Step 1: Click on the Student Category in FlashLine

Step 2: Click on the Resources Page within the Student Category
Step 3: Click on the Courses and Registration within the Resources Page

Step 4: Select Additional Tools: FlashFAST for Students
Step 5: Click on the Registration Menu from the Student and Financial Aid tab in FlashFAST

Step 6: Click on the Late Registration Request link from the Registration Menu with in FlashFAST
Late Registration Request Acknowledgement

**Financial Obligation:** By providing my electronic signature to this Payment Acknowledgment at Kent State University, I further acknowledge that I am required to make full payment of all fees and charges due by the due dates.

I authorize the University and its agents attempting to collect any debt I owe to the University to contact the following party in writing:

I understand that my student account statements will be provided to me electronically and I am responsible for noting the account balance due, and for making the appropriate arrangements.

**1098T Tax Forms:** I agree and consent to receive my 1098T tax forms electronically. I un-authorized access to my University email at bursar@kent.edu or by phone 330-672-2616, option 1.

**Adding a class:** Not all registration activity will result in an e-bill being generated prior to current account detail. My Account Detail.

**Dropping a class:** Dropping a class may result in only a partial credit of tuition and fees.

**Note:** In those cases where an undergraduate student is taking between 12-18 credit hours, the additional Kent campus and 12-18 hour rate during fall and spring terms.

**Acknowledgement of Responsibility:** I have read and understand the statements above.

1. Withhold transcripts.
2. Refuse subsequent registration for future classes.
3. Deny future enrollment in any payment plan sponsored by the Kent State University.

You must acknowledge this change by clicking the "I ACKNOWLEDGE" link below.
Step 8: Complete the Late Registration Request page as needed. Additional and specific instructions can be found at the top of the Late Registration Request page.

Late Registration Request

During the second week of the fall or spring semester, or the prorated deadline for reflected on your schedule.

All course restrictions and prerequisites must be met before your request can be si

Once this period has expired, late registration requests will be reviewed on a case-
Two additional ways to access the Late Registration Request page:

Add/Drop a Course can be found in the Student Category / Resources Page / Courses Registration Section:
The Late Registration Request link can be found at the bottom of the page.

Look Up and Register for Courses can be found within the Student Category / Resources Page / Courses and Registration Section:
The Late Registration Request link can be found at the bottom of the page.