



Offices of Student Affairs and Excused Absence Protocol

(Revised 08.18.2023)

Administrative Office of Student Affairs

Students, the **Office of Student Affairs, Bishop Cornelius L. Henderson (BCLH) Student Center, Suite 250** will be available and at your service on **Monday - Friday, 9AM – 5PM**. You are also welcome to reach us directly via our emails and phone numbers. (It is important that you leave a detailed voicemail inclusive of name, 900#, phone number in efforts that we know that you called).

Name	Position	E-Mail	Phone Number
Dr. Xavier Whitaker	Vice President, Student Affairs	xwhitaker@cau.edu	404 880 8390
Dr. Ernita B. Hemmitt	Assoc. Dean of Students Wellness Outreach	ehemmitt@cau.edu	404 880 6128
Dr. Andre McKinney	Assoc. Dean of Students Professional Development	amckinney@cau.edu	404 880 6791
Mrs. Tanisha Utley	Office Manager	tutley@cau.edu	404 880 8040

Associate Dean Liaison Assistance

Students, your Associate Deans of Students are available via walk-in visits, email and/or telephone, as we will be working to serve as your liaisons for any challenges that you may be experiencing by way of academics, mind, body, spirit and professional development. We will serve as a bridge to ensure that you receive the appropriate services needed to ensure your successful completion of this semester. Therefore, we ask that you reach out to the respective Associate Dean with your concerns.

Excused Absences

In an effort to ensure the well-being of Student Affairs staff and our students, the implementation of the **Official University Excuse process** is by way of electronic submission; documentation submitted no **more than ten (10) business days after the absence of the student**; therefore, all students must follow the protocol outlined below:

- Students should email from their **CAU student email account** to tutley@cau.edu, their absence notes from their physician/hospital, official obituaries, court documentation, military orders to include:
 - Name, phone and 900 #
 - Reason for absence** with the **submission of supporting official documentation**, i.e., complete obituary, doctor/hospital documents, court records, military orders.
 - DOB (**only for doctor's notes**)
 - Dates of classes missed
 - Names of Professors (First, Last name)
- Student Affairs will **verify all documents** regarding the validity of the excuse. **Please Note: submitting falsified documents is sanction able as a student code of conduct violation** with the Office of Student Conduct.
- Associate Dean of Wellness will then approve or deny the excuse.
- Upon approval of excuses - an email will be sent to professors; copying the students which will be sent by either Dr. Hemmitt, Associate Dean or Mrs. Utley as her proxy.

Note: Verification of documents may vary; however, we will attempt to grant excuses within a 72 to 96-hour timeframe.

COVID-19 Reporting Protocol:

As we work collaboratively in this COVID-19 environment, the CAU community must be attentive to the health and well-being of each other. **Therefore, Student Affairs administrators request Faculty, Staff and Students to assist in reporting known student COVID-19 cases to Dr. Ernita Hemmitt, Associate Dean, Nurse Caroline Richards or to the AUCC Student Health and Wellness Center (SHWC), immediately by way of completing the AUCC SHWC COVID-19 Self-Reporting Form (see QR code).** Collaboratively, the Associate Dean of Students and the AUCC SHWC professionals will provide a medical assessment and give health guidance to the student during their isolation period; as well as render academic guidance and shared communication to the student's respective professors.



On-Ground and Virtual Services Rendered:

Office of Career and Professional Development:

The staff of **Career and Professional Development, Wright Young Hall, room 118**, are available to you in person, via virtual appointments, by email at hireapanther@cau.edu or by leaving a voicemail message for any staff member listed below. In person, consultations are by appointment only and may be held in a different location on campus. To make an appointment, send your request via hireapanther@cau.edu email or call 404 880 6749 where the appointments will be from **Monday – Friday, 9AM – 5PM EST.**

Name	Position	E-Mail	Phone Number
Mrs. Tiara Arnold	Director	thector@cau.edu	404 880 6780
Ms. Chanithia Holt	Assistant Director	cholt@cau.edu	404-880 6749

Throughout your enrollment at the University, our role is to connect students and employers through professional development sessions, networking opportunities, career fairs, etc. with the ultimate goal of students gaining employment and internship opportunities. Students, the office of Career Development strongly encourages you to follow us on **Instagram: @Hire_A_Panther** for current career opportunities and events.

We are excited to introduce Clark Atlanta University's new virtual [Career Center](#), for current students to **explore career opportunities, connect with employers, and engage with career resources.**

Through the career center, you will be able to:

- Explore open [jobs](#) and find employers currently hiring Clark students
- Find career opportunities and advice specific to your career path of interest under 'Explore Interests' in the menu.
- Get help with key career development areas, like '[Create a Resume / Cover Letter](#)' and '[Prepare for an Interview](#)'

We strongly recommend that you take 2 minutes to customize [your email alerts](#) to ensure you receive automated, customized notifications for the new jobs, resources, and events that are important to you.

If you have any questions, please contact hireapanther@cau.edu for help.

While you are engaging in the “career ready” process, you can:

- Utilize Handshake: <https://cau.joinhandshake.com> to attend virtual appointments / information sessions with companies;
 - Your student email is your username and your password should be your Banner ID (if it does not work, click on “forgot password” and it will be sent to your email).
- Send your resume to hireapanther@cau.edu to be reviewed by our staff and uploaded to your Handshake profile;
- Reach out to Career and Professional Development staff for resume reviews, mock interviews, career advice, career fair info, etc.
- Complete your Handshake profile and start applying for jobs / internships. You DO NOT need to create a profile. Just sign in using your student email and Banner password to begin. If you have any issues, please do not hesitate to reach out.

Counseling and Disability Services:

The **Office of Counseling and Disability Services, Trevor Arnett, third Floor** will be available for on-ground and virtual counseling to all Clark Atlanta University students during this period. **Any student seeking counseling services may call the main number 404 880 8044 to schedule an appointment or to speak to a counselor.** Regularly scheduled appointments are in person or virtually by Zoom. Please ensure that you have your valid contact information on file with the office. The office hours are **9:00am until 5:00pm Eastern Standard Time, (EST).** **Check for alerts on the CAU website as counseling service options expand.** You may also, contact counselors by way of their CAU email addresses:

Name	Position	E-Mail	Phone Number
Dr. Vickie Jester	Director	vjester@cau.edu	404 880 8044
Dr. Aber Winn	Assistant Director of Disability Services	awinn@cau.edu	404 880 8044
Dr. Newborn Reynolds	Counselor	nreynold@cau.edu	404 880 8044
Ms. Joyce Worrell	Administrative Specialist	jworrell@cau.edu	404 880 8044

Disability Services:

Students registered with the Office of Counseling and Disability Services will continue to receive accommodations on-ground and virtually (for on-line course offerings). Dr. Winn has met with academic deans and faculty to ensure that implementation of reasonable accommodations for students with documented disabilities will continue. If you have questions or concerns regarding your accommodations, please contact Dr. Winn at 404-880-8044 or email at awinn@cau.edu.

Office of Residence Life:

Students, the **Office of Residence Life, CAU Suites (128 Mildred Street)** will continue operating day-to-day function by walk-in services and email communication. Residence Life telephone will be

answered by staff, **Monday- Friday 9am-5pm EST (12pm-1pm designated for lunch)**. For all general inquiries regarding housing registration, deadlines, and cost of housing, call 404 880-8074.

Name	Position	E-Mail	Phone
Mr. Larance Carter	Director	lcarter@cau.edu	404-880-8074
Ms. Joelle Rollins-Kent	Associate Director	jrollins-kent@cau.edu	404-880-6218
Ms. Brandi Mallory	Staff Assistant	bmallory@cau.edu	404-880-6893
Mr. Cameron Morris	Community Director Beckwith Hall/Beckwith Village	cmorris@cau.edu	404-880-8642
Ms. Rollins-Kent	Community Director- Brawley Hall	jrollins-kent@cau.edu	404-880-6428
Ms. Cydni Brown	Community Director- Merner, Pfeiffer, & Holmes Hall	Cbrown4@cau.edu	404-880-8874
Ms. Stevie Ford	Community Director- CAU Suites	sford@cau.edu	404-880-6218
Ariana Rodriguez	Assistant Director of Residential Education Heritage Commons (office)	arodriguez@cau.edu	404-880-6428
Ms. Elashia Jackson	Community Director Heritage Commons	ejackson@cau.edu	
Ky'Asia Williams	Community Director Off Campus Properties	Kwilliams3@cau.edu	

All communications from the Office of Residence Life will continue to be sent via email from residencelife@cau.edu and posted on the [Residence Life Website](#).

Office of Student Conduct:

The **Office of Student Conduct, BCLH Student Center, Suite 250** will monitor and respond to messages via in-person, email and phone **Monday – Friday, 9AM – 5PM EST**. Feel free to reach us via our emails and phone numbers (please leave a detail voicemail inclusive of name, 900#, phone number) as we will be checking our messages daily.

Name	Position	E-Mail	Phone Number
Mr. Ernest Moore	Director	emoore@cau.edu	404 880 6243
Dr. Johnny Surry BCLH, Suite 220	Assistant Director	jsurry@cau.edu	404 880 6218

Students, it is important to remember that although you are a CAU student taking your classes on-ground and virtually, you must still adhere to the policies and procedures of the Student Handbook, Code of Conduct. Your behavior must be befitting of a Clark Atlanta University student, as the Code is enforceable for violations on or off the campus. Although, you may be on-ground or physically distanced from the University campus, as you socially engage with your fellow student body; please note, any infractions of any of the policies of the Student Code of Conduct can be reported to this office. The Conduct Review Process allows for resolving violations in administrative conference or in a board hearing. It is our hope that each of you will have a civil and productive academic year.

Office of Student Health Services/AUCC Student Health and Wellness Center:

AUCC Student Health and Wellness Center (AUCC SHWC), 455 Lee Street, 3rd Floor will provide medical and behavioral health care for all other medical concerns, inclusive of examinations and consultation appointments. **To schedule an appointment, please dial 404 756 1241.** The CAU Health Student Health Services (CAU SHS) team located at 128 Mildred Street (CAU Suites at the corner of Mildred and Beckwith Streets) will work in collaboration with the AUCC SHWC to provide assistance with immunization compliance on Point and Click medical portal. CAU SHS office hours are **Monday-Friday from 8AM-4:00PM.**

Name	Position	E-Mail
CAU SHS Team		
Mrs. Caroline Richards	Nurse Practitioner, Health Services Team	crichards@cau.edu
Ms. Nichole Davis	Medical Assistant	ndavis@cau.edu
Ms. Dana McIntyre	Administrative Assistant	dmcintyre@cau.edu
AUC SHWC	455 Lee Street SW, 3 rd Floor	shwcrequests@msm.edu
Dr. Kitty Carter-Wicker, AUC SHWC	Medical Director	https://MSMPortal.pointnclick.com

Students, please review the information below relative to your immunization and insurance UnitedHealthcare Student Resources (UHCSR) inquiries. In addition, as you prepare for advisement for next semester's registration, please note that you must have all of your immunization records and COVID -19 doses up-to-date to avoid having a **"Student Health Hold"** placed on your account, which will prevent you from registering. Please review and act accordingly.

How do I access my insurance card?

- Download the United Healthcare Student Resource app from the app store on your mobile device or go to uhcsr.com click 'Login to my account' to access your benefits card.
- **United Healthcare Student Resources' coverage includes 24/7 access to medical advice through HealthiestYou, a national telehealth service.** To access call the toll-free number listed on the front of your medical ID card or visit www.telehealth4students.com.
- If you have any questions, you may secure message us through [Point and Click Patient Portal](#) or call 404-880-8322.

How do I submit my immunization record?

- To begin utilizing the services of for the AUCC SHWC and to upload all immunization and COVID vaccination records you must register on Point and Click. For instructions on how to activate, the Point and Click Patient Portal visit us at the [MSM Patient Portal](#).

What are the immunization requirements?

Students failing to comply with Clark Atlanta University's immunization requirements will receive a medical hold on their account, preventing registration for classes.

Access the Official Immunization/Tuberculosis Screening Record Immunization requirements are as follows:

1. Tetanus Diphtheria booster within last ten (10) years. **Must remain current throughout matriculation.**

2. MMR- two doses or one MMR and one separate Rubella or report of positive immune titer. Vaccines must have been administered after first birthday. Students born before 1957 are considered immune and are not required to receive vaccination against Measles, Mumps and Rubella.
3. Meningococcal vaccine two doses; 2nddose must be given after age 16
4. Varicella- proof of two (2)doses or a positive titer are required. Reported history of chickenpox as a child will not be accepted.
5. Hepatitis B- 3 doses of hepatitis B vaccine are required or a positive titer.
6. *Clark Atlanta University strongly recommends the following vaccines:*
 - *Influenza*
 - *Hepatitis A*
 - *HPV*
7. Tuberculosis Testing
PPD (Mantoux) within one (1) year of matriculation. Documentation of results is required as follows:

I have a medical HOLD, how can I have it removed?

- You must submit any missing immunization requirements to [Point and Click Patient Portal](#). As a courtesy, we may be able to extend a **one-time** waiver and temporarily remove your HOLD for 48 hours to allow for class registration, but you must contact us via secure message on [Point and Click Patient Portal](#) or call us at 404-880-8322.

Office of Student Leadership and Engagement:

The **Office of Student Leadership and Engagement, BCLH Student Center, Suite 245** will be on-ground and remotely at your service **Monday – Friday, 9AM – 5PM EST**. Feel free to reach us via our emails, Microsoft Teams and phone (please provide a detail message inclusive of name, 900# and phone number) as we will be checking our messages daily:

Name	Position	E-Mail	Phone Number
Ms. Danette D. Adams	Director	dadams@cau.edu	404 880 8075
Mr. Marcus Kendrick	Program Coordinator	mkendrick@cau.edu	404 880 8252
Mr. Christian Hill	Program Coordinator	chill@cau.edu	4048806011

Please stay engaged, by viewing your student email accounts and through the SLE social media platforms:

@caulead

@cau_orientation

@PantherFITCAU

@Cau.sec

@caucab

YouTube Channel: CAU Student Leadership and Engagement