

# Student Services & Activities

## Division of Student Success and Enrollment Services

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

## Counseling and Advising Program Services Center (CAPS)

The Counseling and Advising Program Services (CAPS) Center is a comprehensive service center where students obtain help with educational, career, and personal concerns from a trained staff of counselors, specialists, and advisors. Such assistance is intended to support Kennesaw State University's academic programs by offering relevant resources that facilitate the students' orientation to the university, contribute to personal development, enhance academic success, and facilitate career skills. All students are invited to come to the center 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) Office 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 and/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](http://careerctr.kennesaw.edu)
- KSUJOBS (listing of hundreds of degree and non-degree openings available through the University's computer network)
- Current listings of government, educational, social service and communications opportunities
- Information on hundreds of companies
- OwlTrak (Internet system which enables you to create a resume and upload it to the Career Service database for referral to employees) from the web
- On-Campus recruiting (hundreds of companies interview our graduating students and alumni for available positions each year)
- Career 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.

### **Cooperative Education and Internships**

The Cooperative Education and Internship programs offer students work experience in relation to their majors. Most employers want students with practical experience and often prefer to hire those who have worked with them and others through internships or co-ops.

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

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

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

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

### **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 Coordinator for University Judiciary Programs at (770) 499-3403 or visit the KSU Judiciary Program Web Page at [www.kennesaw.edu/judiciary/](http://www.kennesaw.edu/judiciary/)

## Student Development Center

The Kennesaw State University Student Development Center coordinates support services, programs and activities to enrich the college experience for specifically identified student populations, including minority students, international students, adult learners, and students with disabilities. In addition, the Student Development Center provides an avenue for individuals to engage in volunteer service in the community (VKSU). The Student Development Center has three satellite centers: Cultural Awareness and Resource Center, Lifelong Learning Center, and the Global Village. Each provides 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. The Student Development Center, located in the Student Center, Suite 267, is open Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and can be reached by phone at 770-423-6443.

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

## Adult Learner Programs

Adult Learner Programs at KSU offer a variety of innovative programs and services to meet the needs of the "nontraditional" student, those students who are 25 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, a resource center for adult learners.

## Lifelong Learning Center

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

Resources in the LLC include information and referral services, literature racks with academic, campus activities/community services information, and audio/video equipment for student use. An emergency locator service, typewriter checkout, a resource library with books, and audio and videotapes are available for students to check out. The LLC also houses a study/socializing area

with a free telephone, kitchenette complete with microwave, refrigerator, toaster oven and free coffee. Academic support services include four computers networked to Information Technology Services, laptop ports, FAX machine, equipment and resources for completing papers and projects. In addition, tutors are offered to assist with writing, English and math. Childcare information is available in both written form and on the website. Other services include workshops and programs on a variety of topics including parenting skills, succeeding in college, and programming for children such as Disney Days.

### **Disabled Student Support Services**

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

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

Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved.

The Assistant Director for Disabled Student Support Services works with faculty members to assure that students with special needs receive appropriate accommodations.

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

Students, faculty and staff are encouraged to become active members of the Disabled Student Support Services Advisory Committee and to have a part in promoting awareness of the important contributions made by students with disabilities to the life of the university and the community. The committee also works to increase the accessibility of the university and to represent the interests of students with disabilities to the university administration. Individuals with hearing impairment may contact the university's Assistant Director for Disabled Student Support Services by TDD at 770-423-6480.

### **International Student Retention Services**

The Office of International Student Retention Services (OISRS) serves as an advocate and resource for international students. The OISRS provides counseling and advising pertaining to cross cultural adjustment, academic concerns and referrals regarding financial matters and course scheduling. The OISRS is also responsible for the Mandatory International Student Orientation. The Coordinator 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. The International Student Handbook is available on the net at [http://www.Kennesaw.EDU/stu\\_dev/isrs/handbook.html](http://www.Kennesaw.EDU/stu_dev/isrs/handbook.html).

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 exchange. The International Festival is one of the largest projects sponsored by the ISA.

OSIRS also hosts The Global Village; a facility that provides a gathering place for internationally centered activities, resources, discussions, and exhibits.

### 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.

Through the Office of Minority Student Retention Services (OMSRS), minority students are provided with support services that include 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: P.L.U.S. - Project Let Us Succeed. P.L.U.S. features ProtÈgÈ, a program that matches new students with faculty and staff members for mentoring and/or academic advising; 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. P.L.U.S. also provides services such as personal counseling and advocacy to facilitate problem solving.

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, Rising Images (a multicultural theatrical group), the Native American Student Organization (NASO), and the predominantly black sororities - Delta Sigma Theta Sorority, Inc., and Alpha Kappa Alpha Sorority, Inc.

- and fraternities - Kappa Alpha Psi Fraternity, 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 and videotapes available to students, staff and faculty. Also, in the CARC, is a computer lab where students can check their e-mail and surf the net. A math tutor is 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.

### Student Community Service

Student Community Service is an important outreach for Kennesaw State University. Not only does volunteer service provide an avenue for individuals to give something back to the community, but it is also a vehicle for organizations and non-profit agencies to partner with Kennesaw State University. Additional information regarding community service projects can be obtained through Volunteer Kennesaw State University. VKSU is a campus center, which coordinates a variety of service placements and projects.

### Volunteer Kennesaw State University

VKSU is a campus based community service center matching student volunteer skills and talents with community needs. Since 1984, in cooperation with more than 150 agencies, VKSU has served as a clearing house 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 serves an educational role too, by providing a practical opportunity for students to explore career options and experience volunteer services in their major field of interest. Student community 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 in reviewing service opportunities. The office is located on the second floor of the Student Center, Room 264, and is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

## Student Life Center

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

General services provided by the Student Life Center include operation of the information booth, management of most student activity budgets, reservations of campus space for student organizations, and supervision of campus housing. The Student Life Center also has a Notary Public service. Programs include intramural sports, clubs and organizations, sororities and fraternities, the Kennesaw Activities Board (KAB), Student Government (SG), and the student publications. More details on these programs are provided below.

Lost and Found services are available in the Student Life Center. Items found on campus should be taken to and recovered from the

Student Life Center. Lost items are logged in and the owner is notified, if the item is recovered. All found items will be listed in the classified section of *The Sentinel* as a service to the KSU community. Found items not retrieved after one month will be donated to a social service agency.

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

## Student Publications

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

## Student Organizations and Activities

KSU offers over 100 registered student organizations. There is a wide variety of honor societies, fraternities and sororities, special interest groups, religious and political groups from which to choose. Contact the Student Life Center for an updated list of student organizations. Student organization mailboxes and offices are located on the 3rd floor of the Student Center in the Activity Area. The Activity Area also contains a copy machine and a fax machine for use by student organizations. Three courtesy telephones are available in the Activity Area for use by students.

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

open to all students who meet the individual group requirements.

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

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

The Kennesaw Activities Board (KAB) offers a wide range of activities for the entire university community including: coffeehouses with popular entertainment (comedians and musicians); The Chautauqua lecture series; family film days (in collaboration with the Lifelong Learning Center); outdoor recreation excursions; KSU Day; and Homecoming. KAB also coordinates the only movie rental location on campus known as CineKAB. Students who are interested in becoming active members of KAB can call 770/423-6279 or drop by the KAB office located in the Student Center, room 375.

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

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

SG officers include the president, executive vice-president, secretary/treasurer, along with six secretaries (appointed by the president) and 25 senators (two from each college and school of the university, three at-large, one non-traditional, one traditional, one undergraduate, one graduate, one international, one disabled, an American minority, a student athlete and two freshmen). Elections for these positions (with the exception of the freshmen senators) are conducted each spring;

however, opportunities are usually available for involvement each semester. Students who wish to run for an office should contact either the SG office at 770-423-6276 or the Student Life Center at 770-423-6280.

### **Intramural Sports**

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

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

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

### **Interact: KSU's Premier Student Leadership KSU**

Interact is the leadership development program for students at Kennesaw State University. Interact offers an intensive study of leadership through a series of workshops. All activities are designed to assist students in identifying and strengthening their leadership skills. Interact strives to prepare students for their leadership roles on campus as well as in the community upon graduation.

Information is available in the Student Life Center. Students who are currently serving in

leadership positions in student clubs and organizations, as well as those students who are interested in developing good leadership skills, are invited to participate in Interact. Both new and returning students are welcome.

### **Student Housing**

Located in room 274 in the James V. Carmichael Student Center, the Student Life Center is your resource for on-campus or off-campus housing. For more information, please visit the Center to talk to a staff member, call 770/423-6280, or access the website at [www.kennesaw.edu/student\\_life](http://www.kennesaw.edu/student_life).

For the first time in its history, Kennesaw State University has two apartment communities: University Place and KSU Place. University Place, housing 700 students, is located on the south end of campus and has 2 bedroom and 4 bedroom units available, while KSU Place, housing 358 students, is located on the north end of campus and has 4 bedroom units available. Both communities have cable and internet access, are fully furnished and carpeted, and have full kitchens. In addition to these amenities, each University Place apartment is furnished with a washer and dryer, and each resident has a private bathroom. If you would like more specific information about either of these communities, please go to [www.ksuhousing.com](http://www.ksuhousing.com). If you do not have access to the web, please call the Student Life Center.

If students do not wish to live on campus but want to find nearby off-campus housing accommodations, the Student Life Center will assist your search by providing information about apartments and other housing opportunities in the Northwest Atlanta area. The Student Life Center will also provide access to its "roommate search list."

Please note that while KSU provides information to students about housing, the University has no affiliation with any property and does not make specific recommendations for housing. Also, while Kennesaw State provides roommate information for off-campus housing, the Student Life Center does not match roommates.

### **Center for Health Promotion & Wellness**

The Kennesaw State University Center for Health Promotion and Wellness offers a variety of programming which encourages faculty, staff, and students to take responsibility for their health and well-being. Wellness integrates body, mind, and spirit through six dimensions: physical, emotional, social, intellectual, spiritual, and career/vocational.

The Center provides various services, including nutrition analysis, health risk appraisals, and fitness testing consisting of blood pressure, heart rate, weight, body composition, flexibility, biceps strength, and cardiovascular endurance. Vision, hearing, and pulmonary function assessments are also available. The Center also has two treadmills that can be used before or after class.

The Center offers a variety of programming including National Collegiate Alcohol Awareness Week, the Great American Smokeout, cooking classes, Sexuality Awareness Month, Eating Disorders Awareness Week, Men's & Women's Health Awareness Months, National Nutrition Month, stop smoking classes, CPR certification classes, and an annual health fair.

The Center has a Wellness Library that contains brochures, newsletters, journals, reference books, videos, and computer programs on a variety of health topics.

The Center is open Monday-Thursday, 9 a.m. to 6 p.m., Friday, 9 a.m. to 5 p.m. and Saturday, 9 a.m. to noon and is located in the Carmichael Student Center, Room 157. For more information please call (770) 423-6394.

### **Other Student Information**

#### **Campus Bookstore**

The 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 and supplies, the Bookstore features computer hardware and software, cards, general interest books, special Kennesaw State University merchandise

and a variety of clothing, sundries and gift items. The Bookstore purchases current used textbooks and will special order books not in stock. The bookstore insures a complete selection of books being used in each semester's courses. The friendly and knowledgeable bookstore staff is always happy to serve you.

Bookstore Hours:

Monday - Thursday 7:30 am - 8:30 pm

Friday 7:30 am - 4:00 pm

Saturday 8:00 am - 4:00 pm

(In between semesters: 7:30 am - 6:00 pm - may change, so call and check hours)

### Food Services

The university has a contractual agreement for food service with Sodexo Marriott Services. The cafeteria offers popular food services such as Pizza Hut, Chick -Fil-A, Deli, Starbucks Coffee, Freshens Yogurt, Dunkin Donuts, Haagen-Dazs and Manhattan Bagels. Fall and spring semesters food service is available from 7:00 am-3:00 pm Monday -Thursday and 7:00 am-2:30 pm on Friday. The Midnite Owl 8:00 am-8:00 pm Monday-Thursday and until 2:30 pm on Friday. The Kennesaw Grill, offering hamburgers, hot-dogs, Philly steak sandwiches and fries is open Monday-Thursday 11:00 am-8:00 pm. Center Court at the KSU center is open 8:00 am-8:00 pm Monday-Thursday and until 2:30 pm on Friday.

### Health Services

#### Kennesaw State University Walk-In Health Clinic

The KSU Health Clinic, in collaboration with the Cobb County Board of Health, serves students, faculty, and staff of Kennesaw State University by encouraging health promotion and disease prevention. Certified Nurse Practitioners and students currently enrolled in the Primary Care Nurse Practitioner Program provide services including physical examinations, adult immunizations, women's health, laboratory testing, health education and minor illness care. Medical information is confidential and will not be released without the patient's written consent except as required by law.

Health Clinic fees are set by the Cobb County Board of Health. Cash, Check, VISA, and MasterCard are accepted. The Health Clinic is located on the ground floor of the Nursing Building, Room 014. Services are by appointment (770) 423-6644 and /or walk-in basis. The Health Clinic is closed on scheduled school holidays and hours limited during semester breaks.

Kennesaw State University being a nonresidential university, does not assume responsibility for the overall health and physical well-being of its students. The university does assume, however, a reasonable degree of responsibility for the safety and welfare of its student body by encouraging students to participate in a nominally priced accident and sickness insurance plan and maintaining adequately equipped first-aid stations at strategic locations on campus.

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

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

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

### **Information Booth**

Located on the first floor of the Carmichael Student Center, the information booth is operated under the direction of the Student Life Center. The information booth is staffed by student assistants who provide a number of services.

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

Photo ID cards are made at the Information Booth. Students should show proof of registration and fee payment for the semester in order to have an ID card made. Replacement ID cards cost \$10.00 and students must also show proof of enrollment. For more information on student ID cards, call the Student Life Center at (770) 423-6280.

### **Intercollegiate Athletics**

Initiated in the fall of 1982, KSU's intercollegiate sports program is a member of the Peach Belt Conference and Division II of the National Collegiate Athletic Association (NCAA). The Fighting Owls currently sponsor 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. 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 or a spectator.

### **Kennesaw State University Alumni Association (KSUAA)**

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

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

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

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

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

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

### **Student Services Fees**

Upon registering, each student pays a student services fee of \$145. Of this amount, \$76 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.