**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!**

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| **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****or drop it off in the counseling office.**  |