

# Campus Information

<u>What You Need</u>	<u>Office to Contact</u>	<u>Phone</u> <u>(770) 423-</u>	<u>Location</u>
Academic Advisor (declared major)	Office of your major area of study		
Academic Advisor (undeclared major)	CAPS Advising	6219	Kennesaw Hall 2401
Address Change	Registrar	6200	Kennesaw Hall 1501
Adult Learner Assistance	Student Development Center	6701	Student Center 213
Alumni Information	Alumni Affairs	6333	Student Center 156
Appeal of grade	Instructor first, then Department Chair		
Career counseling	CAPS Center	6600	Kennesaw Hall 2401
Change of major	Department of New Major		
Continuing Education information	Continuing Education	6765	KSU Executive Center
Cooperative Education/Internship	Career Services	6555	Kennesaw Hall 2617
Copy of transcript	Registrar	6200	Kennesaw Hall 1501
Counselor	CAPS Center	6600	Kennesaw Hall 2401
Declaration of major	Registrar	6200	Kennesaw Hall 1501
Donations to KSU or Foundation	Development Office	6027	Advancement Bldg. 160
External Affairs	University Relations	6203	Advancement Bldg. 107
Fee information and refunds	Bursar's Office	6419	Student Center 233
Financial Aid	Student Financial Aid	6074	Kennesaw Hall 1311
Gifts/Grants	Development Office	6027	Advancement Bldg. 160
Graduate Information	Graduate Studies	6738	Kennesaw Hall 3425
GSL checks, Pell checks, Refunds, & Scholarship Checks	Bursar's Office	6419	Student Center 233
Health & Fitness Information	Health Promotion & Wellness Center	6394	Student Center
Health Information	Health Center	6644	Nursing
Help for disabled persons	Student Development Center	6443	Student Center 268A
ID Card	Student Life Center	6280	Student Center 274
Intercollegiate athletics	Intercollegiate Athletics	6284	Gym 110, 112, 113
International Student Services	Student Development Center	6512	Student Center 258
Intramural activities	Student Life Center	499-3207	Student Center 171
Job after graduation	Career Services	6555	Kennesaw Hall 2617
Job on/off campus	Career Services	6555	Kennesaw Hall 2617
Job on campus (work study)	Student Financial Aid	6074	Kennesaw Hall 1311
Judiciary/Traffic Court Information	Judiciary Office	499-3403	Student Center 286-287
KSU Foundation information	Development Office	6308	Student Center 263

## 364 Campus Information

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Learning Support information	Learning Support	6207	Library 411
Minority Student Assistance	Student Development Center	6308	Student Center 263
Non-Traditional Student Assistance	Student Development Center	6701	Student Center 261
Payment of parking ticket	Bursar's Office	6016	Student Center 233
Personal help	CAPS Center	6600	Kennesaw Hall 2401
Perkins checks	Registrar	6475	Kennesaw Hall 1501
Petition to graduate	Registrar	6200	Kennesaw Hall 1501
Photocopying	Library	6186	Library
Press Inquiries	University Relations	6203	Advancement Bldg. 107
Readmission application	Admissions	6300	Kennesaw Hall 1501
Registration for Regents' Examination	Registrar	6200	Kennesaw Hall 1501
Registration information	Registrar	6200	Kennesaw Hall 1501
Residency status/change	VP/Business & Finance	6021	Kennesaw Hall 4421
ROTC information	ROTC	6229	
Student activities information	Student Life Center	6280	Student Center 274
Student publications information	Student Life Center	6280	Student Center 277
Transfer credit evaluations	Registrar	6200	Kennesaw Hall 1501
Tuition information	Bursar's Office	6419	Student Center 233
Veteran's information	Registrar	6200	Kennesaw Hall 1501
Volunteerism	Student Development Center	6700	Student Center 264
Withdraw from a class	Registrar	6200	Kennesaw Hall 1501
Writing assistance	Writing Center	6380	Humanities 237