to view the Kent State transcript is in the Academic Profile box.

Information Required for a Transcript Request: Your current name and address, any former name(s), student ID number (Social Security number), dates of attendance, campus(es) attended, the address(es) where the transcripts are to be mailed and your written signature.

Transcripts will be processed upon receipt and will be mailed within two business days. Please allow extra processing time at the beginning and ending of each semester. Specific dates for availability of current semester grades and degrees may be found at [www.registrars.kent.edu/home](#). Select the Classes tab and click on the Processing Dates for Grades and Transcripts. **All financial obligations to Kent State University must be satisfied before a transcript is released.**

■ WITHDRAWAL FROM ANY OR ALL COURSES

Withdrawal from any or all courses (complete term withdrawal) is permitted through the 10th week of the semester (or the prorated deadline for flexibly scheduled sections). After that time, students are considered to be committed to all remaining courses and must complete them. If students are unable to complete the semester because of extreme circumstances that first occur after the deadline, students should consult their college or campus dean's office. **Any course withdrawal(s) processed after the second week of the semester will appear on the students' academic record with a grade of "W".**

Course withdrawals are permitted through Nov. 8, 2009. No approval is required to withdraw from courses during the withdrawal period.

To withdraw from courses: Log in to FlashLine at [www.kent.edu](#) and click on Student Tools to access FlashFAST to withdraw from your courses.

NOTE: If class beginning and/or ending dates are other than the regular session dates for Fall Semester 2009, course withdrawal deadlines may be different than noted above. For these flexibly scheduled classes, you may determine course withdrawal deadlines by calling the Office of the University Registrar at 330-672-3131 or by visiting [www.registrars.kent.edu/home](#) and accessing *Processing Dates for Classes* from the Classes link on the Registrar's Web site.

IMPORTANT INFORMATION ABOUT WITHDRAWING FROM A CLASS

Withdrawing from one or more of your classes for this semester may have negative consequences. Before completing this transaction, check the impact on your:

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- Medical insurance – individual or family policy.
- Auto insurance – individual or family policy.
- Current and future financial aid including loan repayment.
- Scholarship eligibility.
- Athletic eligibility.
- International and immigration status.
- Academic progress – students who repeatedly withdraw from one or more classes are less likely to complete their degrees.
- Any applicable refund will be based solely on the date the transaction is completed in the registration system. Please refer to the refund schedule on the Bursar's Office Web site at <http://www.kent.edu/bursar>.

Note: Students living in residence halls who have withdrawn from all classes are required to move out of their rooms as soon as they have completed the transaction resulting in zero hours for the semester.

Note: You are encouraged to meet with an academic advisor in your college office to discuss the impact of withdrawal on your academic progress. If this meeting occurs before the withdrawal deadline, the advisor will be able to help you assess your situation before you make your decision. However, failure to meet with an advisor *before* the deadline does **NOT** provide justification for late course withdrawal *after* the deadline.

■ WRITING-INTENSIVE COURSE REQUIREMENT

All students must complete at least one upper-division course designated as "writing-intensive" with a grade of C (2.0) or better. Courses that are writing-intensive will state, "This course is writing-intensive." While the intent is that the requirement be fulfilled within the major, students may use a writing-intensive course in another discipline to fulfill the requirement if permitted by the department/school of their major.

GENERAL INFORMATION

ACCESS THE [UNIVERSITY LIBRARIES AND MEDIA SERVICES](#) WEB SITE FOR INFORMATION ON THEIR SERVICES AND POLICIES.

FEES AND FEE PAYMENT

ACCESS THE [BURSAR'S OFFICE](#) WEB SITE FOR INFORMATION ON FALL SEMESTER 2009:

- Tuition And Fees
- Payment Deadlines
- Payment Methods And Options
- Refunds

FINANCIAL AID INFORMATION

ACCESS THE [OFFICE OF STUDENT FINANCIAL AID](#) WEB SITE FOR FINANCIAL AID INFORMATION.

STUDENT EMPLOYMENT PROGRAM THE CAREER SERVICES CENTER

**ACCESS THE [CAREER SERVICES CENTER](#) WEB SITE FOR INFORMATION
ON THE STUDENT EMPLOYMENT PROGRAM.**

**PARKING SERVICES DIVISION
DEPARTMENT OF PUBLIC SAFETY
123 MICHAEL SCHWARTZ CENTER**

ACCESS THE [PARKING SERVICES DIVISION](#) WEB SITE FOR
INFORMATION ON PARKING PERMITS AND REGULATIONS.

OFFICE PHONE:	330-672-4432
MOTORIST ASSISTANCE PHONE	330-672-4444
FAX:	330-672-4034
E-MAIL:	parking@kent.edu
WEB SITE	www.kent.edu/parking

LIBERAL EDUCATION REQUIREMENTS

TRANSFER MODULE REQUIREMENTS

DIVERSITY REQUIREMENT

FOR INFORMATION ON:

- LIBERAL EDUCATION REQUIREMENTS
- TRANSFER MODULE REQUIREMENTS
- DIVERSITY REQUIREMENTS

Access the online Undergraduate Catalog (from the Kent State University home page at www.kent.edu) for policies and procedures. Select the most recent catalog for the current requirements.

For a listing of courses offered during this semester, access the class schedule search in FlashFAST by logging into FlashLine at www.kent.edu and clicking on your Student Tools tab or go to the [Registrar's online Schedule of Classes Search](#).



Dear Kent State University Student:

[The Drug Free Schools and Communities Act Amendments of 1989 \(Public Law 101-226\)](#)* are designed to eliminate illicit drugs and develop an intelligent attitude toward the use of alcohol on college campuses, schools, and communities in our nation. Be assured that the University prohibits illegal distribution and illegal use of drugs and alcohol and that sanctions will be consistently and strictly enforced for those who unlawfully possess, use, or distribute these products. As a student, you are subject to University conduct regulations as well as all local, state, and federal laws.

Health hazards are described in the adjoining guidelines. What is not described requires equal reflection: the loss of time in attaining your life goals; the anguish that is caused for you, your family, and friends; and even loss of life itself when you are controlled by drugs and alcohol. "Drug Free," in its literal definition, means the elimination of casual use or experimentation in any form or degree.

The strength of a University lies in its resources and its ability to effect change. The University offers treatment resources that are comprehensive and effective. The local community has resources as well. If you have any concern about the services offered or your personal need for them, please call and inquire. Questions that may not be answered by the various agencies should be directed to my office by calling the Dean of Students and Student Ombuds at (330) 672-9494.

Very truly yours,

A handwritten signature in black ink, appearing to read "Harold Goldsmith".

Harold "Pete" Goldsmith, Ed.D.
Vice President for
Enrollment Management and Student Affairs

*www.kent.edu/administration/emsa

Office of the Vice President for Enrollment Management and Student Affairs

P.O. Box 5190 • Kent, Ohio 44242-0001
330-672-4050 • Fax: 330-672-2600 • <http://www.kent.edu>

REQUEST TO PREVENT THE DISCLOSURE OF DIRECTORY INFORMATION

KENT STATE UNIVERSITY Office of the University Registrar

DIRECTORY INFORMATION: The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records data. University policy 3342-5-08.101 defines the operational procedures and regulations that govern student record data at Kent State University, including the definition of "directory information", which is information that "may be disclosed on an unlimited basis by university personnel in response to oral or written requests." Other student record information is **not** released to parties outside the university without the written consent of the student.



Please restrict the publication and release of *Directory Information* from my Kent State University educational record. By completing this request, the disclosure of information to non-University parties will occur only with my written permission and WILL RESTRICT ALL OF THE ITEMS IN THE FOLLOWING LIST. Complete and return this request to the Office of the University Registrar, P.O. Box 5190, Kent State University, Kent, OH 44242-0001, or Room 108 Michael Schwartz Center.

Directory Information

Note 1: Restricting your directory information, will prevent your information from appearing in University publications, such as the student directory, the Commencement Program, Dean's List notification, etc.

Note 2: Mail lists are not released to external agencies. This refers to non-academic or non-administrative mailings, such as those by student organizations.

Demographic Information:	Name
	Local Address
	Permanent Address
	Email Address
	Telephone Number
Academic Information:	Dates of Attendance
	Major Field of Study
	Degrees and Awards Received
	Honors
	Class Standing
	Enrollment Status
	High School Graduated From
	Most Recent Previous Educational Agency or Institution Attended
Other Information:	Participation in Officially Recognized Activities and Sports
	Weight and Height of Members of Athletic Teams

(Print Student Name)

(Student Signature)

(Banner Student ID Number*)
**Available from your General Student Record Information page in FlashFAST*

(Date)

(Daytime Phone – including area code)

(FlashLine User Name)

Note: This restriction will be effective within one business day of its submission and will remain in effect until written notification to remove the restriction(s) is received from the student.

Clerk Initials: _____
Date: _____