

Section Six

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I. Library

Purpose

The Horace W. Sturgis Library is designed to meet the teaching and learning needs of the greater university community. In this endeavor the library has acquired collections of books, databases, journals, electronic publications, documents, and microforms in excess of 647,131 volumes covering all fields of instruction offered by the university. An online tour and handbook for the library is available at the following web address: <http://www.kennesaw.edu/library/services/tour/tour.htm>.

Library Hours

Monday - Thursday	7:00 a.m. - 12:00 midnight
Friday	7:00 a.m. - 8:00 p.m.
Saturday	8:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

Library hours between semesters are always posted on the library home page, at the library circulation desk, and at all library entrances. Library hours are extended during exam periods and are posted in advance.

Collections

Books

The books that circulate are located on the second and third floors. Access to the library's collection is through an online catalog. The library also offers an extensive collection of electronic books that cover a broad range of subjects and disciplines.

Government Documents

The library serves as a partial depository for government documents in the Sixth Congressional District. A wide variety of information is acquired in print, microforms, and electronic formats.

Microforms

Some research material is available in microforms. The library has such collections as The Atlanta Constitution, Library of English Literature (LEL), Library of American Civilization (LAC), ERIC documents, Black Culture Collection, and an extensive history of nursing.

Periodicals

The majority of library periodicals is now available in electronic form and is available to faculty and students both on and off campus. These holdings include scholarly journals for research purposes and magazines for leisure reading. The library also continues to receive selected periodical titles in print format. Many back issues of journals are stored in electronic format while others are still available in microform. A complete list of all periodicals is available on the library's Web site. Periodical titles are also listed in the library online public catalog.

Services and Facilities

Electronic Resources

Sturgis Library offers an array of database services, including catalogs, indexes, and reference sources as well as full-text books and journals in support of the academic programs here at KSU. Database providers include EBSCO, ProQuest, ISI/Thomson, Cambridge Scientific, and Chadwyck-Healey. A complete listing of electronic resources is available at <http://130.218.75.39/cf/dbslstfrm.htm>. Most resources are available campus-wide through the internet and, with proper authentication (KSU ID or NetID), from off campus as well.

Services

Library Home page

The Sturgis Library home page is the single point of entry to all the library's resources. The home page may be accessed at www.kennesaw.edu/library.

Popular Books

A collection of current best selling fiction and nonfiction and genre fiction in such categories as science fiction and mystery is located just inside the reference area on the first floor near the entrance to the Reference area.

Borrowing Books

The automated book circulation system requires all users to have KSU ID cards. Books must be checked out personally by faculty members unless prior arrangements have been made with the Circulation Coordinator. The loan period for books checked out to faculty is the current academic year. Books may be renewed. All books are subject to recall if needed by other faculty or students. Faculty members are not charged overdue fines but are financially responsible for lost materials.

Reserve Material Policy

Faculty may reserve materials to be held at the Circulation desk for class use. Materials may be in multiple formats including photocopies, binders of material, books, and videos. Faculty may submit requests for course-related reserves by using the online request form at <http://www.kennesaw.edu/library/services/faculty.htm>.

Requesting Materials to be Added to the Library Collections

Faculty members are encouraged to recommend books for purchase by the library. They are also encouraged to periodically review the library's holdings in their particular subject specialties and to make suggestions for purchase. Books for the library will be purchased subject to the current curriculum needs of the university, overall balance of the collection, and available funds. New periodicals are selected on the basis of inclusion in an available indexing service and according to the same criteria applied to book selection. The final decision regarding the suitability of a book or periodical for the library's collection will be made by the library staff. Books and periodicals may be requested by using an online request form available at <http://www.kennesaw.edu/library/services/faculty.htm>. Please check to see if the library owns the item prior to requesting it.

Reference Service

Librarians are scheduled at the Reference Desk during most of the hours that the library is open. They provide assistance in using the online catalog, databases, periodical indexes, bibliographies, government documents, reference books and other library materials.

Library Orientation and Instruction

Library instructions sessions are available in all subject areas upon request. For more information about library instruction options or to schedule a session, please see the bibliographic instruction Web site at <http://www.kennesaw.edu/library/services/bibinstrinfo.htm>.

Interlibrary Loan

Interlibrary loan is a service provided to the faculty, staff, students, and current members of the KSU Alumni Association. Materials may be requested from libraries throughout the world. Patrons may request items by checking the ILL Web page at <http://www.kennesaw.edu/library/services/ILL.htm>. When requested articles are received, patrons are notified via their campus e-mail accounts. Most journal articles will be delivered electronically; others will be delivered via intercampus mail. Requested books may be picked up at the library Circulation desk. All requests for photo duplication are subject to copyright laws.

Other Libraries

KSU faculty may use any other University System of Georgia library simply by presenting a current KSU ID. Interlibrary use cards which permit faculty to use private university libraries in the area are issued at the Reference desk.

II. Center for Excellence in Teaching and Learning (CETL)

The Center for Excellence in Teaching and Learning (CETL) provides leadership, support, and advocacy for initiatives designed to enhance learning through teaching and scholarship. CETL cultivates an institutional culture that encourages, values, and rewards ongoing professional development that advances faculty effectiveness. The CETL director, associate directors, and CETL faculty fellows coordinate programs and services that include:

- consultation with faculty and departments on the assessment and enhancement of teaching in individual courses and across the curriculum
- facilitation and support for the scholarship of teaching and learning
- interdisciplinary faculty forums designed to promote reflection on teaching, collaboration, and mentoring across departmental and college lines
- collaboration with the KSU Faculty Development and Awards Committee to recognize and support teaching, scholarship, and professional service through awards and faculty development funding awards
- academic-based initiatives to enhance student recruitment, retention, and success
- a New Faculty Success Program, which is designed to establish a foundation for the future success of new faculty at KSU
- sponsorship of campus and regional workshops and conferences that focus on innovative approaches to teaching at the college/university level
- dissemination of online and print instructional enhancement resources
- promotion of teaching practices that recognize the diversity in the KSU student body, faculty, and community
- enhancing collaboration among campus centers and student organizations to advance teaching and student academic success
- teaching and student academic success

Services and Facilities

III. Educational Technology Center (ETC)

The KSU Educational Technology Center (ETC) is one of the largest of the 13 Department of Education (DOE) Educational Technology Centers located throughout the state of Georgia. The KSU ETC is located in the Bagwell College of Education on the second floor of Kennesaw Hall. The ETC serves educators in the upper third of the State, including metro Atlanta.

The KSU ETC provides comprehensive instructional, administrative, and technical training for Georgia educators. The KSU Educational Technology Center is also the founder of the "Georgia Framework for INtegrating TECHnology Program". The A+ Education Reform Act of 2000 recognized Georgia's InTech Professional Development Program as the premier technology integration training solution for Georgia educators. InTech is one acceptable path for meeting the special Georgia Technology Requirement.

Visit our web site at <http://edtech.kennesaw.edu> for more information on available resources and services.

IV. Multimedia Development Group (MDG)

The Multimedia Development Group (MDG) offers a wide range of technology services for the campus community. MDG supports audio/visual resources and presentation equipment for all classes, conferences and events on campus. In addition to maintaining KSU's multimedia presentation classrooms, MDG specializes in multimedia training, production assistance, event scheduling and logistics, and provides technical staffing support for university events. The main office of the department is housed on the fourth floor of the Sturgis Library.

Distance Learning Support

MDG provides technical support for video conferencing, video capture, materials production and instructional development for distance learning initiatives. MDG supports several video conferencing facilities on campus and has a mobile unit for special circumstances. Users may schedule video conferencing facilities through MDG at phone extension x6252. In cooperation with ITS Telecommunications and Network departments, MDG coordinates the A/V infrastructure for departmental video conferencing system installations.

Instructional Development

Instructional Designers serve the needs of faculty and departments in the curriculum development process. MDG supports some of the most cutting edge professional multimedia hardware and software available. MDG designers and student staff assist patrons with graphics creation, multimedia file conversion, audio/video tape duplication, video editing/compression, desktop publishing, and CD-ROM and DVD authoring. The department maintains the Faculty Development Lab, which provides specialized resources for audio capture, video editing, and other multimedia applications that faculty may need to utilize for course development. Our staff provide individualized assistance with these tools throughout the production cycle. For more information visit <http://mdg.kennesaw.edu>.

Instructional Audio-Visual Equipment

MDG provides support for all of KSU's audio-visual technology needs, ranging from design of integrated systems, procurement oversight, installation, and maintenance. If you need assistance with a classroom or an event space, please call the Helpdesk at x6999 or email service@kennesaw.edu. If you would like to discuss the feasibility of a new installation or major upgrade to a facility, please visit <http://mdg.kennesaw.edu> to contact us. In addition to the comprehensive set of installed classrooms, MDG also holds circulating equipment sets. Equipment available for pickup includes: data projection systems, document cameras, DVD players, Mini-DV camcorders, digital audio recorders, audio players, public address systems, slide projectors, and microphones. If you have special equipment needs, consult MDG to consider options.

V. Department of University Studies

One of two academic departments in University College, the Department of University Studies has a unique institutional mission to facilitate the academic success and persistence of all KSU students. The Department houses an interdisciplinary faculty and a variety of campus-wide programs, as well as a Bachelor of Science degree in Interdisciplinary Studies. University Studies programs include an award-winning Undergraduate Honors Program, the Joint Enrollment Honors Program for high school students, the Sophomore-Year and Senior-Year Experience Programs, and academic support instruction provided through Learning Support Programs, the English-as-a-Second-Language (ESL) Program, Supplemental Instruction Program and the Math Lab. University Studies houses a large number of programs and has more faculty with significant administrative and leadership roles (directors and coordinators) than is typical of most academic departments. Because of the department's focus on student success across the academic spectrum, University Studies faculty are expected to make excellence in teaching, advising and mentoring their primary focus. Professional service and scholarship and creative activity often complement the teaching and program administration interests of faculty.

VI. Teacher Resource and Activity Center

The Teacher Resource & Activity Center, in KH 2005, is sponsored by the Bagwell College of Education and open to all KSU students, faculty and staff. The center is designed specifically to meet the needs of professional teachers and education majors in the teacher preparation program and consists of a large resource collection and a production workroom. Special features include professional educator books and periodicals, textbooks for curriculum planning at all grade levels, theme-related activity guides, supplemental kits, and educational DVDs. The workroom is equipped with a copy machine, laminators, die cuts, spiral and heat binders, poster printers, paper cutters, badge makers and other assorted tools that support the development of classroom materials. Additional equipment, such as computers, opaque projector, tape recorders, CD players, and televisions with VCR/DVD players, is available for use in the TRAC. Friendly staff is available to assist visitors. Visit the website for more information: www.kennesaw.edu/education/trac

VII. Writing Center

The Writing Center, located in room 242 in the English Building, provides free, individualized writing instruction to any member of the university community. Additionally, the Writing Center serves as an important resource for faculty interested in enhancing or simply examining their teaching of writing and the writing of their students. The Writing Center Library provides a wealth of resources for faculty, including a growing collection of books on composition and rhetorical theory and practice, basic and ELL writers, literacy studies, linguistics, argument, writing centers and writing across the curriculum; the library also maintains a collection of current writing handbooks, including the official MLA, APA and Chicago style manuals.

Faculty are encouraged to visit—and to encourage students to visit—the Writing Center's web site at <http://www.kennesaw.edu/english/WritingCenter> for more information on any of the Center's services, updated hours of operation, or to schedule an appointment. To schedule a brief outreach visit from a Writing Center tutor to your class, please email your request to writingcenter@kennesaw.edu.

Services and Facilities

VIII. Counseling and Advising Program Services

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 advisers. 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 the selection of a major. All students are invited to come to the center from 8:00 a.m. until 7:00 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Fridays or call 770-423-6600 for counseling services, 770-423-6219 for undeclared and learning support advising services and 770-499-3547 for orientation and testing services. Programs and services offered by the Counseling and Advising Program Services 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 meets 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 six colleges 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 where faculty in the academic departments advise the students until graduation.

Student Athlete Support Services

Professional staff assist KSU student athletes by helping them succeed personally and academically. Student athletes receive assistance with advising, study skills, tutoring, orientation and registration. Life skills are offered as well as opportunities to volunteer as mentors for the community.

Collegiate Recovery Center

The Collegiate Recovery Center, a division of CAPS Counseling Center, at Kennesaw State University provides an accepting and nurturing, safe environment to students recovering from addictive disorders in order to cultivate and support their academic, personal and professional goals for the purpose of leading honest, productive, substance free, healthy lives.

The primary purpose of the recovery center is to facilitate peer-to-peer support services and build a community of abstinence from alcohol and other drugs while supporting academic achievement. Currently supporting 12 step recover meetings, our staff is available on-site in the University College

building, Room 222, from 8am to 5pm to meet the other needs of our students. Plans are underway to develop an application process and program that will meet the needs of the collegiate recovery population at Kennesaw State University. For more information contact the Collegiate Recovery Center at 678-797-2538 or email: recovery@kennesaw.edu

Counseling and Advising Program 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 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.

IX. Career Services

The Career Services Center at KSU provides a variety of opportunities and experiences which assist the students and alumni of KSU with pursuing their career goals. The Career Services Center is located on the second floor of Kennesaw Hall, Room 2617. The phone number is 770-423-6555.

Services provided include:

- The Online Career Portfolio: a career development tool that bridges the gap between what students are learning and what employers want to hear from them in an interview
- Resume writing assistance
- Experiential learning opportunities (Cooperative Education and Internships)
- Digitally recorded practice interviews
- Career search strategy assistance
- Internet career search assistance - <http://careerctr.kennesaw.edu/>
- Online job postings in corporate, non-profit, government, and all other industries (listings of hundreds of degree and Experiential learning opportunities are available at any time)
- Information on companies in Atlanta and beyond
- Resume referrals to employers in all industries (students and alumni must choose to make their resumes available for this service)
- On-Campus Recruiting: interviews that take place in the Career Services Center. Companies come to interview our graduating students and alumni for available positions each semester
- Career Fairs: a wide variety of general and industry specific career fairs are held throughout the year

X. Information Technology Services

Information Technology Services provides campus infrastructure in terms of networking, telephones and wireless connectivity, as well as supporting all desktop/laptop computing on campus. IT Services provides enterprise software such as email, identity management, wide area network file storage, and academic software applications to the offices and to the computer labs we maintain.

The IT Services team strives to anticipate emerging uses of technology for faculty, staff and students. Much of the ITS infrastructure is invisible, in that like the water company it should be considered a utility that “just works”.

Services and Facilities

We strike a balance between keeping up with ever-evolving technology and insuring that all services provided to customers operate predictably. Whenever assistance is needed, faculty, staff or students may contact the KSU Service Desk, who will make every effort to see that questions are answered in a timely manner. The KSU Service Desk may be contacted either over the telephone at 770-423-6999 or via email service@kennesaw.edu.

The student computer labs are available for students to complete course work or group course work. The labs are open extended hours and are staffed with trained lab assistants to help with any technical questions. Color and black/white printing, copying and scanning, faxes and portable media are available at a low cost.

To help the campus learn and understand new software applications, the Technology Outreach team provides both online, self-directed training and hands-on classroom workshops. The Outreach team can also teach a specific software to a class, such as creating a web page, or students may get help by signing up for one-on-one training to help with a specific technical problem in their course work.

The IT Services website provides detailed information about services available to campus, including free downloadable software, frequently asked questions, hours of operations, and policies and procedures: <http://its.kennesaw.edu>

XI. Bookstore

The KSU Campus Bookstore, located in its own building adjacent to the Student Center, features a wide range of merchandise catering to the needs of students, faculty and staff. In addition to the new and used textbooks, reference books, test preps, study guides, and supplies, the Bookstore features educationally priced software and hardware, greeting cards, postage stamps, general interest books, Kennesaw State University insignia items and gifts, graduation related regalia, and a wide variety of sundries. Our ordering procedures insure a complete selection of the books being used in each semester's courses. The friendly and knowledgeable bookstore staff is always happy to serve you and will special order materials not on hand. Textbooks can be sold back at the store throughout the year. All books and a selection of other merchandise can be viewed and purchased on the Web site at <http://bookstore.kennesaw.edu>.

Bookstore Hours:

Monday - Thursday	7:30 a.m.- 7:00 p.m.
Friday	7:30 a.m.- 7:00 p.m.
Saturday	9:00 a.m. - 2:00 p.m.

The Bookstore Manager is Jamie Burns and can be reached at 770-423-6260 or at jburns28@kennesaw.edu please let her know if there is anything that you need or would like to see in the Bookstore. During the first two weeks of the semester the Bookstore maintains extended hours and is open throughout the semester except when closed for official University holidays. The main customer service phone number for the store is 770-423-6261. All information related to the operation of the store is updated continuously on the web site.

XII. Parking and Keys

Parking

To insure efficient control of traffic and parking on campus, every motorized vehicle operated at Kennesaw State University must display a decal (or hang tag) indicating it has been registered with the Parking Department. The decal/hang tag type issued to an individual will be based on their University status and associated with assignment to a specific class of parking areas. Decals/Hang Tags are available at the KSU Card Services Center located in Suite 219 of the Carmichael Student Center. Faculty members and staff are urged to obtain a parking decal as soon as possible to avoid citations and fines. You will receive a temporary parking pass from Human Resources at your orientation. A complete list of the parking rules at KSU is available online at <http://www.kennesaw.edu/parking>. Please check the website for all regulations, costs on parking, and a map of available locations

Keys

Faculty members may be issued keys for any area of the campus to which they need access in order to fulfill their assigned duties. Keys will be issued by written authorization only from the department chair/head, dean, or vice president (no telephone requests accepted). Anyone who is requesting office, classroom, file cabinet keys or card key access needs to fill out a KEY REQUEST FORM and fax this form to the campus locksmith at 678-797-2011. You are responsible for picking up your keys from the Parking and Security Office, located in the Office Annex (Building 14) Room 111. Parking and Security hours of operation:

Monday	8:30 – 4:30
Tuesday	8:30 – 4:30
Wednesday	8:30 – 4:30
Thursday	8:30 – 7:00
Friday	8:30 – 12:00

Keys should not be loaned or otherwise allowed to be used in an unauthorized manner. Any lost or missing keys should be reported to the campus police immediately at ext. 6206. Any service calls should be placed with Plant Operations at ext. 6224.

XIII. Postal Services

Procedures for university mail:

- Outgoing mail is delivered to the Kennesaw Post Office no later than 4:00 P. M. by Kennesaw State University Postal Services Department, Monday through Friday.
- Incoming mail is picked up from the Kennesaw Post Office at approximately 9:30 A. M., daily, and is sorted, and delivered to campus department's mail rooms in their respective buildings, Monday through Friday.
- Zip Codes must be used on all mail. (The National Directory of Zip Codes is available on the Web. Their Web site is: <http://www.usps.com>.)
- Department mail box number must be used in return address on all university mail. Department mail box numbers in the address of all incoming and inter-campus mail. Mail drop numbers are available on our website and updated with new changes that occur.
- PERSONAL MAIL: The University will not pay postage for personal mail. Personal mail dropped at the mail center without postage will be returned to sender for proper postage to be affixed or will be sent out postage due to addressee.
- Letters requiring minimum First Class postage need not be sealed, and should not be nested. Letters with three or more pages, and letters not requiring postage to be affixed by the university must be sealed.
- Contents of the envelope must be properly folded and inserted so that it does not extend out of the envelope. If this procedure is not followed, the postage machine will tear the envelope and the contents.

Services and Facilities

- Certified mail should be marked clearly.
- All overseas mail should be identified as such, and separated from domestic mail, and, if larger than letter size, must have a properly filled-out and signed, U. S. Customs form PS form 2976 attached. Forms are available in the mailroom.
- All mailings over 200 pieces must go bulk mail, or be paid for by the department or organization. The Postal Services Supervisor must approve any deviation from this policy.
Bulk Mailings: Departments are to prepare their own mailings. The KSU Postal Services will assist by providing instructions, Indicia, and USPS stickers, and final packing to the U.S. Post Office. Any standard or bulk mailings exceeding 5,000 pieces should be prepared by a State approved fulfillment company. ALL mailings should be pre-approved with the Postal Services Supervisor before final printing.
- The departments should separate their outgoing mail from their campus mail as well as from personal mail (i.e., mail that is stamped or does not pertain to the university). Any letter size envelopes on which the addresses are hand written should be separated as well.

XIV. Telephone and Fax Usage Policies

The following is KSU's official Telecommunication Policies pertaining to telephone and fax machines:

1. The number of telephone/fax lines are limited. Thus, reasonable and judicious use should be made of these resources. Frivolous, unnecessarily large or lengthy transmissions should be avoided.
2. Personal use should be limited to necessary and reasonable use. All use of the telephone for personal business should be for short conversations to convey or get needed information.
3. Fax and telephone transmissions that involve long distance service charged to the University are restricted to University business. Personal long-distance telephone calls may be made subject to the above stipulations, if charged to a personal account.
4. Telephones are assigned to individuals. Movement of telephones must be approved by Information Technology Services prior to the move. Unauthorized use of telephones by one other than the person to whom the telephone is assigned is prohibited.
5. Unauthorized use of FAX machines is prohibited.

A copy of the entire Telecommunications Policy is posted on the KSU web site at: www.kennesaw.edu/resources/policy.shtml

XV. Print & Copy Services

Printing & making copies for faculty and staff is very simple. Faculty and staff have access to any of the admin copy/print multifunction devices deployed around the campus, including departmental offices. You can make copies using your KSU ID and copy/print code at any Admin copier and you may print to any Canon printer you have installed on your computer. Faculty and staff may add funds to a personal account at K-Cash terminals. This account would be used for personal copies.

Students can also make copies, or print files from any of the computers in the library and the labs on campus using their ID card. They go to any of the K-Cash to put money in their account and use equipment dedicated for student use.

Additional information on printing and copying for faculty, staff and students, including the locations of K-Cash Terminals, can be found on the KSU website at <http://www.kennesaw.edu/copyprint/> or by calling 678-797-2200.

XVI. Offices and Labs

There is no general university policy on the use of offices and labs on weekends and other times when the campus is normally closed. It is generally the case, however, the use of such facilities to which a faculty member has a key assigned is without restriction. Faculty members may be asked to identify themselves to campus police officers.

If a faculty member must have other persons (for example, students) in a building after hours, arrangements should be made with the department chair who will, in turn, notify the campus police in advance that the building will be in use.

Faculty members who return to campus for office work on weekends or other holidays should call campus police when they arrive and depart.

Eating, drinking and smoking are prohibited in the classrooms and several other areas of campus. These areas are clearly marked by permanent signs. Faculty members are expected to comply with this regulation and to assist with its enforcement among the students. Faculty members should also assist in encouraging proper sanitary practices in areas where eating, drinking and smoking are allowed.

XVII. Computer Labs

The Use of Electronic Classrooms and Open Computer Labs is as follows:

- The ITS computer labs are staffed with trained lab assistants to support the various technologies offered. The labs contain state of the art printers and copiers. Consumable media is also available for a reasonable fee. Specialized software or equipment may be installed at the instructor's request.
- Group collaboration areas, special needs stations and wireless and plug-in network access are also available.
- Electronic classrooms may be scheduled for instructional purposes through the Office of University Events.
- Absolutely no food, no drink, no smoking, no chewing tobacco, and no item which may harm computing equipment is allowed in any computing facility. Failure to adhere to these conditions may result in exclusion from use of these facilities.

XVIII. Check Cashing Policy

Faculty members may cash personal checks (two party checks not accepted) up to \$100.00 in the Bursar's Office and the bookstore without prior authorization. Personal checks in excess of \$100.00 may also be permitted but prior approval by the Bursar or his representative will be required.

XIX. Indoor and Outdoor Campus Facilities

- The use of indoor and outdoor physical education facilities and fields of Kennesaw State University for recreational purposes is limited to students, faculty, staff, and alumni at prescribed times set aside for this purpose.

Services and Facilities

- The Office of Intramural and Recreation Services in the Student Life Center has responsibility for the use of the intramural field, swimming pool, weight room, gym and tennis courts during certain hours each semester. During these hours, users of these areas will be required to show an official university ID card. Each KSU participant is entitled to have one guest accompany him or her. Guest passes are available in advance in the Student Life Center during normal work hours. Please contact the Athletic Department or the Department of Health, Physical Education and Sport Science for use of the practice, softball or baseball fields, or for information on the use of the non-intramural-supervised time.
- The use of these facilities for non-instructional purposes is not to interfere with any scheduled programs of the university. The university reserves the right to cancel posted hours for special events. A schedule is posted each semester and summer term and available from the Office of Intramural and Recreation Services in the Student Life Center.
- All posted non-instructional hours are determined by the chair of the Department of Health, Physical Education and Sport Science in consultation with Intramurals, Athletics and Continuing Education. The “free play” hours are available under the supervision of an authorized and trained supervisor for the facility through the Office of Intramural and Recreation Services of the Student Life Center. The gymnasium and weight room are never used during “free play” hours without appropriate supervisors, i.e., weight room and gym assistants.
- Lockers are available when using the facilities. Bring your own lock. Due to the limited number of lockers, no overnight lockers are available. Locks are the responsibility of individuals. Do not leave valuables unlocked at any time.
- Only basketball shoes are allowed on the gymnasium floor.
- Intramural tennis court hours are posted each semester and summer term by the coordinator of Intramural and Recreational Services. To use the courts, individuals must be in accordance with posted rules and regulations. When supervisor is on duty, sign in and show current and valid ID card. If no supervisor is on duty, show ID upon request, and give estimated time of use.
- The use or possession of drugs or alcohol are not permitted on campus. The use of tobacco and smoking are not permitted when using indoor facilities.
- Parking is permitted in designated parking areas (lots) only. To prevent damage or injury, street parking next to playing fields while they are in use is prohibited. No overnight or extended parking is allowed in the area adjacent to the physical education building.
- Because of possible damage to facilities and injury to others, the university facilities are not available for the following activities:
 1. Flying model airplanes or driving golf balls.
 2. Racing go-carts, motorcycles, or other motorized vehicles.
 3. Practicing with bow and arrow, firearms, or other dangerous equipment.
- If a faculty member or group needs to reserve the intramural field for an event, the reservation may be made with the Office of Intramural and Recreational Services in the Student Life Center. If a faculty member or group needs to reserve other fields or facilities, reservation forms are available from the Department of Health, Physical Education and Sport Science.
- Rules and regulations governing the indoor and outdoor facilities are administered by the Department of Health, Physical Education and Sport Science (HPS) and the Office of Intramural and Recreational Services in the Student Life Center.

XX. Food Services

The University provides retail food services under an agreement with Sodexo Campus Services. Dining venues are located in the Carmichael Student Center food court, the Burruss Building, and the Social Sciences Building. In the student center you will find national brands such as Chick-fil-A, WOW Café & Wingery, Krispy Kreme Donuts, Freshens, & Starbucks coffee. Other dining options include a hot line (offering seasonal meals), a deli serving soup, salad plates and sandwiches made to order, Asian cuisine (hot entries & sushi), and pizza by the slice, as well as grab and go items such as yogurt parfaits, hummus and pita, crudités of vegetables, fruit (whole & cut up), pastries, cereals, all day make your own waffles, and a large assortment of pre-made salads and sandwiches.

During the Fall and Spring semesters, the student center food court is open Monday - Thursday from 7:30 a.m. - 8:00 p.m. and Fridays from 7:30 a.m. - 2:00 p.m.; closed Saturdays and Sundays. The Midnite Owl (Freshens, Starbucks, and grab 'n go items) remains open until 8:30 p.m. on Monday - Thursday.

Einstein Bros. Bagels offers full service in the Burruss Building where bagels are baked fresh daily. Operating hours are from Monday - Thursday 7:30 a.m. - 8:00 p.m. and Fridays 7:30 a.m. - 2:00 p.m.; Saturdays 7:30 to 1:00; closed Sundays.

Jazzman's, which features coffee drinks, teas, smoothies, and grab 'n go soups, salads, and sandwiches, is located in the Social Sciences Building. Pastries are baked fresh daily on the premises. Hours are Monday - Thursday; 7:30 to 8:00 p.m.; Friday 7:30 a.m. - 3:00 p.m.; closed Saturday and Sunday.

Faculty, staff and students may deposit funds on their KSU ID cards to use for food purchases in a general declining balance account. This can be accomplished at the K-Cash Terminals located around campus (Student Center near the Bursar's office, Sturgis Library, 4th floor Burruss, 3rd floor Social Sciences, 1st floor Science, 2nd floor English, and 2nd floor Bagwell). You may also manage your account online (add funds, see transactions, suspend use) at <https://kcashmanager.kennesaw.edu>. For information about this program, call 770-423-6154.

Campus dining locations are subject to operating hours when classes are in session. Summer hours are somewhat reduced and there is no Saturday service due to lower demand. Please see our website at <http://www.kennesaw.edu/dining>, check out the signs at each venue or call 770-423-6448 for more information, menus, and hours of operation as well as catering options.

Catering for events can be procured by contacting catering@kennesaw.edu by email or calling the catering office at 770-499-3554.

XXI. University Events

This department handles requests for all event and related service logistics at KSU. Academic course scheduling is handled through the Registrar's office; but all space requests for meetings, events, or conferences are facilitated through University Events. You must request space for your event. University Events coordinates vital campus support resources like Plant Operations, Catering, and Public Safety to ensure that your event is a success. Through the use of a comprehensive scheduling tool, space requests are processed to facilitate the best utilization of all campus space in conjunction with efficient use of resources and staffing. This streamlined process enables consistent communications and integration for Master Calendar utilization.

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XXII. Student Development

Student Development 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 center - 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 students have a positive and supportive home on campus. Student Development provides programming for the campus community that encourages multicultural understanding and supports the University's global learning initiative. Located in the Carmichael Student Center, Suite 267, Student Development is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays, and can be reached by phone at 770-423-6443.

The Odyssey Program, a peer mentoring program, is also coordinated by Student Development. 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 (http://www.kennesaw.edu/stu_dev/alp)

The mission of Adult Learner Programs (ALP) is to support and enhance the educational and developmental experiences of the adult learner. A variety of innovative services, programs, and activities are offered in an effort to meet the needs of this population. The resources offered by ALP promote the integration of non-traditional students into campus life, while they manage lifestyles that may also include family responsibilities and employment. Offerings include: a peer mentoring program, academic and parenting workshops, as well as individual consultations for prospective non-traditional students. The staff members of ALP act as liaisons and advocates that help non-traditional students succeed in the university environment. In addition to these services, ALP provides an opportunity for student-parents to participate in a childcare subsidy program that helps to defray costs. Other major programs sponsored by ALP include: The WINGS Ceremony for graduating seniors that recognizes those individuals who have helped them through college, and the Adult Learner Information Seminar for beginning non-traditional KSU students. Adult Learner Programs is located in the Lifelong Learning Center, Carmichael Student Center Room 261.

Lifelong Learning Center

The Lifelong Learning Center (LLC) serves as a resource center for adult learners (students over the traditional 18-23 year-old college age or living the "non-traditional" life-style that includes the responsibilities of family and employment). The center makes the university experience more pleasant and beneficial by providing services specifically designed for students returning to college or starting college later in life. Academic support services include eight computers networked to Information Technology Services, laptop ports and wireless internet access as well as a fax machine. Math tutors are available by appointment. Math support videos and DVDs are also available for student check-out. Resources in the LLC include: information and referral services, literature racks with academic information, campus activities, community services information, and family related magazines. The LLC provides a study/social networking area with a free telephone, kitchenette (complete with microwave, refrigerator, toaster oven), and free coffee and tea. The LLC is located in Room 261 of the Carmichael Student Center and is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday during spring and fall semesters. Summer and semester break hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. For additional information, visit our website: www.kennesaw.edu/stu_dev/alp or call 770-423-6701.

DisAbleD Student Support Services **(http://www.kennesaw.edu/stu_dev/dsss/)**

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. Accommodations may include, but are not limited to, handicap-accessible parking spaces, academic testing facilities, classroom accessibility, modifications of printed materials, sign language interpreters, assistance with getting class notes, permission to record lectures, 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 approved accommodations. The Assistant Director of DisAbleD Student Support Services works with faculty members to assure that students with special needs receive appropriate accommodations. Workshop materials on relevant topics designed to meet the unique needs of students with disabilities are available 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 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 DisAbleD Student Support Services by TTY at 770-423-6480.

International Student Retention Services **(http://www.kennesaw.edu/stu_dev/isrs/)**

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 Port of Entry International Student Orientation. All newly admitted F1 graduate, undergraduate and transfer students are required to 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 in order to stay in status 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 Assistant Director of International Student Retention Services develops and implements educational, social and cultural activities, programs and workshops for international students. Services such as the International Student Association Liaison Program and Friends of Internationals Community Program are available to assist students in their adjustment to a different culture.

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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 online International Student Handbook. The OISRS helps coordinate KSU's requirement of mandatory International Health Insurance for medical protection for each international student.

The Assistant Director of the OISRS is also the advisor for the International Student Association (ISA). The ISA brings together students of all countries for intercultural, social and sports exchanges. The International Festival is one of the largest projects sponsored by the ISA. Every year, the International Student Association also sponsors trips to American historic and cultural sites.

For more information come by the OISRS located in Room 255 in the Student Center.

Minority Student Retention Services

A number of factors have a direct or indirect impact upon retention of students of color at major institutions of higher education. Kennesaw State University is no exception. These factors include the quality of support services, professors' expectations and attitudes, campus climate with regard to socialization and programming, and the sense of belonging experienced by the students.

The Office of Minority Student Retention Services (OMSRS) provides minority students with essential resources, services, and opportunities to aid in their retention, progression and completion of their academic careers at Kennesaw State University. This office facilitates academic success for minority students by offering the following resources:

Minority Advising Program (MAP), which tracks, monitors, and facilitates academic success and retention strategies for minority students enrolled in each of Georgia's 34 public colleges and universities; The **Cultural Awareness and Resource Center (CARC)**, located on the second floor of the Carmichael Student Center which offers an array of tutorial services, technical, and media resources that cater to the needs of African, African American, Hispanic American, Asian American, and Native American students; **KSU Professionals Empowering Our Potential Leaders for Excellence (P.E.O.P.L.E)**, a program that matches students with faculty and staff members for mentoring and/or informal academic advising; **Making the Grade**, a series of workshops on a range of subject matters including career and relationship development to help students excel in various aspects of life at, and beyond, KSU; **Sources of Scholarship (S.O.S.) Program**, a services that informs students about scholarships and grants; **KSU Minority Report**, a newsletter which keeps members of the Kennesaw State University (KSU) informed of our efforts and initiatives to serve our minority students; and the **KSU Black History Celebration Committee**, a group of KSU students, faculty, and staff who collaborate to provide events to inform KSU and surrounding communities of the achievements and history of Black people during the Spring Semester.

The MSRS also actively encourages students to become involved in the various student organizations on campus. The **African American Student Alliance (AASA)** is the student organization that is directly affiliated with this office and provides leadership and funding for the annual **KSU Black History Celebration**. We are also in direct contact with members of various minority student organizations, including the Mexican American Student Alliance, the KSU Chapter of the NAACP, Distinguished Black Gentlemen, Ladies of Distinction, KSU Gospel Choir, KSU Black Alumni Society, and the National Pan-Hellenic Council (NPHC) for historically Black Greek letter organizations.

The KSU African American Male Initiative specifically address the retention needs of African American males at KSU through assessment, intergenerational mentoring initiatives, and celebration of academic and leadership achievements. The student organization, **Distinguished Black Gentlemen** is directly associated with this initiative. Their purpose is to elevate the minds and academic standards of African American men on campus and those who are specifically invested in their interests.

For more information about the OMSRS, contact the Assistant Director for Minority Student Retention Services at 770-423-6443. For information regarding the services and resources In the CARC, please call at 770-423-6512. You can also visit us online at http://www.kennesaw.edu/stu_dev/msrs.

Student Community Service/Volunteer Kennesaw State University http://www.kennesaw.edu/stu_dev/vksu/

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. VKSU matches student volunteer skills and talents with community needs. Since 1984, in cooperation with more than 400 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 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 9:00 a.m. to 6:30 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday.

XXIII. Department of Student Conduct and Academic Integrity-SCAI

The Department of Student Conduct and Academic Integrity -SCAI (formerly 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 hearing officers, campus courts (hearing panels), and trained advisers, alleged infractions are considered and sanctions are assessed when appropriate. The SCAI strives to assure a fair and impartial consideration of charges of misconduct against any student.

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

The SCAI department exists to advise and assist faculty, staff, and students on issues relating to the student code of conduct. Those issues include concerns about student academic honesty and /or disruptive behavior. The SCAI department structure includes hearing officers and the University Court, which handles charges

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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 (hearing panel) is composed of both faculty/staff and student members of the SCAI panel. In addition, if requested, an SCAI panel member may have the opportunity to act as an adviser 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 SCAI 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 attest to your character and integrity;
- a commitment to uphold thy SCAI Code of Ethics, attend meetings and training sessions, and volunteer to serve on campus courts when available.

For more information, please contact the Director of the Student Conduct and Academic Integrity Department at (770) 499-3403 or visit the KSU SCAI Department web page at www.kennesaw.edu/SCAI/

XXIV. Student Financial Aid

Kennesaw State University is committed to ensuring that a postsecondary education is accessible to qualified students. In order to accomplish this commitment, the Office of Student Financial Aid subscribes to the following goals to assist students in paying for their educational investment:

- Evaluate the family's financial ability to pay for educational costs
- Distribute limited resources in an equitable manner
- Provide a balance of gift aid and self-help aid

A wide variety of financial aid programs from scholarships, grants, employment, and loans are available to help students with educational costs. Most awards are based on financial need while some are awarded in recognition of merit or achievement.

If you have any questions, feel free to visit our office in Kennesaw Hall, view our Web site at http://www.kennesaw.edu/financial_aid, contact any staff member at (770) 423-6074, fax at (770) 423-6708, or e-mail at finaid@kennesaw.edu. Our mailing address is:

Office of Student Financial Aid
Kennesaw State University
1000 Chastain Road, #0119
Kennesaw GA 30144-5591

XXV. Student Life Center

The Student Life Center houses the following areas: student media, intramural and recreation services, and registered student organizations. The Student Life Center also manages the operation of the James V. Carmichael Student Center, providing support for the game room, student activity area, and the information booth. The Student Life Center staff also helps student organizations access their student activity money and helps secure rooms on campus for meetings and activities.

Student Activities/Registered Student Organizations/Business Operations

Kennesaw State University offers over 170 registered student organizations to enhance the quality of campus life for our students. Several organizations have responsibility for campus-wide programming, such as the African-American Student Alliance (AASA), the Kennesaw Activities Board (KAB), the International Student Association (ISA), and the Student Government (SG). Other organizations offer a wide variety of activities for students, including 12 national sororities and fraternities. Other student organizations on campus represent political, religious, academic and other special interests. There's something for everyone at Kennesaw State. Other organizations fall into the following categories: Sports, academic, honor societies, faith-based, and special interest.

Registered student organizations, with the exception of sororities and fraternities, receive student activity money for their university-related activities. The Business Manager in the Student Life Center handles the monetary transactions for the student organizations. Contact the Student Life Center for more information.

A limited amount of money is available for faculty members to entertain students in their homes. This special fund is known as "faculty firesides." Faculty members may apply for reimbursement of up to \$50 through the Office of the Vice President for Student Success and Enrollment Services. When the request is approved, the Business Manager in the Student Life Center will give reimbursement for receipted items. Contact the Office of the Vice President for Student Success and Enrollment Services for more information about "faculty firesides."

Student Media

Three campus media outlets provide opportunities for students to write, edit, photograph and learn radio management 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. *Owl Radio* is a web-based streaming radio station operated by students. Experienced students are welcome as well as those who are willing to learn on the job.

Intramural and Recreation Services

The Student Recreation and Wellness Center is available to faculty and staff members who pay the appropriate fees to join. Please see the website at www.kennesaw.edu/student_life for more information.

XXVI. 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 Leaders IN Kennesaw (LINK) program, the Center for Student Leadership Fellows, the Presidential Fellow program, the Northwest Crescent Leadership program, the New Hope for Georgia Leadership program, the Nancy S. King/Rebecca S. Casey Women's Leadership Initiative, and the Arts Leadership Initiative.

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XXVII. Center for Health Promotion and Wellness

The Center for Health Promotion and Wellness, housed in the WellStar College of Health and Human Services, 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 131 of the Student Recreation and Wellness Center, promotes wellness through a variety of avenues including:

- Special events: Lunch-n-learns, health fairs, guest speakers, health screenings, CPR classes, eating disorders awareness week, national collegiate alcohol awareness week, and the Great American Smokeout.
- Wellness Works, KSU Employee Fitness Center: Open to KSU employees and their family members. The Center is located at the KSU Center, Suite 475 and offers the following for a small monthly fee: student personal training, professional personal training, monthly newsletters, aerobic equipment, free weights, weight machines, and group fitness classes. These classes include Pilates, Step Aerobics, Jazzercise, Cycling, and Cardio-Kickboxing. To join or for more information, please call 770-423-6770 or visit www.kennesaw.edu/col_hhs/wellness/Wellness_Works.htm
- Peer Health Education: Peer Health Educators (PHE's) are student volunteers who are trained and certified in developing, implementing, and evaluating fun interactive wellness programs for fellow students. Peer Health Educators help make the campus healthier, safer, and more enjoyable. Request a PHE today.
- Don't Cancel that Class: A program designed to provide faculty members with an alternative to cancelling classes.
- Nutrition Services: Students can meet with a registered and licensed dietitian for an assessment of their current eating habits, challenges, lifestyle, medical conditions, and overall nutritional needs. They will receive expert advice for losing weight, gaining weight, help with an eating disorder, getting health conditions such as diabetes and high blood pressure under control, and much more!
- Health Assessments: Check your current level of health by having your blood pressure, heart rate, 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.
- Educational Materials: The Wellness Resource Center contains videos, 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. Hours are M-Th 9-6, Fri. 9-5 and Saturdays 9-Noon. For more information call 7/423-6394 or visit www.kennesaw.edu/col_hhs/wellness.

XXVIII. Emergency Assistance

The KSU Police

The KSU Police are on duty twenty-four hours a day to protect lives and property at Kennesaw State University.

Where are the Police located?

Police Headquarters is housed in the Public Safety Building (#20), located adjacent to the West Parking Deck. The customer service window is open during normal business hours (M-F, 8AM to 5PM). The building lobby is open 24/7 and has a telephone providing all-hours access to the KSU Police Communications Center.

How can I contact the Police?

Callers may dial 770-423-6206 (or ext. 6206 from any Campus phone) for non-emergency calls for service. Emergency calls should be directed to 770-423-6666 (or ext. 6666). Emergency phones have been placed in a variety of locations on Campus including inside buildings, elevators and in outdoor areas. Simply press the call button once and the emergency phone will auto-dial 770-423-6666 (KSU Police).

What should I do if...?

Call the KSU Police anytime you become aware of criminal activity or a law enforcement, fire or medical emergency on Campus. KSU Police officers will respond immediately and ensure that off-campus resources (e.g., Cobb Police/Fire or an ambulance) are notified if appropriate.

Additional information regarding the Department, and campus safety in general, can be accessed online at www.kennesaw.edu/police. Publications are available to educate and inform you in this regard, specifically "Safe and Sound" and "Sexual Assault: Myths and Reality." These pamphlets contain crime prevention tips and other timely information such as campus crime statistics and campus safety policies. You may obtain copies of these pamphlets at the Public Safety customer service window or access them online via our webpage.

Health and Safety

Kennesaw State University Health Clinic

The KSU Health Clinic serves students by encouraging health promotion and disease prevention. Certified Nurse Practitioners provide services including treatment of acute and chronic illnesses, immunizations, women's health, laboratory testing, and health education. Medical information is confidential and will not be released without the patient's written consent except as required by law.

Health Clinic charges are charged to students Owl Express Accounts. The Health Clinic does not submit charges to insurance companies.

The Health Center is located at House #52 (box #5200) on Campus Loop (across from University Place). Appointments are encouraged for all visits. A limited number of same day appointments are available daily. Please call 770-423-6644 to make an appointment. The Health Clinic is closed on scheduled school holidays and hours limited during semester breaks.

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Kennesaw State 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 nominally priced accident and sickness insurance plan and maintaining adequately equipped first-aid stations at strategic locations on campus. No student with a contagious disease may attend classes. Every student is held individually responsible for adhering to this regulation.

Any student who requires special consideration because of any physical handicap should have his/her physician write an explanatory letter to the vice president for student success and enrollment services giving full details of the disability and any limitations/restrictions on his/her activities. 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 are State-certified First Responders, on duty during all normal office and class hours. Comprehensive medical facilities are reasonably accessible to the campus.

In the event it becomes necessary to seek medical attention beyond minor first aid treatment, the following steps will be taken:

1. If the individual is conscious and alert and indicates a desire for an ambulance to be called, the attending officer will summon the ambulance service indicated by the individual.
2. If the individual is unconscious, he/she will be treated and then transported by ambulance (at the individual's expense) to a hospital best suited to handle the individual's needs. This will usually be decided by ambulance personnel.
3. The university will assume financial responsibility for the ambulance for any student who is injured while participating in a sanctioned intercollegiate athletic activity.
4. Efforts will be made to notify the next of kin of any individual who is sick or injured on campus.