

HOW TO REGISTER FOR CLASSES

Once your student status has been activated, you will receive a letter from the Associate Dean of the College of Communication and Information which will provide you with your FlashLine User Name. At that point you will be able to register for classes according to the Registrar's registration schedule which may be found on their website, <http://www.registrars.kent.edu/home/>. A message will also be sent to the SLIS listserv. Please see the FAQ's on our website for directions on subscribing to the listserv. Note: If your final transcripts have not been received in Research and Graduate Studies, your student status may be activated to allow you to register for one semester only pending the receipt of your final transcripts.

Before you register, we recommend that you visit our website, www.slis.kent.edu Courses & Schedules, and obtain our most recent schedule. Our schedules are more specific regarding location than the Registrar's website. We advise you to use our schedules as a worksheet by determining which classes you wish to take and circling the **Course Registration Number (CRN)** for them. If you choose to use the Registrar's list of classes, (all Columbus & 12-12-12 classes will show Kent campus) you will need to click onto the CRN # for each section to verify the actual location of each class.

FlashLine may be accessed from the link on the Kent homepage, www.kent.edu, to access password assistance, click on "Get Login Help" near the FlashLine login on the Kent State homepage Under Frequently Asked Questions, and select the first question which will assist you with your initial password. If you have difficulty logging in, please contact the Computer Helpdesk for assistance at 330-672-HELP or helpdesk@kent.edu.

Once you are logged in, click on the Student Tools (WFS) tab at the top of the page. Click on the Add or Drop Classes link located on the left hand-side, under Registration Tools, lower portion. Then you will need to enter the correct semester in the "Select Term" field. At the bottom of the next screen, enter the CRN for each course you wish to register for and click on "Submit Changes." If the class is full and you wish to put yourself on the waiting list, you will need to do so through the SLIS website, under "Courses and Schedules," then "Waitlisting." This link will also be available on the course schedule page. After you register, you may want to check your detailed schedule on Flashline to be sure you are registered for the correct courses and sections. Be sure to check out Flashfast, this is a very helpful tool. It is located inside the Registration Tools box on Flashline.

NOTE: All LIS courses will be listed as Kent campus courses since the University considers all other sites as class locations and not campuses. As you register for courses, please be sure to review the SLIS schedules or the course detail on the Registrar's schedule for specific class locations, i.e, Kent, Columbus, 12-12-12 distance learning sites, Cleveland.

****Students Enrolled in Classes at the 12-12-12 Sites****

The email addresses, current and permanent addresses, and telephone numbers for students enrolled in classes at the Distance Learning sites are provided to the 12-12-12 sites. This information is only used to contact students in relation to the School of Library and Information Science MLIS Program. For students who do not wish to have this information shared with the 12-12-12 sites, you should restrict it through Flashline, accessible from the Kent homepage, www.kent.edu, or <http://flashline.kent.edu/>. Also, please send an email to Mary Paschen, the Distance Learning Secretary, at mpaschen@kent.edu stating that you do not wish to have information shared.