**Top Ten Questions:**

1) I would like to do better in a class (my classes). What resources are available to me as a Kent State student?

There are several resources on campus to help support your success in your coursework. We have College-Specific Time Management Workshops (ask your advisor for time/days) AND there is an extensive support network provided to all KSU students provided through the Academic Success Center. They have tutoring, academic coaching, and supplemental instruction. More information can be found here: [http://www.kent.edu/asc](http://www.kent.edu/asc)

2) What is the phone number for ________?

There are two ways to identify the phone numbers for various departments/offices/people on campus. **Option 1**: Google it! (i.e. If you are looking for the Physics Department’s number, google “Kent State Physics Department Phone Number”) **Option 2**: Use the Phone Directory on the Kent State website.

3) How do I register for classes?

You can view step by step instructions on how to register for courses by viewing this website: [http://www.kent.edu/registrar/how-register](http://www.kent.edu/registrar/how-register)

4) How do I schedule an academic advising appointment?

You can schedule your academic advising appointment by using KSU Advising or by accessing the link for scheduling here: [https://www.kent.edu/caed/advising-options](https://www.kent.edu/caed/advising-options)

5) How do I locate my GPS Audit?

To view your GPS Audit, simply 1) Sign into FlashLine. 2) Select “Student”. 3) Select “Resources”. 4) Select “Advising and GPS”. 5) Click “GPS Audit and Plan”.

6) Where do I find my degree roadmap?

You can locate your degree details and roadmap by viewing the undergraduate catalog at: [http://catalog.kent.edu/](http://catalog.kent.edu/)

7) How do I transfer coursework back to Kent State (if you take summer courses at another institution)?

1) You will need to create a plan with your academic advisor for which coursework will fulfill the requirements you are trying to complete at another institution. 2) Once you’ve identified those courses, you will fill out a Transfer Course Approval Form with your advisor. Your advisor will submit this to the KSU Transfer office so it is on record. 3) You may need to submit a copy of this form to the other institution. 4) Once you’ve completed the coursework at the other institution, you will need to request that they send your official transcript to the Kent State Admission’s Office. The other institution can typically send this either electronically or through mail.

8) How do I view my unofficial transcript?

To view your unofficial transcript, simply 1) Sign into FlashLine. 2) Select “Student”. 3) Select “Resources”. 4) Select “Grades and Transcripts”. 5) Click “View Unofficial Transcript”.

9) I can’t get into a class (because it is at capacity, has a prerequisite, etc.). What do I do?

You will need to reach out to the department that teaches the course to see if an exception can be made in order for you to register. If the course is from the CAED, contact your academic advisor. If the course is from a different department, refer back to Question #1 for information on how to identify the contact number for the office.

10) How do I view my Midterm Grades?

Courses that have a course number that begins with either a “1” or a “2” will have midterm grades submitted. To view your midterm grades, 1) Sign into FlashLine. 2) Select “Student”. 3) Select “Resources”. 4) Select “Grades and Transcripts”. 5) Click “View Midterm Grades”.