



Congratulations!
STUDENT ACCEPTANCE
PACKAGE

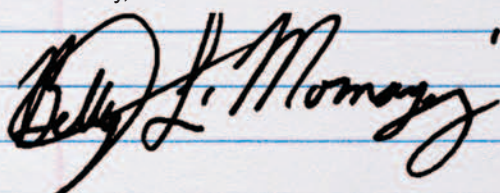
Congratulations on your acceptance to Clayton State University! We are pleased that you have decided to join our vibrant community and look forward to welcoming you to our campus.

Clayton State is an outstanding, dynamic metropolitan university dedicated to the success of students. Under the guidance of an exceptionally diverse group of faculty and staff committed to your academic and professional success, you will encounter unique opportunities to grow intellectually, personally, and professionally while preparing for your future. In addition, at Clayton State there are many ways to become involved and contribute to campus life. I strongly encourage you to do so, as you will receive much more than you give.

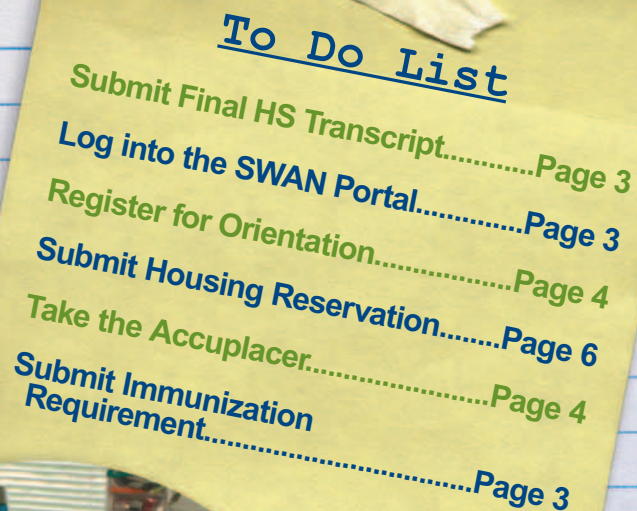
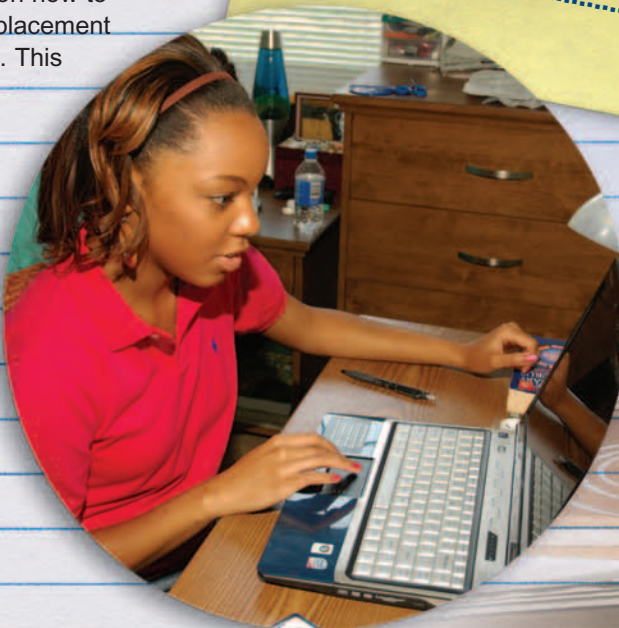
In order to fully prepare for your first semester at Clayton State, it is important that you carefully review the contents of this acceptance booklet. You will find information on how to register for a mandatory orientation session, placement testing, campus life activities, and much more. This is your first step in becoming an involved, successful student.

Once again, congratulations on your admission to Clayton State University and best wishes for continued success. I look forward to your arrival on campus when you begin your educational journey with us.

Sincerely,



Betty Momayezi
Director of Recruitment and Admissions



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Securing Your Enrollment

The SWAN Portal

Stay Informed

SWAN
SECURE WEB ACCESS NETWORK

This secure site provides students, faculty, and administrative staff with world-class Intranet and Internet services. This is where you can check e-mail, register for courses, and explore the Internet.

To login to the SWAN portal, you will need to have a network username and password which requires activation prior to attending any orientation session. These credentials can be obtained by visiting the following web address
<https://swan.clayton.edu/cp/home/displaylogin>.

Your password will be the password setup during your username lookup. To change your password or sign up for Self Service Password Reset, come into The HUB's Service Counter with a photo ID.

Without exception, all students must successfully complete their current academic program and submit all final transcripts. High-school students must complete a college preparatory diploma and submit proof of graduation, which is typically found on the high-school transcript. Failure to successfully complete your current academic program in good standing could result in a decision to rescind your offer of admission.

Admissions Information

Changing Your Major

Students who wish to request a change of major must submit an Information Update Form to the Office of Admissions. This form is available online at <http://adminservices.clayton.edu/admissions/forms.htm>.

Change of Address Information

Students who wish to request a change of address must submit an Information Update Form to the Office of Admissions. This form is available online at <http://adminservices.clayton.edu/admissions/forms.htm>.

Certificate of Immunization

The Board of Regents of the University System of Georgia requires that each new student beginning at any USG institution must submit a Certificate of Immunization to the institution prior to enrollment. Before you will be allowed to register for any classes at Clayton State University, you must have this form completed and returned to the Office of Admissions. Your immunization history must be transcribed onto this form. If your health care provider is unable or unwilling to transcribe the records for you, our University Health Services offers this service for a fee of \$5.00. Or, If you are a resident of Georgia, University Health Services may be able to search the Georgia Registry of Immunization Transactions and Services (GRITS) for a fee of \$5.00. You may contact UHS @ 678-466-4940. For additional information, please contact the Office of Admissions at 678-466-4115.

Register for Orientation

Come and meet
new friends

Take a Campus Tour

Interact with
Academic Advisors

Register for Your
Classes!

Learn about valuable
campus resources

Have **FUN!**

Take the
Next Step...

Be among the **FIRST** new students to
REGISTER for your **CLASSES**.
SCHEDULE your Orientation **EARLY!**

Orientation is a valuable program at Clayton State University designed to give you insight and assistance in successful campus navigation. Orientation is a program requirement for all incoming students.

How do I register for New Student Orientation?

You may view all orientation session dates, registration deadlines and policies at:

<http://adminservices.clayton.edu/orientation/>

1. Log onto the **SWAN** Portal and activate your account: <https://swan.clayton.edu>
2. Click on the **DUCK** Icon
3. Click on the **Orientation Registration** link and proceed with registration instructions.

Required Testing

The **ACCUPLACER** math placement test is required after admittance and at least one week before orientation. You will receive a letter from the Testing Center with detailed information about testing registration and testing dates. See the Testing Center website for complete information:

<http://adminservices.clayton.edu/testingcenter/placementtesting.htm>

Financial Aid | Veterans Affairs

The Office of Financial Aid is committed to providing quality financial aid services to all eligible students including Title IV programs, State of Georgia programs, federal Veterans Education Benefits, and scholarship assistance. The process of applying, receiving, and maintaining your financial aid or veterans benefits can be overwhelming. The Office of Financial Aid is here to guide you through every step. Please take time to review our website at <http://adminservices.clayton.edu/financialaid/default.htm> where you will find some very important information as well as answers to many of your questions.

We hope that you have already begun the process of applying for financial aid and encourage you to monitor your status on a regular basis. It is important that you pay close attention to the following financial aid priority deadlines. At peak times, it can take an average of six to eight weeks to determine your financial aid eligibility.

Summer Semester 2009* April 1, 2009

Fall Semester 2009 July 1, 2009**

**Requires 2008-2009 FAFSA or GSFAPPS.*

***Requires 2009-2010 FAFSA or GSFAPPS.*

Please do not hesitate to contact our office with any questions. You can e-mail us at financialaid@clayton.edu, call us at (678) 466-4185, or visit us in Room 102 of the Student Center.



Guaranteed Tuition Plan

As part of the University System of Georgia, Clayton State University participates in the Guaranteed Tuition Plan. This program was implemented to help students and parents better plan for the cost of tuition and to encourage students to complete their degree within a specified time. To find out more about this program and to find out what your guaranteed tuition rate should be, visit the University System of Georgia's website at www.usg.edu/studentaffairs/tuition.



Freshman Student Live-On-Campus Requirement

Fall Semester 2009

Freshman Students:

Research has shown that students who begin their college career living on campus have an easier time making the social and academic transition from high school to college. This is because a residence hall experience provides services, leadership opportunities, and programs specifically designed for undergraduate students...we call this the Residential Advantage.

As a part of Clayton State University's Student Success initiative, all first-time and transferring freshman students who enroll fulltime are required to live in the campus residence hall, with some exceptions. To know if you qualify for and how to request an exemption from living on-campus, please visit the housing website.

To learn more about the advantages of living on campus, the cost of room and board, and to view the housing facility, please go to the housing website: www.adminservices.clayton.edu/housing/

Housing Reservation Process

First-time and transferring freshman students who have been admitted to Clayton State University and who are planning to attend for 2009-2010, must complete and return the enclosed Housing Reservation Form, along with payment of a Housing Reservation Deposit (see Reservation Deposit Schedule and Refund Policy on our housing website). Other students who desire on-campus housing must complete this process as well. **All housing reservation must be submitted with applicable reservation deposit by the published deadlines.**

1. Complete and return the Housing Reservation Form along with the applicable Housing Reservation Deposit. Reservation Deposit may be paid by check (payable to Clayton State University), credit card, money order, cashier check, or debit card, and must accompany the Housing Reservation Form. If you did not receive or you have lost your Housing Reservation Form, you can download another form from the housing website at: www.adminservices.clayton.edu/housing/
2. You will then receive information about the Housing Confirmation process. Information will include a housing contract and suitemate preference form.
3. Complete and return the housing contract and suitemate preference form. Be sure to select a dining hall meal plan. Note: All students living in Laker Hall are required to choose from and purchase one of three residential meal plans.

Completed reservation housing forms and deposits should be hand-delivered or mailed to:

**Clayton State University
Office of Undergraduate Admissions
2000 Clayton State Blvd.
Morrow, Georgia 30260**

**PLEASE REFER TO THE HOUSING WEBSITE
FOR THE LATEST INFORMATION AND DEADLINES**

Questions regarding on-campus housing may be directed to Housing and Residence Life by calling (678) 466-4663, emailing housing@clayton.edu, or visiting us on-line at www.adminservices.clayton.edu/housing/.





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Welcome to
Laker Hall!



LakerCard

The LakerCard is your official student ID for Clayton State. It provides access to your meal plan and Dining Dollars, the university Library, and serves as your access key to Laker Hall and your suite. In addition, deposits can be made to your LakerBucks account for use across campus at dining locations, the University Bookstore, vending machines, printers and copiers, and laundry machines.



Laundry

Doing laundry in the Laker Hall is really convenient. The Laundry Room is located in the amenities area of Laker Hall and provides access to 14 front-load washers and 14 high-efficiency dryers. Payment for laundry service is by the LakerCard, offering flexible pricing and the security of a cashless laundry room.

To make our laundry service even more convenient, you can go online and check the availability of laundry machines or check the status of your laundry. You can even have the system send you an email or text message when your laundry is complete!





FRESHMAN STUDENT HOUSING RESERVATION FORM

Fall 2009 – Spring 2010

All freshman students planning to attend Clayton State University fulltime (12 or more credit hours per semester) must make a reservation to live on campus in Laker Hall.

Housing room assignments generally are made in the order in which reservation forms and applicable reservation deposits are received. You will have the opportunity to indicate your suitemate and meal plan preferences at the time you receive your housing contract. This information will be sent through U.S. Mail.

Student Type ☐ New Freshman ☐ Transferring Freshman

LakerID# _____

Full Name _____

Last

First

Middle

Gender

☐ Female

☐ Male

Date of Birth

Month

Date

Year

Phone Number _____

(Area Code)

Current Mailing Address _____

Street

City

State/Country

Zip Code

Your Email Address _____

Your Fax Number _____

(International students please include country code and city code)

HOUSING RESERVATION DEPOSIT SCHEDULE

By July 1, 2009 \$200.00

After July 1, 2009 \$300.00

HOUSING RESERVATION DEPOSIT REFUNDS

Students who cancel their reservation *in writing* with Housing Office prior to contract signing will receive a refund of the reservation fee as follows:

By July 1, 2009 50% refund

After July 1, 2009 No refund

Signature _____

Date _____

Return this form and payment to:
Office of Undergraduate Admission
Clayton State University
2000 Clayton State Blvd.
Morrow, Georgia 30260

METHOD OF PAYMENT FOR RESERVATION

☐ Check or Money Order enclosed – Payable to: Clayton State University

You may also elect to use Discover, Visa or MasterCard to pay the reservation deposit. Please check card to be used and complete the required information below:

☐ Discover

☐ Visa

☐ MasterCard

Account Number _____

Expiration Date _____

Authorized Signature _____

FOR OFFICE USE ONLY

Date Received _____

Fee Amount _____

Refund Request Date _____

Refund Amount _____

Individuals with disabilities requiring residence hall assistance or accommodations for participation in any Clayton State University sponsored event, or to obtain print materials in an alternate format can contact the Disability Resource Center at (678) 466-5445 or disabilityresourcecenter@clayton.edu

AN EQUAL ACCESS/EQUAL OPPORTUNITY UNIVERSITY

Dining at Clayton State



Clayton State offers a full range of dining options...all-you-care-to-eat meal plans, healthy dining choices, a coffee shop, and late-night snacks while studying.

Meal Plans (available fall and spring semesters only)

Meal plans are definitely your best bet for dining on campus

Quality: high-quality ingredients, a wide variety, vegetarian and lighter options available

Value: all-you-care-to-eat dining offers the most value for your dollar

Community: enjoy the company of your friends or make new friends

Convenience: early morning and evening hours, dine based on your schedule, without leaving campus

Satisfaction: your satisfaction is our goal

Residential Students

Residential students are required to purchase one of the required meal plans, ranging from unlimited visits to the dining hall to 10 visits per week.

Commuter Students

Commuter students can take advantage of our Commuter Plans and get all-you-care-to-eat meals in the Lakeside Dining Hall for about \$5.00 or less per visit!

Many of our meal plans include Dining Dollars.

Dining Dollars

Dining Dollars are funds reserved exclusively for food purchases at any of our on-campus dining venues. They offer additional variety and flexibility. Plus, purchases with Dining Dollars are tax-exempt.



Dining Locations

We offer a variety of dining options:

UNIVERSITY CENTER—

- Lakeside Dining Hall (all-you-care-to-eat dining)
- Jazzman's Café (coffee shop near the Library)
- Pizza Hut Express
- SubConnection

LAKER HALL—

- Lounge (located in the Residence Hall for late-night snacks while studying)

Academic Success

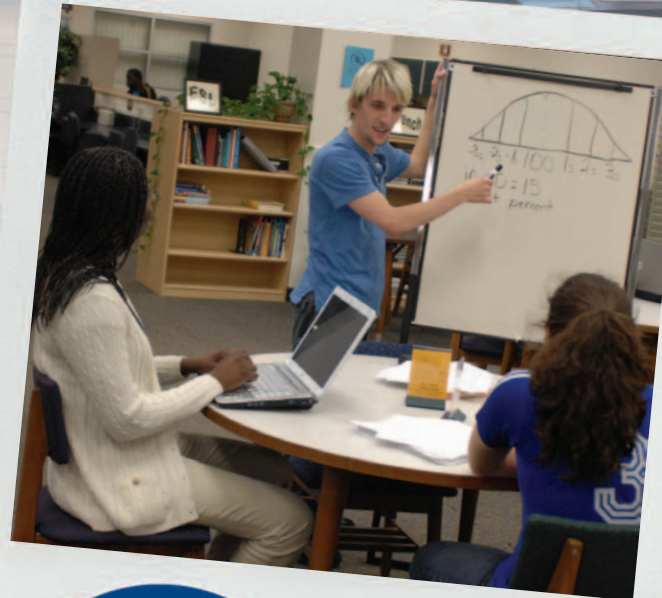
Campus Academic Support Services

"College is much harder than high school." High school students have consistently been told this for many years. This statement is true for many reasons. The amount of assigned textbook reading is much greater, the pace of instruction is faster, there are fewer graded assignments, and students must manage the many hours of out of class studying. In addition, college students are expected to be independent learners and must seek out academic support services on their own.

The Center for Academic Success (CAS) is here to ease the difficult transition from high school to college and to support your academics throughout your college career. Following the motto **"Helping ALL Clayton State Students Reach Their Academic Potential,"** the CAS is the one-stop shop for academic support services on campus. Most widely known for its peer tutoring in over 60 different courses, the CAS also offers academic success workshops, study strategy assessments, a peer mentoring program, computer software programs, audio-visual resources, textbooks and study guides, small group study sessions, and academic advising for Learning Support and provisionally admitted students. In addition, students can relax and work independently or in small groups in the student study lounge located adjacent to the CAS. All services are free to currently enrolled students.

Each year, approximately 35% of the Clayton State students benefit from the many services and resources in the CAS.

College is too hard to do it all on your own! The Center for Academic Success is located in the lower level of the Library. Contact the CAS for additional information: (678) 466-4070, <http://adminservices.clayton.edu/cas/>



Ensuring that Technology Enhances the Educational Experience

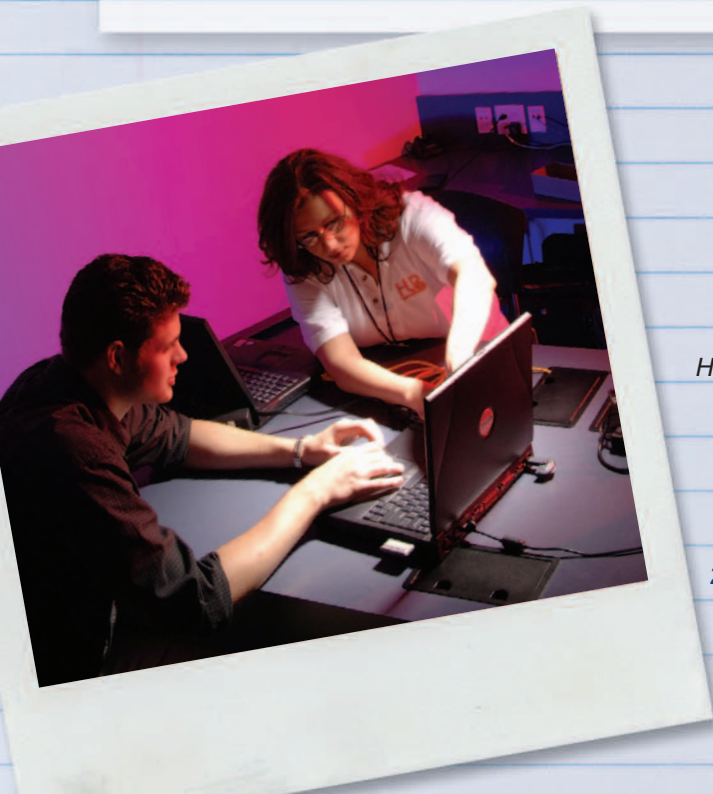
Two walkup locations to serve you:

Baker University Center 101 **Lower Library – Inside CAA**
Hardware Repair & Troubleshooting Software Installation and Support

Assistance available:

Phone: **678-466-4357**
Email: thehub@clayton.edu
On the Web: <http://thehub.clayton.edu>

**2008 Winner of the Chancellors Silver Award for Customer Service
Serving the Clayton State Community Since 1997**





Get Connected with Living/ Learning Communities

At some colleges, freshmen attend classes with various groups of people and live in a residence hall with another group of people. What they are learning in one class does not seem related to what they are taught in another. Their professors do not know what other teachers are explaining. They have little choice as to what they are going to study.

Things are different at Clayton State University. If you are a first-time freshmen living in Laker Hall, you will enroll in a living/learning community. You choose a set of classes and a theme that is related to your interests. The themes relate to music, politics, science, civic learning, problem solving, and other topics. How does it work? You select a living/learning community and this puts you in two or more courses with the same group of people. This makes getting to know each other easier and makes finding study partners a snap. Each set of courses in the living/learning community have a theme that connects the two classes. This enables you to explore a topic in greater depth by considering it from more than one perspective. The professors collaborate to make your education richer. Some courses are taught in the residence hall. This makes it convenient. Learning is not just limited to the classroom. It also occurs in the residence hall and elsewhere.

The living/learning community
courses will help you get connected.
They will ease your transition from
high school to college and will give
you the skills and
the support that
you need to
succeed.





Campus



Life

Programs

Welcome Week

As a way to welcome Clayton State University's new and returning students to campus, the Department of Campus Life collaborates with various departments, student organizations, and selected community interests to coordinate a week long of events at the beginning of the academic year.

The mission is to provide events, programs and information for students that will enhance their chances of excelling in and outside of the classroom. The week features several events and programs that will make new and returning students' college transition and experience memorable and productive.

Student Involvement Fair and Organization Showcase

The Student Involvement Fair and Showcase are typically held during Welcome Week. The Involvement Fair occurs during the activity period and gives students a chance to meet and learn more about on-campus departments and student organizations. The Student Organization Showcase takes place during the evening.

Annual MLK Celebration

A tribute to the life, legacy and struggle of Dr. Martin Luther King (MLK), Jr. that includes a commemorative ceremony, MLK March, and Life of the King trip.

Culture Shock Week

Culture Shock Week is a week long, campus-wide celebration that takes place in March. The purpose of this event is to foster communication about diversity related topics, celebrate the uniqueness and cultural differences of the campus community, and promote cross-cultural interaction campus-wide.

Spring Fling

Spring Fling is an end of the year celebration sponsored by the Campus Events Council that features a day of novelty acts, inflatables, music, and refreshments. The event ends with an evening dance on the lawn.

Mission Statement

The Department of Campus Life creates opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal and professional growth and service.

Vision Statement

The Department of Campus Life seeks to become nationally recognized for programs and initiatives designed to enhance the student collegiate experience.

Motto

The Department of Campus Life is the Home of Student Involvement.

Function Areas

- Student Organization
- Leadership Development
- Fraternity and Sorority Life
- Campus Programs
- Multicultural Programs
- Volunteer Services



Enrollment Checklist

- ☐ **Review Your Admission Letter.** Verify your declared major and tuition classification information for accuracy. Please notify the Admissions Office at (678) 466-4115 if you have questions.
- ☐ **Obtain Your Network ID.** Please log into the SWAN Portal <https://swan.clayton.edu/cp/home/displaylogin>.
- ☐ **Send an official, final transcript** from your high school OR transcript(s) from all colleges/universities attended reflecting degree statement.
- ☐ **Secure Your Financing.** You are encouraged to submit your Free Application for Federal Student Aid (FAFSA). If you have questions regarding your financial aid status, please contact the Financial Aid office at (678) 466-4185.
- ☐ **On-Campus Housing.** First-time and transferring freshman students, who have been admitted to Clayton State University and are planning to attend for Fall Semester 2009, must complete and return the Housing Reservation Form, along with payment of \$200 Reservation Deposit (See Applicable Reservation Deposit Refund Policy.)
- ☐ **Make Orientation Reservation.** Orientation is mandatory. Your New Student Orientation packet will be sent under separate cover. The session will provide you the opportunity to: learn about various campus resources & services; interact with academic advisors; receive general advisement; register for classes; tour the campus; receive your LakerCard and parking permit. If you have additional questions regarding orientation, please contact the Office of Orientation and New Student Programs at 678 466-5443 or orientation@clayton.edu.
- ☐ **Complete Testing Requirements.** If applicable, Please contact the Testing Center at (678) 466-4495 in order to determine your specific testing requirements. You must schedule and take your exam through the Testing Center BEFORE attending an orientation program.
- ☐ **Complete Immunization Records.** An Immunization Form is available at <http://adminservices.clayton.edu/admissions/forms.htm>. Failure to complete this step will result in a registration hold on your record. Additional questions, contact the Admissions Office at (678) 466-4115. Or, if you are a resident of Georgia, University Health Services may be able to search the Georgia Registry of Immunization Transactions and Services (GRITS) for a fee of \$5.00. You may contact UHS @ 678-466-4940.
- ☐ **Review the Notebook Computer Policy:** Each Clayton State student is required to have ready access throughout the semester to a laptop computer. Please visit the HUB's website at <http://thehub.clayton.edu/> for additional information.

Academic Calendar 2009

Fall Orientation Sessions June-August*
Fall-Semester Classes Start August 17, 2009
Thanksgiving Holiday November 25-27, 2009
Fall Final Exams December 6-12, 2009

* Dates will be mailed to you.



CLAYTON STATE UNIVERSITY



- 1 - Business
- 2 - Library
- 3 - James M. Baker University Center
- 4 - Student Center
- 5 - Health Sciences
- 6 - Lecture Hall
- 7 - Arts & Sciences
- 8 - Technology
- 9 - Athletics & Fitness Center
- 10 - Spivey Hall
- 11 - Music Education
- 12 - Harry S. Downs Center for Continuing Education
School of Nursing
- 13 - Facilities & Plant Operations
- 14 - School of Business
- 15 - Student Housing at Laker Hall
- 16 - Student Activities Center
- 17 - Ampitheater

Legend

- Campus Emergency Telephone
free use
- General Parking
- Wheelchair Accessible Parking
- Accessible Entrance
with Automatic Door(s)
- Accessible Entrance
without Automatic Door(s)
- Curbcut
- Gentle Grade
- Moderate Grade
- Steep Grade

Important Numbers

Admissions
(678) 466-4115

Financial Aid
(678) 466-4185

Housing
(678) 466-4663

Orientation
(678) 466-5443

Disability Resource Center
(678) 466-5445

University Health Services
(678) 466-4944

Public Safety
(678) 466-4050