

Undergraduate Programs Office

What is a General Elective course?

General Electives are the “open” space in your major that allows you to reach the required 120 total hours with courses of your choice. Some students choose to complete these required credit hours with courses from a double major, minor or certificate program. Students may also apply graduate level hours when taking master’s degree courses. Internships for credit are also encouraged.

What counts as a General Elective course?

Students may take or use any course at any level (10000, 20000, 30000 or 40000), provided the minimum 39-credit-hours requirement for upper-division (30000-40000 level) courses is satisfied for graduation. General elective courses may be taken at other Kent State University campuses. If courses are taken at other campuses, please consider your individual tuition and financial implications and contact the One Stop if assistance is needed (www.kent.edu/onestop).

Exceptions:

- Maximum 4 credit hours of Physical Activity, Wellness and Sport (PWS) courses may be counted toward the 120 total credit hours or 39 upper-division-credit-hour graduation requirement.
- Avoid ACTT 11000, ACTT 11001, BMRT 11000, BMRT 11009, BMRT 21000, BMRT 21004, BMRT 21050, and IT 11000 which are offered through Kent State University’s Regional Campuses as these are equivalent to required BBA major coursework.
- Note students who have passed MMTG 35030 will not receive graduation credit for MKTG 45046 or ENTR 37045; and those who have passed MMTG 45039 will not receive graduation credit for MKTG 45045

General Elective Suggestions: This is not an exhaustive list, see below for more information on how to search for additional options.

- Business Administration Interdisciplinary (BUS): BUS 30234 (3 hour) – International Business
- Communication Studies (COMM): Consider COMM 21000 (1 hour) – Communication Grammar Review or search for multiple upper-division courses without restrictive pre-requisites
- Design Innovation Courses (DI): <https://www.kent.edu/designinnovation/design-innovation-courses>
- Economics (ECON): ECON 12060 (3 hour) Personal Finance
- Entrepreneurship (ENTR): ENTR 27056 (3 hour) – Introduction to Entrepreneurship OR ENTR 27466 (1 hour) - Speaker Series in Entrepreneurship
- Emerging Media & Technology (EMAT): Consider EMAT 33310 Human -Computer Interaction; EMAT 40999 Interdisciplinary Projects (ELR).
- Educational Technology (ETEC): ETEC 40093 – Variable Title Workshop in Ed. Tech (1-4 credits)
- Geography (GEOG): Consider GEOG 31080 (3 hour) – Geography of Wine; GEOG 40292 (2 hour) – Field Experience Wines of NE Ohio or Wine and Food Pairing
- Health Education (HED): Consider HED 32530 Drug Use and Misuse (3 hour); HED 11570 Personal Health (3 hour); HED 42222 Adulting 101 (2 hour); HED 46052 Stress: Recognition & Mgmt (2 hour)
- Hospitality and Event Management (HEM): HEM 13024 Intro to Hospitality Management
- Library and Information Science: LIS 30010 Information Fluency in the Workplace & Beyond

Undergraduate Programs Office

General Elective Suggestions (continued):

- Management (MGMT): Consider MGMT 34165 Dynamics of Leadership (3 hour); MGMT 34185 Individual and Group Behavior (3 hour)
- Media and Journalism (MDJ): Consider MDJ 21008 (3 hour) Social Media Strategies; MDJ 40095 there a variety special topics courses related to popular media
- MUS 22131 (3 hour) Survey of Rock Music History
- Physical Act, Wellness Sport: PWS (1 hour); *maximum of 4 hours of PWS counts toward graduation*
- Public Health (PH); Search this field for a variety of in person and online upper and lower division courses with no pre-requisites.
- Sport Administration (SPAD): SPAD 15000 Intro to Sport Administration; SPAD 25000 Sport in Society; SPAD 45022 Event Planning and Production; SPAD 45023 Sport Marketing

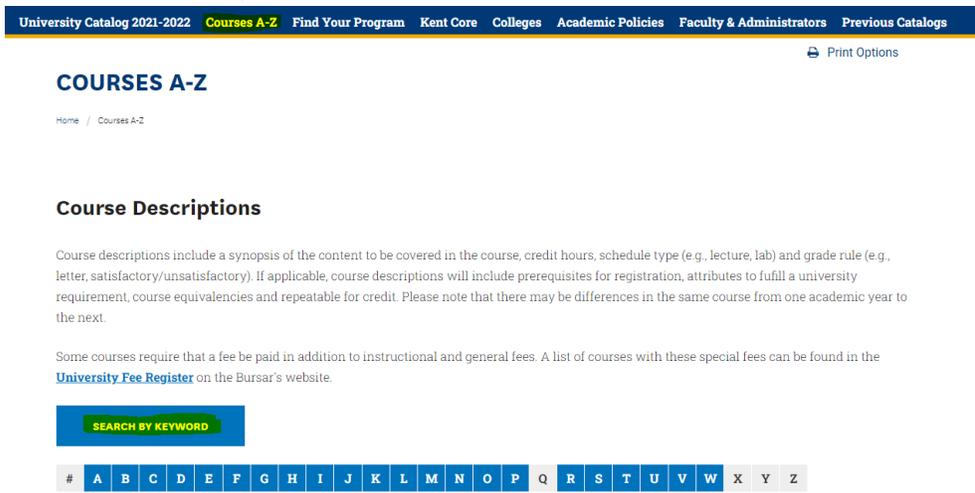
How do I find a General Elective course?

There are multiple avenues you can take to identify a general elective course. Included below are detailed instructions on how to use each of these search methods.

- Search the University catalog by keyword. Click [here for a video](#) or scroll below for written instructions.
- Find course offerings in a particular semester using the Look Up and Register for Courses screen in Flashline. This screen allows you to filter by subject, part of term courses, course location (e.g. online, in person), etc.
- Identify course offerings in a particular semester using Visual Schedule Builder (VSB)

How to search the University catalog by keyword

1. Go to the University catalog (<http://catalog.kent.edu>)
2. Click on Courses A-Z, then click on the blue “SEARCH BY KEYWORD” button

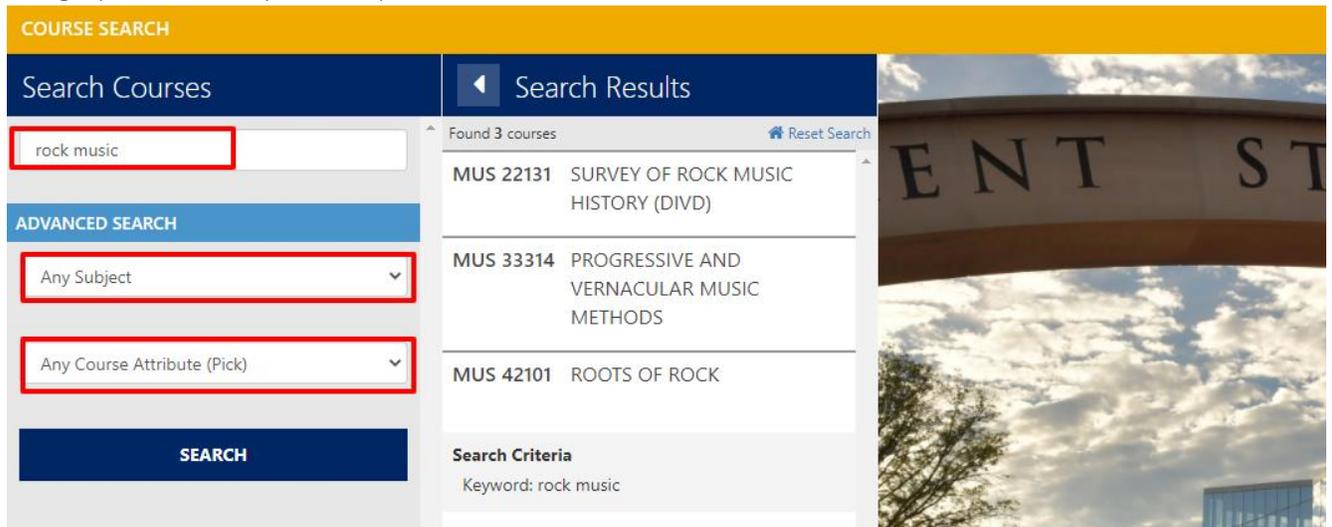


The screenshot shows the top navigation bar of the University Catalog website with links for University Catalog 2021-2022, Courses A-Z, Find Your Program, Kent Core, Colleges, Academic Policies, Faculty & Administrators, and Previous Catalogs. Below the navigation bar is a 'Print Options' link. The main heading is 'COURSES A-Z' with a breadcrumb trail 'Home / Courses A-Z'. Underneath is a section titled 'Course Descriptions' with explanatory text about course descriptions and a link to the 'University Fee Register'. At the bottom of the screenshot is a search bar with the text 'SEARCH BY KEYWORD' and a row of buttons for each letter of the alphabet (A-Z).

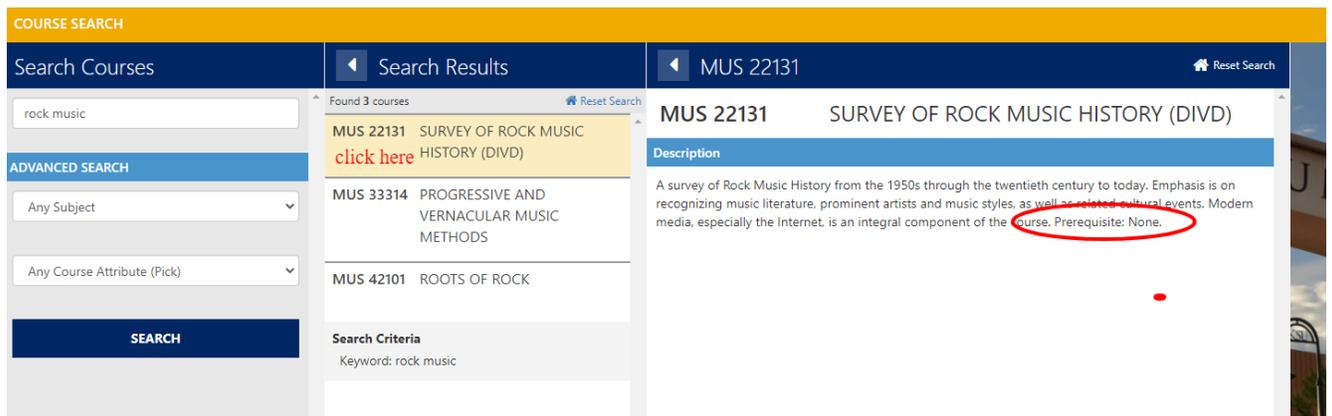
Undergraduate Programs Office

How to search the University catalog by keyword (Continued)

3. Type in a keyword (example: rock music) in the top box under “Search Courses” or use one of the Advanced Search options. For example, the course attribute option allows you to search for specific classes under a specific category, such as Kent Core Humanities, Diversity Domestic (DIVD) or Diversity Global (DIVG). This course attribute search is useful if your advisor recommended a course in this category but did not specific a specific course.



4. If you are interested in learning more about a course, click on the course box in the “Search Results” column. More information on the course will appear and you can read the course description as well as locate the course pre-requisites to determine if you are eligible to register for the class.



5. You will then need to determine if the course is available in a particular term to determine if you can register for the course. Utilize either the Look Up and Register for courses or Visual Schedule builder screens to complete this task (see below for more instructions).

Undergraduate Programs Office

How to use the Look Up and Register for Courses screen

1. Type "Look Up and Register for Courses" screen in the blue bar in Flashline. Or navigate to the Student > Resources > Courses and Registration menu in Flashline.
2. Click "I Acknowledge" on two Financial Obligation Acknowledgement Agreement screens
3. Select the term (e.g. Fall 2022)
4. From here you will select your search parameters. Continue to the next page for further instructions.

Subject:	<div style="border: 1px solid gray; padding: 2px;"> ASL English Interpreting Accounting Accounting Technology Adolescent/Adult Education Aeronautics </div>	Select one or multiple options
Course Number:	<input type="text"/>	
Title:	<input type="text"/>	
Credit Range:	<input type="text"/> hours to <input type="text"/> hours	
Course Location:	<div style="border: 1px solid gray; padding: 2px;"> All Web (May include some in person classes) 100% Online-No Set Meet Times </div>	
Course Level:	<div style="border: 1px solid gray; padding: 2px;"> Graduate Professional Undergraduate * Required </div>	
Part of Term:	<div style="border: 1px solid gray; padding: 2px;"> All First 5 Weeks First 7 Weeks </div>	
Instructor:	<div style="border: 1px solid gray; padding: 2px;"> All Abate, Jennifer J Abdul-Aziz, Ali </div>	
Attribute Type:	<div style="border: 1px solid gray; padding: 2px;"> All Blossom Summer Diversity Domestic </div>	
Start Time:	Hour <input type="text" value="00"/>	Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
End Time:	Hour <input type="text" value="00"/>	Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Administrative Campus	<div style="border: 1px solid gray; padding: 2px;"> All Ashtabula Campus East Liverpool Campus </div>	
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid gray; border-radius: 50%; padding: 5px 15px; color: white; text-decoration: none;">Class Search</div> <div style="border: 1px solid gray; padding: 5px 10px;">Reset</div> </div>		
Return to Menu		

Undergraduate Programs Office

How to use the Look Up and Register for Courses screen (Continued)

5. **Subject** – this field allows you to identify courses offered by a particular department/subject. You can select one subject, multiple subjects (use the CTRL button on a PC or command button on a Mac), or all the subjects in the list (use the CTRL + A buttons on a PC or the command + A buttons on a Mac). You must always select at least one subject to search for courses in this screen.

Example 1: All Subjects selected

Subject: **All Subjects**

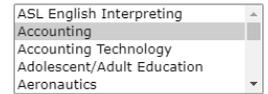
Course Number:



Example 2: One Subject selected

Subject: **1 subject**

Course Number:

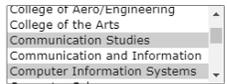


Example 3: Multiple subjects selected

Subject: **Multiple subjects**

Course Number:

Title:



6. **Course Number**: If you are searching for a particular course, such as AFS 23001 Black Experience I, you would put the course number, 23001, in the text box on this screen. You can leave this blank if you want to view all courses offered in that department/subject area.
7. **Course Location**: You can select one or multiple options in this box. For example, you can view only 100% online courses with set meeting times, or 100% online courses with no set meeting times. Or you may prefer on ground/in person classes offered at a particular campus (e.g. Kent). You may select “All” to see all options.
8. **Course level**: You must select a course level. In most cases, if you are an undergraduate student, you will be selecting “Undergraduate”.
9. **Part of Term**: You can utilize this search parameter to identify “Full term” courses or courses that are offered in part of the term, such as 5-week courses that begin in the first 5-weeks or second 5-weeks of the term. You may select “All” to see all options.

Undergraduate Programs Office

10. You may utilize the other search parameters offered on the search (credit hour range, attribute type, etc.) to narrow your course options.
11. Once you are done selecting your parameters, click “Class Search” at the bottom of the screen to view the course sections available in that term.

How to use Visual Schedule Builder (VSB)

To search for what classes are offered using a keyword follow the steps below.

1. Open Visual Schedule Builder (VSB) by navigating to the Student> Resources > Courses and Registration menu in Flashline.
2. Select your Term (e.g. Summer 2022)
3. Select your Campus (e.g. Kent Campus)
4. Type a keyword (e.g. rock music) into the “Select a Course” field. Available options will show up in the drop down menu below. Select your preferred option. If no options populate then there are no courses offered with that keyword in the title.



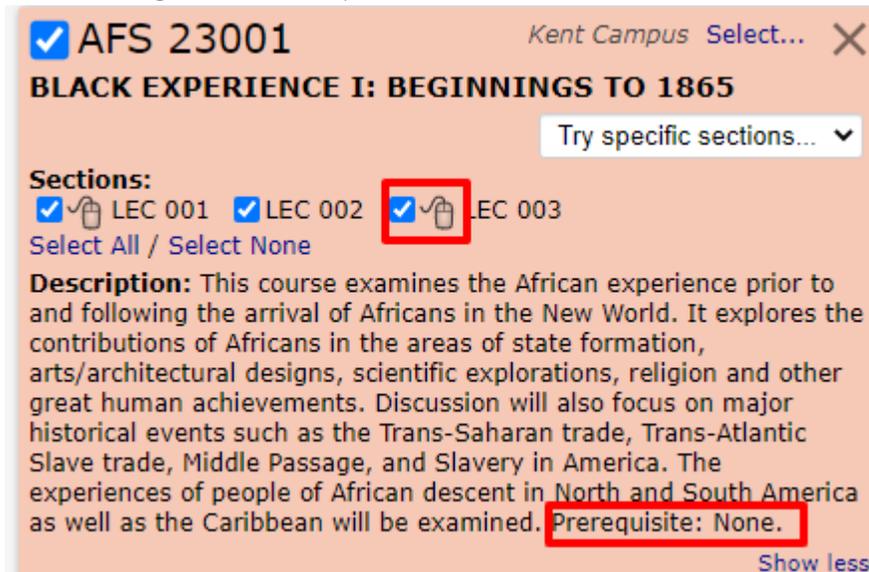
The screenshot displays the 'SELECT COURSES' interface. At the top, the Kent State University logo is visible. Below it, the 'SELECT COURSES' header is present. A red box labeled 'Step 1' highlights the 'Term' selection area, which includes radio buttons for 'Spring 2022' and 'Summer 2022' (the latter is selected). Below this, another red box labeled 'Step 2' highlights the 'Campuses' section, showing 'Kent Campus' selected with a close button and '(1/8) Select..'. A yellow box labeled 'Step 3' contains 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, a search input field contains 'rock music' and a 'Select' button. A dropdown menu is open, showing 'MUS 22131 SURVEY OF ROCK MUSIC HISTORY' with 'ROCK MUSIC' highlighted in yellow. At the bottom, there are links for 'Start Over', 'Increase Accessibility', and 'View My Class Schedule', along with an 'Import from my GPS Plan: (No plans)' dropdown.

Undergraduate Programs Office

- Once you select a course, the course information will show up below in a colored box. Click the “Show more” link near the bottom of the box to read about the course.



- This box will show you the course description along with the pre-requisite for the course and whether the course is taught in person (e.g. LEC 002) or online (the computer mouse icon indicates that the course is taught 100% online).



- If you wish to register for this course, select the “Generate Schedule” button. This action will move you to the Results screen where you can finish selecting your preferred course section and complete the registration process.