

Student Need	Department/Office
<ul style="list-style-type: none"> • Discuss curriculum requirements for your major • Discuss the qualifications for occupations • Get help in selecting an academic program • Discuss appropriate course load • Get clarification on academic policies and procedures • Discuss academic difficulties • Discuss campus services 	<p>Academic Advising www.clayton.edu/advising</p> <p><u>First-Year Advising & Retention Center (FYARC) – NBS 141</u></p> <ul style="list-style-type: none"> • DeLandra Hunter, delandrahunter@clayton.edu (678) 466-4081 • Marcia Bouyea-Hamlet, marciabouyeahamlet@clayton.edu, (678) 466-4088 • Erica Jackson, ericajackson@clayton.edu (678) 466-4087 • Jerryal Pettigrew, jerryalpettigrew@clayton.edu (678) 466-4086 • Kimberly Ridenour, kimberlyridenour@clayton.edu (678) 466-4089 <p><u>College of Information and Mathematical Sciences - UC 315</u></p> <ul style="list-style-type: none"> • Jarrett Terry, jarrettterry@clayton.edu, (678) 466-4439 • WebBSIT program: Larry Booth, larrybooth@clayton.edu (678) 466-4407, UC 338 <p><u>College of Arts & Science – Clayton Hall, Suite 103</u></p> <ul style="list-style-type: none"> • Jill Ellington, jillellington@clayton.edu, (678) 466-4847 • Keokuk Kight, keokukkight@clayton.edu, (678) 466-4708 • Pamela Maxey, pamelamaxey@clayton.edu, (678) 466-4709 • Integrative & Liberal Studies majors (Faculty Hall-121): Vangela Humphries, vangelahumphries@clayton.edu (678) 466-4707 <p><u>College of Business – College of Business, Suite 151</u></p> <ul style="list-style-type: none"> • George Bourelle, georgebourelle@clayton.edu (678) 466-4517 • Sherwin James, sherwinjames@clayton.edu, (678) 466-4515 <p><u>College of Health –Harry S. Downs Center for Continuing Education and College of Health, Suite 323</u></p> <ul style="list-style-type: none"> • Ethel Callen, ethelcallen@clayton.edu, (678) 466-4601 • Karin Carlton karincarlton@clayton.edu, (678) 466-4902 • Christy Hicks, christyhicks@clayton.edu, (678) 466-4901 • Keesha White, keeshawhite@clayton.edu, (678) 466-4903 <p><u>Center for Academic Success – Edgewater Hall 276</u> Learning Support Students:</p> <ul style="list-style-type: none"> • Diana Johnson, dianajohnson@clayton.edu (678) 466-4074 • Jada Mitchell, jadamitchell@clayton.edu, (678) 466-4076
<ul style="list-style-type: none"> • Get involved in co-curricular activities on campus • Develop and/or enhance leadership and cultural diversity awareness • Get information about Fraternity and Sorority Life • Participate in community engagement/volunteer initiatives • Enjoy recreation and social activities in a safe, fun environment 	<p>Campus Life Student Activities Center 223 (678) 466-5433</p> <p>www.clayton.edu/campus-life</p> <ul style="list-style-type: none"> • Campus Programs • Fraternity and Sorority Life • Multicultural and Diversity Programs • Leadership Development • Community Engagement and Volunteer Initiatives • Student Organizations • Student Activities Center (SAC)

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<ul style="list-style-type: none"> • Get help deciding on a major and a career • Learn about resume writing and interviewing • Get help in finding a part-time or summer job • Learn about internships • Develop a career plan • Discuss job market for college graduates 	<p>Career Services Edgewater Hall, Suite 228 (678) 466-5400</p> <p>www.clayton.edu/career</p> <ul style="list-style-type: none"> • Career counseling and testing • Internship and job search assistance • Online postings of job and internship opportunities • Assistance with resumes, interviewing, networking, and other career-related topics • Employer information sessions • Five annual job fairs to connect students with employers
<ul style="list-style-type: none"> • Get help with study habits • Get help with exam skills • Get help with reading skills • Get help with math skills • Get tutoring in selected areas 	<p>Center for Academic Success (CAS) Edgewater Hall, Suite 276 (678) 466-4070</p> <p>www.clayton.edu/cas</p> <ul style="list-style-type: none"> • Peer Tutoring • Drop-in math assistance • Academic Success workshops • Supplemental Instruction (SI) • Study resources • Small group study rooms • Study behavior assessments • Learning Support academic advising
<ul style="list-style-type: none"> • Learn to cope with stress • Build skills for healthy relationships • Get support for family concerns • Make a healthy transition to college • Learn to balance social and academic life 	<p>Counseling and Psychological Services Edgewater Hall, Suite 245 (678) 466-5406</p> <p>www.clayton.edu/counseling</p> <ul style="list-style-type: none"> • Individual, group, couples, and relationship counseling • Workshops and seminars • Online screenings for self-assessment • Psychiatric services • Relaxation room/massage chair
<ul style="list-style-type: none"> • Help obtaining classroom, testing, or other disability-related accommodations • Help obtaining or using assistive technology • Referral to campus and community resources • Help determining if you have a disability and what to do 	<p>Disability Resource Center Edgewater Hall, Suite 255 (678) 466-5445</p> <p>www.clayton.edu/disability</p> <ul style="list-style-type: none"> • Provides services and accommodations for students with documented disabilities <ul style="list-style-type: none"> ○ Testing, classroom and other disability-related accommodations ○ Individual learning strategy & self-advocacy coaching ○ Referrals to campus and community resources • Provides disability related information and resources for the campus community • Provides free and confidential screenings for students who suspect they may have ADD, LD, mental health, or another disability that may qualify for services

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<ul style="list-style-type: none"> • Get help in applying for a loan • Get help in applying for a scholarship or grant • Questions about how financial aid may be affected if withdrawing from a course • Questions about how grades affect financial aid eligibility • Questions about VA education benefits 	<p>Financial Aid Edgewater Hall, Suite 102 (678) 466-4185</p> <p>www.clayton.edu/financial-aid</p> <p>Federal School Code: 008976</p> <ul style="list-style-type: none"> • Federal grants, student loans, and work study • Zell Miller/HOPE Scholarship and HOPE Grant • Student Access Loan (SAL) • Private loans • Satisfactory Academic Progress (SAP) policy • Peer Financial Counseling Program • VA Education Benefits
<ul style="list-style-type: none"> • Find out about or sign up for University housing • Tour a University housing facility • Information on the freshman live-on campus requirement & exemption policy • Information about becoming a Resident Assistant (RA) • Learn how to respond to an allegation of misconduct • Learn about student rights and responsibilities • Learn how to resolve a dispute with a roommate, classmate, or friend • Assistance when you feel like you've been treated unfairly • Serve as a member of the University Hearing Panel 	<p>Housing, Residence Life, and Community Standards</p> <p>Office of Housing and Residence Life Clayton Station (678) 466-HOME</p> <p>www.clayton.edu/housing</p> <ul style="list-style-type: none"> • Online housing reservation process for new and returning students • Housing Tours • Recruit students for Resident Assistant positions • Monthly RA Programming • Provides evening tutoring in core classes • Offers five theme communities and four living & learning communities <p>Office of Community Standards, University Center, Suite 250 (678) 466-5444</p> <p>www.clayton.edu/community-standards</p> <ul style="list-style-type: none"> • Student Code of Conduct • Disciplinary procedures • Conflict management training • Mediation referrals • Alcohol and drug education
<ul style="list-style-type: none"> • Hardware repairs for preferred vendors • Get help in selecting a laptop • Problem logging in to SWAN, DUCK or GA. View (formerly WebCT) • Get assistance with course related software • Get help with email • Get help if you get a computer virus 	<p>The HUB (678) 466-4357</p> <p>www.clayton.edu/hub</p> <p>Service Counter University Center, Suite 101</p> <ul style="list-style-type: none"> • One stop shop for technical support • Hardware and software technical trouble shooting services <p>Student Software Support Services Library (Lower Level)</p> <ul style="list-style-type: none"> • Software Installations • Individual assistance with all campus supported software • Scanning, burning CD's, network connections

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<ul style="list-style-type: none"> Find books and articles for assignments Find materials not available at CSU Check out articles or movies on reserve for classes Get help with starting research 	<p>Library Library Building (678) 466-4325</p> <p>www.clayton.edu/library</p> <ul style="list-style-type: none"> CSU Catalog and GIL Express Catalog GALILEO and JSTOR Request items using Interlibrary Loan or GIL Express Course reserves are located at the Circulation Desk Guides & tutorials are available under Research Tools on the web site Ask-a-Librarian: chat, email, call, make an appointment
<ul style="list-style-type: none"> Complete new student orientation registration and attendance Want to connect with other new students Answer questions for parents 	<p>Orientation & New Student Programs Edgewater Hall, Suite 218 (678) 466-5443</p> <p>www.clayton.edu/orientation</p> <ul style="list-style-type: none"> One stop shop for orientation programs for all incoming CSU students and family members throughout the year Online orientation program for distance learning students Recruit students for Laker Orientation Leader positions Provide signature programs for new students throughout the academic year
<ul style="list-style-type: none"> Report an emergency, a crime or an accident Register vehicles Obtain parking permit Obtain copy of parking rules and regulations Pay parking fines Background checks for nursing students Turn in or retrieve lost and found items Assistance with vehicle trouble: Jump starting dead batteries and unlocking doors Courtesy escort to and from campus buildings and parking lots when there are safety concerns. 	<p>Public Safety (678) 466-4050 Edgewater Hall, Suite 207 Emergency (770) 960-5151</p> <p>www.clayton.edu/public-safety</p> <ul style="list-style-type: none"> Our highest priority is the safety and security of our community - students, faculty, staff and visitors. Operates 24/7 and is a law enforcement agency Parking Services office hours 8:00 am-5:00 pm Personal safety begins with each individual who is part of the University community. Be vigilant by always being aware of your surroundings and use good judgment, whether day or night. Visit the Public Safety web site and familiarize yourself with the safety information provided on this website.
<ul style="list-style-type: none"> Assistance with all your testing needs for graduation requirements and admission to certain majors Proctoring for eCore exams Earn college credit through testing 	<p>Testing Center Clayton State East, Arbor Hall 121 (678) 466-4495</p> <p>www.clayton.edu/testing</p> <ul style="list-style-type: none"> CLEP—get college credit for taking subject exams Legislative—meet Georgia or US graduation requirements TEAS—test for admissions into the nursing program Writing Assessments—write to qualify to enter your major area Major Field Test—show your knowledge in your major area eCore—take your midterm and final exams GACE – test for education certification

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<ul style="list-style-type: none"> • Receive treatment for acute illnesses/injury • Receive annual physical exams & routine gynecological exams • Receive immunizations & allergy injections (with physician orders) • Receive laboratory testing • Receive education on variety of health issues • Participate in annual health fairs and wellness activities 	→	<p>University Health Services Clayton Station, Building 1000 (678) 466-4940</p> <p>www.clayton.edu/uhs</p> <ul style="list-style-type: none"> • Unlimited office visits to enrolled students at no charge • Free over-the-counter medications as recommended by provider • Prescription medications, labs and minor procedures for an additional fee • Appointments recommended; walk-in and same-day appointments available • Physician or nurse practitioner hours may vary; please check with us • Free testing opportunities available each semester; please check our website
<ul style="list-style-type: none"> • Get assistance with the transition from military life to campus life • Learn about campus programs and services and get referrals • Get connected with other military-affiliated students • Join the Student Veterans Association 	→	<p>Veterans Resource Center Edgewater Hall, Suite 115 (678) 466-5527</p> <p>www.clayton.edu/veterans-information-page</p> <ul style="list-style-type: none"> • Assists military-affiliated students with the admissions process • Provides a centralized venue offering information, resources and referrals for services available on campus and in the local community • Hosts military/veteran-specific events and workshops and Student Veterans Association Meetings • Offers a space for military-affiliated students to study or just hang out between classes and gain camaraderie and support from their peers
<ul style="list-style-type: none"> • Get help with academic writing skills • Get help with oral presentation skills • Get help with research skills • Get help with workplace writing skills 	→	<p>Writers' Studio Arts and Sciences Building, Room 22 (678) 466-4728</p> <p>www.clayton.edu/writersstudio</p> <ul style="list-style-type: none"> • Peer-tutoring writing consultations • Drop-in writing assistance • Online writing consultations • Faculty-led Write-Right Workshop Series • Consultant-led writing labs • Supplemental Instruction (SI) • Lightning sessions (in-class visitation) • Study resources
<ul style="list-style-type: none"> • Discuss graduate school options • Information on graduate academic issues (i.e., withdrawal, registration, readmission, and probation) • Questions about graduate related campus policies and procedures • Apply for graduation from a graduate degree program 	→	<p>School of Graduate Studies 133 Faculty Hall (678) 466-4113</p> <p>www.clayton.edu/graduate</p> <ul style="list-style-type: none"> • One stop shop for information on Graduate Degree Programs offered at Clayton State University

Offices & Departments can be found at www.clayton.edu/Offices-Departments. To request that a department be included on this list or to submit revisions, contact Mark Daddona at markdaddona@clayton.edu or at (678) 466-5020.