

**Campus Directory-General Information 770.423.6000
678.797.2xxx (extensions)- 770.499.3xxx (extensions)
770.420.4xxx (extensions)- 770.423.6xxx (extensions)**

<u>What You Need</u>	<u>Office to Contact</u>	<u>Ext.</u>	<u>Location</u>
Academic Advisor (if major decided)	Office of your major area of study		
Academic Advisor (if uncertain of major)	CAPS Center		Kennesaw Hall 2401
Address Change	www.kennesaw.edu/registrar	6200	Kennesaw Hall 1501
Adult Learner Assistance	Student Development Center	6701	Student Center 213
Alumni Information	Alumni Affairs		
Appeal of grade	Instructor first, then Department Chair		
Career counseling	CAPS Center	6600	Kennesaw Hall 2401
Change of major	Department of New Major		
Continuing Education information	Continuing Education	6765	KSU Executive Center
Cooperative Education/Internship	Career Services	6555	Kennesaw Hall 2617
Copy of transcript	Registrar-www.kennesaw.edu/ registrar	6200	Kennesaw Hall 1501
Counselor	CAPS Center	6600	Kennesaw Hall 2401
Declaration of major	Department of Major		
Donations to KSU or Foundation	Development Office	6027	Advancement Bldg. 160
External Affairs	University Relations	6203	Advancement Bldg. 107
Fee information and refunds	Bursar's Office	6419	Student Center 233
Financial Aid	Student Financial Aid	6074	Kennesaw Hall 1311
Gifts/Grants	Development Office	6027	Advancement Bldg. 160
Graduate Program Information	Graduate Admissions	4377	Kennesaw Hall 3401
GSL checks, Pell checks, Refunds, & Scholarship Checks	Bursar's Office	6419	Student Center 233
Health & Fitness Information	Center for Health Promotion & Wellness	6394	Student Center
Health Information	Health Center	6644	Nursing
Help for disabled persons	Student Development Center	6443	Student Center 268A
Housing information	Residence Life	4388	Student Center 156
ID Card	Universal Card Services Center	3436	Student Center 219
Intercollegiate Athletics	Intercollegiate Athletics	6284	Gym 110, 112, 113
International Student Services	Student Development Center	6512	Student Center 258
Intramural activities	Student Life Center	3207	Student Center 171
Job after graduation	Career Services	6555	Kennesaw Hall 2617
Job on/off campus	Career Services	6555	Kennesaw Hall 2617
Job on campus (work study)	Student Financial Aid	6074	Kennesaw Hall 1311
Judiciary/Traffic Court Information	Judiciary Office	3403	Student Center 286-287
KSU Foundation information	Development Office	6207	Advancement Bldg. 160
Learning Support information	Department of University Studies	6207	Sturgis Library 411
Minority Student Assistance	Student Development Center	3546	Student Center 263
Non-Traditional Student Assistance	Student Development Center	6701	Student Center 261
Payment of parking ticket	Bursar's Office	6016	Student Center 233
Personal help	CAPS Center	6600	Kennesaw Hall 2401
Perkins checks	Bursar's Office	6475	Student Center 233
Petition to graduate	Registrar	6200	Kennesaw Hall 1501
Photocopying	Library	6186	Sturgis Library
Press Inquiries	University Relations	6203	TP 4586C
Readmission application	Admissions	6300	Kennesaw Hall 1501
Regents' Examination	www.kennesaw.edu/registrar	6200	Kennesaw Hall 1501
Registration information	www.kennesaw.edu/registrar	6200	Kennesaw Hall 1501
Residency status change	VP/Business & Finance	3536	Kennesaw Hall 3441
ROTC information	ROTC	6229	KSU House # 48
Student activities information	Student Life Center	6280	Student Center 274
Student publications information	Student Life Center	6280	Student Center 277
Transfer credit evaluations	www.kennesaw.edu/registrar	6200	Kennesaw Hall 1501
Tuition information	Bursar's Office	6419	Student Center 233
Veteran's information	Registrar	6200	Kennesaw Hall 1501
Volunteerism	Student Development Center	6700	Student Center 264
Withdraw from a class	Registrar	6200	Kennesaw Hall 1501
Writing assistance	Writing Center	6380	Humanities 237B