

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

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