



**KENNESAW STATE  
UNIVERSITY**  
COLLEGE OF SCIENCE AND MATHEMATICS  
*Office of the Dean*

**Clendenin, Math-Statistics, Science and Science Laboratory Buildings Classroom Policy  
Kennesaw Campus**

Your assistance in following these guidelines will help preserve the life and security of classroom equipment.

**Classroom Equipment**

Classrooms are to remain closed and locked when class not in session.

- Turn off AV system, lights and close classroom/locked door at end of class.
- Do not allow students to stay in the room at end of class.
- Classrooms should not be left open for next class. Next instructor will open for their class.

**Technology Equipment Issues During Class - “Real-Time” problems (for tech support)**

- Please contact the service desk 470-578-6999 or
- Your Department administration office or
- College Dean’s Office at 470-578-6160
- Report any classroom equipment irregularities or failures by emailing [service@kennesaw.edu](mailto:service@kennesaw.edu)

**Classroom Access**

- Your KSU ID card is your key and required to gain access to classrooms and labs.
- Contact your department office for assistance in gaining access to your classroom if you do not have your KSU ID Card with you. Or you may contact the Dean's office for assistance.
- Classroom usage other than scheduled class time requires a reservation. Please use the online link KSU Reservations portal or ask department admin. to make classroom reservations if you plan to use classroom space for help sessions or meetings in EMS <https://reservations.kennesaw.edu/>. Non-class time is often scheduled for technology maintenance. Space is limited, always check to make sure there is not something scheduled.

**Whiteboards**

- BIC- Great Erase Bold brand dry erase makers have replaced EXPO original markers (contact your department office).
- No Low Odor Markers of any brand should be used on CSM whiteboards due to ghosting (leaving imprint images hard to erase).
- Experiencing problems with the whiteboard surface? Please request your department administrative assistant to input a work order to have the board cleaned.

**Building D (Mathematics) & Building E (Crawford Lab) Classrooms  
Marietta Campus**

**Classroom Equipment**

Classrooms are to remain closed and locked when class not in session.

- Turn off AV System, lights and close classroom/locked door at end of class.
- Do not allow students to stay in the room at end of class.
- Classrooms should not be left open for next class. Next instructor will open for their class.
- Good Practice is to follow the **Classroom Access** and **Whiteboard** information provided for Kennesaw Campus classrooms (listed above).

If you experience technology equipment problems during class, please contact your department administrative associate or the service desk 470-578-6999 or your department administration for “real time” technical problems.

Once again, thanks for your assistance!

(Please provide this information to new or part-time faculty who may not be on this email listing)

8/26/19