How to register for 3397, 3398, 4100 and 4415

• Please reach out to the faculty member you will be working with for verbal approval. They will work with you to create the necessary documentation.

• Once approved, you will receive an email from geoanth@kennesaw.edu instructing you to register for your course. You must be very careful when registering because the default credit is set to 1 credit hour. Unless you are only taking 1 credit hour, YOU will need to change it from the dropdown!

• This is the email you will receive. Important information is bolded and repeated again in RED …

You have been granted a closed override for ____________ for Summer 2021. Please log into Owl Express to register for a seat. You must type in CRN ________ at the bottom of the page AND ENTER IN THE CORRECT NUMBER OF CREDIT HOURS YOU ARE TAKING, then hit update to add yourself to the course. AGAIN, YOU MUST ENTER THE CORRECT NUMBER OF CREDIT HOURS!