

# Student Services & Activities

## Division of Student Success and Enrollment Services

The Division of Student Success and Enrollment Services offers a variety of programs, services and activities that assist and enhance student success from the point of recruitment and admission through advisement and registration to program completion, graduation and beyond. The areas included in this division are the Office of Admissions, Career Services Center, Counseling and Advising Program Services (CAPS), Office of the Registrar, Residence Life, Student Financial Aid, Student Life Center, Student Development Center, Center for Student Leadership, Judiciary Programs, and Alumni Affairs. (For financial aid information, see preceding section—Financial Information & Assistance.)

### Counseling and Advising Program Services Center (CAPS)

The Counseling and Advising Program Services (CAPS) Center is a comprehensive service center where students obtain help with educational, career, and personal concerns from a trained staff of counselors, specialists, and advisors. Such assistance is intended to support Kennesaw State University's academic programs by offering relevant resources that facilitate the students' orientation to the university, contribute to personal development, enhance academic success, and facilitate career skills. All students are invited to come to the center located on the second floor of Kennesaw Hall from 8:00 a.m. until 8:00 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Fridays, or call 770-423-6600. Programs and services offered by the CAPS Center include:

#### Orientation

A program designed to help the new student adjust to college. Included in the program are opportunities to meet university personnel,

understand academic program offerings, and become aware of various organizations and services available to maximize student success.

### **Counseling and Testing**

In an atmosphere of confidentiality, professional counselors offer assistance to students with a variety of concerns which may include career, personal and academic counseling. Special seminars in study skills, time management, stress management, assertiveness, test-taking and other topics are conducted each semester during the academic year. All institutional testing is coordinated by the staff.

### **Advising**

The Counseling and Advising Program Services (CAPS) Center provides students who have not declared an academic program of study, including provisionals, audits, and Learning Support Program students with academic advising. A team of faculty and staff advisors meet with students in the CAPS Center to help students plan academic course work, choose a program of study, identify career goals, and assist new students with concerns that may arise. CAPS is part of the Kennesaw State University advising program whereby each department within the five colleges and one school provides advising services to students who have chosen their programs of study. Once the undeclared CAPS students select a specific program of study, they are referred to the respective college or school where faculty in the academic departments advise the students until graduation.

### **Counseling and Advisement Services Resource Library**

This room, located within the CAPS Center, is open to all students without appointment. It houses informational material about careers, other colleges and universities and graduate schools, CLEP, and free handouts about a wide range of educational, career, and counseling information. Computer terminals are

available for using CASSI (Career Assisted Study Skills Instruction), Pinpoint career exploration program, and the Georgia Career Information Systems program.

### **Career Services Center**

The Career Services Center provides a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their career goals. The Center is located on the second floor of Kennesaw Hall, Room 2617. The phone number is 770-423-6555.

Services provided include:

- Resume writing assistance
- Experiential learning opportunities (Cooperative Education and Internships)
- Videotaped practice interviewing
- Career search strategies
- Internet career search assistance:  
<http://careerctr.kennesaw.edu/>
- KSUJOBS (listing of hundreds of degree and non-degree openings available through the University's computer network)
- Current listings of government, educational, social service and communications opportunities
- Information on hundreds of companies
- OwlTrak (Internet system which enables you to create a resume and upload it to the Career Service database for referral to employees) from the web
- On-Campus recruiting (hundreds of companies interview our graduating students and alumni for available positions each year)
- Career Fairs - a business career fair is held each fall, an education career fair is held in the spring, as well as a combination general career fair and co-op/internship career fair is also held in the Spring.

### **Cooperative Education and Internships**

The Cooperative Education and Internship programs offer students work experience relative to their majors. Most employers want students with practical experience and often

prefer to hire those who have worked with them and others through internships or co-ops.

Cooperative education combines work experience with time spent in the university classroom. The positions are always paid employment. Students who co-op must do so for a minimum of two (2) semesters with the exception of seniors who are no more than 12 semester hours from graduating. These students may be eligible for a one (1) semester co-op experience. Students receive academic credit for each semester worked and may accumulate a maximum of 12 semester hours of co-op credit. The amount of credit assigned to any co-op experience is determined by the KSU of Career Services Center.

Co-op experience may be full-time or part-time. The full-time option usually equates to 35-40 hours of work per week. Additional courses may be taken in the evening if desired. The part-time option involves working an average of 20-25 hours per week, with additional courses taken during the same semester or summer term if full-time enrollment status is desired. At least a 2.5 adjusted GPA is required for all co-op students.

Internships are usually one semester in length, may be either full- or part-time, and may be paid or unpaid. A student will receive academic credit for each internship. This must be approved by the student's academic department. Students may participate in more than one internship experience, but the maximum number of hours of credit that can be earned in internship status is twelve (12) semester hours.

Co-op classes are taken on a pass/fail basis only; thus the grade of "S" or "U" will be assigned. The internship grade structure depends on the academic department involved. Students should check with the Career Services Center for more information about these programs. Co-op and internship course credit may be used as general elective credits, in most majors.

## Judiciary Programs

The University Judiciary Program was developed in 1985 to adjudicate infractions of the University's Student Code of Conduct and other University policies. Through a system of campus courts and trained advisers, reported infractions are considered and appropriate sanctions are assessed. The University Judiciary Program strives to assure a fair and impartial consideration of charges of misconduct against any student.

The University Judicial Panel is composed of at least fifteen selected students and twenty-two appointed faculty/staff members who are trained to participate knowledgeably in the judiciary process. The training enables panel members to hear complaints, arrive at fair and impartial conclusions and deliver clear and direct recommendations.

The Judiciary structure includes the University Court, which handles charges against students for alleged violations of the KSU Student Code of Conduct, and the traffic court, which hears appeals of student parking citations. Each court is composed of both faculty/staff and student members of the Judiciary. In addition, if requested, a Judiciary member may have the opportunity to act as an advisor on behalf of the student or faculty member, assisting in the preparation and presentation of a case before the university court.

Students are invited to apply to become a member of the Judiciary Panel. Requirements include:

- a minimum 2.8 overall G.P.A.;
- a strong interest in protecting the reputation of the University by assuring that the rules of the Code of Conduct are upheld;
- successful personal interview(s);
- two personal references who will testify to your character and integrity;
- a commitment to uphold the Judiciary Code of Ethics, attend meetings and training sessions, and volunteer to serve on campus courts when available.

For more information, please contact the Director for University Judiciary Programs at (770)

499-3403 or visit the KSU Judiciary Program Web Page at [www.kennesaw.edu/judiciary/](http://www.kennesaw.edu/judiciary/)

## Student Development Center

The Student Development Center coordinates support services, programs and activities to enrich the college experiences of specifically identified student populations, including minority students, international students, adult learners, and students with disabilities. In addition, the department provides an avenue for individuals to engage in volunteer service in the community through Volunteer Kennesaw State University (VKSU). Through its three satellite centers, Cultural Awareness and Resource Center, Lifelong Learning Center, and Global Village, students are provided a place to gather, a broad array of information, access to computers and other equipment, and knowledgeable, friendly support staff to ensure that they students have a positive and supportive “home” on campus. The Student Development Center, located in the Carmichael Student Center, Suite 267, is open weekdays from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday, and can be reached by phone at 770-423-6443.

The Odyssey Program, a peer mentoring program, is also coordinated by the Student Development Center. The Odyssey Program helps first year and transfer students make a smooth transition to college life at Kennesaw State by pairing them with a more experienced KSU student.

## Adult Learner Programs

Adult Learner Programs at KSU offer a variety of innovative programs and services to meet the needs of the “nontraditional” student, those students who are 25 years of age or older or who have “nontraditional” life-styles such as family and employment. Offerings include a peer mentor service, workshops and individual consultations for students re-entering school, parenting workshops, and programs for the college students’ children. Staff in Adult Learner Programs act as liaisons and advocates in helping

non-traditional students succeed in college. Childcare information is provided as well as an opportunity for students to participate in a childcare subsidy program. A major program sponsored by Adult Learner Programs is the WINGS Ceremony for graduating seniors to recognize those individuals that have helped them through college. KSU students, faculty, and staff interested in adult learner concerns are provided resource materials, consultation services, and networking opportunities. The office is housed in the Lifelong Learning Center, Carmichael Student Center Room 261, a resource center for adult learners.

## Lifelong Learning Center

The Lifelong Learning Center (LLC) serves as a resource center for adult learners (students over the traditional college age or living “nontraditional” college life-styles such as family and employment). The center makes the university experience more pleasant and beneficial by providing programs and services specifically designed for students returning to college or starting college later in life. Located in Room 261 of the Carmichael Student Center, the center is open from 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 4:00 p.m. on Friday. 770-423-6701.

Resources in the LLC include information and referral services, literature racks with academic, campus activities/community services information, and audio/video equipment for student use. An emergency locator service, typewriter checkout, a resource library with books, and audio and videotapes are available for students to check out. The LLC also houses a study/socializing area with a free telephone, kitchenette complete with microwave, refrigerator, toaster oven and free coffee. Academic support services include six computers networked to Information Technology Services, laptop ports, FAX machine, equipment and resources for completing papers and projects. In addition, tutors are offered to assist with writing, English and math. Childcare information is available in both written form and on the website. Other services include workshops and programs on a variety of topics including parenting skills, succeeding in college, and programming for children such as Disney Days.

## Disabled Student Support Services

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. A number of services are available to help disabled students with their academic work. In order to make arrangements for special services, students must visit the Office of Disabled Student Support Services and arrange an individual assistance plan. Certification of disability is required. Special services are based on medical and/or psychological certification of disability, eligibility for services by outside agencies and ability to complete tasks required in courses. Any individual with a disability who wishes to participate in an activity or program offered by the institution and needs accommodations should contact the office sponsoring the program at least five days prior to the date of the program so that arrangements can be made.

Accommodative services may include, but are not limited to, handicap-accessible parking spaces, special test rooms, classroom accessibility, modifications of printed materials, sign language interpreters, assistance with getting class notes, tape recording, library and laboratory assistance, adaptive computer equipment, and referral to community resources.

Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved. The Assistant Director for Disabled Student Support Services works with faculty members to assure that students with special needs receive appropriate accommodations.

Workshops on relevant topics designed to meet the unique needs of disabled students are offered frequently during each semester. Individual assistance with study skills, assignment completion, and test preparation is available.

Students, faculty and staff are encouraged to become active members of the Disabled Student Support Services Advisory Committee and to have a part in promoting awareness of the important contributions made

by students with disabilities to the life of the university and the community. The committee also works to increase the accessibility of the university and to represent the interests of students with disabilities to the university administration. Individuals with hearing impairment may contact the university's Assistant Director for Disabled Student Support Services by TDD at 770-423-6480.

## International Student Retention Services

The Office of International Student Retention Services (OISRS) serves as an advocate and resource for international students. The OISRS provides counseling and advising pertaining to cross cultural adjustment, academic concerns and referrals regarding financial matters. Once students become enrolled at KSU it is the goal of the OISRS to retain them until they receive their degrees. The OISRS is also responsible for implementing the mandatory International Student Orientation. All newly admitted F1 graduate, undergraduate and transfer students must attend this orientation. The office seeks to provide international students with pertinent information that will enhance their matriculation and success at Kennesaw State University. International students should note that they must maintain full time academic status during the Fall and Spring semesters but may be part time in the Summer or choose not to attend.

The Coordinator of International Student Retention Services develops and implements educational, social and cultural activities, programs and workshops for international students. Services such as the Friends Abroad Program, International Student Locator, ISONET (International Students on the Net) and Liaisons are available to assist students in their adjustment to a different culture. International students may come to Kennesaw State University by themselves but they are not alone. Once a student is enrolled he/she automatically qualifies for mentoring under the Odyssey Peer Mentoring Program. This program matches each new international student with a currently enrolled experienced international student. The Office of International Student Retention Services takes

the responsibility of retaining international students very seriously. In addition to the above, the OISRS offers international students exposure to the Global Village, a gathering place for internationally centered activities, resources, discussions, exhibits, and to an International Student Handbook that is on-line. The OISRS helps coordinate KSU's requirement of mandatory International Health Insurance for medical protection for each international student.

The Coordinator of the OISRS is also the Advisor for the International Student Association (ISA). The ISA brings together students of all nations for intercultural, social and athletic exchanges. The International Festival is one of the largest projects sponsored by the ISA. The International Student Association also sponsors trips to American historic sites.

For more information about the Office of International Student Retention Services (OISRS), contact the Coordinator at 770-499-3313 or come by the OISRS located in Room 258 in the Student Center.

[http://www.Kennesaw.edu/stu\\_dev/isrs/handbook.html](http://www.Kennesaw.edu/stu_dev/isrs/handbook.html)

### **Minority Student Retention Services**

A number of factors have a direct or indirect impact upon retention of students of color at a major institution like Kennesaw State University. These factors include the quality of support services, professors' expectations and attitudes, the atmosphere of the campus with regard to socialization and programming, and the level of isolation and alienation experienced by the students.

[http://www.kennesaw.edu/stu\\_dev/msrs](http://www.kennesaw.edu/stu_dev/msrs)

The Office of Minority Student Retention Services (OMSRS) provides minority students with support services including advisement, advocacy to facilitate problem solving, exposure to mentors and role models, information on campus and community resources, and multicultural programming.

Some of the programs and services offered through the OMSRS include: Protégé, a program that matches new students with faculty and staff members for mentoring and/or academic advising; The Odyssey, a program that matches new and transfer students with upper class students who share similar interests and academic pursuits; Phoenix, a series of workshops on academic, personal and social topics; and Linkages, a service that informs students about scholarships and grants and connects them with the various KSU minority student organizations.

The OMSRS also actively encourages students to become involved in the various student organizations on campus, including the African American Student Alliance (AASA), the NAACP, and the predominately Black sororities – Delta Sigma Theta Sorority, Inc., Alpha Kappa Alpha Sorority, Inc., Zeta Phi Beta Sorority, Inc. and Phi Beta Sigma Fraternity, Inc.

The OMSRS also offers the Cultural Awareness and Resource Center (CARC), which features a wide array of diverse books, magazines, videotapes and DVDs available to students, staff and faculty. The CARC is equipped with a computer lab where students can check their e-mail and surf the net. Math and English tutors are available by appointment.

For more information about the OMSRS and the CARC, contact the Assistant Director for Minority Student Retention Services at 770-499-3546 or come by the office in the Carmichael Student Center, Room 269B.

### **Student Community Service/Volunteer Kennesaw State University**

Student Community Service is an important outreach for Kennesaw State University. It affords students an opportunity to serve the community in keeping with the mission of the University. Utilizing partnerships with a number of organizations and non-profit agencies, the University seeks to address various community needs.

Information regarding community service projects can be obtained through Volunteer Kennesaw State University (VKSU), a campus center that coordinates a variety of service placements and projects. Information may also be obtained at the VKSU web site, [http://www.kennesaw.edu/stu\\_dev/vksu](http://www.kennesaw.edu/stu_dev/vksu). VKSU matches student volunteer skills and talents with community needs. Since 1984, in cooperation with more than 200 community agencies, VKSU has served as a clearinghouse for volunteer placements, which include: Habitat for Humanity, Red Cross Blood Drives, MUST Ministries, and providing tutoring/mentoring services to at risk children from the Cobb County and Marietta Schools. In addition to traditional volunteer placements, VKSU also regularly coordinates group service projects called Involve to Solve.

VKSU also serves an educational role by providing a practical opportunity for students to explore career options and experience volunteer services in their major fields of interests. Public service can provide valuable job experience as a prelude to career opportunities. Students are invited to stop by the VKSU office where student employees will help them review service opportunities. The office is located on the second floor of the Carmichael Student Center, Room 264, and is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

## Student Life Center

The Student Life Center provides an open, comfortable, engaging place that promotes student success and personal growth. The staff members of the Student Life Center value: the power of education in everything we do; the strength of inclusion - everyone has a place, a part, a purpose; the spirit of youth - it is not the age, it's the attitude; the commitment to service - meeting needs, setting standards, and going beyond expectations; the potential of students - valuing who they are and where they are going; and the belief in our team - a unique partnership that sets us apart to bring us together. The Student Life Center exists to create well-rounded extracurricular life for students at Kennesaw State University. The center provides support

for most of the programs and services funded with the student activity fee and strives to promote student involvement by informing students of the opportunities available to them. The development of students' leadership skills is of primary importance to the center's staff and is incorporated throughout the center's programs and services.

General services provided by the Student Life Center include oversight of the Student Center, including staffing of the information booth, operation and staffing of the Game Room, management of most student activity budgets, reservations of campus space for student organizations, and support for over 120 student organizations. The Student Life Center also has a Notary Public service. Programs include intramural and recreation services, clubs and organizations, sororities and fraternities, the Kennesaw Activities Board (KAB), Student Government (SG), and the student media. More details on these programs are provided below.

Lost and Found services are available in the Student Life Center. Items found on campus should be taken to and recovered from the Student Life Center. Lost items are logged in and the owner is notified, if the item is recovered. All found items will be listed in the classified section of *The Sentinel* as a service to the KSU community. Found items not retrieved after one month will be discarded.

The Student Life Center is located in room 274 of the James V. Carmichael Student Center. Telephone number is (770) 423-6280.

## Student Media

Three campus publications provide opportunities for students to write, edit, photograph and create designs for academic credit through the communication department or for pay. *The Sentinel*, KSU's student newspaper, covers campus news and student opinion. *Talon*, KSU's feature magazine, captures student life through photos and stories. *Share*, the student literary and art magazine, provides a publishing outlet for the creative talents of KSU students. Experienced students are welcome as well as those who are willing

to learn on the job. Academic credit is also available. Efforts are also being made to put a campus radio station into place.

### **Student Organizations and Activities**

KSU offers over 120 registered student organizations. There is a wide variety of honor societies, fraternities and sororities, special interest groups, religious and political groups from which to choose. Contact the Student Life Center for an updated list of student organizations. Student organization mailboxes and offices are located on the 3rd floor of the Student Center in the Activity Area. The Activity Area also contains a copy machine and a fax machine for use by student organizations. Three courtesy telephones are available in the Activity Area for use by students.

To be eligible to participate in any campus club or organization, a student must be enrolled in classes and have paid fees. The criteria for eligibility or participation will vary depending upon the nature of the organization. Honor societies, for example, have particular grade and/or class requirements for membership. Fraternities and sororities have particular selective membership requirements. Other clubs and organizations are open to all students who meet the individual group requirements.

In order to hold an office in a club or organization, a student must have a minimum cumulative grade point average of 2.0 and must maintain this average while holding office; must be enrolled for a minimum of six credit hours while holding office; and must not be on disciplinary probation. Each club or organization has the right to set higher standards for participation and/or leadership if it so desires.

### **Kennesaw Activities Board (KAB)**

The Kennesaw Activities Board (KAB) offers a wide range of activities for the entire university community including: coffeehouses with popular entertainment (comedians and musicians); The Chautauqua lecture series; family film days (in collaboration with the Lifelong Learning Center); outdoor recreation excursions; KSU Day; and Homecoming. KAB also

coordinates the only movie rental location on campus known as CineKAB. Students who are interested in becoming active members of KAB can call 770/423-6279 or drop by the KAB office located in the Student Center, room 375.

### **Student Government (SG)**

Student Government (SG) serves to represent the student interests to the KSU administration. SG is the student's voice, and SG meetings are open to all students. All enrolled students are considered members of SG and are encouraged to attend meetings, participate in committees, vote in elections and referendums, and seek out an SG officer to voice concerns. The SG office is located in the Student Center, room 374.

SG officers include the president, executive vice-president, secretary/treasurer, along with six secretaries (appointed by the president) and 25 senators (two from each college and school of the university, three at-large, one non-traditional, one traditional, one undergraduate, one graduate, one international, one disabled, an American minority, a student athlete and two freshmen). Elections for these positions (with the exception of the freshmen senators) are conducted each spring; however, opportunities are usually available for involvement each semester. Students who wish to run for an office should contact either the SG office at 770-423-6276 or the Student Life Center at 770-423-6280.

### **Intramural and Recreation Services**

A comprehensive program of intramural activities is offered under the supervision of the Student Life Center. A gymnasium, weight room, aerobic room, intramural field, indoor swimming pool and tennis courts make it possible to provide a wide variety of individual and group competitive activities. Students, faculty, staff and KSU alumni are welcome to participate in intramural activities. These activities include: aerobics, basketball, bowling, cycling, flag football, ultimate frisbee, soccer, softball, swimming, tennis, the Turkey Trot race, the Daffodil Run, volleyball, and weight lifting, to name a few.

A participant need not be a star athlete to compete. The expanding program, including participants from all ages and all areas of the campus, provides an excellent means of becoming a part of the university community while forming new friendships through healthy competition.

The department also employs a number of students in various capacities. Students serve as aerobic instructors, gym supervisors, life-guards, officials, special events volunteers, staff coordinators and weight-room assistants. Students who are interested in helping with the intramural staff should contact the coordinator of intramural sports at (770) 423-6280.

During the 2005-2006 academic year, the Intramural and Recreational Services office will move from the Student Center into the new Student Recreation Center, which will be located on the south side of the campus green.

### **Center for Student Leadership (CSL)**

The Center for Student Leadership (CSL) focuses on providing students resources, training and programs that enhances their leadership skills and abilities. The CSL sponsors the LINK programs (Emerge, Ascend & Leads), the Presidential Fellow program, the Northwest Crescent Leadership program and the Center for Student Leadership Fellow program.

### **Leaders IN Kennesaw (LINK)**

LINK is a multitiered leadership development program for students offered through the department of Student Life at Kennesaw State University. Endorsed by the RTM Institute for Leadership, Ethics, and Character (ILEC), LINK is an educational and experiential program designed to develop ethical leadership skills and knowledge, to promote student success, and to enhance the holistic development of students.

### **Presidential Fellows**

Presidential Fellows is the premier and culminating student leadership experience at Kennesaw State University. Primarily a reflective experience, the students who are designated as Presidential Fellows will have the opportunity to look at their college experiences and discuss how these experiences play a role in their life outside the university.

### **Center for Student Leadership Fellow Program**

Fellows of the Center for Student Leadership serve as an operating arm of the Center conducting research and implementing programs connected to the strategic plan of the Center. Fellows are considered student trustees and meet weekly with Center personnel and University officials as a means of further understanding the role of leadership for students at Kennesaw State University. Students who participate are provided training on the skills associated with strategic planning.

### **Residence Life**

Located in room 156 in the James V. Carmichael Student Center, the Department of Residence Life is your resource for information about where to live while attending Kennesaw State University. Kennesaw State University began offering on-campus housing in the fall of 2002. There are three on-campus apartment communities: University Village, University Place, and KSU Place. First year traditional aged residential students live at University Village which houses 750 students in 2, 3, and 4 bedroom units. In addition, 700 spaces are available at University Place and 350 spaces at KSU Place for returning and new students. Apartments have private bedrooms with cable and Internet access and are fully furnished and carpeted with full kitchens. All apartments at University Village and University Place have private bathrooms and a washer and dryer.

University Village, offers high-rise living with interior hallways and four classrooms conveniently located on the plaza level. University Village is a substance-free environment. All first-year students participate in a CLASS Learning Community, where they share three common classes with other first year residential students. University Village also offers a private parking deck with guaranteed parking for all residents.

For more information visit <http://www.kennesaw.edu/housing> or call the Department of Residence Life at 770-420-4388.

## Student Services Fees

Upon registering, each student pays a student services fee of \$168. Of this amount, \$99 goes to the intercollegiate athletics program, \$37 to student activities and \$32 to the Activity Center Facility. Student activity funds support a variety of programs, activities and organizations to provide all students with opportunities to develop leadership skills, form social networks, maintain a healthy mind and body, and enjoy a variety of entertainment. Activities supported by student fees include student publications, intramural activities, indoor recreation, campus activities board programs, student government programs, performing arts, clubs, organizations, student leadership training programs, the Center for Health Promotion & Wellness and the Lifelong Learning Center. Because student fees help to pay for these activities, students receive publications at no additional cost and can participate in workshops, seminars, entertainment and other activities usually at no additional cost.

Student activity fees go into the student activities budget, which is handled by the Business Office under the ultimate authority of the vice president for business and finance. Expenditures are supervised by the vice president for student success and enrollment services. Authority for yearly allocations has been delegated by the president of the university to the vice president for student success and enrollment services, who acts on the advice of the Student Activities and Budget Advisory Committee (SABAC). The committee meets during spring semester to plan the next fiscal year's budget. During the year, it considers deviations from the budget that occur as a result of changes in the university's financial situation or as a result of changes in situations affecting organizations or programs funded by student fees. The student activities budget begins with SABAC. It solicits budget requests from funded organizations and holds hearings to consider whether each organization should be given the amount requested. Hearings are open to the public. Students are welcome to attend and to make their opinions known about how these funds are to be used.

## Other Student Services

### Campus Bookstore

Used and new textbooks, supplies, reference materials, and study aids as well as academically-priced software are available in the KSU campus bookstore. The exact cost of required books and peripheral items will vary depending on courses; a full load semester cost is approximately \$500. All books and supplies can be bought online. The KSU campus bookstore buys back textbooks throughout the year; the best prices will be received during finals week at the end of each term.

Textbook refunds are generally 100% within the first three weeks of the term. Refunds are 50% with the receipt and the related course withdrawal slip through the drop/add date. Thereafter, returns are made at buyback prices. New textbook packages must be intact for treatment as a new book versus a used book.

### Food Services

The University has a contractual agreement for food service with Sodexo Management Services. Food service on campus is located in the student center food court and the Burruss Building. In the student center you will find national brands such as Chick – fil – a, Pizza Hut, Dunkin Donuts. Other dining options include southern style hot meals, deli sandwiches, Mexican Cantina, Asian sushi bar and cuisine, as well as “grab and go” items such as yogurt parfaits, hummus and pita, crudités of vegetables, and a large assortment of pre made salads and sandwiches. Another dining option is the Midnite Owl where Starbucks coffee is brewed and Freshens smoothies are made. An assortment of pastries and “grab and go” items are also available.

The student center food court is open Monday – Thursday from 7:30am – 8:00pm and Fridays from 7:30 am – 2:00pm. Closed Saturdays and Sundays.

The Midnite Owl is open Monday – Thursday 7:30am – 8:30pm, Friday from 7:30am – 2:00pm and Saturdays from 8:00am – 2:00pm

The Burruss Building kiosk offers “grab and go” items such as the yogurt parfait, hummus and pita, crudité’s of vegetables and a large assortment of pre made salads and sandwiches along with coffee and pastries. Kiosk hours are from Monday – Thursday 7:30am –8:00pm and Fridays 7:30am – 2:00pm. Closed Saturdays and Sundays.

All food service on campus is subject to operating hours when classes are in session. Please see our website for more information and hours during semester breaks. <http://www.kennesaw.edu/dining>

### Center for Health Promotion & Wellness

The Center for Health Promotion and Wellness encourages students and employees to assume more responsibility for their health and well-being through awareness and education. Our primary goal is to enhance and provide a balance in the intellectual, emotional, physical, social, environmental, and spiritual development of the whole person. We also strive to provide an environment that is supportive of positive health practices. Programming focuses on helping students and employees reduce lifestyle risk factors. The Center also serves as a learning center for future exercise and health science students. The Center for Health Promotion and Wellness, located in room 157 of the Student Center, promotes wellness through a variety of avenues including:

- Special events: Lunch-n-learns, health fairs, guest speakers, health screenings, quit smoking classes, CPR classes, eating disorders awareness week, national collegiate alcohol awareness week, and the great American smokeout.
- Health Assessments: Check out your current level of health by having your blood pressure, heart rate, hearing, vision, body mass index, weight, and height checked.
- Fitness Assessments: How is your fitness level? We offer MicroFit computerized fitness evaluations for cardiovascular endurance, body composition, muscular strength, and flexibility. The computerized testing allows for pre and post test comparisons.

- Fitness Equipment: The Center has two treadmills and an abdominal machine that you can use during your free time on campus.
- Educational Materials: The Wellness Library contains books, magazines, journals, newsletters, and brochures on a variety of health and wellness topics. The Center also has computer programs where you can analyze your diet, assess your stress level, look up prescription drug information, and get healthy cooking tips and recipes. Look throughout this calendar for some of our special programming or call us for complete information. Our hours are M-Th 9-6, Fri. 9-5 and Saturdays 9-Noon. For more information call 7/423-6394 or check our website at [www.kennesaw.edu/col\\_hhs/wellness](http://www.kennesaw.edu/col_hhs/wellness).

### Health Services

#### Kennesaw State University Health Clinic

The KSU Health Clinic, serves students of Kennesaw State University by encouraging health promotion and disease prevention. Certified nurse practitioners and a physician provide services including physical examinations, adult immunizations, women’s health, laboratory testing, health education and illness care. Medical information is confidential and will not be released without the patient’s written consent except as required by law or in event of an immediate life threatening medical condition.

Health Clinic charges are expected at the time service. The Health Clinic does not submit charges to third party payers. Cash, check, VISA, and MasterCard are accepted.

The Health Clinic is located at House #52 (box #5200) on Frey Lake Road (across from University Place). Services are by appointment (770) 423-6644. The Health Center is closed on scheduled school holidays and hours limited during semester breaks.

Kennesaw State University being a nonresidential university, does not assume responsibility for the overall health and physical well-being of its students. The university does assume, however, a reasonable degree of responsibility for the safety and welfare

of its student body by encouraging students to participate in a nominally priced accident and sickness insurance plan and maintaining adequately equipped first-aid stations at strategic locations on campus.

If an individual becomes seriously ill or involved in an accident requiring medical attention, the KSU police should be contacted by dialing ext. 6666. There are police officers, who are trained in C.P.R. and State-certified First Responders, on duty during all normal office and class hours. Comprehensive medical facilities are reasonably accessible to the campus. If it becomes necessary to seek medical attention beyond minor first-aid treatment, the following steps will be taken:

- 1) If the student is conscious and alert and wants an ambulance to be called, the attending officer will comply with the request.
- 2) If the student is unconscious, he/she will be treated and transported to the hospital by ambulance. The attending officer will call the ambulance at the individual's expense to transport him/her to the nearest emergency room.
- 3) In the case of injury to students participating in sanctioned intercollegiate athletic activities, the university will assume responsibility for the expense of the ambulance.
- 4) Every reasonable effort will be made to contact parents, spouse or next of kin to inform them of the situation.

No student with a contagious disease may attend classes. Every student is held individually responsible for adhering to this regulation. Any student who needs special consideration because of any physical disability—either permanent or temporary—should have the attending physician write an explanatory letter to the vice president for student success and enrollment services giving full details of the disability and any desired limitations or special considerations requested.

#### **Information Booth**

Located on the first floor of the Carmichael Student Center, the information booth is operated under the direction of the Student Life Center.

The information booth is staffed by student assistants who provide a number of services.

General information is available on a variety of subjects. Students can pick up printed materials such as the schedules of classes, student handbooks and event announcements, and they may have their own OwlPrint cards updated. Information booth assistants can also answer students' questions or direct students to the proper offices for information.

#### **KSU Card Services Center**

The Card Services Center at KSU issues the official university ID, Parking Decals, and Keys. In addition, they manage the KSU Debit Card Program. All services require an in-person visit to our office in Suite 219 of the Carmichael Student Center. The Card Center hours of operation normally match those of the Financial Aid, the Registrar and the Bursar, but please contact us if you need service outside this time frame.

Onetime services to students and employees are often free (e.g. IDs and Parking Decals). Replacement services are usually subject to fees. Please be prepared to present a valid government-issued document that includes a photo (e.g. driver's license or passport) for identity verification.

#### **ID's**

All enrolled students at Kennesaw State University are required to carry an official KSU Identification Card. The Card Services Center produces this card on campus in Room 219 of the Carmichael Student Center. The KSU ID card is honored across campus: for photo identification; in security applications; for access to events, activities and resources; and for selected retail services. Card applicants must agree to an un-obstructed facial photo. All students must be prepared to present their KSU ID Card to University officials upon request.

#### **KSU Debit Card**

KSU has partnered with an internet bank to distribute funds through the KSU Debit Card Program. Students are not required to open an account with our partner bank but must use the card provided to setup their media choice online. The KSU Debit Card program gives

students the option to receive funds electronically either through direct deposit to a checking/debit account with our distribution bank or by ACH to a third-party bank. Students may still opt for a paper check but are encouraged to instead choose electronic distribution to receive their funds quicker.

### Parking Decals

All vehicles on campus must display a valid KSU Parking Decal. Vehicles without a valid decal will be ticketed and/or booted. The Card Center will notify students via the KSU-furnished email on the parking decal distribution process and schedule. New decals are issued annually to campus residential students. All other parking decals are valid for the duration of your official status with KSU. One day passes are available as appropriate. It is the responsibility of all KSU employees and students to review and abide by the Kennesaw State University Parking Policies and Procedures available online at <http://www.kennesaw.edu/police/frames.html>. Please visit, call or email the Card Services Center for details on any of these programs. Information is also available on our website at <http://www.kennesaw.edu/idservices>.

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### Intercollegiate Athletics

Initiated in the fall of 1982, KSU's intercollegiate sports program is a member of the Atlantic Sun Conference (A-Sun) and Division I of the National Collegiate Athletic Association (NCAA). The Fighting Owls currently sponsor six sports for men (baseball, basketball, cross-country, golf, indoor track and outdoor track) and eight for women (basketball, cross-country, golf, soccer, softball, tennis, indoor track and outdoor track). Varsity cheer and dance are also part of both the men's and women's basketball programs and compete for their respective national championships each year.

Students receive free admission, with a valid ID, to all of KSU's home contests and are

encouraged to become involved as either a team participant, through a tryout, an athletic staff member or become a regular spectator.

### Club Sports

KSU does not recognize, sponsor nor fund club sports (see sports clubs).

### Sports Clubs

Sports clubs are recognized through KSU Student Activities and KSU Intramurals if the appropriate application, procedures, and regulations are met. Any financial obligations, including insurance and playing expenses, must be met by the club's participants.

### Kennesaw State University Alumni Association (KSUAA)

Chartered in 1977, the Kennesaw State University Alumni Association, Inc. is a nonprofit, educational corporation. The association places particular emphasis on and concentrates the majority of its energies and resources toward providing programs and services for alumni, fostering institutional pride, developing and enhancing KSU's public image and meeting needs by raising and administering funds for educational purposes at Kennesaw State University. The affairs of the association are guided by a 19-member board of directors including a five-member executive committee. Each director serves for a term of three years.

Kennesaw State University employs a full-time staff, including an executive director, to support the association and direct Alumni Affairs' programs and activities.

All graduates of KSU and its predecessors, Kennesaw State College, Kennesaw College and Kennesaw Junior College, are eligible for regular membership in the association. Former students who were regularly matriculated, active and retired members of the faculty and administrative staff and parents of former or present students are eligible for associate membership. Both types of membership demonstrate support for KSU and carry several entitlements including receipt of *Kennesaw* magazine and access to most campus facilities and services. Annual dues are \$25.

### **Student Activities & Budget Advisory Committee**

The Student Activities & Budget Advisory Committee (SABAC) serves as an advisory group to the university administration concerning student activity funds. It also approves applications for forming new campus organizations as well as updates to constitutions for existing organizations. Membership of the Student Activities and Budget Advisory Committee includes representatives of the administration, staff, faculty and students.

Student members are elected annually. Students are invited to apply for election to this committee. For more information contact the Student Life Center at 770-423-6280.