

KSU Connect

Definition

KSU Connect is a software system that allows an advisor the ability to change majors, add/change advisors, or process substitutions among other features.

To Gain Access to KSU Connect

Advisors will need to request access to KSU Connect through the University Information Technology Services website.

Logging Into KSU Connect

1. Login to KSU Connect through the Banner page or through a websearch for KSU Connect
2. On the main page, click the tab that says "Banner Related."
3. With appropriate access, you will see options to "Change Degree Program/Advisor" and "Course Substitutions."

Change Degree Program/Advisor

Advisors can gain access to changing majors and advisors by filling out the appropriate forms on the UITS website. Through the "Banner Related" tab and "Change Degree Program/Advisor", you will see two options for changing major.

1. The Department Degree Program Change Form allows you to change the student's major while they are in your office.
 - a. To change advisor after manually changing major, please go to the "Change Advisor" tab.
2. Under "Self-Service Requests," you can approve or deny requests that students have made to change into a major that you have access to.
 - a. With Self-Service requests, you can change the advisor when you are approving the major

Course Substitutions

Substitutions can be routed to ensure that the appropriate department is responsible for the preliminary approval before the Registrar's office. Please see the Directing Subs page for more information on directing to the right office.

Removing Holds

Log into KSU Connect and click on the **Banner Related** tab.

Welcome to **KSU Connect**, Kennesaw State University's gateway to Enterprise Applications and Reports.

All applications and reports are organized into the following three categories depending on the source:

- Banner Related
- PeopleSoft/ADP Related
- General Applications

The categories are tab-based. To access your applications and reports, click the appropriate tab.

In the upper right hand corner there is a **standard navigation bar**.

- When you are in your application, **Home** will take you to the last active tab.
- **Logout** will log you out of KSU Connect.
- **Change Password** will allow you to change your KSU Connect password.
- As you navigate through your applications or reports, the **Applications Menu** will take you back to the primary menu.

Output Directories are located on the left-hand side of the screen. You may or may not see output directories based on your security settings.

Quick Links are located on the left-hand side of the screen and are accessible by all users.

If you have any questions, please e-mail Service or call Ext. 6999. Comments and feedback are welcomed at ksuconnect@kennesaw.edu.

Click on Registration Applications.

Banner Related Applications and Reports

Change Degree Program/Advisor
Link to change degree program and advisor information.

Course Substitution
Link to Registrar Administered Application Course Substitution.

Registration Applications
This folder contains applications related to Banner registration.

At the very bottom, click on Remove Holds.

Change Advisor by Individual Student
Clear Advisor Codes

Clear Advisor Codes
Enrolled Students with no Advisor by Departments

Enrolled students with no advisor divided by department for a selected term.

Enrolled Students without Advisor

New enrolled students who are not assigned advisors for a selected term.

Grade Check

Display Grade of Students by Term
Remove Holds

Enter the KSU ID number(s). You can copy and paste a list of IDs to remove. The '000' is NOT required.

Remove Advising Holds

| Populate Popsel | |
|-------------------------|-----------------------|
| Process | Remove Advising Holds |
| List the KSU IDs | 415794 |
| SUBMIT | |

Click the blue Remove Advising Holds button to remove the hold(s).

Popsel Successfully Created.

Accepted Records : 1

Rejected Records : 0

Please click the button below to proceed

Remove Advising Holds