WELCOME TO THE COLES COLLEGE OF BUSINESS ORIENTATION SECTION! *We are thrilled you are here.*

Go to Coles.Kennesaw.edu, click on “Degree Programs,” then “Undergraduate Programs” for more information about all of the programs and resources available to you, including a “Choosing a Major” section. This section also includes checklists to assist you in selecting your courses.

**Note:** If you are having problems with your Net ID and Password, call 470.578.3555.

**A FEW QUICK NOTES:**
- Use the Quick Links and Directory Bookmark as your go-to for finding the information you need. It includes a list of links and contact information to help you along the way.
- You can find a complete orientation guide with detailed information at ColesCollege.com/UPACoration.
- ColesAdvising.com has a wealth of information. Visit often to stay on track.
- If you lose something from Orientation, the materials can be forward at ColesCollege.com/UPACoration.

**IF YOU HAVE QUESTIONS, CONTACT US!**
**Email:** colesupac@kennesaw.edu
**Call:** 470.578.6055
**Visit:** Burruss Building, BB 431 on the 4th floor
**Online** at ColesAdvising.com

**NEXT STEPS CHECKLIST**

☐ Send final official transcripts to KSU. These are not automatically sent. That part is up to you! Contact The College Board through their website to have AP Scores sent to KSU.

☐ Log in and set up access to your Handshake account. All active job postings are available in Handshake, including Student Assistant positions on campus and internships and co-ops.

☐ Make an appointment with an Academic Advisor halfway through your first semester.
THE COLES COLLEGE DIFFERENCE

Known for workforce ready graduates, we prepare students with relevant, practical skills around a core of teamwork, collaboration, and achievement. Through programs designed for engagement and experiential learning, national competitions and research, we connect the classroom to the real world.

The Undergraduate Programs Department has the programs, services, and resources you need. Our mission is your success!

UPAC | UNDERGRADUATE PROGRAMS ADVISING CENTER

APPRECIATIVE ADVISING
Pro-active and solution-oriented, our Advisors help you navigate your academic career. Sit down with your Advisor periodically. Each visit is an opportunity to ensure that nothing stands in your way!

HUGHES LEADERSHIP AND CAREER PROGRAM
Our Career Coaches prepare you for today’s job market by helping you define your strengths and find your direction. A major-specific, experienced Coach will guide you through the three required courses.

This innovative program is made possible through a generous donation from Tom and Barbara Hughes.

INTERNSHIP AND CO-OP ADVISOR
Internships & co-ops translate in class learning to real-life skill. In partnership with at Career Planning and Development, we are happy to have a dedicated internship & co-op advisor UPAC.

EDUCATION ABROAD
Study abroad is a valuable opportunity. In addition to the knowledge and skills gained from your courses, study abroad experience on your resume can make you more marketable to employers.

COLES COLLEGE TUTORING CENTER

If you run into a class that just isn’t clicking, find help in the newly renovated Coles College Tutoring Center. One-on-one or group tutoring sessions are available throughout the academic year.

COLES COLLEGE SCHOLARS PROGRAM

The Coles College Scholars Program is a multi-year program focused on leadership development, integrated and international studies, community engagement, and mentorship. Each cohort is carefully selected through a rigorous application and interview process each year.

Learn more at ColesCollege.com/Scholars