MAKE KENT STATE UNDENIABLY YOURS
Congratulations on your admission to Kent State University! We are delighted that you have decided to continue your studies here. We would like to be among the first to welcome you to the Kent State community.

You are 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 is a place for having fresh ideas and finding the support and encouragement to make them real. We are a place where open minds lead to broken boundaries.
1. Review Your Admission Letter.
Review the information in your admission letter carefully and notify the Admissions Office at 1-800-988-5368 with any corrections including change of address or change of major. Keep this publication and your admission 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 for the first time, please go to flashline.kent.edu, click on “Start here” after “First-time user?”. Enter your username. 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: mmmmYYYY where:
   - mmm = first three letters of the birth month
   - YYYY = 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 that you can use to reset your password in the event that it is forgotten.

If you need login assistance, please contact the Help Desk at 330-672-4357 or go to support.kent.edu.

3. Check your Kent State email regularly.
Log in to FlashLine regularly to check your Kent State email for important updates and next step information. Also, access the student menu on the left side for important enrollment resources.

4. Get Academic Advising.
Academic advising ensures students get connected with the information they need prior to creating a plan and goals for their first semester. Your student type may dictate the need to meet with an academic advisor prior to registering for classes. For more information and specific instructions for your student type, see the appropriate section in this packet.

Transfer Students: See Page 6
Post-undergraduate Students: See Page 8
Guest Students: See Page 9

5. Register for Classes.
You can register for classes via the Student menu in FlashLine. Click on Student then Resources then Courses and Registration on the left navigation.

6. Apply for Financial Aid and Complete a Scholarship Search.
Transfer and post-undergraduate students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as soon as possible after Oct. 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 are mailed on a rolling basis beginning mid-February. Scholarships are available specifically for transfer students. Visit www.kent.edu/scholarships to preview your scholarship award. Confidential financial aid counseling is available at the One Stop for Student Services. Call 330-672-6000 to schedule an appointment.

Limited financial aid is available for Post-Undergraduate and Graduate nondegree students and additional information may be needed to determine financial aid eligibility. Visit www.kent.edu/financialaid for more information or contact One Stop at 330-672-6000. Financial aid is not available for guest students.

Preferred Name Process
Creating and embracing an inclusive environment is important to the mission of Kent State University. We recognize that some students use a name other their legal name to identify themselves, so Kent State has established a process for students to request a preferred name. Begin the process by logging in to Flashline and follow the steps below.

- Log in to Flashline and select Student in the left hand column.
- Under Student select Resources.
- Under Resources select Requests and Authorizations.
- The webpage will be displayed; double click on Preferred Name Request.
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 toward your fall bill.
Visit 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.
Students who are 20 years of age or older, married, 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 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, visit www.kent.edu/dining
or call 330-672-2541.
For information about off-campus housing, visit the Commuter and Off-Campus Student Organization (COSO) website
at www.kent.edu/coso.

8. Submit Immunization Documentation.
All students born after Jan. 1, 1957, must show proof of two MMRs (Measles, Mumps and Rubella) vaccinations.
Students from the high risk countries for tuberculosis (see www.stoptb.org/countries/tbdata.asp) must have proof
of a tuberculosis screening test (TB/PPD/Mantoux) in the last twelve months. Go to www.kent.edu/UHS for additional
information and to download the Mandatory Student Immunization Requirements Form.

9. Review Payment Options.
Kent State University offers a variety of payment plans and options. Visit 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 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. Visit www.kent.edu/parking to review parking options and purchase details.

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

13. Fall Semester: Attend KSU Kickoff.
All students new to the Kent Campus are encouraged to participate in KSU Kickoff prior to the start of the
fall semester.
Next Steps Checklist
We have developed a next steps checklist (My Lists) to help you through the enrollment process. You can find this checklist in FlashLine. Important steps and deadlines are highlighted on this list. As you complete each step, it will update automatically.

Transfer Enrollment Fee
As a transfer student, confirm your attendance by paying your $95 Transfer Enrollment Fee. Review your next steps checklist (My Lists) in your FlashLine account to pay your fee online.

Take advantage of TKS KickStart!
All new transfer students will have access to TKS KickStart, an online introduction to Kent State University. It is designed to further support your transition and offer information that all transfer students need. Within TKS KickStart you’ll find learning modules on academic advising, financing your education, technology and getting involved on campus. TKS KickStart is always available in Blackboard via your FlashLine account. Look for your “Get started with TKS KickStart orientation” email!

Transfer Students
Advising and Registration
All transfer students are required to meet with an academic advisor prior to scheduling their courses. Students will attend the Transfer Kent State Orientation (TKS) program for advising and registration (see TKS section below). To schedule an appointment for TKS in FlashLine, go to your new student checklist or check your email for a personalized link.

Register for classes via the Student menu in FlashLine. Click on the Student category on the left. Then click on Resources, followed by Courses and Registration.

Transfer Kent State Orientation (TKS)
Transfer students are required to attend the Transfer Kent State: Orientation, Advising and Registration (TKS) program. The program is designed to help students make a smooth transition to Kent State University by offering interactive workshops, academic advising and a “Find My Class” tour. Orientation is also a great opportunity to meet other Kent State students. Students will receive an invitation to register for TKS via email or look for a link on your new student checklist in FlashLine. Orientation dates and additional information can be found at www.kent.edu/tks.

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

1. Click on the Student category on the left, then expand the Resources section. Next, click on Advising and GPS.
2. In the Advising and GPS section, click on GPS Audit and Plan. A new window will open.
3. On the left side of the page, under the GPS Audits tab, click on What-If.
4. 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
5. Above the What-If blue bar, click the Process What-If button.
6. Your transfer evaluation will open.
7. If you have trouble accessing your FlashLine account, call 330-672-HELP for assistance.
Post-Undergraduate Students

Register for classes via the Student menu in FlashLine. Click on Student on the left and then click on Resources. Contact the appropriate advising office (See Page 12) for advising and registration assistance. To see your admitted major and college, log in to FlashLine. Using the left-hand navigation, select Student, then Dashboard. To schedule an advising appointment, under Student, select Resources, Advising and GPS and click on Schedule Advising Appointment.

Transfer Credit Evaluation

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

1. Click on the Student category on the left, then expand the Resources section. Next, click on Advising and GPS.
2. In the Advising and GPS section, click on GPS Audit and Plan. A new window will open.
3. On the left side of the page, under the GPS Audits tab, click on What-If.
4. 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
5. Above the What-If blue bar, click the Process What-If button.
6. Your transfer evaluation will open.
7. If you have trouble accessing your FlashLine account, call 330-672-HELP for assistance.

Guest Students

Register for classes via the Student menu in FlashLine. Expand the Resources section, then locate the Courses and Registration section. If you have any questions regarding course registration, please contact University College at 330-672-3676 for 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 under your guest status, 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. Contact One Stop at 330-672-6000 if you have questions or need further assistance.
We’re Here To Help

Admissions Office
The Admissions staff stands ready to assist you with the transfer enrollment process. If you have questions or need assistance, please contact one of our admissions counselors Monday - Friday 8 a.m. to 5 p.m. at 330-672-4444 or 1-800-988-5368 or send us an email at admissions@kent.edu.

Transfer Advising
Students completing an associate degree at area community colleges, who are interested in pursuing a bachelor’s degree, can work with a transfer advisor to see how their credits align with a major at Kent State University. One of these knowledgeable advisors will work up an individual program plan based upon the credits. Appointments are flexible and can accommodate your schedule. Contact transferadvising@kent.edu to start the conversation.

Academic Advising
See Page 12 for a list of Academic Advising Offices
Academic advising plays an essential role in helping you formulate a specific educational plan based on your unique interests, abilities and career goals. All transfer students will attend the Transfer Kent State orientation. Advisors in the offices on Page 12 will help you get the most out of your Kent State University experience, while also helping you complete your degree.

To schedule an advising appointment, under Student, select Resources, Advising and GPS, click on Schedule Advising Appointment.

One Stop
One Stop for Student Services serves as a single point-of-contact for student customer services previously provided at the Bursar, Registrar and Student Financial Aid offices. One Stop is located on the first floor of University Library and is open Monday through Friday from 9 a.m. to 5 p.m.

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) You decide who gets access and what information they can see.

Setting up KSUview is easy. Complete these simple steps:

- Log in to FlashLine and select the Student category on the left. Then expand the Resources section and click on the Requests and Authorizations section. Select the KSUview link.
- 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 would 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 ksuvview@kent.edu if you have questions about KSUview.

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 about its programs and services. Call 330-672-7933 or visit 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 Kent State.

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 staff. 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.

Additional Resources

- Attend KSU Kickoff events (fall only). Learn more at www.kent.edu/success/ksu-kickoff.
- 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 Career Exploration and Development at www.kent.edu/career.
- Learn about student organizations, volunteering and leadership opportunities from the Center for Student Involvement at www.kent.edu/csi.
- For information on financial aid, tuition or payment, contact One Stop at www.kent.edu/onestop or call 330-672-6000.

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