



# SPRING SEMESTER 2010 SCHEDULE OF CLASSES REGISTRATION INFORMATION

All Spring Semester 2010 registration transactions will be completed using FlashFAST. Log in to FlashLine from [www.kent.edu](http://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

- |                             |  |                              |  |
|-----------------------------|--|------------------------------|--|
| ◆ Jan. 18, 2010             | <i>Martin Luther King Day<br/>No Classes, Offices Closed</i> | ◆ May 4, 2010                | <i>Remembrance Day<br/>Classes, or Parts of<br/>Classes, Recess from<br/>Noon-2 p.m.</i> |
| ◆ Jan. 19, 2010             | <i>Day and Evening<br/>Classes Begin</i>                     | ◆ May 9, 2010                | <i>Classes End</i>   |
| ◆ Jan. 22, 2010             | <i>Weekend Classes Begin</i>                                 | ◆ May 10-16, 2010            | <i>Final Exams Week</i>  |
| ◆ Mar. 29 –<br>Apr. 4, 2010 | <i>Spring Recess</i>   | ◆ May 13 and<br>May 15, 2010 | <i>Kent Campus<br/>Commencements</i>   |
| ◆ Apr. 11-17, 2010          | <i>Honors Week</i>   |                              |  |

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# TABLE OF CONTENTS

Academic Advising .....	7
Building Abbreviations .....	6
Calendar .....	2
Diversity Requirement .....	22
Drug Free Schools and Communities Act .....	23
Fees & Fee Payment .....	18
Final Exam Schedule .....	3
Financial Aid .....	19
<b>General Information:</b>	
<i>Adult Student Center</i> .....	12
<i>Audit Option</i> .....	12
<i>Change of Address</i> .....	12
<i>Classroom Accessibility—Students with Disabilities</i> .....	12
<i>Course Availability</i> .....	12
<i>Course Numbering</i> .....	12
<i>Credit Hour Overload</i> .....	12
<i>Enrollment Certification</i> .....	12
<i>Evening and Weekend Classes</i> .....	12
<i>Flexibly Scheduled Courses</i> .....	13
<i>Grades</i> .....	13
<i>Graduation Application Information</i> .....	13
<i>Identification Cards (FLASHcard)</i> .....	13
<i>Kent Academic Progress System (KAPS)</i> .....	13
<i>Late Registration</i> .....	13
<i>Library Services and Policies</i> .....	17
<i>Pass-Fail Option</i> .....	13
<i>Residency Status Change for Tuition Purposes</i> .....	14
<i>Schedule Adjustment</i> .....	14
<i>Selective Service Announcement</i> .....	14
<i>Social Security Number, Disclosure of</i> .....	14
<i>Student Records</i> .....	15
<i>Student Right to Know Act</i> .....	15
<i>Transcripts</i> .....	15
<i>Writing-Intensive Course Requirement</i> .....	16
Help, "Where to Go When You Have A Question About" .....	4
Liberal Education Requirements .....	22
Parking Information .....	21
<b>Registration Information</b> .....	8
<i>Course Scheduling Worksheet</i> .....	10
<i>How to Register</i> .....	9
<i>Late Registration--Schedule Adjustment Timetable</i> .....	11
<i>Preregistration Entry Schedules</i> .....	See University Registrar Web site at <a href="http://www.registrars.kent.edu">www.registrars.kent.edu</a>
<i>Registration Cancellation</i> .....	14
<i>Registration--Schedule Adjustment Timetable</i> .....	11
<i>Withdrawal from Any or All Courses</i> .....	15
Request to Prevent the Disclosure of Directory Information Form .....	24
Student Employment Program .....	20
Transfer Module Requirements .....	22

# SPRING SEMESTER 2010 CALENDAR

All Spring Semester 2010 registration transactions will be completed using FlashFAST. Log in to FlashLine from [www.kent.edu](http://www.kent.edu) and click on Student Tools to access FlashFAST.

Oct. 12-Nov. 8	Priority Preregistration Using FlashFAST—(See Preregistration <a href="#">Entry Schedules</a> on the University Registrar's Web site at <a href="http://www.registrars.kent.edu">www.registrars.kent.edu</a> to determine when you can register.)
Nov. 9– Jan. 4	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 <a href="https://payonline.kent.edu/payonline/">https://payonline.kent.edu/payonline/</a> . Please visit the Bursar's Office Web site at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for tuition payment deadlines and fee payment information.
Dec. 15	Application Deadline for August 2010 Graduation—Undergraduate Students.
Jan. 4	FINAL PAYMENT DATE FOR PREREGISTERED 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 <a href="https://payonline.kent.edu/payonline/">https://payonline.kent.edu/payonline/</a> . Please visit the Bursar's Office Web site at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for billing information.
Jan. 5-18	REGISTRATION/SCHEDULE ADJUSTMENT USING FlashFAST. 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 <a href="https://payonline.kent.edu/payonline/">https://payonline.kent.edu/payonline/</a> . Please visit the Bursar's Office Web site at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for tuition payment deadlines and fee payment information.
Jan. 18	Martin Luther King Jr. Day. No Classes. Offices Closed.
Jan. 19	DAY AND EVENING CLASSES BEGIN
Jan. 19-24	LATE REGISTRATION/SCHEDULE ADJUSTMENT USING FlashFAST. 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 <a href="https://payonline.kent.edu/payonline/">https://payonline.kent.edu/payonline/</a> . Please visit the Bursar's Office Web site at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for tuition payment deadlines and fee payment information.
Jan. 22-24	WEEKEND CLASSES BEGIN
Jan. 22	Application Deadline for May 2010 Graduation — Graduate Students.
Jan. 25-31	LATE REGISTRATION USING FlashFAST– \$100 NONWAIVABLE LATE REGISTRATION FEE IS ASSESSED. There is a late registration fee of \$100 for new registrants. 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 <a href="https://payonline.kent.edu/payonline/">https://payonline.kent.edu/payonline/</a> . Please visit the Bursar's Office Web site at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for tuition payment deadlines, fee payment information and any additional late charges that may be assessed.
Jan. 25-31	SCHEDULE ADJUSTMENT USING FlashFAST– NO LATE REGISTRATION FEE ASSESSED. Courses may not be added, nor may credit/audit/pass-fail or credit hour options be changed after Jan. 31, 2010. 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 <a href="https://payonline.kent.edu/payonline/">https://payonline.kent.edu/payonline/</a> . Please visit the Bursar's Office Web site at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for tuition payment deadlines, fee payment information and any additional late charges that may be assessed.
Feb. 1 – Apr. 4	WITHDRAWAL FROM ANY OR ALL COURSES USING FlashFAST. Grade of W assigned. Access the Processing Dates for Classes link on the University Registrar's Web site for deadlines for flexibly scheduled courses.
Mar. 10	Midterm Grades (Freshmen Only) Available for Viewing in FlashFAST.
Mar. 15	Application Deadline for December 2010 Graduation — Undergraduate Students.
Mar. 29-Apr. 4	Spring Recess. No Classes. Offices Open.
Apr. 11-17	Honors Week.
May 4	Remembrance Day. Classes, or parts of classes, recess from noon – 2 p.m.
May 9	Classes End.
May 10 – 16	Final Exam Week.
May 13 and May 15	Kent Campus Commencements.
May 20	Final Grades Available to Students on FlashFAST.
June 18	Application Deadline for August 2010 Graduation–Graduate Students.
Week of June 28	Spring 2010 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](http://www.registrars.kent.edu) for up-to-date registration information.

# FINAL EXAM SCHEDULE—SPRING 2010

- The final examination period for day and evening classes is Monday, May 10, 2010 through Friday, May 14, 2010. Weekend classes, including Friday after 5 p.m., will hold exams during the weekend of May 14-16, 2010, 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 May 14-16, 2010 at scheduled class times.*
  - Monday, May 10, 3:15 p.m. to 5:30 p.m.**  
FR 13201, FR 13202, ITAL 15201, ITAL 15202
  - Tuesday, May 11, 3:15 p.m. to 5:30 p.m.**  
ACCT 23020; MATH 14001, MATH 14002, MATH 11022
  - Wednesday, May 12, 3:15 p.m. to 5:30 p.m.**  
FIN 36053, NURS 10050, SPAN 18201, SPAN 18202
  - Thursday, May 13, 3:15 p.m. to 5:30 p.m.**  
MATH 11009, MATH 11010
- PLEASE NOTE:** Examinations for courses meeting during the day, one day per week should be scheduled for one of the following exam periods: Saturday, May 8, 8:00-10:15 a.m. or 10:30 a.m.-12:45 p.m.; Tuesday, May 11, 3:15-5:30 p.m.; or Friday, May 14, 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](mailto: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.	Fri.	May 14
8:00 a.m.	7:45 - 10:00 a.m.	Fri.	May 14
8:50 a.m.	7:45 - 10:00 a.m.	Tues.	May 11
9:15 a.m.	7:45 - 10:00 a.m.	Tues.	May 11
9:55 a.m.	7:45 - 10:00 a.m.	Wed.	May 12
11:00 a.m.	12:45 - 3:00 p.m.	Fri.	May 14
12:05 p.m.	12:45 - 3:00 p.m.	Mon.	May 10
12:30 p.m.	12:45 - 3:00 p.m.	Mon.	May 10
1:10 p.m.	12:45 - 3:00 p.m.	Tues.	May 11
2:15 p.m.	12:45 - 3:00 p.m.	Wed.	May 12
3:20 p.m.	7:45 - 10:00 a.m.	Wed.	May 12
3:45 p.m.	7:45 - 10:00 a.m.	Wed.	May 12
4:25 p.m.	5:45 - 8:00 p.m.	Tues.	May 11
6:00 p.m.	5:45 - 8:00 p.m.	Tues.	May 11
7:00 p.m.	8:15 - 10:30 p.m.	Tues.	May 11
8:00 p.m.	8:15 - 10:30 p.m.	Tues.	May 11
For Wednesday classes beginning at:	The final examination period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Thur.	May 13
8:00 a.m.	7:45 - 10:00 a.m.	Thur.	May 13
8:50 a.m.	10:15 - 12:30 p.m.	Fri.	May 14
9:15 a.m.	10:15 - 12:30 p.m.	Fri.	May 14
9:55 a.m.	10:15 - 12:30 p.m.	Mon.	May 10
11:00 a.m.	10:15 - 12:30 p.m.	Tues.	May 11
12:05 p.m.	10:15 - 12:30 p.m.	Thur.	May 13
12:30 p.m.	10:15 - 12:30 p.m.	Thur.	May 13
1:10 p.m.	10:15 - 12:30 p.m.	Wed.	May 12
2:15 p.m.	12:45 - 3:00 p.m.	Thur.	May 13
3:20 p.m.	7:45 - 10:00 a.m.	Mon.	May 10
3:45 p.m.	7:45 - 10:00 a.m.	Mon.	May 10
4:25 p.m.	5:45 - 8:00 p.m.	Wed.	May 12
6:00 p.m.	5:45 - 8:00 p.m.	Wed.	May 12
7:00 p.m.	8:15 - 10:30 p.m.	Wed.	May 12
8:00 p.m.	8:15 - 10:30 p.m.	Wed.	May 12
For Thursday classes beginning at:	The final examination period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Fri.	May 14
8:00 a.m.	7:45 - 10:00 a.m.	Fri.	May 14
8:50 a.m.	7:45 - 10:00 a.m.	Tues.	May 11
9:15 a.m.	7:45 - 10:00 a.m.	Tues.	May 11
9:55 a.m.	7:45 - 10:00 a.m.	Wed.	May 12
11:00 a.m.	12:45 - 3:00 p.m.	Fri.	May 14
12:05 p.m.	12:45 - 3:00 p.m.	Mon.	May 10
12:30 p.m.	12:45 - 3:00 p.m.	Mon.	May 10
1:10 p.m.	12:45 - 3:00 p.m.	Tues.	May 11
2:15 p.m.	12:45 - 3:00 p.m.	Wed.	May 12
3:20 p.m.	12:45 - 3:00 p.m.	Tues.	May 11
3:45 p.m.	12:45 - 3:00 p.m.	Tues.	May 11
4:25 p.m.	5:45 - 8:00 p.m.	Thur.	May 13
6:00 p.m.	5:45 - 8:00 p.m.	Thur.	May 13
7:00 p.m.	8:15 - 10:30 p.m.	Thur.	May 13
8:00 p.m.	8:15 - 10:30 p.m.	Thur.	May 13
For Friday classes beginning at:	The final examination period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Thur.	May 13
8:00 a.m.	7:45 - 10:00 a.m.	Thur.	May 13
8:50 a.m.	10:15 - 12:30 p.m.	Fri.	May 14
9:15 a.m.	10:15 - 12:30 p.m.	Fri.	May 14
9:55 a.m.	10:15 - 12:30 p.m.	Mon.	May 10
11:00 a.m.	10:15 - 12:30 p.m.	Tues.	May 11
12:05 p.m.	10:15 - 12:30 p.m.	Thur.	May 13
12:30 p.m.	10:15 - 12:30 p.m.	Thur.	May 13
1:10 p.m.	10:15 - 12:30 p.m.	Wed.	May 12
2:15 p.m.	12:45 - 3:00 p.m.	Thur.	May 13
3:20 p.m.	7:45 - 10:00 a.m.	Mon.	May 10
3:45 p.m.	7:45 - 10:00 a.m.	Mon.	May 10

EXAM TABLES			
For Monday classes Beginning at:	The final examination period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Thur.	May 13
8:00 a.m.	7:45 - 10:00 a.m.	Thur.	May 13
8:50 a.m.	10:15 - 12:30 p.m.	Fri.	May 14
9:15 a.m.	10:15 - 12:30 p.m.	Fri.	May 14
9:55 a.m.	10:15 - 12:30 p.m.	Mon.	May 10
11:00 a.m.	10:15 - 12:30 p.m.	Tues.	May 11
12:05 p.m.	10:15 - 12:30 p.m.	Thur.	May 13
12:30 p.m.	10:15 - 12:30 p.m.	Thur.	May 13
1:10 p.m.	10:15 - 12:30 p.m.	Wed.	May 12
2:15 p.m.	12:45 - 3:00 p.m.	Thur.	May 13
3:20 p.m.	7:45 - 10:00 a.m.	Mon.	May 10
3:45 p.m.	7:45 - 10:00 a.m.	Mon.	May 10
4:25 p.m.	5:45 - 8:00 p.m.	Mon.	May 10
6:00 p.m.	5:45 - 8:00 p.m.	Mon.	May 10
7:00 p.m.	8:15 - 10:30 p.m.	Mon.	May 10
8:00 p.m.	8:15 - 10:30 p.m.	Mon.	May 10

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

TOPIC	WHERE TO GO	LOCATION (SEE CAMPUS MAP)	PHONE 330-672-
<b>ADD OR DROP CLASS</b> .....	See Schedule Adjustment		
<b>ADDRESS CHANGE</b> (Student) .....	Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools .....		3131 ♦♦
<b>ADMISSION APPLICATIONS/STATUS</b> .....	<a href="http://www.kent.edu">www.kent.edu</a>		
Undergraduate .....	Office of Admissions.....	161 MSC .....	2444
Graduate Studies.....	Graduate Program Services .....	111 CWH.....	3012
Graduate Education.....	Education, Health and Human Services.....	306 WTH.....	2862
Graduate Management.....	Graduate School of Management .....	A310 BSA.....	2282
<b>ADULT STUDENT SERVICES</b> .....	Adult Student Center .....	181 MSC .....	7933
<b>ADVISING</b> (Academic).....	Contact Individual College/School/Student Advising Center		
<b>AFFIRMATIVE ACTION</b> .....	Office of Affirmative Action .....		2038
<b>ALUMNI ASSOCIATION</b> .....	Williamson Alumni Center.....		5368
<b>ATHLETIC TICKETS</b> .....	Athletic Ticket Office.....	MACC.....	2244
<b>BOOKS AND SUPPLIES</b> .....	University Bookstore.....	STC.....	2762 ♦♦
<b>BUS TRANSPORTATION</b> .....	Campus Bus Service (PARTA) .....	2000 Summit St.....	678-1287
<b>CAREER PLANNING AND PLACEMENT</b> .....	Career Services Center .....	261 MSC .....	2360
<b>CATALOGS:</b>			
<a href="#">Undergraduate Online Catalog</a> .....	Office of Admissions.....	161 MSC .....	2444 ♦♦
<a href="#">Graduate Online Catalog</a> .....	Research and Graduate Studies.....	111 CWH .....	3012 ♦♦
<b>CHANGE OF MAJOR</b> .....	Contact Individual College		
<b>COLLEGES/SCHOOLS</b>			
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
<b>COMMENCEMENT</b> .....	Office of University Ceremonies .....	2nd Flr. LIB.....	2235
<b>COMMUTER CONCERNS</b> .....	COSO .....	STC.....	3768
<b>COMPUTER LAB</b> (Main) .....	Academic Computing .....	150 LIB.....	3021
<b>COPY MACHINES</b> .....	Library		
	Bookstore.....	STC	
<b>COUNSELING AND TREATMENT SERVICES:</b>			
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
<b>COURSE REPEAT POLICIES</b> .....	Contact Individual College		
<b>DEAN'S LIST</b> .....	Contact Individual College		
<b>DEPARTMENTS</b> (Academic).....	See University Directory		
Phone Number .....	Information 3000 .....		3000
Web.....	<a href="http://www.kent.edu">www.kent.edu</a>		
<b>DESTINATION KENT STATE</b> .....	Student Success Programs Office .....		2014
<b>DISABLED STUDENT SERVICES</b> .....	Student Accessibility Services .....	DHC .....	3391
<b>DISMISSAL/REINSTATEMENT</b> (Academic) .....	Contact Individual College		
<b>EMERGENCY</b> .....			911
<b>EMERGENCY MESSAGES</b> .....	University Police.....	STOCKDALE.....	2212
<b>EMPLOYMENT</b> (Student).....	Career Services Center .....	261 MSC .....	2360
<b>ENROLLMENT VERIFICATION</b> .....	Office of the University Registrar .....	108 MSC .....	3131 ♦♦
	National Student Clearinghouse – Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , Click on Student Tools		
<b>EVENING AND WEEKEND PROGRAMS</b> .....		181 MSC .....	7933
<b>FEES</b> .....	Bursar's Office.....	131 MSC .....	2626 ♦♦
<b>FERPA RELEASE FORM</b> .....	<a href="#">Office of the University Registrar</a> .....	108 MSC .....	3131
<b>FINANCIAL AID</b> .....	Student Financial Aid.....	103 MSC .....	2972 ♦♦
<b>FIRST YEAR AND EXPLORATORY ADVISING CENTER</b> .....		LAKE.....	3676
<b>FOOD</b> (FLASHcard)) .....	FLASHcard Office.....		2273
<b>FOREIGN STUDENTS</b> .....	See International Student		
<b>GRADES</b> .....	Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools .....		♦♦

♦♦ Information is also available in FlashLine. Log in to FlashLine at [www.kent.edu](http://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-
<b>GRADUATE ASSISTANTSHIPS</b> .....	Contact Individual Departments		
<b>GRADUATE STUDIES</b> .....	Contact Individual College		
<b>GRADUATION APPLICATION/REQUIREMENTS</b> .....	Contact Individual College		
<b>GREEK ORGANIZATIONS/CLUBS</b> .....	Center for Student Involvement .....	STC .....	2480
<b>HEALTH INSURANCE</b> (Student) .....	Bursar's Office .....	131 MSC .....	2626
	University Health Services .....	DHC .....	2322
<b>HONORS PROGRAM</b> .....	Honors College .....	STO .....	2312
<b>HOUSING</b>			
On Campus .....	Residence Services .....	KORB .....	7000
Off Campus .....	COSO .....	STC .....	3768
<b>ID CARDS</b> .....	FLASHcard Office .....		2273
<b>INFORMATION</b> .....	Information 3000 .....		3000
<b>INTERNATIONAL STUDENT ADMISSION</b> .....	Office of International Affairs .....	VNC .....	7980
<b>INTERNATIONAL STUDENT AFFAIRS</b> .....		VNC .....	7980
<b>INTERNSHIPS</b> .....	Contact Individual Departments		
	Contact Career Services Center	261 MSC	2360
<b>KAPS REPORTS</b> .....	Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools .....		◆◆
<b>LEARNING DISABILITIES</b> .....	Student Accessibility Services .....	DHC .....	3391
<b>LIBRARY HOURS</b> .....	University Library .....		2425
<b>LIBRARY INFORMATION AND ASSISTANCE</b> .....	Main Library .....	Reference Center .....	3150
<b>LOAN DEFERMENTS</b> .....	Office of the University Registrar .....	108 MSC .....	3131
	National Student Clearinghouse – Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , Click on Student Tools		
<b>LOAN SIGNING:</b>			
Federal Perkins, Nursing Loans .....	Bursar's Office .....	131 MSC .....	2454
<b>LOST AND FOUND</b> .....	University Police .....	STOCKDALE .....	2212
<b>MATH TUTORING</b> .....	Academic Success Center .....	207 MSC .....	3190
<b>MEDICAL TREATMENT</b> .....	University Health Services .....	DHC .....	2322
<b>MOTORIST ASSISTANCE</b> .....	Parking Services .....	123 MSC .....	4444
<b>NAME CHANGE</b> .....	Office of the University Registrar .....	108 MSC .....	3131
<b>NEW STUDENT ORIENTATION</b> .....	Center for Student Involvement .....	STC .....	2480
<b>OMBUDSMAN</b> (Student) .....	Enrollment Mgmt and Student Affairs .....		9494
<b>ORGANIZATIONS AND CLUBS</b> .....	Center for Student Involvement .....	STC .....	2480
<b>PARKING FEES/PERMITS</b> .....	Parking Services .....	123 MSC .....	4432
<b>PHONE NUMBERS</b> (Student, Faculty, Staff) .....	Information 3000 or <a href="http://www.kent.edu">www.kent.edu</a> .....		3000
<b>POLICE</b> .....	University Police Dept. .....	STOCKDALE .....	2212
<b>REACTIVATE STUDENT RECORDS</b> .....	Office of the University Registrar .....	108 MSC .....	3131
<b>RECORDS</b> (Student) .....	Office of the University Registrar .....	108 MSC .....	3131
<b>RECREATIONAL SERVICES</b> .....	Student Recreation and Wellness Center .....	SRC .....	3780
<b>REFUNDS</b> (Tuition) .....	Bursar's Office .....	131 MSC .....	2626 ◆◆
<b>REGIONAL CAMPUSES</b> .....	<a href="http://www.kent.edu/Campuses">www.kent.edu/Campuses</a> .....		2286
<b>REGISTRATION FEES</b> .....	Bursar's Office .....	131 MSC .....	2626 ◆◆
<b>REGISTRATION INFORMATION</b> .....	Office of the University Registrar .....	108 MSC .....	3131 ◆◆
	<a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a>		
<b>REGISTRATION WEB SITE</b> .....	Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools .....		◆◆
<b>REINSTATEMENT/DISMISSAL</b> (Academic) .....	Contact Individual College		
<b>RESIDENCY (OHIO) APPLICATIONS FOR TUITION PURPOSES:</b>			
New Undergraduate Students .....	Office of Admissions .....	161 MSC .....	2444
New Graduate Students:			
Graduate Studies .....	Graduate Program Services .....	111 CWH .....	3012
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
Regional Campus Students .....	Contact Individual Regional Campus <a href="http://www.kent.edu/Campuses">www.kent.edu/Campuses</a>		
<b>SCHEDULE ADJUSTMENT INFORMATION</b> .....	Office of the University Registrar .....	108 MSC .....	3131 ◆◆
	<a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a>		
<b>SCHEDULE OF CLASSES</b> (via the Web) .....	fall, spring and summer		
	<a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a> , or Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools .....		◆◆
<b>SCHOLARSHIPS</b> .....	Student Financial Aid .....	103 MSC .....	2972
<b>SCHOOL CLOSINGS</b> .....	<a href="http://www.kent.edu">www.kent.edu</a> .....		3000
	(Unscheduled campus-wide class closings)		
<b>SENIOR GUEST PROGRAM</b> .....	Continuing and Distance Education .....	204 MSC .....	2002
<b>STUDENT CONDUCT</b> .....	Judicial Affairs .....	119 Twin Towers .....	4054

◆◆ Information is also available in FlashLine. Log in to FlashLine at [www.kent.edu](http://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-
<b>STUDENT NEWSPAPER</b>	Kent Stater, <a href="http://www.kentnewsnet.com/">http://www.kentnewsnet.com/</a>	205 FRH	2586
<b>STUDY ABROAD</b>	Ctr. International and Comparative Prgms	VNC	7980
<b>STUDY SKILLS HELP</b>	Academic Success Center	207 MSC	3190
<b>TEACHER CERTIFICATION</b>	Education, Health and Human Services	306 WTH	2862
<b>TEST INFORMATION</b> (National and University Tests)	Academic Testing	261 MSC	2360
<b>TRANSCRIPT REQUESTS</b> (Academic)	Office of the University Registrar	108 MSC	3131 ♦♦
<b>TRANSFER STUDENT EVALUATION</b>	Office of the University Registrar	108 MSC	8950
<b>TRANSIENT APPLICATIONS:</b>			
New Student Admits	Office of Admissions	161 MSC	2444
Current Kent Students	Contact Individual College		
<b>TUITION</b>	Bursar's Office	131 MSC	2626 ♦♦
<b>TUTORING</b>	Academic Success Center	207 MSC	3190
<b>VETERANS AFFAIRS</b>	Student Financial Aid	103 MSC	2972
<b>WEB-BASED COURSES</b>	<a href="http://www.kent.edu/dl">http://www.kent.edu/dl</a>		
<b>WEB SITE</b> (Office of the University Registrar)	<a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a>		
Kent State University Home Page	<a href="http://www.kent.edu">www.kent.edu</a>		
FlashLine	<a href="http://www.kent.edu">www.kent.edu</a>		
FlashFAST	Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools		
<b>WITHDRAWAL INFORMATION:</b>	Office of the University Registrar	108 MSC	3131
From Any or All Course(s)	Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools		♦♦
<b>WORKSHOPS</b>	Continuing and Distance Education	204 MSC	3100
<b>WRITING SKILLS</b>	Writing Center	4 <sup>th</sup> LIB	1787

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

Updated 8/18/09, 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.)

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	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	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](http://www.kent.edu) and click on Student Tools to access FlashFAST.

# ACADEMIC ADVISING DIRECTORY

## **Adult Student Center**

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

## **Architecture and Environmental Design**

330-672-2780  
202C Taylor  
[www.kent.edu/oaas](http://www.kent.edu/oaas)

## **Arts and Sciences**

330- 672-2062  
105 Bowman  
<http://as.kent.edu>

## **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](http://www.kent.edu/oaas)

## **Communication and Information**

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/ci](http://www.kent.edu/ci)

## **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](mailto:oss@kent.edu)

Web: [www.ehhs.kent.edu/oss](http://www.ehhs.kent.edu/oss)

## **Exploratory Majors - Undergraduate Studies**

330- 672-3676  
Advising Center-Lake Hall  
[explore.kent.edu](http://explore.kent.edu)

## **Graduate Management**

330- 672-2282  
A310 Business Admin.

## **Honors**

330- 672-2312  
Stopher Hall  
[www.kent.edu/honors](http://www.kent.edu/honors)

## **Nursing**

330- 672-7911  
216 Henderson  
[www.kent.edu/nursing](http://www.kent.edu/nursing)

## **Technology**

330- 672-2892  
119 Van Deusen  
[www.kent.edu/tech](http://www.kent.edu/tech)

## **Transfer Center**

330- 672-8950  
[transfer@kent.edu](mailto:transfer@kent.edu)  
Office of the University Registrar, 108 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](http://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 Spring 2010 Semester schedules during the following registration periods using FlashFAST. Log in to FlashLine from [www.kent.edu](http://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](http://www.registrars.kent.edu) and click on the Spring Menu tab to access the entry schedules.)

- **October 12, 2009-January 4, 2010**  
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](http://www.registrars.kent.edu))
- ◆ **January 5, 2010-Jan. 31, 2010** ..... 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 Spring Semester 2010, 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](http://www.registrars.kent.edu).

To access the Class Schedule Search in FlashFAST, students should log in to FlashLine at [www.kent.edu](http://www.kent.edu) and click on the Student Tools Tab

OR

Access the Class Schedule Search from the University Registrar's Web site at: [www.registrars.kent.edu/home](http://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 Spring Semester 2009:** 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 Spring Semester 2010.
- **Any students admitted for Fall Semester 2009 with an admission for one term only:** 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 Spring Semester 2010

Kent Campus incoming freshmen under 21 years of age, admitted for Spring Semester 2010, will receive information from the Student Success Programs Office regarding the Destination Kent State: Advising & Registration program. Contact 330-672-2014 for information.

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## 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](http://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](http://www.registrars.kent.edu) and click on the Spring 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.*

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# 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 Jan. 31, 2010.** Please see the Audit or Pass-Fail Option policies in the General Information section for details.

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Spring Semester 2010, 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](http://www.registrars.kent.edu/home).
- ◆ 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.**

# 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

<b>START TIME</b>	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THUR.</b>	<b>FRI.</b>
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](http://www.kent.edu) and click on Student Tools to access FlashFAST. 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](http://www.registrars.kent.edu/home) or log in to FlashLine at [www.kent.edu](http://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
<b>PREREGISTRATION/SCHEDULE ADJUSTMENT</b> Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> <li>Registration information can be found on Pages 8-10.</li> <li>The Holiday Schedule will run from <b>Dec. 24, 2009, through Jan. 1, 2010</b>. During that time, all nonessential operations will be closed at all Kent State campuses.</li> </ul>	<b>Oct. 12, 2009-Jan. 4, 2010</b>  Check priority registration entry schedules on <a href="#">Registrar's Web site</a> to determine when you can register.	24 hours, Seven Days a Week	Jan. 4, 2010 – 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 <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a> . Visit the <a href="#">Bursar's Office Web site</a> for tuition payment deadlines and fee payment information.
<b>REGISTRATION/SCHEDULE ADJUSTMENT</b> Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> <li>Registration information can be found on Pages 8-10.</li> <li>Visit the <a href="#">Bursar's Office Web site</a> for tuition payment deadlines and fee payment information.</li> </ul>	<b>Jan. 5-18, 2010</b>  Jan. 18: No Classes; Offices Closed	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 <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a> .
<b>LATE REGISTRATION/SCHEDULE ADJUSTMENT</b> Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> <li>Registration information can be found on Pages 8-10.</li> <li><b>KENT CAMPUS REGISTRAR'S OFFICE</b>  <b>HOURS:</b> 8 a.m. - 6:30 p.m. Tues. Jan. 19–Thur. Jan. 21; 8a.m. - 6 p.m. Fri., Jan. 22. Regular office hours apply all other times.</li> </ul>	<b>Jan. 19-24, 2010</b>  Jan. 18: No Classes; Offices Closed	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 <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a> . Visit the <a href="#">Bursar's Office Web site</a> for tuition payment deadlines and any additional fee payment information.
<b>LATE REGISTRATION/SCHEDULE ADJUSTMENT</b> Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> <li><b>FOR LATE REGISTRATIONS.</b> There is a late registration fee of \$100 for new registrants. Please visit the Bursar's Office Web site for payment due dates, billing information and additional charges that may be assessed.</li> <li><b>SCHEDULE ADJUSTMENTS:</b> No late registration fee is assessed. Please visit the Bursar's Office Website at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for billing information, payment deadlines and additional charges that may be assessed.</li> <li>Access the Processing Dates for Classes link on the University Registrar's Web site for deadlines for flexibly scheduled courses.</li> </ul>	<ul style="list-style-type: none"> <li><b>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.</b> Please visit the Bursar's Office Website at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a> for billing information</li> <li><b>Kent Campus Registrar's Office Hours:</b> 8 a.m. - 6:30 p.m. Tues., Jan. 26 and Wed., Jan. 27. Regular office hours apply all other times.</li> <li>Visit the Office of the University Registrar Web site at <a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a> for up-to-date information on Late Registration, Schedule Adjustment, Audit and Pass/fail changes.</li> <li>Credit/pass-fail/audit grade option changes may be done until Jan. 31, 2010. Access the Processing Dates for Classes link on the University Registrar's Web site for deadlines for flexibly scheduled courses.</li> </ul>	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 <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a> . Visit the <a href="#">Bursar's Office Web site</a> for tuition payment deadlines and any additional fee payment information.
<b>WITHDRAWAL FROM ANY OR ALL COURSES</b> Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and Click On Student Tools to Access FlashFAST			
<ul style="list-style-type: none"> <li>Log in to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and click on Student Tools to access FlashFAST to withdraw from courses.</li> <li>Course withdrawal may impact financial aid eligibility and/or degree progress.</li> <li>Any applicable refund will be based solely on the date the transaction is completed in the registration system.</li> </ul>	<ul style="list-style-type: none"> <li><b>Withdrawal from any or all courses (complete term withdrawal) is permitted through the 10<sup>th</sup> week of the semester (or the prorated deadline for flexibly scheduled sections).</b> 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".</li> <li>If class beginning or ending dates are other than the regular session dates for Spring Semester 2010, the course withdrawal deadline may be different from that noted below. Call 330-672-3131 or visit <a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a> and access Processing Dates for Classes from the Classes link to determine the course withdrawal deadline.</li> <li>A "hold" on your record will prevent you from using the registration system to withdraw from courses until all holds are cleared.</li> </ul>	24 hours, Seven Days a Week	<b>Last day to process course withdrawal(s) is April 4, 2010.</b>

# GENERAL INFORMATION

## ■ ADULT STUDENT CENTER

The Adult Student Center, located in 181 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](http://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 Jan. 31, 2010.

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Spring Semester 2010 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](http://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](http://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 Tues., Jan. 19, 2010, and continuing through Thurs., May 6, 2010. Final exams are the week of May 10, 2010. 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 Jan. 22-24, 2010. 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 Jan. 31, 2010. Final exams for **WEEKEND** classes will be held May 14-16, 2010.

# 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 full 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](http://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](http://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 view their grades through the Grades Only KAPS report.** 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, 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](http://www.ehhs.kent.edu/oss)).

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

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:

May 2010 graduate .....	Jan. 22, 2010
Aug. 2010 graduate.....	June 18, 2010
Dec. 2010 graduate.....	Sept. 3, 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.

Prior to grades rolling to academic history, students may view their grades through the Grades Only KAPS report.

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](http://www.kent.edu/bursar).**

- To register for classes, login to FlashLine from [www.kent.edu](http://www.kent.edu) and click on the Student Tools tab to access FlashFAST.
- **Late Registrations may be completed on a space-available basis, with no late registration fee assessed, Jan. 19-24, 2010**, using FlashFAST. (Jan. 18: No classes, offices closed.) Tuition payment deadlines are on the Bursar's Office Web site at [www.kent.edu/bursar](http://www.kent.edu/bursar).
- **Beginning Jan. 25, 2010**, Late Registrations may be completed on a space-available basis using FlashFAST, with a nonwaivable \$100 late registration fee being assessed for new registrants. **The last day to process a late registration is Jan. 31, 2010.** Tuition payment deadlines are on the Bursar's Office Web site at [www.kent.edu/bursar](http://www.kent.edu/bursar).

**Note: The last day to register is Jan. 31, 2010.** If class beginning and/or ending dates are other than the regular session dates for Spring Semester 2010, 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](http://www.registrars.kent.edu/home).

### • **Petition for Exception to Registration Form**

Use the Petition for Exception to Registration Form when requesting registration/schedule adjustment transactions to your class schedule after published University deadlines for the class(es). Access the Processing Dates for Classes page on the University Registrar's Web site for deadlines. The Petition for Exception to Registration Form is accessible from any of the term menu tabs on the University Registrar's Web site at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home).

# GENERAL INFORMATION

- Tuition payment due dates are on the Bursar's Office Web site at [www.kent.edu/bursar](http://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 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 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](#).

Students wishing to take coursework on a pass-fail basis should go to FlashLine at [www.kent.edu](http://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 Jan. 31, 2010.**

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Spring Semester 2010, 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](http://www.registrars.kent.edu/home).

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

## ■ REGISTRATION CANCELLATION

**Registration Cancellation:** Students who preregister for Spring Semester 2010 but decide not to attend must cancel their registrations as early as possible, and **no later than Jan. 24, 2010**, by logging in to FlashLine at [www.kent.edu](http://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](http://www.kent.edu/bursar) 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, 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 December 15, 2009, for Spring Semester 2010.** 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 Spring Semester 2010 by logging in to FlashLine at [www.kent.edu](http://www.kent.edu) and clicking on Student Tools to access FlashFAST. See Registration pages for schedule adjustment dates and times. 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. There is no late registration fee for Schedule Adjustments. Be prepared to pay any additional fees incurred.

**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 Spring Semester 2010 is Jan.31, 2010.**

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. Visit the Bursar's Office Web site at [www.kent.edu/bursar](http://www.kent.edu/bursar) for tuition payment deadlines, any additional late charges that may be assessed and refund schedule details. Any applicable refund will be determined by the date the transaction is processed on the registration system. Payments may be made online at <https://payonline.kent.edu/payonline>.

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Spring Semester 2010, 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](http://www.registrars.kent.edu/home).

## Petition for Exception to Registration Form

Use the Petition for Exception to Registration Form when requesting registration/schedule adjustment transactions to your class schedule after published University deadlines for the class(es). Access the Processing Dates for Classes page on the University Registrar's Web site for deadlines. The Petition for Exception to Registration Form is accessible from any of the term menu tabs on the University Registrar's Web site at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home).

## ■ 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

# GENERAL INFORMATION

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, 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](http://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, 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](http://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](http://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 10<sup>th</sup> 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 full semester will appear on the students' academic record with a grade of "W".**

# GENERAL INFORMATION

**Course withdrawals are permitted through April 4, 2010.** No approval is required to withdraw from courses during the withdrawal period.

**To withdraw from courses:** Log in to FlashLine at [www.kent.edu](http://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 Spring Semester 2010, 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](http://www.registrars.kent.edu/home) and accessing *Processing Dates for Classes* from the Classes link on the Registrar's Web site.

## **Petition for Exception to Registration Form**

Use the Petition for Exception to Registration Form when requesting registration/schedule adjustment transactions to your class schedule after published University deadlines for the class(es). Access the Processing Dates for Classes page on the University Registrar's Web site for deadlines. The Petition for Exception to Registration Form is accessible from any of the term menu tabs on the University Registrar's Web site at [www.registrars.kent.edu/home](http://www.registrars.kent.edu/home).

## **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:**

- 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 is a writing-intensive course." 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 SPRING SEMESTER 2010:

- 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 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:	<a href="mailto:parking@kent.edu">parking@kent.edu</a>
WEB SITE	<a href="http://www.kent.edu/parking">www.kent.edu/parking</a>

# LIBERAL EDUCATION REQUIREMENTS

## TRANSFER MODULE REQUIREMENTS

### DIVERSITY REQUIREMENT

#### FOR INFORMATION ON:

- LIBERAL EDUCATION REQUIREMENTS
- TRANSFER MODULE REQUIREMENTS
- DIVERSITY REQUIREMENTS
- WRITING INTENSIVE REQUIREMENTS

Access the online Undergraduate Catalog (from the Kent State University home page at [www.kent.edu](http://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](http://www.kent.edu) and clicking on your Student Tools tab or go to the [Online Class Schedule Search](#) on the University Registrar's Web site.



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 cursive script that reads "Gregory I. Jarvie".

Gregory I. Jarvie  
Interim Vice President for Enrollment Management and Student Affairs  
and Dean of Students

\*[www.kent.edu/administration/emsa](http://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 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: \_\_\_\_\_