

Owl Express

Definition

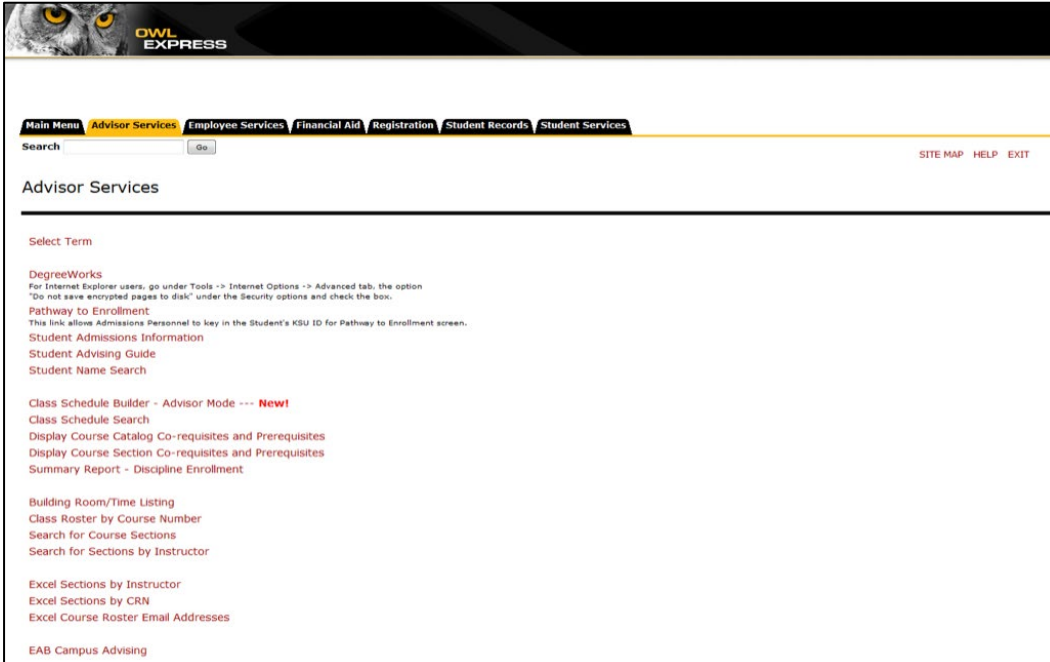
Owl Express is used by Advisors to access DegreeWorks, see students' admission information, current schedules, as well as any academic data such as transfer courses, GPA, etc.

To Gain Access to Owl Express

Advisors who require access to view student information using Owl Express are required to complete FERPA training and have a completed Buckley Form on file with the Registrar's Office. Additionally, administrators and advisors requiring access to Owl Express are required to complete the Owl Express Student Information Security Request Form.

Logging in to Owl Express

1. You can access Owl Express via the Campus Intranet; campus.kennesaw.edu and then select Owl Express under Online Resources. You can also visit owlexpress.kennesaw.edu. Login using your NetID and password.
2. From the main menu, click on the "Advisor Services" tab.
3. Here, you can select the program you need:
 - i. DegreeWorks
 - ii. Admissions Information
 - iii. Advising Guide or Name Search
 - iv. Class Schedule Builder
 - v. Class Schedule Search
 - vi. Course Catalog and Course Sections



The screenshot displays the Owl Express web application interface. At the top left, there is a logo featuring an owl's face and the text "OWL EXPRESS". Below the logo is a navigation menu with tabs for "Main Menu", "Advisor Services", "Employee Services", "Financial Aid", "Registration", "Student Records", and "Student Services". The "Advisor Services" tab is currently selected. Below the navigation menu is a search bar with a "Go" button and a "SITE MAP HELP EXIT" link. The main content area is titled "Advisor Services" and contains a "Select Term" section. Under "Select Term", there are several links: "DegreeWorks" (with a note for Internet Explorer users), "Pathway to Enrollment", "Student Admissions Information", "Student Advising Guide", and "Student Name Search". Below these are links for "Class Schedule Builder - Advisor Mode --- New!", "Class Schedule Search", "Display Course Catalog Co-requisites and Prerequisites", "Display Course Section Co-requisites and Prerequisites", and "Summary Report - Discipline Enrollment". Further down are links for "Building Room/Time Listing", "Class Roster by Course Number", "Search for Course Sections", and "Search for Sections by Instructor". At the bottom, there are links for "Excel Sections by Instructor", "Excel Sections by CRN", and "Excel Course Roster Email Addresses". The footer of the page includes the text "EAB Campus Advising".