

Information Technology and Graduate Student Services

Computing and Information Resources

Technology is increasingly an integral part of a student's education. In addition, many student services and information will be delivered via technology. To provide the KSU student with a quality education delivered most conveniently, technology will be used as an essential part of instruction, for student access to educational materials, and for the delivery of student services.

A \$25 technology fee was collected for the first time in the 1997-98 academic year to provide students with improved technological resources including: greatly enhanced on-campus and remote access to the internet; important software packages such as Microsoft Office delivered on-line; student training in use of computer technology; increased access on campus through extended laboratory hours; computer connections, and an electronics study room in the Library;

upgrade of student laboratories; and, instruction in the use of advanced multimedia presentation technology in the Presentation Technology Department laboratory. The technology fee for 2004-2005 is \$38.00.

In addition, the Kennesaw State University Website has been constructed to provide students with course registration, reviewing of grades, easy access to information, instructional materials, services, activities, and the World Wide Web; many classrooms are connected to the internet; and selected campus classrooms continue to be upgraded to state-of-the-art multimedia and presentation sites. Each year brings new technology, creative uses of technology on campus, and services to meet our growing needs.

Mandatory KSU E-Mail Account
Beginning Fall 2003, KSU generated e-mail accounts became the official means of communication with students. Instructions can be found at <http://students.kennesaw.edu>.

KSU's Chief Information Officer

The Chief Information Officer (CIO) provides leadership in the continuing advancement of information and instructional technology. This position oversees the operations of information technology which includes the following areas:

Horace W. Sturgis Library

Built in 1981 with over 100,000 feet of space, the library, named after the university's first president Horace W. Sturgis, is designed to support and advance the teaching and learning activities of the greater university community.

The Sturgis Library has more than 550,000 volumes of books and government publications. There are more than 3,300 serial publications and well over 1,500,000 pieces of microforms. The library also provides, through contractual and consortia arrangements with the Atlanta Regional Consortium for Higher Education, University System of Georgia and The Southern Polytechnic State University over 10 million items for research and study purposes. The Atlanta Regional Consortium for Higher Education includes institutions such as Agnes Scott College, Emory University, University of Georgia, Clark-Atlanta University, Georgia Institute of Technology, Georgia State University, and the Institute of Paper Science and Technology.

Use of these collections is available by an institutional access card, via five day truck delivery, institutional fax machines and through traditional interlibrary loans.

The Atlanta Regional Consortium for Higher Education and University Systems Libraries have unique titles that augment collection development at Kennesaw and through the Georgia Union Catalog, enhance both research and teaching. Access to these extensive catalog collections are through the on-line public catalog which is available in the library, on the campus network and via telephone from remote sites.

For research purposes, faculty and students have access to a broad array of traditional print collections and full-text and full-image

items through GALILEO, ProQuest, ERIC, and Lexis/Nexis. The GALILEO service provides access to world wide web resources such as the Library of Congress, full-text journal titles, newspapers, and to document delivery services.

Users of the library also have access to four special collections:

- The Children's Literature Collection named in honor of the late John DiFazio, professor of education at Kennesaw, houses an 8,000 volume library used for the professional preparation and training of P-12 teachers.
- The Teen Collection consisting of 1,500 works designed to meet the unique learning and reading needs of adolescence.
- The Bentley Special Collections brings together a world-class collection that spans the history of the written word in the Western World. This collection provides undergraduate students one of few opportunities in the nation to study original works firsthand. A recent addition to this collection includes a first edition complete works of Chaucer dated 1542.
- The Government Documents Collection houses print, microforms, CD-ROM databases and remote access to Federal Agencies. Sturgis Library, as part of the national depository system, make books, periodicals and agency data available to the Sixth Congressional District.

Tours, seminars and classroom instruction are provided for both small and large groups of students and faculty. Individual instruction is provided by appointment.

The library is a charter member of SOLINET, and is a member of the On-line Computer Library Center, a major international library computing network with members located in the United States, Canada, Europe and Japan. The Sturgis Library is open 100 hours during the semester and has extended hours during exams. Between semester hours are posted at library entrances, the circulation desk and on the campus gopher. For checkout of materials, the university identification card serves as a library card.

Computing Services

Tracking rapid evolution within the computing field, Information Technology Services and Administrative Computer Systems constantly refine, improve, expand and advance the computing resources available to students, faculty and staff at Kennesaw State University. They provide network and desktop support for the more than 14,000 members of the KSU community.

Information Technology Services coordinates computing services for KSU students, faculty, staff, and supports over 3,000 personal computers, LANs and connections to many different computing locations. Students, as well as faculty and staff, are eligible for computer accounts affording access to services such as the Internet, KSU’s library system, an active jobs database, a current scholarship database, electronic mail, FTP, Telnet, and KSU’s web site server.

Faculty and staff workstations are networked for services such as electronic mail, student records, online scheduling and registration, access to the internet, as well as word processing and high quality printing. KSU faculty and staff are in communication with colleagues worldwide through internet mailing addresses, gaining access through desktop personal computers and also through remote dial-in services.

Information Technology Services also administers more than 700 student work stations located in 30 electronic classrooms and four open computer labs. All of KSU’s buildings are connected via almost five miles of fiber optic cable. All open computer labs are networked and are open to students seven days a week. These labs are supervised by qualified lab assistants available to help with a wide variety of standard software packages in word processing, spreadsheet, database management, communications and graphics. KSU students with special needs have access to computers configured with features such as screen magnification and voice synthesis.

Networked electronic classrooms advance diverse curricular needs by granting access

to statistical and programming language software, as well as standard software packages. Special purpose advanced labs are available to majors in accounting, computer science, education and information systems. One of the Georgia Department of Education’s Educational Technology Center is located on the Kennesaw campus. Through this facility, majors in education and other fields have access to state-of-the-art technology for teaching and learning.

The rules for use of all telecommunications equipment, including telephones, computers and FAX equipment, are found the KSU Web site at: <http://its.kennesaw.edu/policies.shtml> They can also be reached through the KSU Intranet home page by choosing the topic Telecommunications Policies from the Technology Resources section. Use of any of these facilities implies an understanding of and compliance with these policies.

Online Learning Services Department

Online Learning Services supports online learning systems for Kennesaw State University, including web-based course support, video servers, and systems for providing live and recorded classes over the Internet. Our mission includes the investigation and development of new technologies for online learning and for classroom use.

OLS supports the KSU WebCT system. WebCT is a system that can be used, at the option of the faculty, in any course at KSU. It is accessed over the Internet from on- or off-campus and provides a variety of instructional tools for use by faculty and students. Access to the WebCT materials for a course is restricted to students enrolled in the course. Each term, more than 50% of KSU students are enrolled in one or more courses supported by WebCT.

Additional information about resources for online learning and the services provided by OLS can be found at the web site:

<http://online.kennesaw.edu/>

Presentation Technology Department (PTD)

The Presentation Technology Department (PTD) offers a wide range of multimedia services and training for faculty, staff, and students. Located on the fourth floor of the library, PTD supports audio/visual and presentation equipment on campus. In addition to maintaining KSU's multimedia presentation classrooms, PTD specializes in multimedia training and production assistance; graphics creation, multimedia file conversion, audio/video tape duplication, video editing/compression, desktop publishing, and CD-ROM recording. PTD supports some of the most cutting edge multimedia hardware and software available.

Instructional Equipment

PTD supports a wide range of equipment for classroom use. Through designated building coordinators, PTD maintains a distributed set of equipment for faculty to request. Each building coordinator has his/her own system for reserving equipment. See your departmental secretary to obtain building coordinator's contract name and number. Equipment available for pickup includes: data projection systems, video playback combo, VHS camcorders, audio cassette player/recorders, audio CD players, public address systems, slide projectors, and microphones. If you have special equipment needs, consult PTD to consider options.

PTD Media Lab Hours

The PTD multimedia lab is open to faculty, staff, and students Monday - Thursday from 8:30 a.m. - 9:00 p.m., Friday from 8:30 a.m. to 5:00 p.m., and Sunday from 1:00 p.m. - 6:00 p.m. The lab is closed on holidays.

Educational Technology Training Center

The KSU Educational Technology Training Center (ETTC) is proud to be the largest of the 13 DOE Educational Technology Centers located throughout the state. The KSU ETTC is located in the Bagwell College of Education on the second floor of Kennesaw Hall. The

ETTC serves educators in the upper third of the State, including metro Atlanta. The KSU ETTC provides comprehensive instructional, administrative, and technical technology training for Georgia educators.

The KSU Educational Technology Training 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. This year the ETTC will be offering several new versions of InTech including: AdmInTech, Primary InTech, and Media Tech. In addition, the ETTC is expanding their course offerings in the areas of web authoring and technical support. Visit their website at <http://edtech.kennesaw.edu> for more information on available resources and services.

Teacher Resource and Activity Center (TRAC)

The Teacher Resource and Activity Center, located in Kennesaw Hall Room 2005, is sponsored by the Bagwell College of Education and open to all KSU students, faculty, and staff. Designed specifically to meet the needs of professional teachers and education majors in the teacher preparation program, the center offers a curriculum library, media services, and instructional materials. It also provides a variety of unique professional development opportunities to educators in the geographic areas served by the University, including mini-grants for innovative projects, the Project RESPECT mentoring program, and a regular workshop series.

The center maintains a large library of professional books and periodicals, textbooks for curriculum planning at all grade levels, theme-related activity guides, supplemental kits, and educational videos. It also houses a production workroom equipped with a copy machine, laminators, spiral and heat binders, poster printers, paper cutters, badge makers, and other assorted machines that support

the development of classroom materials. The TRAC has an extensive die-cut collection of over 500 shapes, letters, and numbers for creating bulletin boards and learning center manipulatives. Additional equipment such as computers, opaque projector, tape recorder, CD player, and televisions with VCRs are available for use in the TRAC. Friendly staff is available to assist visitors.

Graduate 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.

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 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: 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 Fair - a business career fair is held each fall. An education career fair is held in the spring and an arts and sciences expo is held in the fall. A combination general career fair and co-op/internship career fair is also held in the Spring.

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, crudité 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 7:30 am – 8:00 pm and Fridays from 7:30 am – 2:00 pm. Closed Saturdays and Sundays.

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

The Burruss Building kiosk offers "grab and go" items such as the yogurt parfait, hummus and pita, crudité of vegetables and a large assortment of pre made salads and sandwiches along with coffee and pastries. Kiosk hours are from Monday – Thursday 7:30 am – 8:00 pm and Fridays 7:30 am – 2:00 pm. 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. www.kennesaw.edu/dining

Health Services

Kennesaw State University Health Center
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.

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: 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 .

KSU Card Services Center

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. One KSU ID card is issued free of charge to current students upon presentation of a valid government-issued document that includes a photo (e.g. driver's license or passport). Replacement cards are available for a fee. All students must be prepared to present their KSU ID Card to University officials upon request.

The suite of services tied to the card program is continuing to expand: in Spring 2004, KSU introduced electronic fund distribution with the KSU Debit Card program. In lieu of a check, students have the option to receive funds like financial aid through direct deposit to their existing bank account or to a debit card. Please visit the Card Services Center or our website at www.ksuone.com for details.

OwlPrint Copying and Printing System

To meet students' copying and printing needs on campus, KSU uses a system called OwlPrint. This system is in place in the KSU Sturgis Library and in lab areas campus-wide and

uses OwlPrint cards to hold credit for printing and copying. OwlPrint cards may be purchased at any of the five Value Transfer locations. The initial cost of the card is \$1.00 each; however, credit may be added as needed.

Value Transfer locations (to purchase cards or add value):

- ITS Computer Lab Area – 4th floor Burruss
- Kennesaw Hall – 2nd floor Education Wing
- Library – Copy Room & Microfilm Room
- Science Building – 1st floor vending area
- Student Center – 2nd floor hallway

Use your OwlPrint card when printing or copying and credit is deducted. Black & white pages cost 10 cents per printed (or copied) page and color pages cost 60 cents per printed (or copied) page. Pages are charged per impression, therefore a B&W two-sided document is charged for two pages or 20 cents.

Registered students may request a \$10 printing/copying credit per semester, which is funded by the Student Technology Fee. This credit may be used at all OwlPrint locations campus-wide. Any amount of the printing credit not used by the end of the semester, will expire; however, you may obtain a \$10 credit for each semester you are enrolled (Note: money you place on the card will remain untouched). The credit may be requested at the following locations:

- KSU Library Circulation Desk
- Card Services Center on the 2nd floor of the Student Center
- ITS Computer Lab on the 4th floor of the Burruss Building
- Information Booth on the 1st floor of the Student Center

For additional information, go to: <http://its.kennesaw.edu/labs/owlprint.htm>

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.

The Institute for Global Initiatives

The Institute for Global Initiatives (IGI) provides academic programs and services to internationalize the curriculum and expand international opportunities for KSU faculty, staff and students and the larger community that KSU serves. It supports and promotes KSU's mission of international education by initiating programs, responding to external funding opportunities, and providing leadership for the institution's regional centers. It collaborates with divisions, colleges, schools, departments, and other units to ensure the infusion of international dimensions into teaching, scholarship, and community service. At the heart of the IGI is the Office of International Services and Programs (OISP). The OISP coordinates a wide range of international programs and events, including study abroad and the annual country-study program, and also assists international faculty and students with visa issues.

Continuing Education at KSU

Continuing Education at Kennesaw State University is a creative and flexible way to continue learning and acquiring new skills throughout your life. Offering more than 2,600 noncredit programs, online and in the classroom, we are your professional development and personal enrichment partner, proudly serving 26,000 community members annually.

If you already have a college degree or are already in the workforce, we can help you gain current, practical professional skills to help you advance or even make a career change. Staying current with the rapid changes in today's business world requires

special training—continuing education training. You can choose from career assessment and planning programs for testing and consultation, one-day workshops, life enrichment classes and certificate programs. Certificate programs are available in a wide variety of areas including management, landscape/horticulture, healthcare, paralegal, human resources, meeting planning, TESOL, web design, technical writing, project management, print media and advanced technology areas including security, and many more. Programs can also be customized to meet the needs of business and industry, and can be taught at our facilities or on site by our team of professional instructors. All customized training is designed to provide immediate, practical, and long-term application of new knowledge and techniques that increase productivity and job satisfaction.

A wide variety of personal interest courses in leisure and life enrichment, personal growth, sports and recreation, visual arts, home and garden, and mind and body fitness are available throughout the year. In addition, specialized programs for children through KIDS College and classes for senior citizens through Golden U are offered through Continuing Education.

Continuing Education Units (CEUs) are assigned to all professional development programs with one CEU awarded for 10 contact hours of participation. Several selected courses carry SDUs for teacher recertification. Transcripts of earned CEUs are available upon request. KSU employees may attend Continuing Education programs at no cost or nominal cost on a space available basis. Exceptions to this policy may occur with technology courses.

Please visit the Continuing Education website at www.kennesaw.edu/ConEd or call 770-423-6765 for more information and request a current course catalog.

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.

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 student 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 programs, activities 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 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 at 258 in the Student Center.
http://www.Kennesaw.edu/stu_dev/isrs/handbook.html

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 includes 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.

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.

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, 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.

Judiciary Program

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 penalties 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 fifteen appointed faculty /staff members who are trained to participate knowledgeably in the Judicial Program. 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/

Intercollegiate Athletics

Initiated in the fall of 1982, KSU's intercollegiate sports program is a member of the Peach Belt Conference (PBC) and Division II of the National Collegiate Athletic Association (NCAA). The Fighting Owls currently sponsor five sports for men (baseball, basketball, cross-country, golf, and outdoor track) and six for women (basketball, cross-country, soccer,

softball, tennis, and outdoor track). Varsity cheerleading is also a part of both the men's and women's basketball programs and competes for the National Cheerleading Association (NCA) national championship.

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, or a 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 Services Fee

Upon registering, each student pays a student services fee of \$153. Of this amount, \$84 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.