REGISTRATION IS EASY!

On the Web: Register online at ccpe.kennesaw.edu

- Available 24 hours
- Convenient
- Secure online payment processing
- Priority registration

By Phone:
Call 470-578-6765 or toll free 1-800-869-1151 and use a credit card.

By Mail:
Mail this form to:
Attn: Registration
College of Continuing and Professional Education at KSU
3333 Busbee Drive, MD #3301
Kennesaw, GA 30144-5591

By Fax:
Complete the form, copy as needed and send with your credit card number or purchase order to 470-578-9085.

In Person:
Come to the Registration window at KSU Center, 3333 Busbee Drive, Kennesaw, GA 30144.

Refund Policy:
• 100% refund for all withdrawals or transfers made three or more business days (Mon - Fri) before the first day of class.
• 80% refund for all withdrawals or transfers made one or two business days (Mon - Fri) before the first day of class.
• 0% refund for all withdrawals or transfers made the day class begins or any time following.

*Exception: for online class refund policies, please check individual course listings at our website, ccpe.kennesaw.edu/register/policies.html

Tuition and fees collected are used to pay for both direct and indirect operating expenses for College of Continuing and Professional Education programs.