**SCHEDULE PLANNING FORM**

Indicate semester and year:

- ☐ Fall
- ☐ Spring
- ☐ Summer

Year _______

Please print clearly:

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>KENT STATE ID NUMBER</th>
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**TOTAL HOURS:**

**TUITION:** $

**FULL PAYMENT OR INSTALLMENT DUE:**

Courses and programs may have special course fees. For the most accurate tuition and billing information, visit [www.kent.edu/bursar](http://www.kent.edu/bursar).

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**STUDENT ACKNOWLEDGEMENT**

I understand this planning form does not guarantee me a seat in the above classes. **I must register for my classes using FlashLine > Student > Resources > Courses and Registration.**

My registration date is ________________________________.

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**Advisor Use Only**

<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Printed Advisor Name</td>
<td>Office Phone</td>
</tr>
</tbody>
</table>

Comments:

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Student Signature Date

Cell Phone Number Home Phone Number

FlashLine Username
HOW TO REGISTER YOUR CLASSES

You will register and adjust your schedule in FlashLine > Student > Resources > Courses and Registration.

If you need your FlashLine password reset, call the Kent State Helpdesk at 330-672-4357 (HELP).

LOGGING INTO FLASHLINE FOR FIRST-TIME USERS

Go to the Stark website at www.kent.edu/stark to log into FlashLine.

Determine your FlashLine Username
Your FlashLine username is the text before the “@” symbol in your Kent State email address. Example: Joseph Student’s email is jstudent@kent.edu. His FlashLine username is jstudent.

If you don’t know your Kent State email address, contact the Office of Student Services at 330-244-3251 for assistance.

Enter Your Password
The format for your first-time 10-character password is mmm yyyyy (all lower case).

mmm = first three letters of your birth month
(ex. April = apr)

yyyy = last two digits of your birth year

xxxx = last five digits of your Kent State ID Number

Example
Name: Joseph R. Student
Date of Birth: June 30, 1997
Kent State ID Number: 81016812
Joseph’s password would be: jun9716812

After initially logging in, you will be prompted to change your password. Follow the instructions given to you. Your new password must be comprised of at least eight characters, using a combination of upper and lower case letters and numbers. Your FlashLine password is case sensitive.

If you have problems logging in or don’t know your FlashLine Username, contact the Kent State Helpdesk at 330-672-4357 (HELP).

REGISTERING YOUR CLASSES USING FLASHLINE

Step 1: Log into FlashLine from the Stark website at www.kent.edu/stark.

Step 2: From the navigation bar on the left, click on Student > Resources > Courses and Registration.

Step 3: There are two ways to register for classes in Courses and Registration:

1. You have the CRN (Course Reference Number) for the classes you wish to add:
   - Click on Add or Drop a Course.
   - Read the statement(s) and click I ACKNOWLEDGE.
   - Select term for which you are registering and click Submit.
   - Type in the CRN for each class (one per box).
   - Once all CRNs are entered, click Submit Changes.

2. You would like to search for available courses and/or do not have the CRN (Course Reference Number):
   - Click on Look Up and Register for Courses.
   - Read the statement(s) and click I ACKNOWLEDGE.
   - Select term for which you are registering and click Submit.
   - Type in the CRN for each class (one per box).
   - Once all CRNs are entered, click Submit Changes.

Step 4: Review your class schedule before logging out.

Print your schedule: FlashLine > Student > Resources > Courses and Registration > View or Print Course Schedule and Purchase Textbooks

SCHEDULE ADVISING APPOINTMENTS:
www.kent.edu/stark/advising-services

CONTACT:
Office of Student Services
132 Main Hall • 330-244-3251