

STUDENT SERVICES AND CAMPUS LIFE

Office of Student Services and Campus Life
Bishop Cornelius L. Henderson Student Center, Suite 250
Telephone: (404) 880-8040

The Office of Student Services and Campus Life includes: Career and Professional Development, Counseling and Disability Services, Residence Life and Student Development, Recreational and Intramural Sports, Religious Life, Student Leadership and Engagement, Student Health Services. Each department/unit provides the very best services and empowering co-curricular experiences for students at Clark Atlanta University

The mission of the Office of Student Services and Campus Life is to responsibly provide enriching student support services that facilitate the holistic development of students.

The vision of the Office of Student Services and Campus Life is to collectively build and execute a rich array of student-centered, co-curricular experiences in collaboration with academic support services that contribute to undergraduate and graduate student persistence and graduation.

General Regulations

Student Rights and Standards for Personal Conduct

Clark Atlanta University endorses both the academic freedom – freedom to teach and freedom to learn; freedom to think, freedom of speech, freedom to write, and freedom to publish as well as the American citizenship freedoms, including freedom of peaceful assembly, freedom of the press, and freedom to petition for redress of grievances. The University continuously seeks constructive changes and works with faculties and student government associations in order to make necessary revisions in programs and procedures. It respects the right of students to criticize, dissent, and protest.

But academic freedom is not academic license. Therefore, in the interest of ensuring the education which students are here to receive, the University does not tolerate the use of physical obstruction which infringes upon the freedom of others, denies the opportunity for teachers to teach and for students to learn, and interferes with the right of speakers to speak and listeners to listen. The University maintains that the rights and freedoms of students do not include the right to hamper and restrain the movements of others; to interfere with school operations, including the conduct of classes and performance of office work; to obstruct movement into, through, and out of school buildings; to disrupt school operations; to seize and occupy school buildings; and to injure persons, or to damage and destroy property.

The University affirms that there is no place in this free school – dedicated as it is to support the basic principle that free inquiry and free expression are fundamental and indispensable rights which should be enjoyed by all members of the academic community – for dissent which expresses itself through the use of physical force and/or physical obstruction. Therefore, students who use physical force will be held fully responsible and appropriately disciplined in accordance with the "Code of Student Conduct," as published in the Student Handbook.

Clark Atlanta University exists under provisions of Georgia law and each student, whether or not a resident of the State of Georgia, is required to abide by those provisions. Possession of alcoholic beverages, drugs, and

firearms by minors is in violation of Georgia law and Clark Atlanta University policy.

Upon matriculation at Clark Atlanta University each student becomes a citizen of the University community, entering voluntarily into a liberal agreement based on freedom and responsibility. All regulations have been established as basic requirements for the orderly functioning of the University community and are based on the assumption that students require minimum regulations.

Major offenses include the utilization of University facilities for sexual misconduct; the illegal use and/or sale of narcotics; theft; gambling; sexual assault; and the possession of firearms and/or explosives. Students found guilty of any of these offenses will be suspended or permanently dismissed from the University.

Due Process

A student accused of a serious offense is notified in writing of the specific charge by the Dean of Student Services and Campus Life. The student is also notified in writing of the time and place of the review of the case and has reasonable time and opportunity to prepare a defense. The student also may testify and present evidence in his/her behalf in accordance with the procedures set forth in the "Code of Student Conduct."

Student Services and Campus Life

Department of Athletics

Vivian W. Henderson Center/Gymnasium, Room 211
Telephone: (404) 880-8126

Clark Atlanta University has been a member of the Southern Intercollegiate Athletic Conference (SIAC) of the National Collegiate Athletic Association (NCAA) for Division II schools since 1913, when the Conference was established. Since that time, the Clark Atlanta University athletics program has developed excellent players in each sport that it sponsors. The University's Intercollegiate Athletics programs afford students the opportunities to enjoy and distinguish themselves in sports, as well as provide excellent athletic competition. For the enjoyment of the student body, faculty, and community, varsity teams in baseball, football, men's and women's basketball, men's and women's cross country and track and field, women's volleyball, women's tennis, and softball compete with teams from various colleges throughout the area. Eight (8) SIAC Conference championships in the past eight years attest to the strength of the University's athletic programs.

The mission of the Athletics Department is to provide a comprehensive intercollegiate sports program for men and women that foster their academic, athletic, spiritual, and personal growth and development leading to graduation and life after the University. The vision of the Athletics Department is to earn recognition as a premiere athletic program with diverse student-athletes excelling in academics, community service and post-season competition.

Recreational and Intramural Sports Program

The Department of Leadership and Student Development coordinates a recreational program, which includes worthwhile leisure and recreational opportunities. The program also includes intramural sports such as flag football, powder puff football, kickball and basketball. Residential and commuter students are encouraged to participate in the recreational/intramural activities. The mission of the Recreational Sports program is to provide a broad and diversified program of sports and activities that meet the needs and interests of the Clark Atlanta University community. The recreational sports program comprises intramurals, sports clubs, funk/

step aerobics, and open recreation (Billiards, open gym, weight room). Up-to-date information concerning scheduled activities can be obtained by on campus flyers, the Student Activity Calendar and other University publications.

Office of Student Health Services

128 Mildred Street
CAU East Suites Building
Telephone: (404) 880-8322

The mission of the Office of Student Health Services is to provide quality acute healthcare to all eligible CAU students and to promote health education awareness programs that assist students in making health and wellness a priority. The vision of Student Health Services is to offer expanded, responsive and preventive health services to students and promote evidence-based health education programs and support to maintain healthy lifestyles.

The Office of Student Health Services staff assists the University in meeting these objectives by providing treatment of episodic acute illnesses, preventive health care, and health education. These services are designed to help students maintain good health and to achieve their primary goal – that of obtaining a higher education. In case of illness, the student must report promptly to the Student Health Center, the residence director, or appropriate dean's office. In cases of emergencies, families are notified promptly. Students are urged to seek assistance before their illness becomes incapacitating.

Hours of Operation

Student Health Center

Monday to Friday – 9:00 a.m. to 5:00 p.m.

Saturday and Sunday – Closed

After hours and weekends, contact the Department of Public Safety at (404) 880-8623

Physician's Center

Monday 1:00p.m – 5:00p.m.,

Wednesday, Thursday and Friday 9:00 a.m. – 1:00 p.m.

Tuesday, No physician

For all emergencies, contact the Department of Public Safety at (404) 880-8911

All nonemergency visits to the Student Health Center should be made when the student has no scheduled classes. The Student Health Center is closed when the University is not in session. In case of illness, the student must report promptly to the Office of Student Health Services. The Department of Public Safety is the designated first responder. Students are urged to seek assistance before their illness becomes incapacitating. In case of emergencies, families are notified promptly.

Outpatient Service

Office treatment at the Office of Student Health Services is provided without cost to the student. Referrals are made for chronic or specialized care. The Office of Student Health Services is not responsible for medical fees or expenses derived from treatment rendered by any outside physician or facility. Students are required to obtain a referral prior to an outside physician's visit when using the University's health insurance plan. Refer to the online brochure for more information.

Illness Excuse Policy

Students who are too ill to attend classes are advised to report in person to the Office of Student Health Services for evaluation and disposition. Excuses will be granted based on the University's excuse policy.

Eligibility for Treatment

All enrolled students are eligible for treatment and services offered by the Office of Student Health Services. Students seeking care must present their University identification care and must have the required health documentation on file.

Insurance Coverage

The University offers a compliant comprehensive medical plan under the Affordable Care Act. All full-time undergraduate students, all residential students, and all international students with F1 or J1 visas are required to participate in the University's insurance plan. Students with comparable coverage from a parent, spouse or other source may apply for a waiver. All students are required to participate in the University's plan. This plan is renegotiated annually, and as such, benefits and cost are subject to change. Specific questions may be directed to the Office of Student Health Services staff at (404) 880-8322. Graduate students may opt out of health insurance with proper coverage.

Immunization Requirements

All first-time entering students, transfers and international students enrolling at the University are required to provide proof of the following immunizations/tests prior to registration in order to avoid a "Medical Hold" during matriculation:

- 2 Measles, Mumps, Rubella (MMR)
- Tetanus – Tdap (within 10 years)
- Meningitis – Menomune Quadrivalent: A/C/Y/W-135; 1 or 2 doss- (within 5 years of matriculation)
- PPD (tuberculin) skin test (5mm or less), within one year of matriculation is required. A chest x-ray for students with a PPD reading greater than 5mm, within one year of matriculation is required.
- IGRA is acceptable for TB screening
- Medical and religious exemptions must be notarized on the CAU immunization form.

Persons born prior to 1957 are considered immune and are therefore exempt from the MMR requirement. However, students will have to provide proof of remaining immunizations/test.

Mail immunization records to:

Clark Atlanta University
Office of Student Health Services
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

or

Fax immunization records to:

(404) 880-6010 (Must include student name and 900# ID and contact number on all documents)

or

Upload your immunization records electronically with My Panther Health Portal I

It's easy as 1,2,3!

- **Step 1: Login to msmportal.pointnclick.com (https://msmportal.pointnclick.com/login_login.aspx)**

- **Step 2: Click the “immunizations” tab and input the dates of all listed requirements and PPD test result as documented on your immunization form.**
- **Step 3: Click the ‘upload’ tab and choose the immunization document/picture you are uploading then select the file, then click ‘upload’**

You’re all done!

Please note that your record will not be considered compliant until all three steps are completed.

Office of Counseling and Disability Services

Trevor Arnett, 3rd Floor
Telephone: (404) 880-8044

The mission of the Office of Counseling and Disability Services is to provide personal counseling and consultation services to CAU students for a wide array of mental health issues and to offer outreach programs to enhance students’ overall well-being and academic progress. The vision of the Office of Counseling and Disability Services is to prevent the occurrence and escalation of mental health issues and problems by advocating early intervention and by providing increased student mental health educational awareness programs to foster a psychologically healthy, interpersonally effective and well-functioning student body.

The Office of Counseling and Disability Services is a comprehensive mental health counseling and personal assistance facility providing psychological, emotional and social development services and resources to all CAU students. The Office seeks to enhance the overall well-being, psychological and interpersonal functioning of students. The Office of Counseling and Disability Services offers individual and group counseling, drug and alcohol awareness and prevention counseling, stress and anger management skills-building strategies, as well as an array of personal/social development programs.

To meet its charge, the Office staff consists of a director, licensed psychologist, other licensed mental health counselors, and support staff who serve both undergraduate and graduate students during their matriculation at Clark Atlanta University. Staff members have been carefully selected to provide students with a counseling office which is responsive to their individual needs and which coordinates and implements programming aimed at fostering the students’ total psychosocial development.

The Office is open Monday through Friday, 9:00 a.m. to 5:00 p.m. After-hour appointments also may be arranged by request. Students may schedule their own appointments, or they may be referred by University administrators, faculty, staff, or other interested parties. All services are strictly confidential.

Disability Services

Clark Atlanta University is committed to the implementation of the Americans with Disabilities Act (ADA). Services include, but are not limited to, academic adjustments, auxiliary aids and services, student services, mentorship programs, readers and scribes, career counseling, seminars, priority scheduling tutorial services, referral to state and community resources, and disability parking.

Office of Religious Life

Trevor Arnett, 3rd Floor
Telephone: (404) 880-6119

The mission of the Office of Religious Life, guided by its affiliation with the United Methodist Church, is to promote spiritual awareness within the University community that will undergird the scholastic and social interactions of its constituents. The vision of the Office of Religious Life is to empower students to become spiritually, socially and culturally engaged to positively impact the campus and the global community.

The Office of Religious Life, under the direction of the University Chaplain, seeks to foster a university-wide culture of increased spiritual awareness and respect for diverse faith traditions supported by an intellectual, cultural, and socially curious environment. The office endeavors to provide the theology, counseling, programming, and opportunities for spiritual formation, guided by sound moral and theological values, to the entire university community. In addition to forming a faith community on campus, faith enrichment opportunities are available through service learning projects, participation in campus-wide functions, and local civic events.

At Clark Atlanta University, Weekly Chapel Services are at the heart of Religious Life and includes a variety of programs such as, Faith Enrichment, Chapel Assistants Program, CAU Worship Choir, Spoken Word Ministry, Praise Dance and Mime Ministry, Small Group Studies, Prayer and Counseling, Muslim Student’s Association, Monthly Spiritual Awareness Forums and Monthly Leadership Development Trainings. The office also collaborate with the University divisions, a number of student organizations as well as associated campus ministries to ensure that our community has access to a diverse number of opportunities for holistic faith formation.

Clark Atlanta University enjoys a rich close relationship to the General Board of Higher Education and Ministry of the United Methodist Church.

Office of Residence Life and Student Development

Bishop Cornelius L. Henderson Student Center, Suite 245
Telephone: (404) 880-8074

Residence Life and Student Development Mission

The Office Residence Life and Student Development at Clark Atlanta University, in support of the University’s mission, purpose and strategic plan, is committed to developing a safe and supporting living and learning environment; through the implementation innovative learning programming and academic interventions. While developing a community of holistic student embrace through the promotion of African center ethos. Through this approach students receive the opportunity empowering students to altruistically engage in creating change in self and the greater community.

- Excellent customer service, high quality, prompt delivery of service
- Exceptional living conditions, safe, accessible and functional facilities.
- Implementing intentional educational programming to positively affect student maturing, retention, engagement, and academic-excellences.

Residence Life and Student Development Vision

The Office Residence Life and Student Development at Clark Atlanta University will be a premier living-learning community that is recognized amongst all universities and colleges for its innovation, collaboration and excellence. The Office Residence Life and Student Development at Clark Atlanta University will strive to be the heartbeat of the University community, and essential in the development of our students.

Living and Learning Communities

- Living and Learning Communities (LLC) provide students the opportunity to connect with someone as soon as they arrive to their selected institutions.
- LLCs consists of a group of students with similar majors or interests who live on the same floor or floors of a Residence Hall.
- Research suggests students who participate in a living and learning community are more likely to be retained by their selected institution.
- LLCs give students the opportunity to explore the area, participate in shared coursework and start the path towards academic success.

On-Campus Housing

The University's residence halls provide students with comfortable and safe housing as well as close proximity to classrooms, library and the other support facilities of the University. Since the residence hall environment also has an impact upon the development and well-being of residents, programs and services of the Office of Residence Life and Student Development is dedicated to fostering a high quality on-campus housing experience. All students with less than 58 credit hours are required to reside on campus.

Room Reservations and Assignments

All students must apply and complete housing application online at www.cau.edu/studentaffairs/residence-life.html (<http://www.cau.edu/studentaffairs/residence-life.html>). Students can secure housing online after the following required fees are posted to their account. (For fee charges, see Student Accounts page)

- New students must pay a one-time nonrefundable **Enrollment Confirmation Fee** in order to complete the online application to reserve a room, as soon as the student is accepted for admission to the University.
- Returning students must pay a **Room Reservation Fee** in order to select a room assignment for the upcoming academic year. This fee is not refundable. Students will forfeit the fee if they fail to enroll and an assignment has been made.

Students withdrawing from the University and/or residence hall after registration will not be reimbursed for room cost. Room charges are not fully refundable but may be prorated.

For additional information regarding student housing as well as other rules, policies and procedures please refer to CAU Residential Living Guide online at: www.cau.edu/studentaffairs/residence-life.html (<http://www.cau.edu/studentaffairs/residence-life.html>).

Office of Student Leadership and Engagement

Bishop Cornelius L. Henderson Student Center, Suite 245

Telephone: (404) 880-6379

The mission of the Office of Student Leadership and Engagement is to provide Clark Atlanta University students with co-curricular opportunities in self-awareness and leadership development/professional learning through clubs, societies, organizations as well as other cultural, social, and recreational events and activities. The vision of the Office of Student Leadership and Engagement is to collaborate with the University community to cultivate a campus of student leaders with ethics, integrity, and distinction who will contribute to the global society as lifelong learners, achievers, and mentors.

The Office of Student Leadership and Engagement manages numerous student activities, in addition to providing quality leadership and educational experiences beyond the classroom. Through clubs and

organizations, as well as cultural, social, recreational, and leadership programming, student life programs and student activities make available to students opportunities for leadership development and self-realization. Student organizations provide opportunities for students interested in out-of-class participation, fellowship and leadership development.

Bishop Cornelius L. Henderson Student Center

The primary functions of the Henderson Student Center are to:

- Provide convenient services that meet the needs of the student population,
- Promote programs and activities that are responsive to the developmental, physical, social, and educational needs of the student body and university community.
- Maintain a clean, safe and relaxing environment for all constituents.

Chartered Student Organizations

Clark Atlanta University encourages students to join any of our honor societies; academic (major area) clubs; Greek-letter organizations; and other service, social, and cultural groups that are recognized and approved by the University for student participation and membership. Students must meet the minimum scholastic standards as set forth by the University before approval and admission into such organizations

Honor Societies

Below are samples of some of our honor societies that are available at Clark Atlanta University:

(Memberships are determined on the basis of merit and achievement)

- Alpha Epsilon Lambda Graduate Honor Society
- Alpha Kappa Mu Honor Society
- Golden Key National Honor Society
- Isabella T. Jenkins Honors Program
- Phi Eta Sigma National Honor Society
- Phi Kappa Phi Honor Society

Academic Clubs

Academic (major area) clubs are designed to provide students the opportunity to engage in and interpret the broader educational implications of their chosen area of study. Some of these organizations are nationally affiliated and help students gain important global and professional perspectives.

- Biology Club
- Broadcast Club
- Business Leaders Initiative (BLI)
- CAU American Marketing Association "The Marketing Club"
- English Club
- National Association of Blacks in Criminal Justice
- National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOPACCE)
- National Society of Black Engineers (NSBE)
- Pre-Professionals Health Society
- Pre-Dental Society
- Pre-Law Society
- Undergraduate Psychology Association

Greek-Letter Organizations

Fraternities and sororities play an active role on the CAU campus, and contribute to the cultural, scholastic, political, service, and social life at

the University. The Greekletter organizations provide another vehicle for student leadership opportunities. They provide their members with a strong bond of friendship and esprit de corps.

- Pan Hellenic Council
- Alpha Phi Alpha Fraternity, Inc. Alpha Phi Chapter
- Alpha Kappa Alpha Sorority Inc., Alpha Pi Chapter
- Kappa Alpha Psi Fraternity, Inc. Gamma Kappa Chapter
- Omega Psi Phi Fraternity, Inc. Beta Psi Chapter
- Delta Sigma Theta Sorority, Inc. Sigma Chapter
- Phi Beta Sigma Fraternity, Inc. Psi Chapter
- Zeta Phi Beta Sorority Inc., Psi Chapter
- Sigma Gamma Rho Sorority, Inc., Phi Chapter
- Iota Phi Theta Fraternity, Inc., Epsilon Beta Chapter

General Organizations

Membership and participation in academic clubs, organizations, and activities is voluntary.

Student Government Association

The Clark Atlanta University Student Government Association (CAUSGA) serves as the official representatives of the student body at CAU. CAUSGA officers and the presidents and/or official organization representatives of all chartered student organizations comprise the Council of Chartered Organizations (CCO), which is the executive arm of student government. The SGA represents the student body in its formal relations with the administration, faculty, other institutions, and the public. Student organizations contribute to the continuous improvement of the students and are considered invaluable. The presidents of the CAUSGA are also delegates to the University's Board of Trustees.

Class Council

- Freshmen Class
- Sophomore Class
- Junior Class
- Senior Class

Student Publications

Students aim to publish a monthly University newspaper and an annual yearbook, which reflect student opinion. These publications are produced under the advisement of the faculty and staff and without administrative censorship. Student publications provide practical experience in journalism.

- *The Panther Newspaper*
- *The Panther Annual Yearbook*

Cultural/Performing Groups

Philharmonic Society; CAU Worship Choir, Heavenly Divine Praise Dance Ministry, Heavenly Family Mime; Mighty Marching Panther Band, Pep Band, Symphonic Band, Essence Dance Team, CAU Drumline, Silver Breeze Flag Corps; and cheerleaders.

Religious Organizations

The University Chaplain/Director of Religious Life is charged with the responsibility of coordinating all religious activities and communicating between all of the religious life organizations the opportunities for faith enrichment and fellowship to promote religious unity on campus for students, faculty, and staff who represent a cross section of denominations and faiths. All campus ministries operate under the auspices of Religious Life.

Office of International Programs

President's Parking Lot Trailer #3

Telephone Number: (404) 880-8297/8403

The Office of International Programs (OIP) serves as the primary resource for the University's international initiatives, programs and services. OIP coordinates the domestic and international exchange programs designed to prepare students for the global workforce, promote global citizenship and leadership, and enhance cultural awareness and understanding. Through collaborations with University faculty and international partners, the OIP facilitates the development of faculty-led education abroad programs that provide opportunities for faculty, staff and students to engage in quality educational, experiential, research and service-oriented programs abroad.

The OIP provides support and services to the multicultural and diverse international students matriculating at the University, to assist with maintenance of their nonimmigrant student visa status and facilitate their academic progression and degree completion. The OIP is also the primary University liaison to U.S. government agencies (Department of Homeland Security, Department of State) on immigration-related matters. In addition to issuing documents for international students to obtain student visas to study at Clark Atlanta University, the OIP staff works with other University departments concerning admissions, registration and enrollment, housing, medical insurance, employment, U.S. taxes and graduation.

The OIP maintains the data and resources on the University's approved international partnerships, memorandum of understandings and consortia agreements with institutions, educational organizations, ministries and governments. To ensure both quality and appropriateness to the University's mission and academic standards, all proposals for new international partnerships and agreements are coordinated through the OIP and are reviewed and approved by the academic department chairs, school deans, provost, and general counsel.

Office of Career and Professional Development

Wright-Young Hall, Room 118

Telephone: (404) 880-6791

The mission of the Office of Career and Professional Development is to provide quality career development programming designed to prepare students for additional educational experiences and meaningful and productive careers in a global economy. The vision of the Office of Career and Professional Development is to provide online technology to enhance students' ability to conduct career self-awareness inventories and searches to seek opportunities in gaining practical experience and placement in employment and/or graduate/professional school.

Career and Professional Development plays an integral part in the professional development of students by encouraging integrity, social responsibility and respect while providing opportunities for undergraduate and graduate students to pursue meaningful careers in a variety of professional and occupational fields. We strive to increase our partnerships with corporate, governmental and other agencies to enhance student career placement.

The Office of Career and Professional Development provides assistance in formulating and implementing individual career plans. Various programs and workshops are offered each semester to assist students with relating educational experiences to employment opportunities. The Office of Career and Professional Development works with students during all phases of the career development process. Our services include individual career planning, resume development, mock interviews and professional

development workshops. We also provide assistance and opportunities for students to participate in internships and cooperative education programs. Through these programs, students gain career related real world experiences that focus on their academic education and training. Academic credit is also available depending on a student's individual program.

Students have the opportunity to network with industry leaders and recruiters while developing professional skills that lead to employment and lifelong personal development. We partner with public, private, governmental and corporate organizations to match qualified students with internships, co-ops and permanent career opportunities. These partnerships provide an array of opportunities for students to experience professional and personal growth.

Office of Campus Services

Haven-Warren Hall, Room 300
Telephone: (404) 880-8317

The mission of the Office of Campus Services is to enhance the quality of campus life through the delivery of quality goods and services to our students, faculty, staff, alumni and guests. The vision of the Office of Campus Services is to set standards of excellence on the campus by continuously refining and improving customer-based services and products in a market-driven environment.

Mail Center

Bishop Cornelius L. Henderson Student Center, Third Floor
Telephone: (404) 880-8419 or 8076

The University Mail Center provides services for incoming and outgoing mail for students, faculty and staff members and makes every effort to ensure a timely and safe delivery of mail. All outgoing mail services via the United States Postal Services (USPS). The Center also serves as the University's liaison with Federal Express, DHL, UPS, Inter-School Mail, and other domestic and international couriers. All mailroom services are conducted at the Mail Center Customer Service Window from Monday to Friday between 11:00 a.m. to 4:00 p.m. and on Saturday from 10:00 a.m. to 12:00 noon.

Incoming and Outgoing Mail

First-Class and standard mail is picked up between 9:00 and 10:00 a.m. Monday to Friday from the campus post office. Mail is sorted and distributed to students, faculty and staff mailboxes by 2:00 p.m. daily. The time allotted for mail distribution may be extended due to a large volume of mail received on days preceding a holiday. Notices are placed in the P.O. Boxes informing recipient of any items that are too large to fit into their campus box. This mail does not require a signature. All outgoing mail should be in the mail center by 4:00 p.m. for same day service.

Note: To receive incoming mail students must provide appropriate mailing address and must include:

Student Name
Residence Hall
Room Number
P.O. Box Number
 223 James P. Brawley Drive, S.W.
 Atlanta GA 30314.

Accountable Mail

US Postal Service Express, delivery confirmation, certified, registered letters and packages; Federal Express; United Parcel Service; Airborne

Express; and DHL letters and packages that have tracking numbers and require recipient signature are considered accountable. An email notification is sent for package(s) that require recipient signature regardless of size. The following links are provided to track your package:

- Federal Express www.fedex.com (<http://www.fedex.com>)
- DHL www.dhl.com (<http://www.dhl.com>)
- US Postal Service www.usps.com (<http://www.usps.com>)
- UPS www.ups.com (<http://www.ups.com>)

Panther PAW (Personalized Access Worldwide) Card Office

Bishop Cornelius L. Henderson Student Center, Third Floor
Telephone: (404) 880-8PAW (8729)

The mission of the Panther PAW Card Office is to provide all University constituents a modernized convenient form of official identification to function as personalized access to a variety of university services. The Panther PAW Card is an official multifunctional identification card of the University that allows the cardholders to access various functions personalized for on-campus and off-campus use.

Print Shop

Bishop Cornelius L. Henderson Student Center, Third Floor
Telephone: (404) 880-8015

The Print Shop provides convenient, cost-effective service solutions that are customized to the needs of our campus community. As part of our total service solution, we have document production sites that are staffed with skilled operators, high-speed copiers and advanced technologies to meet your document duplication and imaging needs at a reasonable cost in a timely manner.

Dining Services

Bishop Cornelius L. Henderson Student Center, Lower Level
Telephone: (404) 880-6989

Clark Atlanta University's dining facilities for on-campus meals is conveniently located within walking distance of on-campus housing, classrooms, and administrative buildings and provides an exciting and innovative social experience designed for the entire campus community.

The mission of the Dining Services is to provide the finest quality meals and services at reasonable costs to students, faculty, staff and guests. Students are expected to come to all meals appropriately dressed, to talk in moderate tones, and to exhibit courteous behaviors at all times. Along with outstanding food services, students also have the opportunity to gather with friends, take study breaks, hang out, relax and unwind after a hard day of classes and activities in an inviting, comfortable and enjoyable atmosphere.

In addition to the Dining Hall, food is available in the Snack Bars. Students may take meals from the Dining Hall only in cases of illness and when permission has been given by the Student Health Center staff. When presenting a permission slip for a carry-out meal, the student must present a meal card. Visit CAU website for more information and quick reference to all food services offered.

For special dietary needs call (404) 880-6989.

William H. Crogman Student Dining Hall

Crogman Dining Hall, an All-You-Care-To-Eat dining facility, located on the lower level of the Bishop Cornelius L. Henderson Student Center, is

designed with signature brands and menu selections and flexibility in varied hours and choice of meals. The wide variety of food menu include fresh fruit and salads, homemade soups, delicious hot home-style entrées, freshly baked pizza and pasta, deli choices served on freshly baked breads, new creations by our chef just for you, and freshly baked desserts.

Meal Schedules

- **Breakfast**
 - Monday - Friday: 7:00 a.m. - 10:00 a.m.
- **Brunch**
 - Saturday - Sunday: 10:00 a.m. - 2:00 p.m.
- **Lunch**
 - Monday - Friday: 11:00 a.m. - 2:00 p.m.
- **Lite Lunch**
 - Monday - Friday: 2:00 p.m. - 3:00 p.m.
- **Dinner**
 - Monday - Friday: 4:00 p.m. - 7:00 p.m.
 - Saturday - Sunday: 4:00 p.m. - 6:00 p.m.
- **Late Night**
 - Monday - Friday: 8:00 p.m. - 10:00 p.m.

<https://cau.sodexomyway.com/dining-near-me/hours>
cau.sodexomyway.com/dining-near-me/hours/

(<https://cau.sodexomyway.com/dining-near-me/hours/>)

Moe's Southwest Grill

Welcome to Moe's! Located on the first floor of the Bishop Cornelius L. Henderson Student Center. Moe's serves Mexican style food at Moe's, we serve honestly good food that's fresh, flavorful and handcrafted for you. With more than 20 fresh ingredients, like grass-fed steak, organic tofu and handcrafted guac, they'll give you the freedom to create exactly what you're craving.

Hours

- Monday - Thursday: 11:00 a.m. - 10:00 p.m.
- Friday - Sunday: 11:00 a.m. - 7:00 p.m.

Dunkin Donuts

Located in the Carl & Mary Ware building. Come on out and get your coffee and donuts for the day.

Hours

- Monday - Friday: 7:30 a.m. - 8:00 p.m.
- Saturday - Sunday: Closed

CAU-Follet Bookstore

Located on the 2nd floor in the Bishop Cornelius L. Henderson Student Center

Come on in and get textbooks, Paraphernalia Apparel, gifts, accessories and supplies.

Hours of Operation

- Monday: 9am - 6pm
- Tuesday: 9am - 6pm
- Wednesday: 9am - 6pm
- Thursday: 9am - 6pm
- Friday: 9am - 5pm
- Saturday: 11am - 3pm
- Sunday: Closed

Vending Machines

There are a number of snack vending machines at various locations on campus. The vending services, provided by Incredible Edible Snacks and Coca Cola, include bottle beverage machines, featuring a large selection of popular brands; snack machines containing traditional favorites such as candies, chewing gums, mints, pastries, chips and other snacks as well as selected popular low fat items.

Note: Prices are subject to change without notice. For snack vending refunds contact the Office of Campus Services and for beverage refunds please contact the number on the Coke machine. If there are any issues with the snack machine, please call Campus Services at 404-880-8317.

LAZ Parking Services

CAU Parking Deck, Parking Office
Telephone: (404) 880-6295 or 6296

The mission of the University's Parking Services is to accommodate parking needs of the faculty, staff and students. To assist with a more organized parking experience, official parking signs, maps and markings have been designated to authorize parking areas and spaces on campus. The location of parking areas and spaces located on campus vary in terms of centrality and convenience.

Registered Permit Parking

Clark Atlanta University has a permit parking system that requires all faculty, staff and students to register their vehicles with the Parking Office in order to park on the University's property. A registration permit is required to park at any time, for all areas, other than the visitor lot. Faculty, staff, students and auxiliary personnel may park an unregistered vehicle in parking deck or in a visitor lot, provided they pay the required fee.

CAU students who are currently enrolled or accepted are eligible for parking. Fee payments for parking permits must be made directly to the Parking Office. Freshman students may register a car to park on campus. Evidence of registration shall consist of a current CAU Parking Permit properly displayed on the vehicle while parked. Faculty and staff permits are displayed on the rearview mirror. Student permits are displayed on the front windshield right bottom corner, (passenger side). Annual permits end on the date specified on the contract or at the end of each semester. Transferrable permits must be hung from the inside rearview mirror with the permit number visible from the outside.

Parking areas are identified by pavement markings and/or signs placed at the lot entrance (s), at locations throughout the lot, or along streets that are designated as parking areas. Any areas on the University property, not specifically identified as a parking space, will be considered no parking/ boot zones.

The person registering the vehicle is responsible for all parking violations with that vehicle. If the vehicle is loaned to another person, proper observance of these regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible.

Hours of Operation

The Parking Office and cashier's booth are located in the parking deck on the first floor near the Mildred Street entrance. The Parking Office is open Monday to Friday from 8:00 a.m. to 6:00 p.m. while cashier's booth is open until 8:00 p.m. During the summer, the Parking Office is open Monday to Friday from 9:00 a.m. to 5:00 p.m. while cashier's booth is open from 8:00 a.m. to 6:00 p.m. The Parking Office and cashier's booth is closed on weekends and holidays, however, customers can pay their parking fee with

cash or credit card at the automated pay station located at the transient exit area.

Note: Flagrant abuse of the Official Business Parking Permit will result in the cancellation of the permit. Anyone found possessing a permit he/she is not entitled to will be in violation of these regulations and the permit may be confiscated. The permit is not intended to authorize routine, long-term parking in spaces that have been designated for short-term limited use. Permits returned to the parking office before the semester's end will receive a pro-rated refund of the paid registration fee. The permit return will determine the amount of refund and a check requisition form will be written.

Department of Public Safety

Tanner-Turner Building

Telephone: (404) 880-8808

The mission of the Department of Public Safety is to safeguard and protect the life, liberty and security of the students, faculty, staff, constituents and the property of the University. The vision of Public Safety is to become a modern collaborative and interactive police agency dedicated to the concepts of student-centered campus community involvement and community policing by offering the highest quality of innovative crime prevention strategies and community services for our students, faculty, staff and constituents, resulting in increased confidence and quality of service.

The Department of Public Safety is a modern, progressive university agency offering the premier quality of innovative crime prevention strategies and community services for our constituents and strives to enhance and accomplish its mission by diligently embracing the student-centered approach to policing to reduce criminal incidents and fear of crime.

The CAU's Police Department (CAUPD) is dedicated to the concepts of campus community involvement and service in order to perform its law enforcement functions and to conduct its day-to-day operations of policing the University with respect, professionalism and high ethical standards to maintain excellence and public confidence at all times.

The Department consists of police officers and public safety officers who patrol on foot and in vehicles providing for the safety of campus members and protection of University property and works with our diverse community to improve the quality of life on campus, deploys law enforcement strategies and techniques in a manner which incorporates feedback from our stakeholders who have a vested interest in ensuring the safety and security of all our constituents. Students are expected to be knowledgeable of and to observe all rules designed to protect persons and property.

Safety and Protection

Although the University has implemented measures for the safety and protection of students and other members of the University community, the effectiveness of the measures depends on each person's assuming the responsibility for self-protection. Security measures that must be observed at all times include:

- Carrying student ID card and presenting it upon request
- Following the procedures for evacuation of residence buildings using panic doors
- Observing the regulations governing conditions for residence hall visitation
- Declining requests to transfer keys to unauthorized users
- Keeping residence hall room doors locked

- Attending crime prevention and safety awareness programs offered on campus

CAUPD maintains an effective and responsive relationship with the community by fostering a campus-wide awareness for crime prevention and increased public safety. Officers conduct 24/7 directed watch patrols, respond to crimes in progress including investigative and detective services, mitigate disputes and disruptions, conduct residential facility town hall meetings and safety training classes, maintain and direct emergency management functions, provide security for athletic events, and on-campus social activities and provide valuable safety tips to the community.

Collaborative Interactive Policing Program is a student-centered approach to community/campus oriented policing created by the department to provide opportunities for students to offer positive contributions to the University and the Atlanta University Center community collectively. Through the Student Ambassadors Program, the department provides a positive experience for students by employing them to fulfill the specific duties and expectations outlined in the Public Safety Handbook. The process encompasses active engagement and implementation of suggestions from the students, faculty, and staff on positive solutions to existing criminal activity and criminal behavior on campus to effectively change our environment. The duties of Student Ambassadors include greeting, administrative support, and communication support while conducting themselves in a manner deserving of public trust.

Crime Reporting Equals Crime Prevention

One of the most important actions that any student, faculty or staff member can take to prevent crime is to report all criminal incidents and or criminal activity to the Department of Public Safety. The Department is committed to transparency and notification by apprising the students, faculty and staff of the University's on-campus crime statistics through the distribution of the annual **"Your Right To Know"** Campus Safety Statistical Data Report supporting Clergy Act Internal Policy is available on the CAUPD webpage.

All crimes should be reported to Department of Public Safety immediately to ensure timely reporting and investigation of crimes. In order to alert the CAU community and to prevent similar crimes, the department will report incidents of the following crimes in a timely manner: aggravated assault, burglary, murder, sexual offenses (forcible and non-forcible), robbery, and motor vehicle thefts.

A summary of the crimes reported will be published annually and distributed, free of charge, to students and employees and shall also be available on the department webpage. The department will respond to all criminal reports according to priority based on the immediate threat or danger to life, property, and safety. All reports will be responded to with either an immediate on-site response or an investigative procedure, as deemed appropriate.

On Campus Emergency: (404) 880-8911

Non-emergency: (404) 880-8623

Medical Emergencies

Shall be handled by the onsite infirmary or by using an ambulance service.

- **Fire Emergencies:** Shall be responded to by the Atlanta Fire Department and Clark Atlanta University Police Department.
- **Police Emergencies:** Shall be responded to by Clark Atlanta University Police Department and augmented by the Atlanta Police Department if the need arises.

Lost and Found

The Department of Public Safety will hold lost items up to twenty-four (24) hours, after which, items will be delivered to the Office of Student Services and Campus Life for safe keeping. Student must be able to show proof of ownership in order to claim the item(s).

Campus Access to Facilities and Security

Clark Atlanta University is a private institution with an open campus. All buildings are equipped with emergency lighting, exterior security lighting, ground floor security screens, fire and smoke alarms, and panic-bar type doors. All residence halls have self-closing mechanism doors that should prevent unauthorized persons from entering the buildings. The security measures are evaluated and maintained annually.

Assistant Directors for Residence Life and Student Development are responsible for maintaining the standard of residential life within their respective halls. Residence hall rules are regulated by the Assistant Directors of who also reside in the dorms which provide them an opportunity to plan, coordinate, and implement safety measures working in conjunction with the Clark Atlanta Police Department in the following manner:

1. Reporting strangers in their area
2. Controlling and monitoring access to the buildings
3. Advising safe off-campus practices
4. Coordinating walk through inspections

Each on-campus student residing in residential halls are required to share in the responsibility for the security of their building. These requirements include:

1. Following access control policies related to students and his/her visitor(s)
2. Reporting lost access cards immediately to the Assistant Director and Public Safety representatives
3. Preventing the duplication of residential room keys
4. Reporting defective and inoperative access control devices and security equipment
5. Avoiding "propping" the doors to residential, recreational and academic facilities open
6. Displaying student identification cards and adhere to visitation rules

Visitation is a privilege, not a right, and therefore may be suspended by the Office of Student Services and Campus Life. Residential hall visitation hours vary throughout the week. The normal periods for visitation in the residence halls are 6:00 p.m. to 11:30 p.m. Monday through Sunday. Residence hall visitation hours are determined by the Office of Student Services and Campus Life. These hours are subject to change.

Building Access

All administrative and academic buildings are open during normal business hours (9:00 a.m. - 5:00 p.m.) to those who require access. All non-resident buildings are locked down and/or opened by Public Safety personnel based upon the schedule of activity, with the exception of Harkness Hall, Thomas W. Cole, Jr., Research Center for Science and Technology and Park Street Music and Art Complex which are controlled by an access card system.

Most residence hall access is controlled by an access control card system (Panther Paw Card). The Panther Paw Office is responsible for data entry and card issuance procedures for this system. Residence hall rooms are accessed using a key system, which is controlled by the Office of Student Services and Student Life and Residential Life. Residents are advised to

keep their rooms locked at all times. For reasons of security, it is necessary for residents to carry their Panther Paw card and room key at all times. In the event residents are locked out of their rooms, it may be necessary for them to wait for a roommate, contact their Resident Director or contact Facilities Department to gain entry into their room. Missing, lost or stolen, access cards and/or keys should be reported to the Department of Public Safety immediately. Door locks may be changed and new keys issued for a fee determined by Facilities Department. Keys are not to be loaned or duplicated.

Vehicle Access Control and Parking

Vehicles entering and exiting the main campus are monitored by proactive patrolling. All vehicles parked on University property must have either an authorized parking permit or a Vendor pass. Vehicles not displaying authorized permit or pass are encouraged to park in the University parking deck. Campus parking regulations are strictly enforced which includes warnings, traffic citations, booting and towing.