Incoming Exchange Student Handbook
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I. Campus

Kennesaw State University (KSU)

- Kennesaw State University (KSU) was founded in 1963 and is currently the third largest public university in Georgia. The official mascot for KSU is Scrappy the Owl. KSU is located in Cobb County, which is approximately 25 miles northwest of Atlanta. The 384-acre KSU campus offers students with modern amenities, beautiful scenery and open areas for outdoor activities. By offering 70 bachelor’s, master’s, and doctorate degree programs, KSU ensures that all students will have multiple options that will be beneficial to their careers going forward.

Demographics

- After the KSU-SPSU merger in 2015, Kennesaw State University will be the second largest public university in Georgia with approximately 31,200 students. The current KSU student body is comprised of 60% females and 40% males, a statistic that has been consistent for many years. The international community is strongly represented at KSU. By 2015, KSU will have approximately 1,700 international students representing 132 countries.

- KSU Fact Book:

Kennesaw, Georgia

- The city of Kennesaw, Georgia was founded on September 21, 1887 and is located 25 miles northwest of Atlanta. By population, Kennesaw is the ninth largest city in the metropolitan Atlanta area with 29,783 residents.
II. Culture Shock

Culture shock is a phenomenon that occurs when individuals find themselves in a situation where they do not have access to the familiar comforts of their own culture. This generally occurs when an individual travels or moves to another country for an extended period of time. Many would equate this phenomenon to feeling like a fish out of water. In this respect, you are still yourself, but you are no longer in your “natural” environment. The anxiety that comes with the loss of familiar social and cultural systems can lead to physical and psychological issues that should not go unaddressed. The symptoms and severity of culture shock depend on the individual, but by understanding how culture shock works we can reduce many of the issues associated with living life in an unfamiliar environment. The process of culture shock may be broken down into 5 stages.

- **Stage One: Honeymoon Stage**
  - This stage generally occurs in the first two months of your stay in an unfamiliar place. In this stage every experience is new, exciting, and you may feel like you never want to leave this incredible new place you find yourself in. You will find excitement in trying new cuisine, using a new language (verbal/non-verbal), and meeting new people who are different than anyone you have ever met. These feeling are all real and exciting, but they will likely not last.

- **Stage Two: Cultural Stress**
  - Cultural stress begins after the excitement from the Honeymoon Stage wears off and you begin to realize that life in a new country may not be as easy as you had expected. Undoubtedly there will be things that you still do not understand about the host culture and this may cause you to feel overwhelmed and out of place. The combination of not understanding cultural subtleties and (in most cases) not being fluent in the local language or dialect can begin to take a toll on you mentally and physically. Unfortunately, this feeling of discomfort will typically become worse before it gets better. As you become increasingly aware of the differences between yourself and the local population, you may be pushed to a deeper point of cultural anxiety.
• **Stage Three: Reintegration**  
  o This stage of culture shock is arguably the most confusing and difficult to get through. Here, individuals may feel that adaptations made to fit new cultural norms have caused them to “lose” important parts of their personal identity. Depending on the natural reactions of the individual, he/she may become angry or resentful towards the host culture. It seems that fear comes from perceived threats to personal identity, and it is this fear that drives many to have strong feelings of negativity towards the host country and its people. Fortunately, these negative feelings do not last forever and many people overcome these issues fairly quickly.

• **Stage Four: Acceptance**  
  o The period of acceptance can provide a much-welcomed feeling of peace after the psychological roller coaster of the honeymoon, cultural stress, and reintegration stages. Here, individuals begin to find ways to use cultural differences in a positive manner and regain self-confidence. You will find that the “identity threats” experienced during reintegration were not really threats at all. Rather, these cultural differences can be examined and used to your personal benefit. While you may not agree with every single thing about the host culture, you will find that there are many new ideas that you can use to improve your life in both short and long term situations.

• **Stage Five: Reverse Culture Shock**  
  o Returning home after an extended stay in a foreign culture may induce some very strange feelings. You will likely feel excited to get home to see your friends and family, indulge in the local cuisine, and to share all of your incredible experiences. These are all wonderful comforts to return to, but this does not occur without consequence. You have just spent an extended period of time in a new culture, meeting new people, and experiencing things that many at home will never experience. Once the feeling of excitement (honeymoon stage) wears off, you begin to realize that things at home just don’t seem the same. This is likely a case where it is you that is not same. You will find it difficult to let go of the positive cultural aspects that you learned during the acceptance stage. You did not understand many of these cultural norms, and it is almost guaranteed that those at home will not understand either. This can be a very frustrating feeling. You want people to understand your new point of view, but without similar experience you will realize that they may never fully understand. Over time, you will become re-acclimated to life in your home country and figure out ways to use these experiences to your advantage in everyday life.
• Coping Mechanisms
  o Avoid isolation
    ▪ Talk to friends, family, or those you trust.
    ▪ Warning: spending too much time talking to those from home may increase feelings of loneliness or anxiety.
  o Look at the “BIG PICTURE”
    ▪ Remember that this is the experience of a lifetime. You should try to make the most out of every single day and not let negative emotions control you.
    ▪ Don’t be too hard on yourself.
    ▪ Remember to keep a sense of humor.
  o Physical Activity
    ▪ Getting out and exercising may take your mind off of things and make you feel physically and mentally better.
    ▪ Suggestion: find a way to play team sports with the local population. This is a great way to learn cultural norms as well as get some good exercise.
  o Don’t be Afraid
    ▪ Try everything (within reason)! How can you really know something until you have tried? Life abroad provides so many opportunities to try new things....take advantage.
  o Meet Locals
    ▪ There is no better way to find the best local foods, events, and entertainment than to spend time with the local population. Trust these people and you will not be disappointed.
  o Take a Cultural Break
    ▪ Find small things that may allow oneself a taste of home, whether it is news, books, films or food.
III. Advising and Registration

- **Net ID/Password**
  
  - All KSU students are required to have a Net ID and password in order to have access to numerous campus resources.
    - Desire to Learn (D2L), Owl Express, KSU Wi-Fi, KSU Library (online), and Academic Journals.
  
  - You can obtain a Net ID and password by clicking on the following link and filling in the appropriate information.
    - https://padmportal.kennesaw.edu/portal/page/portal/PG_KSU_APPLICATIONS/ID_LOOKUP

- **Desire to Learn (D2L)**
  
  - D2L is an online organizational tool used by all students at KSU. Once you register for classes, your professors will begin to post important course information on the D2L page.
  
  - It is recommended that you check your D2L daily in order to stay in contact with your professors and receive all course updates.
  
  - D2L may also be used to e-mail your professors and classmates when you have questions related to the course.
  
  - http://d2l.kennesaw.edu/
    - Log in using your KSU NetID and password

- **Owl Express**
  
  - Owl Express is a very important online tool used by all KSU students.
  
  - Owl Express contains personal information regarding Financial Aid, Registration, Student Records, and Student Services.
  
  - To log in to Owl Express go to the KSU website and click on the Owl Express link. You will then be asked to log in using your Net ID and password.
  
  - https://owlexpress.kennesaw.edu/prodban/twbkwbis.P_WWWLogin
## KSU Academic Department Course Descriptions

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<th>Department</th>
<th>Course Descriptions</th>
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<tr>
<td>American Studies</td>
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<td>Department of History &amp; Philosophy</td>
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<td>WellStar School of Nursing</td>
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<td>Other</td>
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***Be sure to check the Dynamic Schedule on the registrars webpage for up to date course offerings:***
https://owlexpress.kennesaw.edu/prodban/twbkwbis.P_WWWLogin***
Registration Instructions

• Class Registration
  o Terminology
    ▪ CRN- Course Registration Number (5-digits)
    ▪ U (Sunday), M (Monday), T (Tuesday), W (Wednesday), R (Thursday), F (Friday), S (Saturday)
  o Class Registration Form
    ▪ Students are expected to fill out a Class Registration Form that will be distributed by the KSU Education Abroad Office.
    ▪ Upon completion of the Class Registration Form, students will return the form to their KSU advisor who will then register students for their selected classes.
    ▪ Please check your Owl Express account under “Student Records” to ensure that the proper classes have been assigned.

• Important Notes for J-1 Visa Students
  o Always let the office know:
    ▪ If you change your address
    ▪ If you are planning to take a vacation
    ▪ If you are leaving the U.S. for vacation
    ▪ When you enter the U.S.
    ▪ If you have a serious illness or problem that stops you from attending class
  o Read your e-mails!
    ▪ The Education Abroad Office will be sending you important information via e-mail. Not reading your e-mails is not an excuse for missing out on important information.
IV. On-Campus Jobs and Academic Training

- **On-Campus Employment**
  - **During Academic Year**
    - J1 students may only work part time - 20 hrs./week
  - **Vacation Periods**
    - J1 students may work full time - 40 hrs./week
  - Students wanting to work on campus are required to have written approval from his/her responsible officer. (Details under “Procedures”)
    - Written approval should be submitted to your exchange advisor.
  - You must have a social security card to work on campus.
    - This process will take a minimum of 2 weeks to complete.

- **Academic Training (AT)**
  - **Eligibility**
    - A J-1 student is allowed to engage in employment related to his/her major if the following conditions are met. The student:
      - Has primarily come to the U.S to study, not to work.
      - Will engage in employment directly related to his/her field of study.
      - Has completed all coursework required for the degree OR will work only during vacation periods or part-time if still attending classes (see above).
      - Will maintain health insurance coverage while working.
      - Will obtain written Academic Training permission from his/her responsible officer or alternate responsible officer.
  - **Procedures**
    - Obtain a letter of approval from your employer that includes ALL of the following details:
      - Job title
      - Dates and location of employment
      - Number of hours per week
      - Description of goals and objectives of your employment
      - Name and address of the training supervisor
      - Salary (NOTE: salary must be at least $1250/month for the AT after completion of studies)
    - Give a copy of this letter to your academic advisor for use in filling out the Academic Training Request available at the Education Abroad Office.
    - Give a copy of this letter AND the completed Academic Training Request to your Education Abroad Office advisor so they can write a letter of work authorization. You are not allowed to work without this authorization letter.
Time Limitations

- Academic Training employment may not exceed the period of full course study or 18 months, whichever is shorter. However, if you receive a Ph.D. and acquire a post-doctoral training position, you are allowed a maximum of 36 months of Academic Training.
- Part-time Academic Training counts against the amount of full-time employment available.
  - Ex. If you are on a 12-month academic program, then you are eligible for 12-months of Academic Training. If you use 6-months of part-time Academic Training before you finished your academic program, then you only have 6-months of full-time Academic Training left after the academic program.
- Earning more than one degree does not increase your eligibility for Academic Training.

Authorization Deadline

- If you are going to complete your program, then you must receive your academic training authorization before the end of your last semester.
  - Ex. If you finish your studies on December 15th, then your Academic Training must be authorized by the 15th to begin on the 16th. Any time not worked during the authorize Academic Training period is lost.

V. Campus Life

- Classroom Expectations
  - Be in class on time or early. Showing up late to class is considered to be very rude. By showing up late, you disrupt the class and the teacher may count you as absent.
    - If you are late, enter the classroom quietly and try not to disrupt anyone.
  - Try to not leave during class unless it is unavoidable.
o Do your homework. Have all of your assignments completed and prepared before entering class.

o Bring your textbooks to class.

o Submit assignments in an organized, near fashion. It is unacceptable to submit assignments that are not prepared or on crumpled paper.

o Write your full name on all assignments and e-mails.

o Silence your cellphone.

o Do not sleep in class.

o Do not use any electronics in class unless you are using them to take notes.

• Campus Facilities
  o Student Recreation Center
    ▪ The Student Recreation Center is a two-story facility that offers athletic and fitness services to students, faculty, staff and their guests.
      ▪ http://www.kennesaw.edu/sportsrec/facilities_src.shtml
      ▪ 770-499-3207

  o The Commons
    ▪ The Commons is KSU’s award winning dining hall. Inside, there are nine unique dining venues that feature a variety of fresh cooked meals. Many of the foods offered at The Commons are grown locally through the KSU Farm-to-Campus initiative. This program ensures that the food consumed at The Commons is healthy and produced using sustainable methods.
      ▪ http://dining.kennesawstateauxiliary.com/eateries/the-commons/
      ▪ http://dining.kennesawstateauxiliary.com/sustainability/farm-to-campus/

  o Carmichael Student Center
    ▪ The KSU Student Center is a multi-purpose building located in the center of campus. It features administrative offices, the campus bookstore, restaurants, and student activity service offices.
• **Textbooks**
  - **KSU Bookstore**
    - Located on the first floor of the Carmichael Student Center.
    - This is typically the most accessible, but expensive option.
  - **The General Bookstore**
    - Located just off campus near the Town Point office building off of Chastain road.
    - This option is cheaper, but less accessible than the KSU Bookstore.
  - **Online**
    - This is typically the cheapest way to get textbooks. Make sure you have the correct ISBN for your books, and be sure to leave time for delivery. Check out:
      - Amazon.com
      - Half.com

• **Food on Campus**
  - **The Commons**
    - All-you-can-eat cafeteria.
  - **Jazzman’s Café**
    - Coffee, Tea, Pastries, Sandwiches
    - Social Science Building
  - **Einstein Bros. Bagels**
    - Bagels, Sandwiches, Soup
    - Burruss Building
  - **Chick-Fil-A**
    - Fried chicken sandwiches, Salads, Fries
    - Carmichael Student Center
  - **The Hoot**
    - Casual sports restaurant
    - University Village
  - **Delancey’s Deli**
    - Sandwiches, Salads, Chips
    - Carmichael Student Center

• **Campus Organizations**
  - **Student Groups**
    - KSU offers over 200 diverse student organizations. These organizations include a wide range of academic, special interest, and awareness clubs. Check out all of the available organizations at the given webpage.
    - https://kennesaw.collegiatelink.net/Organizations
- **Club Sports**
  - KSU Club Sports offer students the opportunity to compete in a competitive athletic atmosphere. There is a wide range of both men’s and women’s sports, and all are welcome to join. Different clubs have different requirements for participation. Please review the Club Sports website to get more specific information.

- **Intramural Sports**
  - Intramural sports are also available to all KSU students. These leagues are purely recreational and cheaper to participate in. Leagues vary by season so be sure to check the intramural schedule on the given website.
  - [http://www.imleagues.com/School/Home.aspx?&SchId=ca1c6716fa8a5410780ec2f590318d2ce](http://www.imleagues.com/School/Home.aspx?&SchId=ca1c6716fa8a5410780ec2f590318d2ce)
  - 678-797-2913

- **Nature Bound**
  - Nature Bound is a program that provides outdoor lovers with unique outdoor trips and workshops. These events and workshops are designed to be enjoyable, but also educational. Trips may be single or multi-day, and include backpacking, rafting, climbing, caving, and many other activities.
  - [https://web.kennesaw.edu/csl/program/nature-bound](https://web.kennesaw.edu/csl/program/nature-bound)
  - naturebound@kennesaw.edu

- **The Global Village**
  - The Global Village is a popular spot for international students at KSU. The Village has study spaces, computers for students to work at with other international students. Throughout the semester, the Global Village hosts international events that are open to all KSU students. Feel free to stop by anytime and get to know members of KSU’s international community.
- **Volunteer KSU (VKSU)**
  - VKSU is a campus-based volunteer service center matching KSU volunteers' interests with community needs. VKSU offers opportunities with over 300 organizations in the local community. Activities include: feeding the poor, spending time with children, helping the disabled, and taking care of animals.
  - [http://www.kennesaw.edu/stu_dev/vksu/](http://www.kennesaw.edu/stu_dev/vksu/)
  - 770-423-6667

- **English Support**
  - **Conversation Partners**
    - The Conversation Partners program matches international students with a native English speaker. Conversation partners meet throughout the semester to spend time together and work on the English language.
    - Contact Dr. David Schmidt at the ESL study and Tutorial Center in room 442 of the Library in August or January if you would like to apply for a conversation partner.
  - **Websites**
    - [www.abcteach.com](http://www.abcteach.com)
    - [www.accuracyproject.org/confusedwords.html](http://www.accuracyproject.org/confusedwords.html)
    - [www.elllo.com](http://www.elllo.com)
    - [www.esldesk.com](http://www.esldesk.com)
    - [www.sozoexchange.com](http://www.sozoexchange.com)

### VI. Community Contacts

- **Emergency Contacts**
  - **KSU Police**
    - Emergencies- 770-423-6666
    - Non-Emergencies- 770-423-6206
    - Non-Emergency E-mail- safensound@kennesaw.edu
    - Tip Line (Anonymous Crime Reporting)- 770-423-6305
  - **For all emergencies**
    - Dial 9-1-1
  - **Kennesestone Hospital**
    - 677 Church Street, Marietta, GA 30060
    - 770-793-5000
VII. Financial Information

• Banking information
  o Upon arrival, members of the Education Abroad Office will advise you on all necessary financial information. They will take you to a local bank and assist you in setting up an account that you will use through the duration of your stay.
  o Banking assistance is available on campus at the Fifth-Third bank on the second floor Carmichael Student Center. Students who are having issues with banking are encouraged to visit the Fifth-Third.

• Basic Expenses (Average costs)
  o Meal (inexpensive restaurant)- $5-$10
  o Meal (mid-range restaurant)- $10-$30
  o Fast-food cheeseburger- $1
  o Fast-food combo meal- $5-$8
  o Coke (.33 liter)- $1.50
  o Beer (in restaurant)-$2-$8
  o Beer (6-pack, in store)- $5-$10
  o Loaf of Bread- $2.00
  o Milk (1 gallon)- $3.00
  o Movie ticket- $15.00
  o Professional sports game ticket- $15-$300
  o Other common expenses: http://www.numbeo.com/cost-of-living/country_result.jsp?country=United+States
VIII. Housing

KSU will provide all incoming exchange students with a fully furnished on-campus apartment to live in. Each student will have their own bedroom, bathroom and a shared washer and dryer. Students are asked to provide all other needed items. These items may include bedding (full), towels, blankets, pillows, toiletries, cooking equipment, and any other household items the student may require during their stay. Students may bring these things with them or purchase them at a local store upon arrival.

IX. Packing

When packing for your stay in Kennesaw please be mindful of the weather in order to be as comfortable as possible. Throughout the year, the temperature is generally between 34°F (1°C) and 89°F (31°C). You can expect colder temperatures between November and March, while warmer temperatures will be experienced between April and October. Rain occurs year round, but happens most frequently in the spring. It is recommended to bring a variety of clothing that will keep you comfortable through these conditions. Short-sleeved shirts, shorts, and sandals are commonly worn during the spring and summer, while long sleeved shirts, long pants, and jackets are common in the fall and winter. Do not forget to bring both closed-toe shoes as well as sandals for changing weather conditions. Be sure to bring a swimsuit with you, as KSU will have an indoor aquatic center beginning in the fall of 2014. If you are interested in sports remember to bring proper clothing and equipment. These ideas are all recommended, but it is truly up to the individual to ensure personal comfort. Do not worry if you arrive and find that you have forgotten to pack something. There are plenty of shopping options in the Kennesaw area where you can purchase all necessary items.

X. Hotels

If you arrive in Kennesaw before your move in date, there are a number of local hotels that you may stay in. These hotels are near the university, and many of them offer discounts to incoming exchange students. Please contact the hotels directly to find out more about pricing and availability.
In Kennesaw, a personal vehicle is the preferred mode of transportation. However, those who do not own a car should not be discouraged. There are several alternative modes of transportation that can connect you to locations in Kennesaw as well as the greater Atlanta area. Being able to properly utilize these private and public transportation options is important for any students wishing to explore the local community. These options range in cost and efficiency, so it is important to thoroughly research fares and timetables to ensure that you select the most appropriate option for yourself.
• **Bus Systems**
  
  o **The Big Owl Bus (B.O.B)**
    KSU offers a free shuttle to all registered students, faculty, and staff with a valid student ID or shuttle pass. Currently there are four routes that transport riders throughout campus and into the surrounding community.
  
  • **Gold Route**
  • **Black Route**
  • **Blue Route**
  • **Green Route**

  ▪ **Route Map**
    [http://cscweb.kennesaw.edu/parking/All_Routes_Map_Jan2014.pdf](http://cscweb.kennesaw.edu/parking/All_Routes_Map_Jan2014.pdf)

  ▪ **Questions?**
    • Call 770-423-6506

  o **Cobb County Transit (CCT)**
    CCT is a public bus system that runs through Kennesaw and has connections to Acworth, Marietta, Powder Springs, Sandy Springs, Smyrna, and downtown Atlanta. It is typical to purchase one-way tickets, which cost an average of $2.50-$5.00. However, it is possible to purchase a variety multi-day passes if you intend on using this system frequently.

    ▪ **Route Maps and Schedules**

    ▪ **Fares and Transfers**
      o **Questions?** Call 770-427-4444

  o **Mega Bus**
    Mega bus is an effective bus service that will take you between many of the major cities in the U.S for relatively cheap prices. This method of transportation is very comfortable, and offers Wi-Fi on all of its busses. You may make reservations at any time, but the tickets will be cheaper if you book well in advance.

    ▪ **Pricing and Reservations**
      o [http://us.megabus.com/](http://us.megabus.com/)
• Taxis
  o Owl Cab Co.
    ▪ Owl Cab Co. is a local taxi service that offers transportation 24/7 throughout Kennesaw, Acworth, and Woodstock. On top of local transportation, Owl Cab Co. also offers flat-rate trips to Hartsfield-Jackson Airport (From Kennesaw- $65). If you do choose to use Owl Cab Co., be sure to show the driver your student ID to get a discounted rate.
  • Contact
    o 678-883-8294

  o Lyft/Uber (smartphone app.)
    ▪ Lyft and Uber are downloadable applications that allow people to request a cab, split fares, and pay without cash from a smartphone. These options are becoming increasingly popular among college students and are worth checking out. Before requesting a ride, you should go to the Lyft or Uber webpage to check fares and receive more information.
    • Lyft
      o http://www.lyft.me/
    • Uber
      o https://www.uber.com/

• Trains
  o MARTA
    ▪ MARTA is Atlanta’s only mass transit rail option. MARTA offers cheap, reliable transportation to downtown Atlanta and its surrounding areas. MARTA passengers have easy access to many of Atlanta’s popular attractions such as: The Georgia Aquarium, CNN Center, The Coca-Cola Museum, Phillips Arena, The Georgia Dome, Buckhead, and Underground Atlanta. Unfortunately, there is no MARTA station in Kennesaw. However, if you wish to take the train, CCT offers transfer service to number of MARTA stations in the Atlanta area.
    • Additional Information
      o http://www.itsmarta.com/
    • Cost
      o http://www.itsmarta.com/fares-passes.aspx#special
      o All fares must be loaded onto a Breeze Card ($1.00)
    • Rail Map
      o http://www.itsmarta.com/rail-schedules-or-route.aspx
• **Airport Shuttles**
  o **EconoRides**
    - EconoRides is an airport shuttle service that offers one-way and round trip rides to Hartsfield-Jackson airport. Rides cost $40 for one-way and $80 for round trip. Door to door shuttle service is available upon request and includes additional fees. EconoRides asks that you make your reservation a minimum of 24 hours in advance. Reservations can be made online or by phone.
    - **Call**
      - 678-218-7170
    - **Online**
  o **Shuttletran**
    - Shuttletran is another reputable airport shuttle service offering transportation to Hartsfield-Jackson airport. One-way trips are available for $30 from Kennesaw. Door to door pickup is also available, but may include additional costs. Please make your reservation by phone and at least 24 hours prior to pick-up time.
    - **Call**
      - 706-235-5466
V. KSU Map

Oasstoom Buildings
- Rm: Rm 1001 - 4
- JU: JU 100 - 2
- O: O 100 - 11
- LB: LB 100 - 27
- HS: HS 100 - 41
- KH: KH 100 - 1
- 18: 18 100 - 17
- MS: MS 100 - 16
- P: P 100 - 12
- SC: SC 100 - 42
- SI: SI 100 - 2
- SD: SD 100 - 32
- UC: UC 100 - 24
- VA: VA 100 - 29
- WA: WA 100 - 1
- WH: WH 100 - 73

Continuing Education
- KUSU

Special Events
- KUSU 100 - 30
- KUSU 200 - 26
- KUSU 300 - 31
- KUSU 400 - 25
- KUSU 500 - 7

Visitor Information & Parking
- KUSU 500 - 7