Make it Yours.
New Transfer, Post-undergraduate And Guest Student Welcome Packet

www.kent.edu/admissions
Congratulations on your admission to Kent State University! We’re delighted that you’ve decided to continue your studies here. We’d like to be among the first to welcome you to the Kent State community.

You’re 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’s a place for having fresh ideas and finding the support and encouragement to make them real.
**2016-2017 Academic Year**

Intersession Begins: May 23, 2016  
Summer I Begins: June 13, 2016  
Summer II Begins: June 13, 2016  
Summer III Begins: July 18, 2016  
Fall Semester 2016 Begins: August 29, 2016

Spring Semester 2017 Begins: Jan. 17, 2017  
Intersession Begins: May 22, 2017  
Summer I Begins: June 12, 2017  
Summer II Begins: June 12, 20167  
Summer III Begins: July 17, 2017  
Fall Semester 2017 Begins: August 28, 2017

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We’re here to help

Transfering Credit

We understand that when you are transferring to a new university, you may have many questions. We are here to help you find the answers you need and simplify the transfer process so that you can embark on your transition. We are available to assist you through the advising, registration and orientation processes. Kent State provides the evaluation and posting of transfer and transient work, as well as Advanced Placement (AP), College Level Examination Program (CLEP) and military credit through Joint Service Transcript (JST).

You can explore your transfer credit equivalencies by accessing the Transfer Credit Guide located on the center’s website at www.kent.edu/transferguide. You can also access Transferology where you can create an account, review how your classes transfer, review program information and also request additional information from key Kent State departments that will support your transition.

Orientation, Advising and Registration

Kent State is committed to your success as a transfer student. Students meet one-on-one with their college academic advisor to plan their course schedule. Advising continues every semester to ensure you stay on track to accomplish your goals.

Transfer Kent State (TKS) is a required orientation, advising and registration program for incoming, admitted transfer students to the Kent Campus with 30 earned credit hours or fewer upon admission. The program is designed to help students make a smooth transition to Kent State University. Students will receive an invitation to attend Transfer Kent State. The program will feature academic advising and registration, how to get involved, academic resources, financial aid and payment information, time to get your FLASHcard and a “Find My Class” activity.

Transfer students with more than 30 credit hours upon admission are not required to attend Transfer Kent State. We highly encourage students to make an academic advising appointment with their college advising office prior to registering for courses. The Student Tools & Courses tab in FlashLine will detail your admitted major and college and allow you to schedule an academic advising appointment.

Log in to your FlashLine account to:

- Access your Next Steps Checklist.
- Verify your declared major and college.
- Review your GPS degree audit after your transfer credit evaluation is completed.
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 on its programs and services. Call 330-672-7933 or go online to 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 the university.

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.
How To Enroll

Read the information below and take the next steps in the enrollment process:

1. Review Your Admission Letter.

Review the information in your acceptance letter carefully and notify the Admissions Office at 1-800-988-5368 with any corrections including change of address or change of major. Keep both this publication and your acceptance 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 go online to www.kent.edu and click on FlashLine Login in the top left-hand corner 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.

Once in FlashLine, review the appropriate Next Steps Checklist on the New@KSU tab.

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: mmmyyxxxxx 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. Review the appropriate next steps checklist on the New@KSU tab in FlashLine. If you need login assistance, please contact the Helpdesk at 330-672-4357 or go online to support.kent.edu.

3. Pay Your Transfer Enrollment Fee.

As a transfer student, confirm your attendance by paying your $95 Transfer Enrollment Fee. Review your Next Steps Checklist in your FlashLine account to pay your fee online.
4. Take Placement Assessments.

If you have not earned credit for any college-level math courses, you will be required to take the ALEKS placement assessment that can be found in your FlashLine student portal. You may need to take additional placement assessments for foreign language, English composition or chemistry. Review your Next Steps checklist in your FlashLine account for information regarding satisfying your placement requirements. Placements are to be completed prior to your academic advising appointment or attending Transfer Kent State orientation. If you have questions, consult with an academic advisor in your college at www.kent.edu/advising or see Page 10 for contact information. Please call the assessment line at 330-672-0166 or email advising@kent.edu with questions regarding your placement requirements.

5. Get Advising and Register for Classes.

You can register for classes via the Student Tools & Courses tab in FlashLine. See Pages 8 and 9 for specific information regarding orientation, making an advising appointment and course registration. Transfer students with 30 credit hours or less upon completion of their initial Transfer Credit Evaluation will receive advising and registration when they attend the required Transfer Kent State: Orientation, Advising and Registration (TKS) program.

6. Apply for Financial Aid and Complete a Scholarship Search.

All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov as soon as possible after Jan. 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 will be mailed on a rolling basis beginning mid-March. A limited number of scholarships are available specifically for transfer students. Go online to 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 Student Financial Aid Office. Call 330-672-2972 to schedule an appointment.
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 towards your fall bill.

Go online to 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 any student 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 tab for 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 students, 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, go online to www.kent.edu/dining or call 330-672-2541.

For information about off-campus housing, including the most up-to-date apartment listings, contact the Commuter and Off-Campus Student Organization (COSO).

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. Go online to www.kent.edu/uhs for further information to download the Proof of Immunization form.
9. Review Payment Options.
Kent State University offers a variety of payment plans and options. Go online to 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 access 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. Go online to www.kent.edu/parking to review parking options and purchase details.

11. Get Your FLASHcard.
Once you’ve 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 for 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 also may include some prerequisites of courses for which you plan to register.

As a transfer student, confirm your attendance by paying your $95 Transfer Enrollment Fee. Review your Next Steps Checklist in your FlashLine account to pay your fee online.

13. Attend Welcome Weekend. (fall only)
All students new to the Kent Campus are encouraged to participate in Welcome Weekend prior to the start of the fall semester. Special sessions for transfer, commuter and adult students are held in addition to the rest of the weekend’s activities. Visit www.kent.edu/success for more information.
Transfer and Post-Undergraduate Students

A Transfer Credit Evaluation is a report of how your credits transferred from your previous school(s) and is provided to all transfer and 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:

A. Click the Student Tools & Courses tab.
B. In the GPS, Roadmaps & Advising section, click on “GPS Audit and Plan.”
   A new window will open.
C. On the left side of the page, under the GPS Audits tab, click on “What If.”
D. 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
E. Above the “What If” blue bar, click the Process What If button.
F. Your evaluation will open. If you have trouble accessing your FlashLine account, call 330-672-HELP for assistance.

Once you have been admitted, you can register for classes online through your FlashLine account. Contact the appropriate advising office (See Pages 10-11) for advising and registration assistance. Post-undergraduate nondegree-seeking students who have decided to earn a second undergraduate degree must contact the Admissions Office prior to registering for classes to change your status. Financial aid is limited for nondegree-seeking students. You should contact Student Financial Aid for more information.

Transfer Kent State (TKS) Program

Transfer students with 30 credit hours or less upon completion of the initial Transfer Credit Evaluation will receive additional information and be invited to attend Transfer Kent State: Orientation, Advising and Registration. This required program will feature advising and registration, as well as a general introduction to the Kent Campus.

Program dates will coincide with freshman course registration for the upcoming semester, which can be viewed at My Time to Register, www.kent.edu/registrar/calendars-deadlines. Transfer Kent State information will be available at www2.kent.edu/transfercenter/tks-faqs.cfm, and registration via your Next Steps Checklist will be available approximately six weeks prior to the first orientation date.

Transfer students with more than 30 credit hours after the initial completion of the Transfer Credit Evaluation and post-undergraduate degree-seeking students will not be required to attend Transfer Kent State but are highly encouraged to make an advising appointment with their college advising office of their declared major prior to registering for courses. An advisor can review your transfer credit, guide you through your degree audit and assist you with scheduling. The Graduation Planning System gives students the ability to plan course registration sequencing in order to stay on track for graduation. You can schedule an advising appointment by logging in to FlashLine, selecting the Student Tools & Courses tab, then “Schedule Advising Appointment” in the GPS, Roadmaps & Advising channel.
Guest Students

Transfer Credit Evaluations are not completed for guest students. Once you have been admitted, you can register for classes online through your FlashLine account. Contact the appropriate advising office (See Pages 10-11) for advising and registration 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, 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. You should contact Student Financial Aid for more information.

Registering for Classes

1. Know your time to register by visiting www.kent.edu/registrar/calendars-deadlines.
2. Register for classes in FlashLine
   A. Go to www.kent.edu.
   B. Click the FlashLine Login link on the Kent State homepage. Enter your FlashLine user name and password.
   C. If you have never used FlashLine, click on “Get Login Help” and follow the instructions for first-time users.
   D. Once you are in FlashLine, click on the Student Tools & Courses tab.
   E. Access the registration portal to register for your upcoming semester.
   F. Visit www.kent.edu/registrar for detailed information regarding course registration.
   G. View your student account, including tuition and fees, by clicking on the “My Account” tab.
Contact Your Advisor

Academic advising plays an essential role in helping you formulate a specific educational plan based on your unique interests, abilities and career goals. While transfer students with 30 credit hours or less upon completion of their initial Transfer Credit Evaluation will attend the Transfer Kent State orientation, all other incoming students are strongly encouraged to make an advising appointment before registering for their courses. Advisors in the offices below will help you get the most out of your Kent State University experience, while also helping you complete your degree. For information, email contacts and to schedule an advising appointment online, visit www.kent.edu/advising. You can also schedule an advising appointment by logging in to FlashLine, then selecting the Student Tools & Courses tab. Go to the GPS Roadmap and Advising channel and select the “Schedule Advising Appointment” option.

Kent Campus Undergraduate Academic Advising Offices:

**College of Applied Engineering, Sustainability and Technology -** www.kent.edu/tech  
Aeronautics and Technology Building, 1400 Lefton Esplanade | Phone: 330-672-2892

**College of Architecture and Environmental Design -** www.kent.edu/caed  
202C Taylor Hall | Phone: 330-672-2780

**College of the Arts -** www.kent.edu/artscollege  
Office of Advising and Academic Services  
202C Taylor Hall | Phone: 330-672-2780 | www.kent.edu/artscollege/AcademicServices

School of Art  
211 Center for the Visual Arts | Phone: 330-672-2192

School of Fashion Design and Merchandising  
226 Rockwell Hall | Phone: 330-672-3010

School of Music  
E 101 Center for the Performing Arts | Phone: 330-672-2172

School of Theatre and Dance  
B 141 Center for the Performing Arts | Phone: 330-672-2082

**College of Arts and Sciences -** www.kent.edu/cas  
105 Bowman Hall | Phone: 330-672-2062

**College of Business Administration -** www.kent.edu/business  
107 Business Administration Building | Phone: 330-672-2872

**College of Communication and Information -** www.kent.edu/cci  
School of Communication Studies  
135 Taylor Hall | Phone: 330-672-2659

School of Journalism and Mass Communication  
334 Franklin Hall | Phone: 330-672-8293

School of Visual Communication Design  
231 Center for the Visual Arts | Phone: 330-672-7856

**College of Education, Health and Human Services -** www.kent.edu/ehhs  
Vacca Office of Student Services | 304 White Hall | Phone: 330-672-2862
Regional Campus Undergraduate Academic Advising Offices:

Kent State University at Ashtabula
Advising Services | Phone: 440-964-4217

Kent State University at East Liverpool
Advising Services | Phone: 330-385-3805

Kent State University at Geauga and the Kent State University Regional Academic Center
Kent State Geauga Advising Services | Phone: 440-834-4187
Regional Academic Center | Phone: 330-888-6400

Kent State University at Salem
Advising Services | Phone: 330-332-0301

Kent State University at Stark
Advising Services | Phone: 330-244-3251

Kent State University at Trumbull
Advising Services | Phone: 330-675-8860

Kent State University at Tuscarawas
Advising Services | Phone: 330-339-3391
Log in to the Next Steps Checklist to review your next steps for enrollment at Kent State. The purpose of the checklist is to keep you moving toward your goal of becoming enrolled in classes. The checklist is color-coded to help you stay on track (green = completed item, yellow = current item, red = overdue item, gray = future item). To the right is an example of what you might see on your checklist.

☐ Get Admitted to Kent State University
  - Congratulations on being admitted to Kent State University! Review your admission letter and notify admissions of any corrections of changes to your address, phone number or intended major by calling 800-988-5368. Have your final college transcript sent to Admissions Office, Kent State University, P.O. Box 5190, Kent, OH 44242-0001. You will not be able to register until all transcripts are received.

☐ Pay Your Transfer Enrollment Fee
  - Reserve your place at Kent State by paying the $95 enrollment fee. To do so, Log in to FlashLine. (Post-undergraduate and guest students do not pay this fee.)

☐ Submit Your Immunization Documentation
  - There is an immunization requirement form that all students must complete and return to University Health Services. Please review the immunization policy and download the Proof of Immunization Form. If you have already submitted this form to Health Services, please allow a week for it to be processed.

☐ Get Your Financial Aid
  - File the FAFSA. Go online to www.kent.edu/financialaid for more information.
  - Decide on your Loan Offers.
  - Satisfy your Direct Loan Entrance Counseling.

☐ Apply for Housing or Request a Commuter Exemption
  - Apply for housing or submit a commuter exemption at www.kent.edu/housing.

☐ Take Your Placement Assessments
  - Take Your mathematics, foreign language and chemistry Placement Assessments if indicated on your Next Steps Checklist.
  - Take the Compass Placement for English and reading if indicated on your Next Steps Checklist (adult students without ACT or SAT scores only).

☐ Attend Transfer Kent State (TKS)
  - Transfer students who have 30 credit hours posted to the Kent State record upon admission will receive a formal invitation to register and attend Transfer Kent State, an orientation program for transfer students that provides advising and registration with an academic advisor.

☐ Review Payment Options
  - Kent State offers a wide range of payment plans to help meet your financial situation. Review payment plans at www.kent.edu/bursar.

☐ Review Parking Information
  - Purchase a parking permit by visiting www.kent.edu.parking.

☐ Purchase books and supplies
  - Take your class schedule to the University Bookstore in the Kent Student Center or call 330-672-2762.

Additional Resources:
- Attend Welcome Weekend events (fall only). Learn more at www.kent.edu/success.
- 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 the Career Services Center at www.kent.edu/career.
- Learn about student organizations, volunteering and leadership opportunities from the Center for Student Involvement at www.kent.edu/csi.
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)
- Setting up KSUview is easy. Complete these simple steps:
  - Log in to FlashLine and select the Student Tools & Courses tab.
  - 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’d like your designee to view online.

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

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