

Step 1: Click on the Student Category in FlashLine

The screenshot shows the FlashLine portal home page. At the top left is the Kent State University logo and the FlashLine branding. Below it is a user profile for 'jdoe@kent.edu'. The navigation menu on the left includes 'Welcome', 'Student' (highlighted with a red box), 'University Resources', and 'My Dashboard'. The main content area features a large banner with cheerleaders and the text 'Welcome to FlashLine.'. Below the banner are three sections: 'New in FlashLine' with a message about the new portal, 'President's Message' with a photo of students, and 'Events' with a calendar for August 22, 2016, listing 'International Bowling Night'. A 'FEEDBACK' button is located at the bottom left of the page.

Step 2: Click on the Resources Page within the Student Category

This screenshot shows the FlashLine portal home page with the 'Resources' page selected within the 'Student' category of the navigation menu. The navigation menu on the left now shows 'Resources' highlighted with a red box. The main content area remains the same as in the previous screenshot, but the 'President's Message' section now includes a paragraph of text: 'When I arrived on campus, just 22 months ago, I was astounded by the genuine Kent State University community that welcomed me with open arms and kind'. The 'Events' section also includes a short description for 'International Bowling Night' and a 'Click for more info' link.

Step 3: Click on the Courses and Registration within the Resources Page

KENT STATE UNIVERSITY
FLASHline

Search everywhere in FlashLine...

Home / Welcome

Welcome to FlashLine.

New in FlashLine

FlashLine Portal
The new FlashLine portal is here! Please continue to provide feedback using the button at the bottom left of the page.

President's Message

When I arrived on campus, just 22 months ago, I was astounded by the genuine Kent State University community that welcomed me with open arms and kind

Events

Aug 22
2016

International Bowling Night
Come and bowl with us. After a long day, we invite you to have some fun at Twinstar Lanes! Transportation will be arranged for you to get there from the Student Center bus stop. Buses will leave from 5:30 PM in every 30 minutes until 8:00 PM. Location: Twinstar Lanes Bowling Center
[Click for more info](#)

FEEDBACK

Step 4: Select Additional Tools: FlashFAST for Students

KENT STATE UNIVERSITY
FLASHline

Courses and Registration

Look Up and Register for Courses

Check Registration Status
View Your Time to Register, holds, academic standing, and student status

Office of the University Registrar's Website
Information regarding academic records, academic scheduling, enrollment and registration, grades processing, schedule of classes and transcripts

Add or Drop a Course
Includes deadlines for registration, tuition credit, variable credit hour change, and textbook requirements

Registration Calendars and Deadlines
Dates for registration and schedule adjustment, final exam schedules, application for graduation, and grades and transcript processing deadlines

My Week at a Glance

View or Print Course Schedule and Purchase Textbooks

View Course Descriptions

Additional Tools: FlashFAST for Students

View Schedule of Courses
Includes section status, bookstore link, and registration and tuition credit deadlines

Selective Service Registration
Official site for Selective Service Registration

Grades and Transcripts

GPA Calculator
Enter grades and courses to calculate your GPA

Grades/Transcripts Processing Dates

View Midterm Grades

Go Top

FEEDBACK

Step 5: Click on the Registration Menu from the Student and Financial Aid tab in FlashFAST

Kent State University Self Service

Personal Information **Student and Financial Aid**

Student and Financial Aid

 You may use the back button to return to previous page.

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Financial Aid

View financial aid status, eligibility, awards, and important messages from the Student Financial Aid Office.

Student Account

View your account summaries, statement/payment history and tax information

Step 6: Click on the Late Registration Request link from the Registration Menu with in FlashFAST

Kent State University Self Service

Personal Information **Student and Financial Aid**

Registration

Select Term

List of terms used with the functions below.
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Registration Status

View information which affects your registration, such as registration permits and overrides, holds, class standing and

Student Profile

Look Up Classes

You can search and register for classes using this function.

Add or Drop Classes

Student Registration

Late Registration Request

Submit and check status of late registration requests.

Change Class Options

Once registered, you may change a selected class that is being offered for variable credit hours.

View Printable Student Schedule

Step 7: Read and Acknowledge the Financial Obligation acknowledgment page

Personal Information **Student and Financial Aid**

Late Registration Request Acknowledgement

Financial Obligation: By providing my electronic signature to this Payment Acknowledgm at Kent State University. I further acknowledge that I am required to make full payment c website at <http://www.kent.edu/bursar/payment-due-dates>

I authorize the University and its agents attempting to collect any debt I owe to the Unive text message in order to collect the outstanding debt, unless I notify such party in writing

I understand that my student account statements will be provided to me electronically and responsible for noting the account balance due, and for making the appropriate arrangem

1098T Tax Forms: I agree and consent to receive my 1098T tax form electronically. I un contacting the Bursar's Office at bursar@kent.edu or by phone 330-672-2626, option 1.

Adding a class: Not all registration activity will result in an e-bill being generated prior to current account detail, [My Account Detail](#).

Dropping a class: Dropping a class may result in only a partial credit of tuition and fees. your, [Printable Schedule](#).

Note: In those cases where an undergraduate student is taking between 12-18 credit hou exceed the Kent campus 12-18 hour rate during fall and spring terms.

Acknowledgement of Responsibility: I have read and I understand the statements abov

1. Withhold transcripts.
2. Refuse subsequent registration for future classes.
3. Deny future enrollment in any payment plan sponsored by the Kent State University.

You must acknowledge this change by clicking the "I ACKNOWLEDGE" link below.

[I ACKNOWLEDGE](#)

Step 8: Complete the Late Registration Request page as needed. Additional and specific instructions can be found at the top of the Late Registration Request page.

Personal Information

Student and Financial Aid

Faculty Services

Employee

Late Registration Request

During the second week of the fall or spring semester, or the prorated deadline for reflected on your schedule.

All course restrictions and prerequisites must be met before your request can be submitted.

Once this period has expired, late registration requests will be reviewed on a case-by-case basis.



CLASS SELECTION INFORMATION

5-Digit CRN

- OR -

Subject Area

None	▲
Accounting	■
Accounting Technology	▼

5-Digit Course Number

3-Digit Section Number

Search

Reset

Two additional ways to access the Late Registration Request page:

Add/Drop a Course can be found in the Student Category / Resources Page / Courses Registration Section:

The Late Registration Request link can be found at the bottom of the page.

FlashLine

Personal Information Student and Financial Aid Faculty Services Employee

RETURN TO MENU SITE MAP HELP EXIT

Add or Drop 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.

To Add a Class: Enter the CRN (course reference number) in the Add Classes section and click the Submit Changes button.

Click Here for detailed information on processing transactions including adding, dropping/withdrawing, auditing, waitlisting, changing grade mode or credit hours on variable credit hour classes.

Click Here for important information about withdrawing from classes.

Click Here for detailed information on registration error messages you have encountered.

It is critical to verify your registration by the published deadlines for your course sections. Registration deadlines and tuition credit percentages vary by course section. Access the specific deadlines by clicking the green clock in the registration deadlines column next to each course.

Note to Advisor: You may register a student from here. When adds or drops are complete, select Submit Changes.

Current Schedule

Status	Action	Registration Deadlines	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Instruct'l Method	Title	Text Book Info
Web Registered on Oct 26, 2015	None		21163	CS	61002.002	Graduate	4.000	Standard Letter	Partially Online	ALGORITHMS AND PROGRAMMING I	
Web Registered on Nov 12, 2015	None		21917	DSCI	64010.005	Graduate	3.000	Standard Letter	100% Online-Set Meeting Times	DATA ARCHITECTURE	

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Jan 22, 2016 03:47 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Course Options | Registration Fee Assessment | Late Registration Request]

RELEASE: 8.7

KENT STATE UNIVERSITY

Look Up and Register for Courses can be found within the Student Category / Resources Page / Courses and Registration Section:

The Late Registration Request link can be found at the bottom of the page.

FlashLine

Personal Information Student and Financial Aid Faculty Services Employee

RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes

For registration, click in the select box in front of the CRN (C: identifies a closed class; NR: not allowed for registration-registration restrictions on course; SR: Student registration restrictions; XGC: not allowed for registration-crosslist group closed) and choose Register or Add to Worksheet. Click on CRN to view information on the course section and to access catalog information, such as prerequisites. For more information about on the Heading for each field Click Here

Sections Found

English

Select Text Book Info	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Instruct'l Method	Days	Time	Cap	Act	Rem	WL	Cap	Act	Rem	XL	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	13044	ENG	11011	210	AC	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	19	0	0	0	0	0	0	0	0	0	0	Elizabeth E Devore (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	22478	ENG	11011	212	AC	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	10	9	0	0	0	0	0	0	0	0	0	Elizabeth E Devore (P)	03/10-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	20958	ENG	11011	490	GC	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	19	0	0	0	0	0	0	0	0	0	0	John Metz (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	13055	ENG	11011	603	ST	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	19	0	0	0	0	0	0	0	0	0	0	Jennifer M Cunningham (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	13061	ENG	11011	609	ST	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	19	0	0	0	0	0	0	0	0	0	0	Jennifer M Cunningham (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	20698	ENG	11011	706	TR	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	18	1	0	0	0	0	0	0	0	0	0	Carol L. Robinson (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	20699	ENG	11011	707	TR	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	18	1	0	0	0	0	0	0	0	0	0	Carol L. Robinson (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus
<input type="checkbox"/>	22405	ENG	11011	709	TR	3.000	COLLEGE WRITING I	100% Online-No Set Meet Times	TBA	19	19	0	0	0	0	0	0	0	0	0	0	Carol L. Robinson (P)	01/19-05/08	WEB COURSE	Kent Core-Composition and LER-Composition and Trmfr Module-Composition and Tuton-RC Distance Learn - LD and Tuton-Regional Campus

Register Add to Worksheet New Search

[Week at a Glance | Student Detail Schedule | View Fee Assessment | Add or Drop Classes | Late Registration Request]

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