

STEP 1: Log into Flashline -> Hover over the Student Tab -> Click on Advising and GPS -> Click on GPS Audit and Plan

Advising and GPS

GPS Audit and Plan

Graduation Planning System: Track your progress to graduation

Change My Major

Use this workflow to change your major, add a minor, or make other adjustments to your undergraduate program.

Change My Major FAQ and Tutorials

Schedule Advising Appointment

Select your college or campus to schedule advising appointment.

Explore Programs and Degrees

Advising Website

Learn how academic advisors work with undergraduate students to help them develop and pursue meaningful educational plans.

GPS Student Manual (pdf)

GPS FAQ and Tutorials

University Catalog

The official document of record for undergraduate and graduate programs, courses, academic policies, and special programs.

STEP 2: Click on the Plans Tab. To review your GPS stay here!

KENT STATE UNIVERSITY

GPS AUDITS

PLANS

LINKS

GPS Audits

Student ID

810160849

Name

Doe, Jane Test Student

Degree

Associate of Arts

Advanced search

Level Undergraduate

Class Level Junior

Major None

College Ashtabula Campus

Earned Hours 10, 80

Overall GPA 1.866, 3.000

Campus Enrolled Kent Campus

FERPA Yes

Academic





What-if





How to view your GPS and GPS Plan cont.

STEP 3: Click on the plan labeled with your name. (There should only be 1 option)

[New plan](#)

Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status	
YOUR NAME	No	2/21/2022	Lough, Marissa Raschelle	BA	UG	Not locked	
JANE'S MARKETING PLAN	No	2/10/2022	Calapa, Amy K	BA	UG	Not locked	
BBA Degree _ EXAMPLE	No	2/10/2022	Calapa, Amy K	BA	UG	Locked	
Psych Plan	Yes	2/4/2021	Burnett, Blane M	BA	UG	Not locked	



Page 1 of 1
 

Total results: 4

STEP 4: Review the plan your advisor has made for you. Reach out with any questions!



Lawrence Epps: leppe@kent.edu

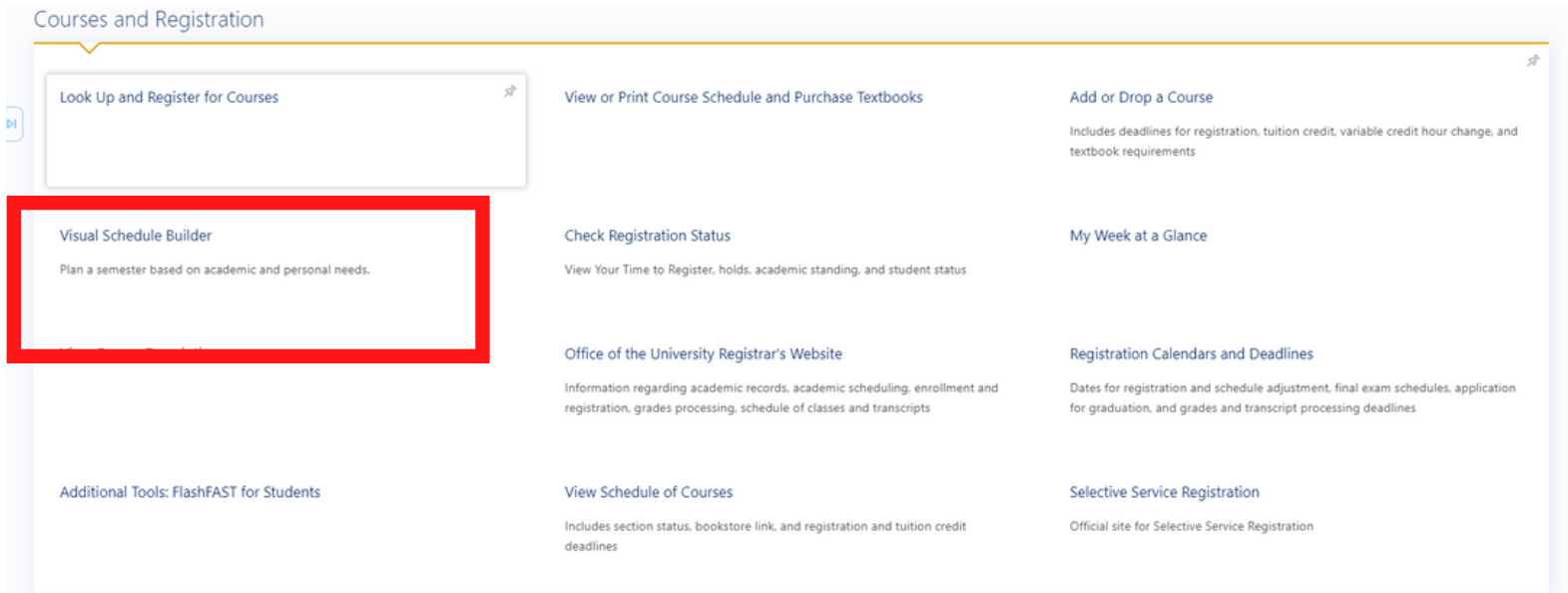
Michael Gershe: mgershe@kent.edu

Marissa Lough: mmckin18@kent.edu

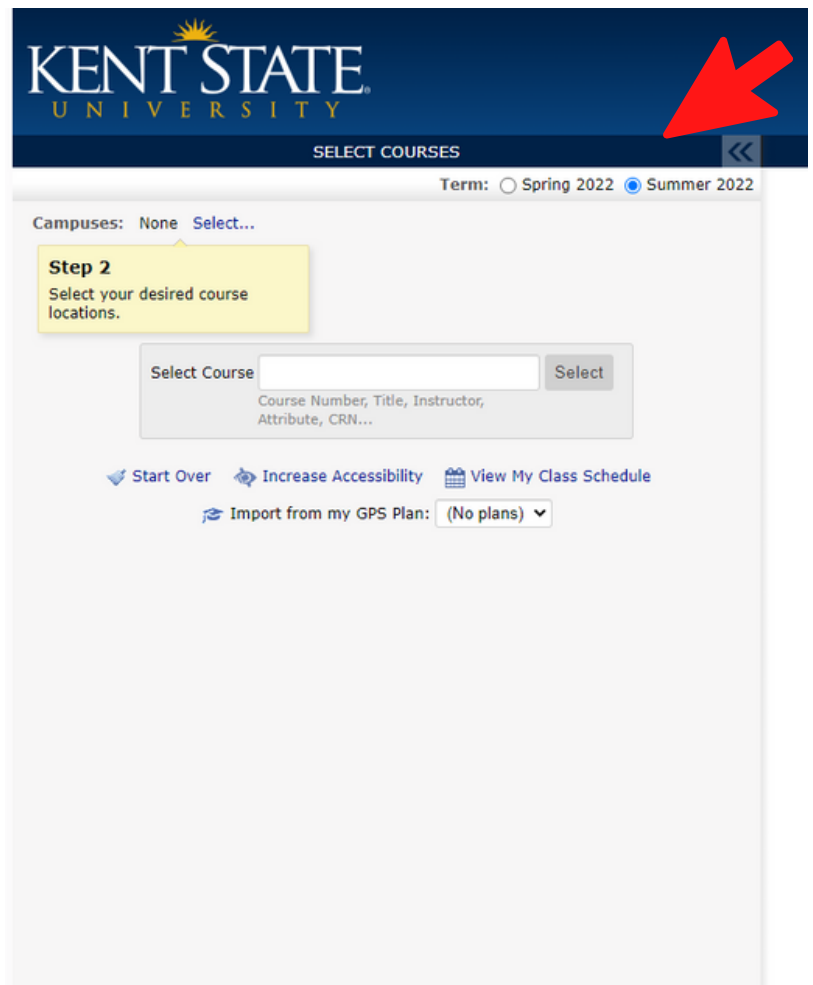
Heather Ryan: hryan6@kent.edu

How to schedule classes with Visual Schedule Builder

STEP 1: Log into Flashilne -> Hover over the Student tab -> Click on Courses and Registration -> Click on Visual Schedule Builder



STEP 2: Choose the semester you're scheduling for



How to schedule classes with Visual Schedule Builder cont.

STEP 3: Select the Kent Campus (unless you'd prefer a course at a regional campus)



The screenshot shows the 'SELECT COURSES' interface of the Visual Schedule Builder. At the top, the Kent State University logo is displayed. Below it, the 'Term' is set to 'Summer 2022'. A red arrow points to the 'Campuses' section, which shows 'Kent Campus' selected. Below this, a list of campuses is shown with checkboxes: Kent Campus (checked), Stark Campus, Tuscarawas Campus, Ashtabula Campus, Geauga Campus, Trumbull Campus, Salem Campus, and East Liverpool Campus. A 'Close' button is next to the list. Below the list, a yellow box contains the 'Step 3' instructions: 'Begin typing a course code or name that you would like to take, then click \'Select\'. Example: MATH 00021, or ENG 02001'. Below the instructions, there is a 'Select Course' input field and a 'Select' button. At the bottom, there are links for 'Start Over', 'Increase Accessibility', and 'View My Class Schedule', along with an 'Import from my GPS Plan' dropdown menu set to '(No plans)'.

KENT STATE UNIVERSITY

SELECT COURSES

Term: ☐ Spring 2022 ☒ Summer 2022

Campuses: Kent Campus ✕ (1/8) [Select...](#)

☒ Kent Campus ☐ Stark Campus ☐ Tuscarawas Campus ☐ Ashtabula Campus ☐ Geauga Campus ☐ Trumbull Campus ☐ Salem Campus ☐ East Liverpool Campus

[Select All / Select None](#) [Close](#)

Step 3
Begin typing a course code or name that you would like to take, then click 'Select'.
Example: **MATH 00021**, or **ENG 02001**

Select Course [Select](#)
Course Number, Title, Instructor, Attribute, CRN...

[Start Over](#) [Increase Accessibility](#) [View My Class Schedule](#)

[Import from my GPS Plan:](#) (No plans) ▼

How to schedule classes with Visual Schedule Builder cont.

STEP 4: Chose your plan from the drop-down menu

KENT STATE UNIVERSITY

SELECT COURSES

Term: ☐ Spring 2022 ☒ Summer 2022

Campuses: Kent Campus x (1/8) Select...

☒ Kent Campus ☐ Stark Campus ☐ Tuscarawas Campus ☐ Ashtabula Campus ☐ Geauga Campus ☐ Trumbull Campus ☐ Salem Campus ☐ East Liverpool Campus

Select All / Select None

Close

Step 3
Begin typing a course code or name that you would like to take, then click 'Select'.
Example: **MATH 00021**, or **ENG 02001**

Select Course Select

Course Number, Title, Instructor, Attribute, CRN...

[Start Over](#) [Increase Accessibility](#) [View My Class Schedule](#)

Import from my GPS Plan:

STEP 5: Make sure to un-check the first two boxes (Full Classes and Waitlistable classes)

[Favorite](#)
[Print Preferred Schedule](#)

Generated Results

1 of 2793

Sort preference: None

Include schedules containing:

- ☒ Full classes (•)
- ☒ Waitlistable classes (•)
- ☒ Online classes (✓)
- ☒ On-campus classes

[Favorite](#)
[Print Preferred Schedule](#)

Generated Results

1 of 661

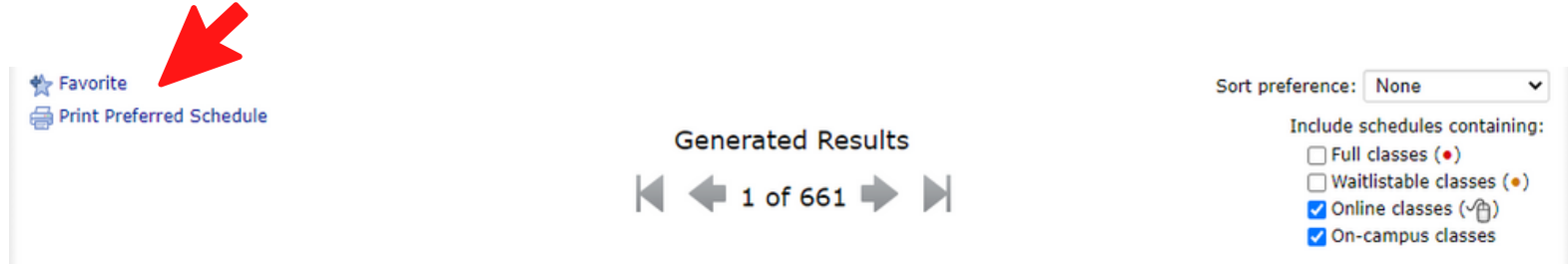
Sort preference: None

Include schedules containing:

- ☐ Full classes (•)
- ☐ Waitlistable classes (•)
- ☒ Online classes (✓)
- ☒ On-campus classes

How to schedule classes with Visual Schedule Builder cont.

STEP 5: To Favorite your schedule, click the star icon



Favorite
Print Preferred Schedule

Sort preference: None

Generated Results

1 of 661

Include schedules containing:

- ☐ Full classes (●)
- ☐ Waitlistable classes (●)
- ☒ Online classes (✓)
- ☒ On-campus classes

STEP 6: Once you've chosen a schedule you like, it's time to officially register! Click 'Send CRNs to my Worksheet'

Total Credits: 15.0

CRNs: 12858 15004 12073 11971 13301

To register for the schedule displayed when it is your time to register, copy your CRNs to your worksheet or click on the 'Send CRNs to my Worksheet' button. Double check the course descriptions before registering to ensure there are no restrictions.

Send CRNs to my Worksheet

STEP 7: Click 'Acknowledge' where needed. Press submit changes to officially register.

Add or Drop Classes

SUMMER 2022
Feb 22, 2022 10:56 am

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](#) to access Visual Schedule Builder to plan a semester by selecting the most optimal schedule based on your academic and personal needs.

[Click Here](#) for detailed information on processing transactions including adding, dropping/withdrawing, auditing, waitlisting, changing to the pass/fail grade option or changing 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. However, you will not have the ability to drop or withdraw the student after the 100% Tuition Credit Deadline. Students must make these changes from their own account.

When adds or drops are complete, select Submit Changes.

You may choose Class Search to view the class schedule.

Add Class to Worksheet

CRNs

12858 15004 12073 11971 13301

Submit Changes Class Search Reset