Campus Resource Guide for Students at KSU
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Introduction

Purpose

The purpose of this guide is to provide to new students at Kennesaw State an easily accessible list of the resources that are available to help them achieve greater levels of success during their time at KSU. While the development of this guide was supported by the First-Year Seminar program, it is intended to help all students, regardless of year.

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 we hope 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.

Best of luck during your first year, and we hope this helps!

Contact Information

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 Madison Hilton at mhilton4@students.kennesaw.edu.
Campus Maps

Kennesaw Campus
Marietta Campus
Category I Resources

Academic Advising

General Advising

Web: advising.kennesaw.edu

University College Advising Services (UCAS) for Exploratory/Undecided Students

Web: http://uc.kennesaw.edu/ucas/
Phone: (470) 578-2860
Location: Willingham Hall, Room 202 (Kennesaw)

*From their website:* The UCAS is the primary advising resource for students who have not yet chosen a major or are transitioning from one academic program to another.

UCAS 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 UCAS 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 UCAS advisor upon admission to the university.
Campus Safety

Department of Public Safety and University Police

Web:  [police.kennesaw.edu](http://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](https://www.facebook.com/KennesawStateUniversityPolice)

*From their website:* Our Department protects and serves the campus community and visitors by providing professional public safety services and a safer campus through community partnerships with a commitment to education, as a teaching police department and public safety agency.

Lecture by Kristina Anderson

YouTube:  [Safety Lessons from Virginia Tech Tragedy Survivor - Kristina Anderson](https://www.youtube.com/watch?v=example_video_id)

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](http://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: @ksuoem

Instagram: @ksuoem

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: https://sds.kennesaw.edu/

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.

From their website: 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

**Academic Program Maps**

Web: academicmaps.kennesaw.edu

*From their website:* Want to know more about KSU’s undergraduate degree programs? Academic program maps offer suggested four-year schedules of courses for all of KSU’s degree programs based on requirements in the KSU catalog. Each map provides a sample schedule each term, including milestones, keeping you on track for timely progress to graduation!

This is a great resource to make informed and realistic plans regarding class scheduling, whether you’re planning for your own major or considering switching majors.

**Bursar’s Office, Office of Fiscal Services**

Web: kennesaw.edu/finance

Email: bursar@kennesaw.edu

Phone: (470) 578-6419

Location: Carmichael Student Center, Room 236 (Kennesaw)

The Office of Fiscal Services 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)

Administraion Building (B) (Marietta)

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

Web: [financialaid.kennesaw.edu](http://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, Online Learning**

Web:  [http://learnonline.kennesaw.edu/student-resources/tutoring.php](http://learnonline.kennesaw.edu/student-resources/tutoring.php)

*From their website:* Kennesaw State University and the Office of Adult and Commuter Student Affairs offers online academic tutoring services for mathematics, statistics and economics as well as a variety of other academic disciplines and courses.

Additional resources are available through specific departments to assist students with specific courses and skills:


**Dean of Students**

Web:  [http://deanofstudents.kennesaw.edu/index.php](http://deanofstudents.kennesaw.edu/index.php)

*From their website:* Your Dean of Students is your advocate and resource to help maximize your success at KSU and beyond. The formal roles of the Office of the Dean of Students include oversight for all student conduct, problem resolution, behavioral and crisis response, administrative emergency withdrawals, policy review and compliance, and student advocacy and support.

In addition to the formal functions of this office, the Dean of Students collaborates across all areas and constituents within the greater university community to enhance the student experience. This includes not only service to students but also collaborations with parents, alumni, community members, faculty, staff, and campus administrators. In some ways, the Dean of Students office is similar to a hotel concierge - when you are not sure where to turn and need guidance, we will always be happy to help. If we cannot resolve your needs, we will connect you with the appropriate offices and individuals who can.

**Student Advocacy**

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

*From their website:* We serve as a sounding board by helping students to examine resolution options and managing their expectations, making appropriate referrals and informal inquiries, coaching students' development of effective communication techniques, and providing conflict mediation and educational workshops upon request. Our responses to each concern is specifically tailored to the dynamics of each unique situation.
**English as a Second Language (ESL) Center**

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

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

Locations: Sturgis Library, Room 442 (Kennesaw)  
Norton Hall (R2), Room 164 (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: [https://chss.kennesaw.edu/foreignlanguages/flrc/index.php](https://chss.kennesaw.edu/foreignlanguages/flrc/index.php)

Phone: (470) 578-6366

Location: Pilcher Public Service Building (375) Room 221

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

*From their website:* 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 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.
**Psychology Lab**

Web:  [http://chss.kennesaw.edu/psychscience/](http://chss.kennesaw.edu/psychscience/)

Location:  Social Sciences Building (402), Room 4030 (Kennesaw)

*From their website:* 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/](http://uc.kennesaw.edu/academicinitiatives/smart/)

Location:  Sturgis Library, Suite 433 (Kennesaw)

Norton Hall (R2), 174 (Marietta)

*From their website:* 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)

*From their website:* 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)
Johnson Library, Room 121 (Marietta)

Facebook: [Kennesaw State University Writing Center](https://www.facebook.com/KennesawStateWritingCenter)
Twitter: [@KSUWC](https://twitter.com/KSUWC)
Tumblr: [ksuwritingscenter](https://ksuwritingscenter.tumblr.com)

*From their website:* 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

Library System

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)

The KSU Library system is the primary stop for students to access both print and digital resources on campus. From books, academic journals, research articles, and much more, the Library provides access to numerous resources to help you succeed academically, do some personal learning, or enjoy some leisurely reading.

As a KSU student, you have access to viewing and printing thousands of journal and other academic articles, as well as borrowing not only from the KSU Libraries but also from other regional libraries through the inter-library loan system. Check out the website to learn everything you have access to, and you could save a lot of money on textbooks and other materials in the process.
Mental Health and Counseling Services

Counseling and Psychological Services

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

*From their website:* 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

The Department of Leadership and Service (DLS)

Web: http://csl.kennesaw.edu/
Phone: (470) 578-6700 (Kennesaw)
Location: Carmichael Student Center, Suite 267 (Kennesaw)
Facebook: Department of Student Leadership and Service
Twitter: @ksu_sls
Instagram: @ksu_sls

From their website: 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 Life

Web:  http://studentlife.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

From their website: The KSU Department of Student Involvement brings you services, resources, activities and events from the nonacademic side of college life. Kennesaw State supports and encourages participation in extracurricular 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 extracurricular involvement and the knowledge gained in the classroom, you will be much better prepared in enjoying college, getting a job, and developing your total potential.

Student Organizations Directory (OwlLife)

Web:  http://studentlife.kennesaw.edu/oganizationlist.php

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

From their website: 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

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 160 (Marietta)
Facebook: Kennesaw State Career Services Center
Twitter: @ksucareers
Instagram: @ksucareers

*From their website:* 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

*From their website:* KSU 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 KSU. This mission encompasses responsibility for university-wide climate assessment, diversity and inclusion action planning, academic support services, and curricular and co-curricular programming.
Cultural and Community Centers (CCC)

Web: http://ccc.kennesaw.edu/
Location: Carmichael Student Center, Suite 269

*From their website:* CCC provides specific support and programming around issues of first-generation student success; gender and sexuality; international student support; and race, culture, & ethnicity. In addition, CCC carries out its mission through the work of four dynamic student resource centers: Cultural Awareness Resource Center (CARC), Global Village (GV), LGBTQ Resource Center (LGBTQRC), and the Women’s Resource Center (WRC). All CCC Centers are open to all students!

Cultural Awareness Resource Center

Web: http://carc.kennesaw.edu/
Location: Carmichael Student Center, Suite 262 (Kennesaw)

*From their website:* The Cultural Awareness and Resource Center uses engaging student programs to create and sustain an inclusive environment that promotes educational excellence through multicultural experiences. The Cultural Awareness and Resource Center sponsors academic, cultural, leadership, and social programs that enrich the educational experience of all Kennesaw State University Students, with an emphasis on topics of race and ethnicity.

- African American Male Initiative (AAMI)
  http://ccc.kennesaw.edu/academic-enrichment/aami.php
- Multicultural Programming Board
  http://carc.kennesaw.edu/initiatives-services/multicultural-programming.php

Global Village

Web: http://gv.kennesaw.edu/
Location: Carmichael Student Center, Suite 255 (Kennesaw)

*From their website:* The mission of the Global Village (GV) is to provide international students with leadership, advocacy, guidance, out-of-class support, and personalized assistance. In addition, the GV exposes international students to social and intercultural contacts, and to helpful resources.
**LGBTQ Resources Center**

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

Location: Carmichael Student Center, Suite 253 (Kennesaw)

Facebook: [Kennesaw State LGBTQ Student Retention Services](https://www.facebook.com/KennesawStateLGBTQStudentRetentionServices)

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

*From their website:* The LGBTQ Resource Center uses engaging student programs to create and sustain an inclusive environment that promotes educational excellence through multicultural experiences. The LGBTQ Resource Center sponsors academic, cultural, leadership, and social programs that enrich the educational experience of all Kennesaw State University Students, with an emphasis on topics of gender identity and sexual orientation.

**Women’s Resource Center**

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

Phone: (470) 578-7858

Location: Carmichael Student Center, Room 164 (Kennesaw)

Facebook: [Kennesaw State University Women’s Resource Center](https://www.facebook.com/KennesawStateUniversityWomensResourceCenter)

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

*From their website:* 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.

- Project H.E.R [http://wrc.kennesaw.edu/initiatives-services/project-her.php](http://wrc.kennesaw.edu/initiatives-services/project-her.php)
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)

*From their website:* 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**

*From their website:* 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: 470-578-6336 (Kennesaw)
Location: Town Point, Suite 2800 (Kennesaw)

From their website: 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

From their website: 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
Phone: (470) 578-4392 (Kennesaw)
Location: Carmichael Student Center, Room 255 (Kennesaw)

From their website: 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
Phone: (470) 578-6410
Locations: 3211 Campus Loop Road, House 54 (Kennesaw)
Academic Building - H, Room 202-A (Marietta)
Facebook: KSU CETL
Twitter: @KSUCETL

From their website: 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

From their website: 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.
Work, Cooperative (Co-Op), and Internship

**Campus Jobs Site**

Web: [https://kennesaw.hiretouch.com/](https://kennesaw.hiretouch.com/)

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)**


*From their website:* 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.

**Handshake**

Web: [https://kennesaw.joinhandshake.com/](https://kennesaw.joinhandshake.com/)

Handshake (formerly known as OwlLink) is the KSU career management system that allows students to interact with potential employers from all over the community and elsewhere to look for jobs, internships, co-ops, and other work opportunities. You’re able to post your resume, view job listings, and network with other individuals via the platform You’ll almost certainly have to become familiar with it for your Professional Development class, so take advantage of it as soon as you can!
Recruiting Internships and Co-Op Positions

Web: careers.kennesaw.edu/employers/internship.php

From their website: 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:  
http://hr.kennesaw.edu/careers.php

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.