

# How to Add or Drop Classes. . .

**Step I:** Go to [www.kent.edu](http://www.kent.edu)

**Step II:** Locate **FlashLine** log-in window

If you have never used **FlashLine**, click on **Get Login Help** and follow the instructions for first time users.

**Step III:** Once you are in **FlashLine** click on the tab called **Student Tools**

**Step IV:** Access registration from the **Registration Tools** box by clicking on one of the three options:

1. **Add or Drop Classes**
2. **Look Up Classes**
3. **Access FlashFast**

**Step V:** See below for instructions from Add or Drop Classes or Look Up Classes:

<b>Add or Drop Classes</b>	<b>Look Up Classes</b>
Best if you know the CRN (Course Reference Number)	Best if you do not know the CRN (Course Reference Number) and need to look up class days and times first
Acknowledge and Accept the <b>Add/Drop classes Tuition Assessment Policy</b>	Select the term. For example: <b>Spring 2008</b>
Select the term. For example: <b>Spring 2008</b>	Search for your class
Enter the CRN on the <b>Add Classes Worksheet</b>	If a class is available there will be a check box <input type="checkbox"/> next to the class
Click <b>Submit Changes</b>	Place a check in the box <input checked="" type="checkbox"/> and click <b>Register</b>
Click on the <b>Class Search button</b> if you need to search for a course	To view additional information about a course such as prerequisites, descriptions, and instructor information click on the blue highlighted CRN number

**Step VI:** View your schedule by clicking onto **Student Detailed Schedule** and print your schedule by clicking on **Student Printable Schedule**.

**Note:** *Always print a copy of your transactions for your records.*

**Step VII:** View your Student Account information including tuition and fees by clicking on **Student Account Information**.

**NOTE:**

- Only students who have been formally admitted to Kent State University may register for coursework and pay the appropriate fees.
- 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.
- Refer to the Office of the University Registrar Web site at [www.registrars.kent.edu](http://www.registrars.kent.edu) for registration information, deadlines and procedures for processing registration transactions.