ECE 3520 – Sign-Up Directions
For Field Experience

Please follow these 10 steps to make sure that you have properly secured an ECE 3520 Field Placement

Step 1: Log on to OWL EXPRESS using your Net ID and Password

Step 2: At the Main Menu select “Student Services”

Step 3: At the KSU Program Applications Menu select: “Bagwell College of Education Application and Forms”

Step 4: At the BCOE Applications and Forms Menus select: “Field Experience Placement Request Form”

Please read the welcome information and proceed to the placement request selection.

Step 5: Verify that the KSU ID listed is your number.

   a) Under “Signup Course choose “3520” from the drop down menu.
   b) Under “Preferred School Type”, choose “Pre-K” from the drop down menu.

Step 6: Press SUBMIT
The next page will generate your information from BANNER (student information center). Be sure to check that your information (KSU ID #, name, phone #s) are listed correctly.

Step 7: Please complete the remaining fields (alternate phone #, insurance type/name, member # and expiration date).
The course in which you are enrolled will be listed by the CRN #. You are now ready to make your placement selection.

Step 8: Review all placement options. To select a placement, click on the radio button located to the left of the placement option (Only Select One Placement!).
Step 9: Once you have made your selection, click **SUBMIT. If you have successfully signed up, you will see the following message:**

Field Experience Placement Confirmation
Print this for your records

(Student’s Name) is confirmed for the following school:
School: (School Name)
System: (School District Name)
Address & Phone: (Address & Phone Number)

If you do not see this note, YOU HAVE NOT SIGNED UP SUCCESSFULLY!

So back up and try another placement, because the one you chose is already full!

Only if you get the above information are you actually registered.

Step 10: **Complete**
If you have completed each of these steps successfully, you are now registered for ECE 3520 Field Experience Placement. **Print** the page with the contact information for verification of placement, location, and phone number.

If you have any questions regarding this process, please contact The Center for Education Placement & Partnerships and ask for Donna Fitzgerald (470 578-2236) or email dfitzge5@kennesaw.edu.