Helpful information to make life easier in those first few days (or weeks) on campus. Inside you’ll learn about campus dining, parking, essential services, and more!

Campus Postal Services
*(Bulk Mail, Postal Services)*

Card Services
*(ID Cards, Parking Credentials, and KCash)*

Copy/Print Services
*(The UPS Store and Copying/Printing on Campus)*

Department of Parking & Transportation
*(Parking Management and B.O.B. Shuttle Operations)*

Culinary & Hospitality Services
*(Meal Plans, All Things Dining, and Vending)*

University Stores
*(Books, Supplies, Snacks, Candy, and Technology)*

Student Health Services – WellStar Medical Group
*(Acute, Primary, and Psychiatric Health Services)*

470.578.6154 • auxiliary.kennesaw.edu
Campus Postal Services is responsible for the delivery, collection, and processing of all interoffice and U.S. Postal Service mail to all university administrative offices.

Registered Student Organizations – KSU’s Campus Postal Service can now process your bulk mailings!

No need to have an outside service process your mailings. Save money and time by using KSU Campus Postal Services to process bulk mailings.

Fast. Easy. Done right.

1. Provide your Excel address list to Campus Postal Services (CPS) who will scrub your listing using NCOA/CASS
2. Deliver your pre-printed pieces to CPS
3. CPS will:
   a. Provide a quote
   b. Print the KSU indicia and address on each piece
   c. Zip code sort
   d. Bundle, strap, and deliver to the post office
   e. Bill your organization for the service

Other services available:

- Tabbing for mailing folded pieces (required for folded self-mailers)
- Folding and stuffing

Card Services

The Card Services Center is located on the second floor of the Carmichael Student Center (above Chick-fil-A).

The Card Services Center is an important resource center for KSU students, and works closely with the Department of Parking and Transportation and other administrative departments to make sure you get everything you need to “make you official” and take advantage of all of the benefits of being a KSU student. Card Services is responsible for:

- Issuing KSU Campus Cards
- Issuing student parking permits
- Managing the KSU carpool program
- Managing the KSU financial aid reimbursement process
- Managing KCash administration
- Administering campus Copy/Print services
- Assisting students with finding the right campus resource(s)

What the Campus Card can do:

- Identifies you as a valid, current KSU student. You MUST carry your ID card with you at all times.
- Opens parking gates.
- Enables you to make copies and prints at copiers/printers on campus using KCash.
- Can be used to purchase food/meals, and anything on campus where KCash is accepted.
- Can serve as a Fifth Third Bank debit card if you open a Fifth Third Bank account. Fifth Third Bank has a micro branch located in the student center on the second floor. A Fifth Third Bank account is NOT associated with KCash.
- Allows you to ride the B.O.B. Shuttle.
- Gets you discounts at area restaurants, shops and services.

PLEASE DO NOT PUNCH HOLES IN YOUR CARD! It will render the card inoperable because of the type of technology in the card. There will be a $20.00 replacement fee for a damaged card due to hole punching. Students can get a basic ID holder from Card Services, or feel free to visit our KSU Bookstore to purchase a much cooler one.
KSU’s Copy/Print Services offers multiple options for copying and printing on campus from wireless printing to a full-service UPS Store. Copy/Print Services is managed by the Card Services Center.

- State-of-the-art Ricoh multi-function devices (combo black/white and color copiers/printers) are located throughout campus in nearly every building.
- Students will use their Campus Card (ID card) to make copies and prints on campus.

KCash enables you the ability to use campus Copy/Print Services. After loading funds into your KCash account on your Campus Card, you can print from any printer/copy machine across campus. You must use KCash and your Campus Card to activate the printers and track your print jobs.

You can even print wirelessly from your personal computers and devices using the KSUPrint portal (ksuprint.kennesaw.edu) to upload your documents.

In addition to the campus network of copiers and printers, The UPS Store in the Student Center is the official campus print shop and offers an array of services to students, faculty, and staff.

<table>
<thead>
<tr>
<th>The UPS Store</th>
<th>Normal Hours of Operation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:30 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
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</tbody>
</table>

Contact Info:
TEL: 770-794-3082
FAX: 770-794-3084
Email: store6496@theupsstore.com

Parking & Transportation

The Department of Parking and Transportation provides safe and convenient parking and transportation for KSU students, faculty, and staff.

Parking at KSU:

- KSU offers multiple parking areas and an opt-out option for students.
  NOTE: Resident students may only park in their resident areas; resident parking lots are open only to resident students.

- ALL students MUST make a parking selection, either by choosing a parking area in Owl Express, or opting out of parking in person at Card Services. The student’s account will be charged based on their parking selection.
  IMPORTANT: If a selection is not made, or the student has not opted-out of parking, the student’s account WILL BE CHARGED THE FULL PRICE (currently $83 per semester), BUT WILL NOT BE ABLE TO PARK ANYWHERE ON CAMPUS!

- Parking decals are specific to the individual parking areas and will only open gates for students who are registered to park in that area.
  Decals are NOT transferable from car to car. Up to two (2) additional decals may be purchased for $25 each to be used on additional vehicles.

KSU’s shuttle system is the Big Owl Bus, or B.O.B. for short.

How the shuttle works at KSU:
The B.O.B. Shuttle is FREE to ride, but you MUST “tap in” with a valid KSU ID card on the card reader upon entering the bus in order to ride.

An app for Androids and iPhones is available called Where’s B.O.B.? The app allows the user to see where the buses are currently located and when the next bus will arrive at any given stop. Download the app at:
kennesaw.transloc.com

Important updates and announcements about parking, traffic, or other pertinent campus information is posted on the Where’s B.O.B.? app, as well as on our Facebook and Twitter accounts:
facebook.com/parkingatksu • twitter.com/parkingatksu
Culinary and Hospitality Services provides a wide variety of dining and catering options to serve the KSU community for all meal occasions and catered business functions, including two dining halls and a multitude of retail dining venues on two campuses. The award-winning dining operation at Kennesaw State University provides numerous meal choices that exceed the standards for value, quality, nutrition, variety, cultural differences, dietary needs, and convenience.

Dining options on campus:

- **The Commons—Student Culinary Center** is the main dining hall and is an all-you-care-to-eat facility with nine different venues inside.

- **Freshêns** in the Burruss Building serves tasty crepes, salads, wraps, and Starbucks coffee.

- **Jazzman's Café** in the Social Sciences building offers coffee drinks, teas, sandwiches, salads, and made-to-order meals.

- **The Hoot** in the 6000 building of University Village serves burgers, chicken sandwiches, and fries. Open for lunch Monday through Friday, and after 8:00 p.m. for late-night fare 7 days/week.

- **Student Center eateries**:
  - **Chick-fil-A Express** serves chicken biscuits, chicken sandwiches, wraps, chicken nuggets, salads, waffle fries, ice tea, and lemonade.
  - **Delancey New York Deli** offers deli sandwiches and salads.
  - **Hissho Sushi Café** features fresh made sushi including made-to-order.
  - **Burrito Bowl** features international inspired burritos, burrito bowls and salads, customizable to the patron’s taste.

Vending options:

- **Coca-Cola** and various snack machines are located across campus.

- **Shop 24** is a refrigerated super vending machine that sells more than 150 convenience items (including food, snacks, beverages, ink cartridges, laundry detergent, and feminine hygiene products) and is located at the Austin Student Residence apartments. It accepts all major credit/debit cards, and KCash, and has a Fifth Third Bank ATM on-site.

KSU's Culinary and Hospitality Services is at the forefront of sustainability in all of its operations. The Commons – Student Culinary Center, KSU’s premier dining hall and gathering place on the Kennesaw Campus, is the nation’s largest LEED-Gold certified collegiate dining facility.

Locally grown and sourced fruits and vegetables are used in all campus dining operations whenever possible, much of which is provided by three KSU-owned and operated farms. Only non-GMO heirloom varieties are cultivated, using natural methods of soil preparation, pest control, and fertilization.

The KSU Farmer's Market is a producer-only farmer's market offering fresh, local, Georgia grown, organic, and naturally grown produce and products. The market features a variety of vendors selling their own products, including vegetable and fruit farmers, meat and dairy producers, bread makers, cheese mongers, and many other entrepreneurial food specialists.
The KSU Bookstore is located on the south end of the Carmichael Student Center on the Kennesaw campus and is much more than a bookstore...it’s also a technology center, convenience store, and candy store! The main store provides options for textbooks, both traditionally printed books and digital books. Books are available for purchase either new or used (we carry the largest selection of used books locally), or as rentals on select titles. Students who rent books can save up to 67% off the new book price by renting!

Financial Aid can be used exclusively at the KSU Bookstore and is accepted for eligible education and course material purchases. The KSU Bookstore on-campus is the only official bookstore for the University. We guarantee you will get the right book!

We sell KSU apparel, ID holders and lanyards, school/arts supplies, gifts, and alumni and Greek merchandise. We carry major name brands such as Adidas, Vera Bradley, Jansport, Under Armour, Cutter & Buck and more. We also have a full-service Clinique counter.

OwlTEC is our Apple Authorized Campus store and the technology center for hardware, software and service needs. We carry a full line of Apple products, brand name PCs, audio, cables, accessories and software.

The Market is our convenience store adjacent to the Bookstore that offers snacks, soda, candies, Nathan’s hot dogs, basic toiletries, and more.

Sweet Reads is our specialty bookshop inside the Carmichael Student Center selling works by bestselling authors, novels, cookbooks, humor, biographies, current events, a sprinkling of the classics, and book related gifts. It also doubles as a candy shop. Everyone that buys a book gets a FREE CANDY SAMPLE!

All merchandise and textbooks can be purchased online at bookstore.kennesaw.edu.

Textbooks and school supplies
Apparel and gifts
Greek merchandise

Hardware & software
Service & repair
Audio accessories

Novels
Cookbooks
Candy by the pound

Snacks & sodas
Nathan’s hotdogs
Toiletries
**WellStar Medical Group** operates on-campus healthcare facilities to provide world-class, cost-effective, and accessible healthcare for KSU students. There are currently three locations: a primary care clinic, psychiatric facility, appointment clinic on the Kennesaw campus. Services include primary care and management of chronic illnesses, sick visits, health promotion and disease prevention, mental health, and social services.

**ALL registered students are eligible for care regardless of insurance coverage.**

- NO co-pays for office visits.
- Major insurance policies are accepted for additional coverage.
- Three locations on campus open: 8:30 a.m. – 5:00 p.m., Monday through Friday.

International students are required to have private health insurance protection. Kennesaw State University is not responsible for any medical expenses incurred by international students beyond those that are covered by the Student Health Fee.

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**What is KCASH**

**What is KCash?**

KCash is simply the ability to use your ID card as an on-campus debit card using two accounts in which you can load funds into.

KCash consists of a general declining balance account that allows you to purchase anything on campus anywhere that accepts KCash debit. The funds in this account do not expire and will roll over year-to-year.*

*After 12 months of account inactivity, your account will be cleared and any remaining balance will revert to KSU.

**What are Dining Dollars?**

Dining Dollars is the second account associated with your Campus Card that you can load funds into in the same manner.

With Dining Dollars, students are able to purchase tax-free food at campus eateries. Dining Dollars can only be used on food purchases at campus dining venues.

**IMPORTANT:** Dining Dollars account balances will roll over from fall to spring semesters; however, they will expire at the end of the academic year on July 31, so, use it or lose it!

Unused funds in the KCash General Declining Balance Account do not expire and will roll over year to year; however, after 12 months of inactivity, this account will be cleared and any remaining balance will revert to KSU. Fall and spring Dining Dollars are valid during the fall and spring contract periods and any unused funds from the current academic year expire at the close of each spring contract period. Summer Dining Dollars are valid during the summer only and unused funds expire at the close of the summer contract period.

**Funds can be pre-loaded into the general declining balance account and Dining Dollars at KCash machines on campus, or online at: kcashmanager.kennesaw.edu**