The purpose of this guide is to provide to new students at Kennesaw State an easily accessible list of the resources that are available here to help them both achieve greater levels of success during their first year as well as clear-up as much confusion as possible that comes upon entering a university for the first time. We hope that the following links and descriptions will help aid students in becoming more familiar and more comfortable with Kennesaw State and its many programs, departments, organizations, and other groups. We understand that entering any college or university is a large task and can be overwhelming at times, so this is intended to ease those pressures by offering three groupings of resources we find to be important to students. Beginning with Category I Resources and decreasing as the categories progress, we have compiled this document based not specifically upon importance, but upon necessity and levels of assistance to new students. Finally, we recognize that further additions or revisions may be useful, and we are more than welcome to suggestions. Please feel free to email Dr. Trivedi at nirmal.trivedi@kennesaw.edu or Josh Brown at jbrow512@students.kennesaw.edu. Best of luck during your first year, and we hope this helps!
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Campus Maps

Kennesaw Campus
Category I Resources

Academic Advising

General Advising
Web: advising.kennesaw.edu

Advising Center for New, Exploratory, and Students in Transition (The NEST)
Web: uc.kennesaw.edu/nest
Phone: (470) 578-2860
Location: Willingham Hall, Room 202 (Kennesaw)

The NEST is the primary advising resource for students who have not yet chosen a major, or are transitioning from one academic program to another.

NEST advisors are generalists; they can help you transition to Kennesaw State and ultimately into the appropriate major, where you will receive guidance from the departmental advisors (the specialists) in your major. The NEST is also a secondary advising resource for those students who have a declared major but need assistance with general education requirements or university policies.

All exploratory (undeclared/undecided) students are assigned a NEST advisor upon admission to the university.
Campus Safety

Department of Public Safety and University Police

Web: police.kennesaw.edu

Phone: (470) 578-6666 (Emergencies)
       (470) 578-6206 (Non-Emergencies)

Locations:
  - Public Safety Building (Kennesaw)
  - Norton Residence Hall, Ground Floor (Marietta)

Facebook: Kennesaw State University Police

Lecture by Kristina Anderson

YouTube: Safety Lessons from Virginia Tech Tragedy Survivor - Kristina Anderson

Ms. Anderson, a survivor of the 2007 Virginia Tech school shooting, shares her insight on why campus safety is important as well as provides a personal account as to why programs such as the LiveSafe app are vital resources to college students.

LiveSafe Application

Web: livesafe.kennesaw.edu/index.php

The free LiveSafe app provides students, faculty, and staff with a direct connection to campus police so that everyone can easily communicate all their safety needs. Its easy-to-use features help you stay safe every day and enable us to provide better protection for you.

You can download the LiveSafe app by searching for “LiveSafe” via the Google Play or iTunes app stores.
Office of Emergency Management

Web: oem.kennesaw.edu
Facebook: Kennesaw State University Office of Emergency Management
Twitter: @KSU_Safety
Instagram: @ksu_safety

The Office of Emergency Management has the primary responsibility of the emergency management function at Kennesaw State. It determines whether KSU is open, closed, or delayed in the event of weather or other emergencies.

Disability Services (SDS)

Web: sss.kennesaw.edu/sds
Phone: (470) 578-2666 (Kennesaw)
(678) 915-7244 (Marietta)
Locations: Carmichael Student Center, Suite 267 (Kennesaw)
Joe Mack Wilson Student Center (A), Suite 160G (Marietta)

Student Disability Services (SDS) is the first contact for students with disabilities to arrange accommodations and locate campus and community resources.

The mission of SDS is to assure equal access to all educational experiences by students with identified, legally defined disabilities, and to promote the University's knowledge of and compliance with all applicable federal and state laws. In addition, this unit strives to enhance students' total academic and personal development and to promote the recognition of the contributions made by individuals with disabilities to the rich diversity of the University.
Registration, Bursar, and Financial Aid

Bursar’s Office, Office of Finance and Accounting
Web: kennesaw.edu/finance
Email: bursar@kennesaw.edu
Phone: (470) 578-6419
Location: Carmichael Student Center, Room 236 (Kennesaw)

The Office of the Bursar is responsible for the billing of student tuition accounts. This responsibility involves sending bills and making payment plans.

Office of the Registrar
Web: registrar.kennesaw.edu
Email: registrar@kennesaw.edu
Phone: (770) 423-6200 (Kennesaw)
Locations: Kennesaw Hall (Kennesaw)
Administration Building (B) (Marietta)

The Office of the Registrar manages class registration, student records, DegreeWorks, immunization information, transfer equivalences, and much more.

Office of the Student Financial Aid
Web: financialaid.kennesaw.edu
Email: finaid@kennesaw.edu
Phone: (770) 423-6074 (Kennesaw)
Location: Kennesaw Hall (Kennesaw)

The Office of Student Financial Aid provides assistance for students to help them meet the costs of obtaining a Kennesaw State University education.
Category II Resources

Academic Support and Tutoring

**Academic Tutoring Services, Office of Development**

Web: [kennesaw.edu/stu_dev/alp/academic.shtml](kennesaw.edu/stu_dev/alp/academic.shtml)

We offer individualized in person and online tutoring options for current students and prospective KSU students. Our appointments are 50 minutes in duration with optional computers and resource materials. With over 30 courses taught, clients who utilize this service find our tutoring sessions to be beneficial to their academic success.

**Cultural Awareness and Resources Center (CARC)**

Web: [kennesaw.edu/stu_dev/msrs/academic.html](kennesaw.edu/stu_dev/msrs/academic.html)

The CARC services include a full service ITC computer lab, appointment and walk-in tutorial services in math and writing support at no charge to faculty, staff and registered KSU students. Students who received academic tutoring through the Cultural Awareness & Resource Center benefit from focused individualized tutoring.

**English as a Second Language (ESL) Center**

Web: [uc.kennesaw.edu/academicinitiatives/esl.php](uc.kennesaw.edu/academicinitiatives/esl.php)

Phone: (470) 578-6377 (Kennesaw)
(470) 578-4915 (Marietta)

Locations: Sturgis Library, Room 442 (Kennesaw)
L.V. Johnson Library (C), Room 141 (Marietta)

At the ESL Center, KSU IEP, undergraduate, and graduate international students can receive tutoring in writing, reading, pronunciation, and presentation skills, as well as advising for their general education (core) requirements and mentoring.
**Foreign Language Resource Collection**

Web: [kennesaw.edu/foreignlanguage/FLRC_ALL](http://kennesaw.edu/foreignlanguage/FLRC_ALL)  
Phone: (678) 797-2197  
Location: Pilcher, Room 134  
Twitter: [@KSUForeignLan](http://twitter.com/KSUForeignLan)

The Foreign Language Resource Collection is an integral part of language teaching at KSU. Its purpose is to expose students to a more vivid language experience by listening to different voices and accents and to foster interpersonal exchange in order to assist students in acquiring and improving their foreign language skills.

**Math and Chemistry Lab**

Location: Sturgis Library, Room 421

Provides Math and Chemistry tutoring on a walk-in basis.

**Online Academic Tutoring Services**

Web: [kennesaw.edu/stu_dev/alp/oats.shtml](http://kennesaw.edu/stu_dev/alp/oats.shtml)

Offers online tutoring in a wide variety of subjects.

**Professionals Empowering Our Potential Leaders for Excellence (PEOPLE) Program**

Web: [kennesaw.edu/stu_dev/msrs/mentoring.html](http://kennesaw.edu/stu_dev/msrs/mentoring.html)

Developed in partnership with the Office of Volunteer Kennesaw, this mentoring program is designed with the intention of pairing a KSU student with a faculty, staff, alumni, or business partner with like interests, who are willing to offer their time to mentor a student for professional and academic success.
**Psychology Lab**

Web: psychology.hss.kennesaw.edu/resources/psychlab  
Location: Social Sciences Building, 4th Floor (Kennesaw)

The KSU Psychology Lab is a resource center for students enrolled in psychology courses. The lab has 10 computers: available on a first-come, first-served basis. Students can use their KSU student ID or a K-Cash card to print while in the lab, and wireless printing is available.

For course assignments, students may seek assistance with questions relating to APA style, research and experimental designs, statistical and data analyses, article searches, SPSS, and GRE practice software. Papers will not be reviewed for APA style; however, students may come to the lab with specific APA-style questions.

**Science and Math Academic Resource and Tutoring (SMART) Center**

Web: uc.kennesaw.edu/academicinitiatives/smart/  
Location: Sturgis Library, Suite 433 (Kennesaw)  
Joe Mack Wilson Student Center (A), Suite 185 (Marietta)

In the SMART Center you will find people and resources to help with most first- and second-year mathematics and chemistry classes at KSU. No appointments are necessary to use the SMART Center’s services, and you can stop by any time they are open for help in your classes.
**Supplemental Instruction (SI)**

Web:  [uc.kennesaw.edu/academicinitiatives/supplementalinstruction.php](http://uc.kennesaw.edu/academicinitiatives/supplementalinstruction.php)

KSU students wanting to succeed in difficult courses can get help SI through weekly study sessions. All sessions are free to students. SI currently offers help in Anatomy & Physiology, Biology, Chemistry, Physics, Political Science, and Mathematics.

SI’s mission is to provide an environment that increases the learning and retention of all students enrolled in courses supported by the SI program. The program consists of SI leaders (students who are academic facilitators) who can help you develop the thinking and reasoning skills necessary to succeed in historically difficult courses. SI leaders are empathetic listeners, resource guides, and most of all, supportive peers.

**Writing Center**

Web:  [writingcenter.kennesaw.edu](http://writingcenter.kennesaw.edu)

Phone:  (470) 578-6380 (Kennesaw)

(678) 915-3005 (Marietta)

Locations:  English Building, Room 242 (Kennesaw)

Joe Mack Wilson Student Center (A), Room 184 (Marietta)

Facebook:  [Kennesaw State University Writing Center](https://www.facebook.com/KennesawStateWritingCenter)

Twitter:  [@KSUWC](https://twitter.com/KSUWC)

Tumblr:  [ksuwritingcenter](https://www.tumblr.com/search/ksuwritingcenter)

Whether you’re a business major working on a proposal, a graduate student in education writing your dissertation, or an engineering student composing a report, your writing will be judged by instructors now and by potential employers later. The KSU Writing Center is here to support your development as a writer so that you become a more articulate and fluent communicator at the university and beyond.
Library and Information Resources

Web: library.kennesaw.edu
Phone: (470) 578-6202 (Kennesaw)
       (678) 915-7276 (Marietta)
Locations: Horace W. Sturgis Library (Kennesaw)
           L.V. Johnson Library (C) (Marietta)

Mental Health and Counseling Services

Counseling and Psychological Services

Web: kennesaw.edu/studentsuccessservices/cps
Phone: (470) 578-6600 (Kennesaw)
       (678) 915-7391 (Marietta)
Locations: Kennesaw Hall, Room 2401 (Kennesaw)
           Joe Mack Wilson Student Center (A), Suite 170 (Marietta)

Counseling & Psychological Services Center (CPS) offers an array of services such as short-term personal counseling, group counseling, career counseling, crisis intervention, workshops and educational programming, referral services, and consultation for members of the KSU community.
Student Involvement and Leadership

Center for Student Leadership

Web: uc.kennesaw.edu/csl
Phone: (470) 578-6329 (Kennesaw)
Location: Kennesaw Hall, Room 172 (Kennesaw)
Facebook: Center for Student Leadership at Kennesaw State University
Twitter: @KSU_CSL
Instagram: @ksu_csl

The Center for Student Leadership provides innovative, collaborative, and impactful development opportunities that enhance students' ability to engage with campus life and positively impact their local, national, and international communities.

Whatever your interests, the CSL offers a variety of one-of-a-kind programs that will challenge and reward you in equal measure. Our students learn from KSU’s best—gifted mentors who have distinguished themselves in their fields. You’ll have fun, while gaining the kind of real-world experience that positions you for personal and professional success.
Department of Student Involvement

Web: involvement.kennesaw.edu

Phone: (470) 578-6280 (Kennesaw)

Locations: Carmichael Student Center,
            Room 274 (Kennesaw)
            Joe Mack Wilson Student Center (A), Suite 200 (Marietta)

Facebook: KSU Student Life

Twitter: @KSUSTuLife

Instagram: @KSUSTuLife

YouTube: KSUSTuLife

The Kennesaw State University Department of Student Involvement brings you services, resources, activities and events from the nonacademic side of college life. We like to think of ourselves as a classroom - without walls. Kennesaw State supports and encourages participation in co-curricular activities as an integral part of your total education. The decision is yours - to get a degree or an education. Any active student involved in student groups or volunteering in the community can attest to the learning acquired and the satisfaction experienced through involvement. By combining the skills you develop through co-curricular involvement and the knowledge gained in the classroom, you will be much better prepared in enjoying college, getting that job and developing your total potential.

Student Organizations Directory (OwlLife)

Web: owllife.kennesaw.edu/Organizations

OwlLife provides a list of all registered student organizations at KSU. Here you can search for an organization based off of your personal preferences, whether it be athletic, political, or cultural based, among many others.
Category III Resources

**Campus Events, Arts, and Culture**

*Arts, Culture and Museums*

Web: [kennesaw.edu/arts.php](https://kennesaw.edu/arts.php)

The College of the Arts and the Department of Museums, Archives and Rare Books serve Kennesaw State and our local community through visual arts, dance, music, theatre, and art and history museums. Whether you want to launch your career in the arts, visit our galleries, see a performance, or even learn about World War II, we’re your resource for arts and culture.

*KSU Master Calendar*

Web: [calendar.kennesaw.edu](https://calendar.kennesaw.edu)

The Master Calendar displays event listings for Art & Culture, Campus Life, Student Activities, and many other categories of events and activities.
Career Services

Web: careers.kennesaw.edu
Phone: (470) 578-6555
Locations: Kennesaw Hall, Room 2617 (Kennesaw)
Joe Mack Wilson Student Center (A), Suite 170 (Marietta)
Facebook: Kennesaw State Career Services Center
Twitter: @ksucareercenter
Instagram: @ksucareercenter

The Career Services Center shares in the mission of the University by educating and facilitating the career development of students and alumni, in preparation for the ever-changing work environment.

Through strategic engagement with internal and external partners, we provide access to services, programs, and experiences that develop competent and competitive professionals who will contribute to local and global communities.
Diversity Programs

Web: diversity.kennesaw.edu
Phone: (470) 578-2614 (Kennesaw)
Location: English Building, Suite 202 (Kennesaw)
Facebook: Office of Diversity and Inclusion at KSU
Twitter: @ksudiversity
Instagram: @ksudiversity

Kennesaw State University prides itself on offering a premiere, personalized educational experience for leadership and engagement within a diverse nation and world. This educational experience is achieved through recognition and appreciation of the differing backgrounds and experiences reflected within the University community.

The Office of Diversity and Inclusion is charged with creating a welcoming, inclusive, and equitable learning and working community at Kennesaw State University. This mission encompasses responsibility for university-wide climate assessment, diversity and inclusion action planning, academic support services, and curricular and co-curricular programming.

GLBTIQ Student Retention Services

Web: kennesaw.edu/stu_dev/glbtiq
Facebook: Kennesaw State LGBTQ Student Retention Services
Twitter: @GLBTIQKSU

The Gay, Lesbian, Bisexual, Transgender, Intersex, Questioning and Queer (GLBTIQ) Student Resource Center’s mission is to provide a safe, supportive and inclusive space where students of all gender identities, gender expressions and sexual orientations can come to receive support, resources and referrals in order to aid in the realization of their fullest potential as students, individuals, leaders, community members and advocates.
**Multicultural Student Retention Services**

Web: kennesaw.edu/stu_dev/msrs/index.html

The vision of Multicultural Student Retention Services is to provide a platform for holistic development and success for multicultural students at Kennesaw State University. It facilitates holistic development and success for multicultural students by offering services and resources including Cultural Awareness and Resource Center, KSU P.E.O.P.L.E. Mentoring Program, Making the Grade Workshop Series, KSU African American Male Initiative, Multicultural Programming Board, and Heritage Month Celebrations.

**Health and Wellness Resources**

**Center for Health Promotion and Wellness**

Web: wellstarcollege.kennesaw.edu/wellness/

Phone: (470) 578-6394 (Kennesaw)

Location: Siegel Student Recreation and Activities Center, Suite 1200 (Kennesaw)

The mission of the Center for Health Promotion and Wellness is to improve the health and well-being of students and employees through awareness and education. It encourages students and employees to assume more responsibility for their health and well-being. The 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 science students.
**Dr. Betty L. Siegel Student Recreation and Activities Center**

The Recreation and Activities Center is conveniently located in the heart of the Kennesaw campus and provides expansive recreational facilities for Kennesaw State University students, faculty, staff and their guests. Regularly enjoyed by over 30% of the student body, the Student Recreation Center has something for everyone!

The facility is approximately 45,000 square feet of space located across from the award-winning Campus Green. The facility includes two floors of dedicated fitness space for strength training and cardiovascular activity; 2-court gymnasium; day lockers; locker rooms; group exercise classes; XP Power Performance Room; Equipment Check-out Desk; and Seminar Room for Wellness Programs as well as Intramural Sports and Nature Bound Programs.

The facility is student-oriented, and students play a significant role in planning and operating the facility, as well as in establishing its policies. Students serve as the facility managers, fitness attendants, personal trainers, bike shop technicians, group fitness instructors, and maintenance technicians. The facility also houses a wide variety of activities and special programs each semester such as road races, weightlifting competitions, ride your bike to campus, and much more!
International Student Support, International Education, and Study Abroad

Division of Global Affairs
Web: dga.kennesaw.edu
Phone: (470) 578-2668 (Kennesaw)
Location: Town Point, Suite 2800 (Kennesaw)

As a recognized leader in global learning, the Division of Global Affairs promotes and collaboratively leads internationally-focused education opportunities and regional studies among KSU’s faculty, students, staff and the community. Through the programs and services managed there, the DGA helps make Kennesaw State University a truly international campus.

International Student Association (ISA)
Web: kennesawisa.wix.com/kennesawisa
Phone: (770) 420-4385 (Kennesaw)
Location: Carmichael Student Center, Room 370 (Kennesaw)
Twitter: @kennesawisa
Youtube: kennesawisa

The ISA prides itself on encouraging intercultural, social, and athletic exchange among students attending Kennesaw State University of diverse nationalities. Through a series of activities and programs of an international nature, the association creates a sense of belonging in the campus community. We strive to connect both Kennesaw State University campuses to the international student population and the global issues they may face. Our intention is to serve as a contact to connect citizens of the same country to one another, provide leadership opportunities to students, host events that highlight students’ cultures and diversity and to provide information and/or become a referral source for students.
**International Student Retention Services (ISRS)**

Web:  [kennesaw.edu/stu_dev/isrs/index.shtml](http://kennesaw.edu/stu_dev/isrs/index.shtml)

Phone:  (470) 578-4392 (Kennesaw)

Location:  Carmichael Student Center, Room 255 (Kennesaw)

The purpose of ISRS is to assist international students attending Kennesaw State University. These retention efforts involve assisting with and making referrals regarding admissions, visa concerns, registration, ESL (English as a second language), academic support, personal, and social issues.

**Undergraduate Research**

**Center for Excellence in Teaching and Learning (CETL)**

Web:  [cetl.kennesaw.edu](http://cetl.kennesaw.edu)

Phone:  (470) 578-6410

Locations:  3211 Campus Loop Road, House 54 (Kennesaw)

Academic Building - H, Room 202-A (Marietta)

Facebook:  [KSU CETL](https://www.facebook.com/ksucetl)

Twitter:  [@KSUCETL](https://twitter.com/ksucetl)

Google Plus:  [CETL Kennesaw](https://plus.google.com/108428599401807045989)

The Center for Excellence in Teaching and Learning (CETL) promotes research based pedagogies that foster student academic engagement, learning, and success. CETL supports the integrated professional development of students, faculty, and administrators throughout their careers. Rooted in learning science and assessment theory, CETL cultivates a data-driven campus-wide culture of ongoing academic program enhancement.

CETL is committed to supporting scholarship conducted by undergraduates under the mentorship of a faculty member. Undergraduate research/creative activity is defined as “An inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.”
Undergraduate Research Club (URC)

Web:  cetl.kennesaw.edu/undergraduate-research-club-urc
Facebook:  KSU Undergraduate Research Club

The Undergraduate Research Club (URC) is a Registered Student Organization dedicated to promoting undergraduate research and creative activity at Kennesaw State University. As a member of the club, you can learn more about how to get started in undergraduate research, how to find a mentor, how to publish and present your results, and how to get funding for your project. Also, you can help sponsor the Symposium of Student Scholars each year and conduct research as part of an interdisciplinary team.

Women’s Resource Center

Women’s Resource and Violence Prevention Center

Web:  kennesaw.edu/studentsuccessservices/wrc
Phone:  (470) 578-7858
Location:  Kennesaw Hall, Room 3426 (Kennesaw)
Facebook:  Kennesaw State University Women’s Resource Center
Twitter:  @WRC_KSU

The mission of the Women’s Resource Center is to enhance academic performance and empower members of the KSU community to reach their full potential by striving to create an inclusive, supportive, and violence free campus environment.
The Women’s Resource and Interpersonal Violence Prevention Center at Kennesaw State University will stand by its mission to

- Support members of the KSU community who are survivors of sexual assault and other forms of interpersonal violence.
- Offer on and off campus resources to appropriately address the needs of students.
- Provide training and education on a variety of topics that address women and gender issues.
- Create awareness of women and gender issues through the creation and dissemination of educational materials to the campus community.

**Work, Cooperative (Co-Op), and Internship**

**Campus Jobs Site**

Web: [web.kennesaw.edu/campusjobs](http://web.kennesaw.edu/campusjobs)

The KSU Campus Jobs Site offers a listing of many jobs on-campus offered by various departments. The listings include job descriptions, contact information, and pay rates for those listed.

**Federal Work Study Program (FWS)**

Web: [kennesaw.edu/stu_dev/fws](http://kennesaw.edu/stu_dev/fws)

The Federal Work-Study (FWS) Program is a federally-funded Title IV student financial aid program funded through the Department of Education and designed to provide work opportunities for students enrolled in undergraduate or graduate programs, enabling them to earn funds for meeting educational expenses. In addition, the program provides an opportunity for students to gain work experience in their areas of academic and non-academic interest. Federal Work-Study is open to students who qualify.
**Internship and Co-ops**

Web: [careers.kennesaw.edu/employers/internship.php](careers.kennesaw.edu/employers/internship.php)

An internship is employment that closely relates to the student’s major and is usually one semester in length. Students may also receive academic credit for their participation (with an eligible major) and the position may be paid or unpaid, depending on the major. The internship may be part-time or full-time, but should include a minimum of ten hours of work per week. This program is available to third-year undergraduate students and older, as well as to graduate students. GPA, credit hours, and other academic requirements vary by major.

For an Alternating Co-Op, undergraduates commit to work with the same employer in a major related position for three semesters over a five semester period, alternating between full-time work and full-time academic coursework on an every other semester basis. Undergraduates must have 30 hours of coursework completed and a 2.5 GPA to begin the program and must maintain a 2.5 GPA throughout.

For a Parallel Co-Op, students work for at least two semesters with employers in positions that provide direct related experience to their academic majors. They may receive academic credit for participation and must be paid a wage. The position may be part-time or full-time, but should include a minimum of ten hours of work per week. Second-year and older undergraduate as well as graduate students are eligible to participate if they have a declared eligible major, at least 30 completed undergraduate credit hours, and a 2.50 GPA.
Student Employment Information

Web: web.kennesaw.edu/hr/content/student-employment

A Student Assistant is a part-time employee who is currently enrolled in at least a half-time credit load at KSU with the primary goal of achieving a degree. A Student Assistant is considered a temporary employee and is not eligible for benefits. As with all KSU employees, Student Assistants must attend an employment orientation with Human Resources prior to beginning work. In general, Student Assistants may not work more than 20 hours per week.

Students who maintain the appropriate academic standards are given the opportunity to register for classes during the earliest stage of Priority Registration. Students on academic probation are ineligible for the early registration benefit. New students and students being readmitted must wait one term to become eligible for early registration benefits.