



## EDUC 2110– Sign-up Directions For Field Experience

Please follow these steps to make sure that you properly secure an EDUC 2110 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 Applications & Forms”

**Step 4:** AT the BCOE Applications and Forms Menu 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 “EDUC 2110” from the dropdown 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 number, 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 that note are actually registered.

**Step 10:** Complete

If you have completed each of these steps successfully, you are now registered for EDUC 2110 Field Placement.

**Print the page with the contact information for verification of placement, location, address and phone number.**

If you have any questions regarding this process please contact The Center for Education Placements & Partnerships by email: [dfitzge5@kennesaw.edu](mailto:dfitzge5@kennesaw.edu) or 470 578-6734 and ask for Donna Fitzgerald.