REGISTER IF YOU KNOW YOUR CRN NUMBER

1. Log into your FlashLine account.
2. Click on the Student link at the left of the screen.
3. Choose Resources; then choose Courses and Registration.
4. Click on Add or Drop a Class.
5. Click on the “I Acknowledge” words at the bottom of the screen.
6. Click on the “I Acknowledge” words at the bottom of the next screen.
7. Select Spring 2018 from the drop-down menu, and click on Submit.
8. Type in course CRNs in the white boxes under Add Classes Worksheet and click on Submit Changes.
9. Confirm that you are registered for all courses correctly by viewing your student schedule. Click on Return to Menu at the top right hand of the screen and click on View Printable Student Schedule.

DON’T KNOW YOUR CRN NUMBER?

1. Log into your FlashLine account.
2. Click on the Student link at the left of the screen.
3. Choose Resources; then choose Courses and Registration.
4. Click on Look Up and Register for Courses.
5. Click on the “I Acknowledge” words at the bottom of the screen.
6. Click on the “I Acknowledge” words at the bottom of the next screen.
7. Select Spring 2018 from the drop-down menu, and click on Submit.
8. In the “Subject” box - Click on the subject(s) you are looking for (i.e. ENGLISH).
9. In the “Campus” menu – Select the Ashtabula Campus.
10. In the “Course Level” menu – select Undergraduate.
11. Select any day/time restrictions you may have (Note: If you are having trouble finding courses in your time frame, you may want broaden the times otherwise courses will be eliminated from your options if they start even 1 minute outside of your specifications).
12. Select any attribute types that you may want (Note: If you are looking for a particular kind of Kent Core course such as a Kent Core Humanities course, you can select that in the attribute type to narrow your results).
13. Hit “Class Search” at the bottom of the screen.
14. Scroll through the course options until you find the one you want to register for.
15. Click on the little white box to the left of the course you want to register for.
16. Scroll to the bottom of the page and click “Register”.
17. Make sure the course is showing on the screen under your “Current Schedule”.

For more information, or to schedule an academic advising appointment, call 440-964-4217