MAKE KENT STATE UNDENIABLY YOURS

New Transfer, Post-undergraduate And Guest Student Welcome Packet

WWW.KENT.EDU/ADMISSIONS
Congratulations on your admission to Kent State University! We are delighted that you have decided to continue your studies here. We would like to be among the first to welcome you to the Kent State community.

You are about to become part of a long and rich history of academic excellence. For more than 100 years, Kent State has provided outstanding educational opportunities for students, vital resources to Ohio and beyond and produced graduates who have literally changed the world.

Kent State is more than a place for dreams, wishes and aspirations. It is a place for having fresh ideas and finding the support and encouragement to make them real. We are a place where open minds lead to broken boundaries.
1. Review Your Admission Letter.
Review the information in your admission letter carefully and notify the Admissions Office at 1-800-988-5368 with any corrections including change of address or change of major. Keep this publication and your admission letter for future reference. You will need to refer to both in the coming months.

2. Log in to FlashLine.
FlashLine is Kent State’s secure online portal and is the gateway to world-class intranet services. To log in, please visit www.kent.edu and click on FlashLine Login at the top of the page. Once there, you will enter your user name and password. If you are new to Kent State or have never logged in before, the section below details how to determine your user name and default password. Alternatively, you can also click on the link Get User Name and Login Help and then select the first article that begins “I’m new to Kent State and have never logged in to FlashLine.” This article details the instructions on determining your default password, answering security questions, providing an alternate email address and setting up your new password.

I am new to Kent State and have never logged in before. What is my default password, and how do I get it?
Enter your user name. This is the first part of your email address (ex. “janedoe@kent.edu” is “janedoe”). Refer to your admission letter for your Kent State email address and your user name. New students are given a temporary password when their account is created. Enter your temporary password. The format of the password is: mmmyyyxxxxx where: mmm = first three letters of the birth month, yy = last two digits of the birth year, xxxxx = last five digits of the Kent State Identification Number (see admission letter).

Once you have successfully logged in with this temporary password, you will be prompted to select a new password. You are also asked to provide an alternate email address and to answer challenge questions, which you can use to reset your password in the event that it is forgotten. If you need login assistance, please call the Helpdesk at 330-672-4357 or connect to support.kent.edu.

3. Check your Kent State email regularly.
Log in to FlashLine regularly to check your Kent State email for important updates and next step information. Also, access the student menu on the left side for important enrollment resources.

4. Get Academic Advising.
Academic advising ensures students get connected with the information they need prior to creating a plan and goals for their first semester. Your student type may dictate the need to meet with an academic advisor prior to registering for classes. For more information and specific instructions for your student type, see the appropriate section in this packet.

Transfer Students: See Page 6
Post-undergraduate Students: See Page 8
Guest Students: See Page 9

5. Register for Classes.
You can register for classes via the Student menu in FlashLine. Click on Student then Resources then Courses and Registration on the left navigation.

6. Apply for Financial Aid and Complete a Scholarship Search.
Transfer and post-undergraduate students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as soon as possible after Oct. 1 to determine eligibility for federal and state aid, including grants and student and parent loans. Kent State’s Title IV School Code is 003051.

Financial aid packages are mailed on a rolling basis beginning mid-January. Scholarships are available specifically for transfer students. Visit www.kent.edu/financialaid to use our scholarship search qualifier to find out more information on Kent State scholarships. Confidential financial aid counseling is available at the One Stop for Student Services. Call 330-672-6000 to schedule an appointment.

Limited financial aid is available for Post-Undergraduate nondegree students and may require a program of study form. Visit www.kent.edu/financialaid for more information or contact One Stop at 330-672-6000. Financial aid is not available for guest students.
7. Apply for On-campus Housing or Submit the Mandatory Housing Exemption Form.

The online housing application is available at www.kent.edu/housing. Housing assignments are based on the date of the application. The $40 housing application fee is a one-time, nonrefundable fee to apply for on-campus housing. There is also a $200 housing pre-payment, which acts as a credit toward your fall bill.

Visit www.kent.edu/housing to review Kent State’s outstanding on-campus housing options. Be sure to click on the Learning Communities tab for information on Kent State’s living-learning communities.

For students who will be under the age of 18 when submitting the housing contract, approval of your parent or guardian is required. To grant approval prior to applying, please visit FlashLine and access the link to KSUview. Once parental or guardian approval is on file, the housing application may be completed.

Students who are 20 years of age or older, married, single parents or those who have completed 60 or more semester hours are not required to live on campus. Additionally, those students who have completed four full-time semesters or who have lived on campus for four semesters are not required to live on campus. Students who do not meet those requirements must reside in one of the university’s residence halls. Students who live within a 50-mile radius of the Kent Campus have the option of commuting from their parent’s or legal guardian’s home. Students who choose that option must submit the mandatory housing exemption form, which is available on the Residence Services website.

Kent State offers a number of excellent on-campus dining options. For more information, visit www.kent.edu/dining or call 330-672-2541.

8. Submit Immunization Documentation.

All students born after Jan. 1, 1957, must show proof of two MMRs (Measles, Mumps and Rubella) in a lifetime or one in the last two years. Students from the following areas are required to have a tuberculosis screening test (TB/PPD/Mantoux) in the last 12 months: Africa, Asia, the Caribbean Islands, Central and South America, East Europe, Mexico and Russia. Visit www.kent.edu/uhs for further information and to download the Proof of Immunization form.

9. Review Payment Options.

Kent State University offers a variety of payment plans and options. Visit www.kent.edu/bursar to review the various payment options, access payment due dates and to make an online payment. You can also access step-by-step student account information on the Bursar’s website that may assist you in navigating the various aspects of your student account through FlashLine, including instructions on how to access a copy of your e-bill.

10. Purchase a Parking Permit.

Students who bring cars to campus or who are commuters must purchase a parking permit. Parking permits are available for purchase online only. Visit www.kent.edu/parking to review parking options and purchase details.

11. Get Your FLASHcard.

Once you have been admitted, you can get your Kent State ID card—the FLASHcard—at the FLASHcard Office, Room 104, Kent Student Center, 330-672-2273. The FLASHcard Office can also assist you with on-campus dining plan information.

12. Submit Your Final Transcripts.

If you had in-progress coursework or have completed additional classes since your initial transcript was submitted for admission, you will need to forward your final transcript to: Admissions Office, Kent State University, P.O. Box 5190, Kent, OH 44242-0001. Securing your final transcript allows your Kent State academic record to be complete and helps determine your class standing for registration. Having all of your previous coursework on your record improves your academic advising session and may include some prerequisites of courses for which you plan to register.

13. Fall Semester: Attend Welcome Weekend.

All students new to the Kent Campus are encouraged to participate in Welcome Weekend prior to the start of the fall semester.
Next Steps Checklist
We have developed a next steps checklist (My Lists) to help you through the enrollment process. You can find this checklist in FlashLine. Important steps and deadlines are highlighted on this list. As you complete each step, it will update automatically.

Transfer Enrollment Fee
As a transfer student, confirm your attendance by paying your $95 Transfer Enrollment Fee. Review your next steps checklist (My Lists) in your FlashLine account to pay your fee online.

Take advantage of TKS KickStart!
All new transfer students will have access to TKS KickStart, an online introduction to Kent State University. It is designed to further support your transition and offer information that all transfer students need. Within TKS KickStart you’ll find learning modules on academic advising, financing your education, technology and getting involved on campus. TKS KickStart is always available in Blackboard via your FlashLine account. Look for your “Get started with TKS KickStart orientation” email!

Transfer Students
Advising and Registration
All transfer students are required to meet with an academic advisor prior to scheduling their courses. Students with fewer than 30 transfer hours after completion of the initial Transfer Credit Evaluation will attend the Transfer Kent State Orientation (TKS) program for advising and registration (see TKS section below). Students with 30 transfer hours or more should schedule to meet with an academic advisor. To schedule an advising appointment in FlashLine, select the Student menu and then Resources. Click Advising and GPS and select Schedule Advising Appointment.

Register for classes via the Student menu in FlashLine. Click on the Student category on the left. Then click on Resources, followed by Courses and Registration.

Transfer Kent State Orientation (TKS)
Transfer students with freshman status (fewer than 30 transfer hours) upon completion of their initial Transfer Credit Evaluation (TCE) are required to attend the Transfer Kent State: Orientation, Advising and Registration (TKS) program. The program is designed to help students make a smooth transition to Kent State University by offering interactive workshops, academic advising and a “Find My Class” tour. Orientation is also a great opportunity to meet other Kent State students. Students will receive an invitation to register for TKS via email. Orientation dates and additional information can be found at www.kent.edu/tks.

Transfer Credit Evaluation
A Transfer Credit Evaluation is a report of how your credits transferred from your previous school(s) and is provided to all transfer students. You will receive an email notification in your @kent.edu email account once your Transfer Credit Evaluation is complete. To access your report, log in to your FlashLine account and follow these steps:

1. Click on the Student category on the left, then expand the Resources section. Next, click on Advising and GPS.
2. In the Advising and GPS section, click on GPS Audit and Plan. A new window will open.
3. On the left side of the page, under the GPS Audits tab, click on What-If.
4. Under the What-If blue bar, choose the following options in the corresponding drop down boxes:
   - Level: Undergraduate
   - Degree: Transfer Articulation
   - Catalog: your catalog year
5. Above the What-If blue bar, click the Process What-If button.
6. Your transfer evaluation will open.
7. If you have trouble accessing your FlashLine account, call 330-672-HELP for assistance.)
Post-Undergraduate Students

Register for classes via the Student menu in FlashLine. Click on Student on the left and then click on Resources. Contact the appropriate advising office (See Page 12) for advising and registration assistance. To see your admitted major and college, log in to FlashLine. Using the left-hand navigation, select Student, then Dashboard. To schedule an advising appointment, under Student, select Resources, Advising and GPS and click on Schedule Advising Appointment.

Transfer Credit Evaluation

A Transfer Credit Evaluation is a report of how your credits transferred from your previous school(s) and is provided to all post-undergraduate students. You will receive an email notification in your @kent.edu email account once your Transfer Credit Evaluation is complete. To access your report, log in to your FlashLine account and follow these steps:

1. Click on the Student category on the left, then expand the Resources section. Next, click on Advising and GPS.
2. In the Advising and GPS section, click on GPS Audit and Plan. A new window will open.
3. On the left side of the page, under the GPS Audits tab, click on What-If.
4. Under the What-If blue bar, choose the following options in the corresponding drop down boxes:
   - Level: Undergraduate
   - Degree: Transfer Articulation
   - Catalog: your catalog year
5. Above the What-If blue bar, click the Process What-If button.
6. Your transfer evaluation will open.
7. If you have trouble accessing your FlashLine account, call 330-672-HELP for assistance.

Guest Students

Register for classes via the Student menu in FlashLine. Expand the Resources section, then locate the Courses and Registration section. If you have any questions regarding course registration, please contact University College at 330-672-3676 for assistance.

If you plan to register for a course that has a prerequisite that you completed at another institution, please contact the specific department offering the course for information on obtaining a permit for registration.

Undergraduate guest students may complete up to 18 credit hours at the undergraduate level under the guest student status. If you are interested in pursuing an undergraduate degree and have completed 18 hours under your guest status, you will be required to apply for admission as a freshman, transfer or post-undergraduate degree-seeking student. You will be required to submit all college transcripts from all previously attended institutions.

Financial aid is not available for guest students. Contact One Stop at 330-672-6000 if you have questions or need further assistance.
Admissions Office
The Admissions staff stands ready to assist you with the transfer enrollment process. If you have questions or need assistance, please contact one of our admissions counselors Monday - Friday 8 a.m. to 5 p.m. at 330-672-2444 or 1-800-988-5368 or send us an email at admissions@kent.edu.

Academic Advising
See Page 12 for a list of Academic Advising Offices
Academic advising plays an essential role in helping you formulate a specific educational plan based on your unique interests, abilities and career goals. All transfer students with 30 credit hours or fewer upon completion of their initial Transfer Credit Evaluation will attend the Transfer Kent State orientation. All other incoming transfer students are required to make an advising appointment before registering for their courses. Advisors in the offices on Page 12 will help you get the most out of your Kent State University experience, while also helping you complete your degree.

To schedule an advising appointment, under Student, select Resources, Advising and GPS, click on Schedule Advising Appointment.

One Stop
One Stop for Student Services serves as a single point-of-contact for student customer services previously provided at the Bursar, Registrar and Student Financial Aid offices. One Stop is located on the first floor of University Library and is open Monday through Friday from 9 a.m. to 5 p.m.

KSUview
KSUview is an easy and safe way to share your student information with parents and other trusted individuals. Student information you can share includes:
- Financial aid
- Personal information (address, phone, email)
- Registration (status, schedule)
- Student account (detail, summary, tax notification, holds) You decide who gets access and what information they can see.

Setting up KSUview is easy. Complete these simple steps:
- Log in to FlashLine and select the Student category on the left. Then expand the Resources section and click on the Requests and Authorizations section. Select the KSUview link.
- Choose Add Designee and fill in the fields for First Name, Last Name and Email Address for the person you’re giving access to; click Add Designee.
- Click on Expand <designee name>. In the Profile tab, complete the information requested for your designee. On the Authorization tab, select the items you would like your designee to view online.

That is it! Your designees will have online access to the categories of student information that you selected.

Email ksuview@kent.edu if you have questions about KSUview.

Center for Adult and Veteran Services
If you are an adult student, single parent, have full-time work or family responsibilities, are a member of the armed forces or a veteran, we encourage you to contact the Center for Adult and Veteran Services for more information about its programs and services. Call 330-672-7933 or visit www.kent.edu/cavs for an appointment. If you earned any military credit and are interested in having the coursework applied to your Kent State academic record, forward your Joint Service Transcript (JST) to Kent State.

Stop by the Center for Adult and Veteran Services in Room 181, Schwartz Center to see the quiet study spaces, computer lab, tutoring schedule and advisors. The center is a one-stop-shop for veterans and their dependents, spouses or partners who wish to process their VA benefits and other veteran-related services.

If you prefer getting ready for college success in the company of other adult students and/or veterans with personal and professional experiences and responsibilities, the center offers an alternative to the First-Year Experience course for freshmen called Adult Student Orientation (US 10002).

In addition, the Center for Adult and Veteran Services can provide information on housing and child-care options. The center also provides support to help students manage their school, work and family responsibilities and assists with adjusting to the campus and college experience.

Additional Resources
- Attend Welcome Weekend events (fall only). Learn more at www.kent.edu/success/welcome-weekend.
- Get academic support through the Academic Success Center. Learn more about available tutoring options at www.kent.edu/asc.
- Register with Student Accessibility Services for special accommodations at www.kent.edu/sas.
- Apply for student employment at Career Exploration and Development at www.kent.edu/career.
- Learn about student organizations, volunteering and leadership opportunities from the Center for Student Involvement at www.kent.edu/csi.
- For information on financial aid, tuition or payment, contact One Stop at www.kent.edu/onestop or call 330-672-6000.

Email ksuview@kent.edu if you have questions about KSUview.
# Kent Campus Undergraduate Academic Advising Offices

### College of Aeronautics and Engineering – [www.kent.edu/caest](http://www.kent.edu/caest)
- 127 Aeronautics and Technology Building, 1400 Lefton Esplanade | Phone: 330-672-2892

### College of Architecture and Environmental Design – [www.kent.edu/caed](http://www.kent.edu/caed)
- 232 Center for Architecture and Environmental Design | Phone: 330-672-2780

### College of the Arts – [www.kent.edu/artscollege](http://www.kent.edu/artscollege)
- Office of Advising and Academic Services
  - 134 Cartwright Hall | Phone: 330-672-2780 | [www.kent.edu/artscollege/AcademicServices](http://www.kent.edu/artscollege/AcademicServices)
- School of Art
  - 240 D Center for the Visual Arts | Phone: 330-672-2192
- School of Fashion Design and Merchandising
  - 222 Rockwell Hall | Phone: 330-672-3010
- School of Music
  - E 115 Center for the Performing Arts | Phone: 330-672-2772
- School of Theatre and Dance
  - E 115 Center for the Performing Arts | Phone: 330-672-2082

### College of Arts and Sciences – [www.kent.edu/cas](http://www.kent.edu/cas)
- 105 Bowman Hall | Phone: 330-672-2062

### College of Business Administration – [www.kent.edu/business](http://www.kent.edu/business)
- 107 Business Administration Building | Phone: 330-672-2782

### College of Communication and Information – [www.kent.edu/cci](http://www.kent.edu/cci)
- School of Communication Studies
  - 211 Art Building | Phone: 330-672-2659
- School of Digital Sciences
  - 216 Math and Computer Science Building, 1300 | Phone: 330-672-3069
- School of Journalism and Mass Communication
  - 326 Franklin Hall | Phone: 330-672-8293
- School of Information
  - P.O. Box 3930, 314 University Library, 1125 | Phone: 330-672-2782
- School of Visual Communication Design
  - 211 Center for the Visual Arts | Phone: 330-672-7856

### College of Education, Health and Human Services – [www.kent.edu/ehhs](http://www.kent.edu/ehhs)
- Vacca Office of Student Services | 304 White Hall | Phone: 330-672-2862

### College of Nursing – [www.kent.edu/nursing](http://www.kent.edu/nursing)
- 216 Henderson Hall | Phone: 330-672-7911

### College of Public Health – [www.kent.edu/publichealth](http://www.kent.edu/publichealth)
- 126 Lowry Hall | Phone: 330-672-6500

### Exploratory Advising Center (Exploratory Major; Post-undergraduate Nondegree Seeking and Guest Students) – [www.kent.edu/exploratory](http://www.kent.edu/exploratory)
- 169 Center for Undergraduate Excellence, 975 Lefton Esplanade | Phone: 330-672-3676

### Honors College – [www.kent.edu/honors](http://www.kent.edu/honors)
- 20 Stopher Hall | Phone: 330-672-2312