

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

- 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 email a copy of your detailed schedule to your counselor or drop it off in the counseling office.

A “screenshot” photo of your schedule will not be acceptable as it will not print properly.

Chatt Tech Students

- 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 email a copy of your detailed schedule to your counselor or drop it off in the counseling office.

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