



## SUMMER 2009

***All Summer 2009 registration transactions  
will be completed using FlashFAST.***

*Login to FlashLine from [www.kent.edu](http://www.kent.edu) and click on the Student Tools tab to access FlashFAST for Registration, the Most Current Schedule of Classes Offerings, Student Records, Financial Aid, Fee Payment and Much More.*

### ***DATELINE***

|                                 | <b><u>Classes Begin</u></b>   | <b><u>Classes End</u></b> |
|---------------------------------|-------------------------------|---------------------------|
| ♦ Intersession:                 | May 26, 2009                  | June 12, 2009             |
| ♦ Summer I:                     | June 15, 2009                 | July 18, 2009             |
| ♦ Summer II:                    | June 15, 2009                 | August 8, 2009            |
| ♦ Summer III:                   | July 20, 2009                 | August 22, 2009           |
| ♦ Kent Campus<br>Commencements: | August 20 and August 22, 2009 |                           |

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# SUMMER 2009 CALENDAR

All Summer 2009 registration transactions will be completed using FlashFAST. Login to FlashLine from [www.kent.edu](http://www.kent.edu) and click on Student Tools to access FlashFAST.

| CALENDAR OF ACTIVITIES BY SESSION   | INTERSESSION<br>May 26 – June 12<br>(3-Week Session)   | SUMMER I<br>June 15 – July 18<br>(5-Week Session) | SUMMER II<br>June 15 – August 8<br>(8-Week Session) | SUMMER III<br>July 20– August 22<br>(5-Week Session) |
|---|--|---|---|--|
| Memorial Day Observed – No Classes, Offices Closed.   | May 25   |   |   |  |
| FIRST DAY OF CLASSES  | May 26   | June 15   | June 15   | July 20  |
| <b>REGISTRATION/SCHEDULE ADJUSTMENT WINDOW FOR ALL STUDENTS:</b><br>Login to FlashLine from <a href="http://www.kent.edu">www.kent.edu</a> and click on the Student Tools tab to access FlashFAST.  | Feb. 16–May 26   | Feb. 16–June 16                                   | Feb. 16–June 17                                     | Feb. 16–July 21                                      |
|   | <i>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 <a href="#">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">www.kent.edu/bursar</a> for tuition payment deadlines and any additional fee payment information. Payments may be made online at <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a>.</i>   |   |   |  |
| <b>LATE REGISTRATION:</b><br><br>Login to FlashLine from <a href="http://www.kent.edu">www.kent.edu</a> and click on the Student Tools tab to access FlashFAST.<br><br>Courses may not be added nor may credit/audit/pass-fail or credit hour options be changed after the last day of Late Registration for each summer session.     | May 27   | June 17-18  | June 18-21  | July 22-23   |
|   | <b>All tuition and fees must be paid on or before the last day of Late Registration for each summer session.</b><br><br><i>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 <a href="#">Bursar's Office Web site</a> for tuition payment deadlines and any additional fee payment information. Payments may be made online at <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a>.</i>   |   |   |  |
| <b>SCHEDULE ADJUSTMENT:</b><br><br>Login to FlashLine from <a href="http://www.kent.edu">www.kent.edu</a> and click on the Student Tools tab to access FlashFAST.<br><br>Courses may not be added nor may credit/audit/pass-fail or credit hour options be changed after the last day of Schedule Adjustment for each summer session. | May 27   | June 17-18  | June 18-21  | July 22-23   |
|   | <b>All tuition and fees must be paid on or before the last day of Late Registration for each summer session.</b><br><br><i>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 <a href="#">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">www.kent.edu/bursar</a> for tuition payment deadlines and any additional fee payment information. Payments may be made online at <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a>.</i> |   |   |  |
| <b>WITHDRAWAL FROM ANY OR ALL COURSES:</b><br>(Grade of "W" assigned)<br>To withdraw from classes, login to FlashLine from <a href="http://www.kent.edu">www.kent.edu</a> and click on the Student Tools tab to access FlashFAST.   | May 28-June 6  | June 19-July 6                                    | June 22-July 19                                     | July 24-Aug. 10                                      |
| <u>Graduation Application</u> Deadline for August 2009 Master's and Doctoral Graduates.   |  | June 19   |   |  |
| <b>Independence Day Observed:</b><br>No Classes, Offices Closed   |  | July 3  | July 3  |  |
| <b>CLASSES END</b>  | June 12  | July 18   | Aug. 8  | Aug. 22  |
| <u>Commencements</u>  |  |   |   | Aug. 20 and 22                                       |

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.  
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Updated 2/5/09

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

| TOPIC  | WHERE TO GO  | LOCATION<br>(SEE CAMPUS MAP) | PHONE<br>330-672- |
|--|--|------------------------------|-------------------|
| <b>ADD OR DROP CLASS</b> .....                           | See Schedule Adjustment  |                              |                   |
| <b>ADDRESS CHANGE</b> (Student) .....                    | Office of the University Registrar .....   | 108 MSC .....                | 3131 ♦♦           |
| <b>ADMISSION APPLICATIONS/STATUS</b> .....               | 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              |
| <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>   |  |                              |                   |
| Undergraduate .....                                      | Office of Admissions.....  | 161 MSC .....                | 2444 ♦♦           |
| Graduate Program Services .....                          | Research and Graduate Studies.....   | 111 CWH .....                | 2661 ♦♦           |
| <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.....                     | 3105              |
| <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.....   | www.kent.edu   |                              |                   |
| <b>DESTINATION KENT: ADVISING AND REGISTRATION</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 – Login 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="http://www.kent.edu">Office of the University Registrar</a> .....   | 108 MSC .....                | 3131              |
| <b>FIELD EXPERIENCES</b> .....                           | Clinical Experiences .....   | 313 WTH .....                | 2870              |
| <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  |                              |                   |

♦♦ Information is also available in FlashLine. Login 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<br>(SEE CAMPUS MAP) | PHONE<br>330-672- |
|--|---|------------------------------|-------------------|
| <b>GRADES</b>  | Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools   |                              | ◆◆                |
| <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 (Student)</b>                          | 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                          | 3105              |
| <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>  | Login 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 (Student)</b>                                 | 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 (Student, Faculty, Staff)</b>             | 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 (Student)</b>                                   | Office of the University Registrar  | 108 MSC                      | 3131              |
| <b>RECREATIONAL SERVICES</b>                               | Student Recreation and Wellness Center  | SRC                          | 3780              |
| <b>REFUNDS (Tuition)</b>                                   | Bursar's Office   | 131 MSC                      | 2626 ◆◆           |
| <b>REGIONAL CAMPUSES</b>                                   | Regional Development Office   |                              | 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>                               | Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools   |                              | ◆◆                |
| <b>REINSTATEMENT/DISMISSAL (Academic)</b>                  | 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                      | 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              |
| <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 (via the Web)</b>                   | fall, spring and summer   |                              |                   |
|  | <a href="http://www.registrars.kent.edu/home">www.registrars.kent.edu/home</a> , or Login 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>                                     | Information 3000  |                              | 3000              |
|  | (Unscheduled campus-wide class closings)  |                              |                   |
| <b>SENIOR GUEST PROGRAM</b>                                | Continuing Studies  | 204 MSC                      | 2002              |
| <b>STUDENT CONDUCT</b>                                     | Judicial Affairs  | 119 Twin Towers              | 4054              |

◆◆ Information is also available in FlashLine. Login 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<br>(SEE CAMPUS MAP) | PHONE<br>330-672- |
|--|---|------------------------------|-------------------|
| <b>STUDENT NEWSPAPER</b>                                   | Daily Kent Stater   | 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><br>(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)                                  | Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> , click on Student Tools |                              | ♦♦                |
| <b>WORKSHOPS</b>   | Continuing Studies  | 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 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 at <http://kentstate.kent.edu/directions/kent/access.asp>

|      |  |           |  |
|------|--|-----------|--|
| 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. Login to FlashLine at [www.kent.edu](http://www.kent.edu) and click on Student Tools to access FlashFAST.

# ACADEMIC ADVISING DIRECTORY

|   |
|---|
| <p><b>Adult Student Center</b><br/> 330-672-7933<br/> 181 Michael Schwartz Center<br/> <a href="http://dept.kent.edu/adultservices">http://dept.kent.edu/adultservices</a></p>  |
| <p><b>-Architecture &amp; Environ. Design –</b> First Year students who are Generals/Pre-Majors should contact the First Year Advising Center in Lake Hall at 330-672-3676</p> <p><b>-College of the Arts</b><br/> <u>Office of Academic Services</u><br/> 330-672-2780<br/> 202C Taylor<br/> <a href="http://www.kent.edu/oaas">www.kent.edu/oaas</a></p>  |
| <p><b>Arts and Sciences –</b> First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.<br/> 330-672-2062<br/> 105 Bowman<br/> <a href="http://as.kent.edu">as.kent.edu</a></p>   |
| <p><b>Business Administration (Undergraduate)</b><br/> 330-672-2872<br/> 107 Business Admin.<br/> <a href="http://business.kent.edu/undergrad/advising.asp">http://business.kent.edu/undergrad/advising.asp</a></p>   |
| <p><b>Communication and Information –</b> First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.<br/> Undergraduate CCI Students:<br/> <b>School of Communication Studies</b> - 135 Taylor Hall, phone number 330-672-2659<br/> <b>School of Journalism and Mass Communication</b> - 201 Franklin Hall, phone number 330-672-2572<br/> <b>School of Visual Communication Design</b> - 231 Art Building, 330-672-7856<br/> <a href="http://www.kent.edu/cci">www.kent.edu/cci</a></p> |
| <p><b>Destination Kent: Advising and Registration</b><br/> Required advising and registration program.<br/> Student Success Programs Office<br/> 330-672-2014</p>   |
| <p><b>Education, Health and Human Services</b><br/> (Undergraduate, 330-672-2862,<br/> 306 White)<br/> (Graduate, 330-672-2576,<br/> 308 White)<br/> E-mail: <a href="mailto:oss@kent.edu">oss@kent.edu</a><br/> <a href="http://www.ehhs.kent.edu/oss">www.ehhs.kent.edu/oss</a></p>   |
| <p><b>Exploratory Majors – Undergraduate Studies</b><br/> 330-672-3676<br/> First Year and Exploratory Advising Center-Lake Hall<br/> <a href="http://explore.kent.edu">explore.kent.edu</a></p>  |
| <p><b>Honors</b><br/> 330-672-2312<br/> Stopher Hall<br/> <a href="http://www.kent.edu/honors">www.kent.edu/honors</a></p>  |
| <p><b>Nursing –</b> First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.<br/> 330-672-7911<br/> 216 Henderson<br/> <a href="http://www.kent.edu/nursing">www.kent.edu/nursing</a></p>  |
| <p><b>Technology –</b> First Year students should contact the First Year Advising Center in Lake Hall at 330-672-3676.<br/> 330-672-2892<br/> 119 Van Deusen<br/> <a href="http://www.kent.edu/tech">www.kent.edu/tech</a></p>  |
| <p><b>Transfer Center</b><br/> 330-672-8950<br/> <a href="mailto:transfer@kent.edu">transfer@kent.edu</a><br/> Office of the University Registrar, 108 Michael Schwartz Center</p>  |

# REGISTRATION INFORMATION

## GENERAL REGISTRATION INFORMATION

**Students at all eight campuses of Kent State University will register and adjust their schedules using FlashFAST. Login 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 Summer 2009 Semester schedules during the following registration periods using FlashFAST. **Login to FlashLine from [www.kent.edu](http://www.kent.edu) and click on Student Tools to access FlashFAST.**

- **Intersession:** Feb. 16 – May 27, 2009
- **Summer I:** Feb. 16 – June 18, 2009
- **Summer II:** Feb. 16 – June 21, 2009
- **Summer III:** Feb. 16 – July 23, 2009

**Note:** If class beginning and/or ending dates are other than the regular session dates for Intersession or Summer I, II or III, 2009, registration deadlines may be different than noted above. For these flexibly scheduled classes, you may determine deadlines by accessing the Processing Dates for Classes link on the University Registrar's Web site.

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

- **Students not enrolled at Kent State since Summer 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 Summer 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.

### 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: Advising and Registration program. During the program, students will be advised and registered for the upcoming semester. Contact 330-672-2014 for information.

**To access the Class Schedule Search in FlashFAST, students should login to FlashLine at [www.kent.edu](http://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](http://www.registrars.kent.edu/home)

## 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. LOGIN TO FLASHLINE FROM [WWW.KENT.EDU](http://WWW.KENT.EDU) AND CLICK ON STUDENT TOOLS.**
- 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](http://www.kent.edu/bursar) at [www.kent.edu/bursar](http://www.kent.edu/bursar) for tuition payment deadlines and any additional fee payment information. Payments may be made online at <https://payonline.kent.edu/payonline>.
- **REGISTER FOR COURSE SECTIONS USING 5-DIGIT COURSE REFERENCE NUMBERS (CRN).** Remember, the 5-digit CRN is not the 5-digit course number.

*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, use FlashFAST to register for the course and to select the appropriate option by published deadlines. 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.***

# 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. Login 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](http://www.registrars.kent.edu) or login 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>REGISTRATION/SCHEDULE ADJUSTMENT</b><br>Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and click on Student Tools tab to access FlashFAST   |   |  |   |
| INTERSESSION   | Feb. 16-May 26, 2009                          | 24 hour a days,<br>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. Visit the <a href="http://www.kent.edu/bursar">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">www.kent.edu/bursar</a> for tuition payment deadlines and any additional fee payment information. Payments may be made online at <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a> .   |
| SUMMER I   | Feb. 16-June 16, 2009                         |  |   |
| SUMMER II  | Feb. 16-June 17, 2009                         |  |   |
| SUMMER III   | Feb. 16-July 21, 2009                         |  |   |
| <b>LATE REGISTRATION/SCHEDULE ADJUSTMENT</b><br>Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and click on Student Tools tab to access FlashFAST  |   |  |   |
| <ul style="list-style-type: none"> <li><b><u>FOR LATE REGISTRATIONS AND SCHEDULE ADJUSTMENTS:</u></b><br/><br/>Visit the <a href="http://www.kent.edu/bursar">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">www.kent.edu/bursar</a> for tuition payment deadlines and any additional fee payment information.</li> </ul>  |   | <ul style="list-style-type: none"> <li>All tuition and fees must be paid on or before the deadline to register. <b>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.</b> Students who register or add classes may incur charges in addition to the fees assessed for classes. Please access the Bursar's Office Web site (<a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a>) for information.</li> <li>Payment due dates are on the <a href="http://www.kent.edu/bursar">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">http://www.kent.edu/bursar</a>.</li> <li>See the General Information section or 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 information on Late Registration, Schedule Adjustment, Audit and Pass/fail changes.</li> <li>Credit/pass-fail/audit grade option changes may be done until May 27, 2009 for Intercession; June 18, 2009 for Summer I; June 21, 2009 for Summer II; July 23, 2009 for Summer III. Access the Processing Dates for Classes link on the University Registrar's Web site for deadlines for flexibly scheduled courses.</li> </ul> |   |
| INTERSESSION   | May 27, 2009                                  | 24 hours a day,<br>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. Visit the <a href="http://www.kent.edu/bursar">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">www.kent.edu/bursar</a> for tuition payment deadlines and Visit the <a href="http://www.kent.edu/bursar">Bursar's Office Web site</a> at <a href="http://www.kent.edu/bursar">www.kent.edu/bursar</a> for tuition payment deadlines and any additional fee payment information. Payments may be made online at <a href="https://payonline.kent.edu/payonline">https://payonline.kent.edu/payonline</a> . |
| SUMMER I   | June 17-18, 2009                              |  |   |
| SUMMER II  | June 18-21, 2009                              |  |   |
| SUMMER III   | July 22-23, 2009                              |  |   |
| <b>WITHDRAWAL FROM ANY OR ALL COURSES</b><br>Login to FlashLine at <a href="http://www.kent.edu">www.kent.edu</a> and click on Student Tools tab to access FlashFAST   |   |  |   |
| <ul style="list-style-type: none"> <li>Login 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><u>Withdrawal from any or all courses (complete term withdrawal) is permitted through the published deadlines below (or the prorated deadline for flexibly scheduled sections).</u></b> After that time, students are considered to be committed to all remaining courses and must complete them. <i>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.</i> <b>Any course withdrawal(s) processed after the last day of schedule adjustment for each summer session will appear on the students' academic record with a grade of "W".</b></li> <li>If class beginning or ending date is other than the regular session dates for a Summer 2009 session, 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 FlashFAST to withdraw from courses until all holds are cleared.</li> </ul>  |   |
| INTERSESSION   | May 28-June 6, 2009 (Grade of W Assigned)     | 24 hours a day, Seven Days a Week  |   |
| SUMMER I   | June 19-July 6, 2009 (Grade of W Assigned)    | 24 hours a day, Seven Days a Week  |   |
| SUMMER II  | June 22-July 19, 2009 (Grade of W Assigned)   | 24 hours a day, Seven Days a Week  |   |
| SUMMER III   | July 24-August 10, 2009 (Grade of W Assigned) | 24 hours a day, Seven Days a Week  |   |

# 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 login 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 May 27, 2009 for Intersession; June 18, 2009 for Summer I; June 21, 2009 for Summer II and July 23, 2009 for Summer III.**

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Intersession or Summer I, II, or III 2009, audit 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](http://www.registrars.kent.edu).

## ■ 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. An overload is considered as more than six hours in a single five-week summer session; more than 10 hours in an eight-week summer session; more than 10 hours in overlapping summer sessions; or more than 12 hours for all summer sessions combined.

## ■ 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.

## ■ 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](http://www.registrars.kent.edu) 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.

# GENERAL INFORMATION

## ■ GRADES

To check your final grades, login 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 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](http://www.ehhs.kent.edu/oss)).

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

|                         |                 |
|-------------------------|-----------------|
| Aug. 2009 graduate..... | Dec. 15, 2008*  |
| Dec. 2009 graduate..... | Mar. 15, 2009*  |
| May 2010 graduate ..... | Sept. 15, 2009* |

\*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, or by visiting <http://www.kent.edu/flashcard>. 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 by logging into 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 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. Late Registrations may be completed by the deadlines below, on a space-available basis, by logging into FlashLine from [www.kent.edu](http://www.kent.edu) and clicking on Student Tools to access FlashFAST.

Late Registrations may be completed during the following periods:

|              |                  |
|--------------|------------------|
| Interession: | May 26-27, 2009  |
| Summer I:    | June 15-18, 2009 |
| Summer II:   | June 15-21, 2009 |
| Summer III:  | July 20-23, 2009 |

### The last day to register and make payment of all tuition and course fees is:

|              |               |
|--------------|---------------|
| Interession: | May 27, 2009  |
| Summer I:    | June 18, 2009 |
| Summer II:   | June 21, 2009 |
| Summer III:  | July 23, 2009 |

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Interession, or Summer I, II, or III, 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](http://www.registrars.kent.edu/home).

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](http://www.kent.edu/bursar) at [www.kent.edu/bursar](http://www.kent.edu/bursar) for tuition payment deadlines and any additional charges that may be assessed. Payments may be made online at <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 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 option is May 27, 2009 for Interession; June 18, 2009 for Summer I; June 21, 2009 for Summer II and July 23, 2009 for Summer III.**

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Interession, or Summer I, II or III, 2009,

# GENERAL INFORMATION

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.

Students electing to take courses under the pass-fail option should consult their advisors for specific instructions and registration procedures. 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](http://www.kent.edu/Academics/UndergraduateCatalogs/index.cfm) at <http://www.kent.edu/Academics/UndergraduateCatalogs/index.cfm>.

## ■ REGISTRATION CANCELLATION

**Registration Cancellation:** Students, who preregister for Summer 2009 but decide not to attend, must cancel their registrations as early as possible, and **no later than May 26, 2009 for Intercession; June 16, 2009 for Summer I; June 17, 2009 for Summer II and July 21, 2009 for Summer III**, 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 at [www.kent.edu/bursar](http://www.kent.edu/bursar).*

## ■ 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 documentation must be submitted by May 1, 2009, for Summer 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 by published deadlines for Summer 2009 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). 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. Visit the [Bursar's Office Web site](http://www.kent.edu/bursar) for tuition payment deadlines

and any additional charges that may be assessed. Payments may be made online at <https://payonline.kent.edu/payonline>.

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 is May 27, 2009 for Intercession; June 18, 2009 for Summer I; June 21, 2009 for Summer II and July 23, 2009 for Summer III.**

**NOTE:** If class beginning and/or ending dates are other than the regular session dates for Intercession, Summer I, II or III, 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](http://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](http://www.kent.edu/bursar) site at [www.kent.edu/bursar](http://www.kent.edu/bursar) 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:

- 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).
- Students have certain rights of access to this information.
- 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.
- 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

# GENERAL INFORMATION

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 at [www.registrars.kent.edu](http://www.registrars.kent.edu) 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, 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. Login 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.

**NOTE:** Any course withdrawal(s) processed after the last day of schedule adjustment for each summer session will appear on the students' academic record with a grade of "W".

**Course withdrawals are permitted through the published deadlines below.** No approval is required to withdraw from courses during the withdrawal period.

- **Intersession:** May 28-June 6, 2009 (Grade of W assigned)
- **Summer I:** June 19-July 6, 2009 (Grade of W assigned)
- **Summer II:** June 22-July 19, 2009 (Grade of W assigned)
- **Summer III:** July 24-Aug. 10, 2009 (Grade of W assigned)

**To withdraw from courses:** Login 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 Intersession, or Summer I, II, or III, 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

# GENERAL INFORMATION

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.

## **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 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](http://www.library.kent.edu/page/10000) WEB SITE AT [HTTP://WWW.LIBRARY.KENT.EDU/PAGE/10000](http://www.library.kent.edu/page/10000) FOR INFORMATION ON THEIR SERVICES AND POLICIES.

# FEES AND FEE PAYMENT

ACCESS THE [BURSAR'S OFFICE](http://WWW.KENT.EDU/BURSAR) WEB SITE AT WWW.KENT.EDU/BURSAR FOR INFORMATION ON SUMMER 2009:

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

# FINANCIAL AID INFORMATION

ACCESS THE [OFFICE OF STUDENT FINANCIAL AID](http://www.sfa.kent.edu) WEB SITE AT  
HTTP://WWW.SFA.KENT.EDU/ FOR FINANCIAL AID INFORMATION.

# STUDENT EMPLOYMENT PROGRAM THE CAREER SERVICES CENTER

ACCESS THE [CAREER SERVICES CENTER](http://career.kent.edu/home/index.cfm) WEB SITE AT [HTTP://CAREER.KENT.EDU/HOME/INDEX.CFM](http://career.kent.edu/home/index.cfm) FOR INFORMATION ON THE STUDENT EMPLOYMENT PROGRAM.

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

ACCESS THE [PARKING SERVICES DIVISION](http://www.kent.edu/parking/) WEB SITE AT  
HTTP://WWW.KENT.EDU/PARKING/ 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**

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 [Registrar's online Schedule of Classes Search](http://www.registrars.kent.edu/ScheduleOfClasses/) at <http://www.registrars.kent.edu/ScheduleOfClasses/>.



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

\*<http://www.kent.edu/emsa/Resources/upload/DrugFreeSchools.pdf>

**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: \_\_\_\_\_