**Email a PDF of your detailed schedule to your assigned Allatoona DE counselor ASAP. It MUST include your name, the days, times, and campus location of your classes!**

|  |  |
| --- | --- |
| **KSU Students** | **Chatt Tech Students** |
| **1. Go to www.kennesaw.edu**  **2. Login to Owl Express**  **3. Click on the Registration tab**  **4. Choose “Display Class Schedule & Grades”**  **5. Your detailed schedule (including the day, time and location) should populate.**  **6. Right Click to Print or go to the three dots at the top and you should get a print option.**  **You will need to send a copy of your detailed schedule to Mrs. Rohrbach at robin.rohrbach@cobbk12.org or drop it off in the counseling office.** | **1. Go to the main Chatt Tech website: www.chattahoocheetech.edu**  **2. Click on me@CTC (top right hand corner)**  **3. Click Banner Web (Login w/email) on the menu**  **4. Type your Username. Your username is the 1st part of your CTC student email address preceding @student.chattahoocheetech.edu**  **5. Type your password in the PIN field.**  **6. Click the login button.**  **7. Click on Student Services and Financial Aid.**  **8. Click Registration.**  **9. Click on “Student Detail Schedule”.**  **10. Select the correct term. Click Submit.**  **You will need to send a copy of your detailed schedule to Robin Rohrbach** [**robin.rohrbach@cobbk12.org**](mailto:robin.rohrbach@cobbk12.org)  **or drop it off in the counseling office.** |