

Administrative Office of Student Services

Students, the Office of Student Services and Campus Life will be available remotely at your service **Monday – Friday, 9AM – 5PM**. As we will be checking our messages daily: Feel free to reach us directly via our emails and phone. (You may leave a detailed voicemail inclusive of name, 900#, phone number).

Name	Position	E-Mail	Phone Number
Dr. Omar Torres	Dean of Student Services & Campus Life	otorres@cau.edu	404 880 8390
Ms. Ernita Hemmitt	Assoc. Dean of Students, Wellness Outreach	ehemmitt@cau.edu	404 880 6128
Mr. Andre McKinney	Assoc. Dean of Students Professional Development	amckinney@cau.edu	404 880 6791
Dr. Lamar White	Director of Residence Life	lwhite@cau.edu	404 880 6218
Mr. Ernest Moore	Director of Student Conduct	emoore@cau.edu	404 880 6243
Mrs. Zellima Howard	Sr. Admin. Assistant	zhoward@cau.edu	404 880 6360
Mrs. Tanisha Utley	Customer Service Spec.	tutley@cau.edu	404 880 8040

Excused Absences

Although the University is holding classes remotely, the **Official University Excuse policy** will continue to be implemented; therefore, all students must follow the protocol outlined below:

1. Students should email from their **CAU student email account** to Student Services, (Ms. Utley and/or Mrs. Howard) their absence notes from their physician/hospital, official obituaries, court documentation, military orders to include:
 - a. 900#
 - b. DOB (**only for doctor's notes**)
 - c. Reason for absence
 - d. Classes missed
 - e. Dates of classes missed
 - f. Professor's names
2. Student Services will **verify all documents** regarding the validity of the excuse. **Please Note:** Any falsified documents will be reported to Student Conduct with sanctions imposed.
3. Dean Hemmitt will then approve or decline the excuse.
4. An email will be sent to professors while copying the students by Dean Hemmitt and/or proxies Mrs. Howard or Mrs. Utley.

Note: The normal 24-hour turnaround time for excuse approvals still applies.

Associate Dean Liaison Assistance

Students, your Dean of Students and Associate Dean of Students are available via our emails and telephone numbers as we will be working remotely 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.

Remote Services Rendered:

Counseling and Disability Services:

Due to the Coronavirus pandemic, Clark Atlanta University has discontinued face-to-face instructions for the remainder of the semester and converted to virtual instruction. The Office of Counseling and Disability Services will be available remotely for 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 will be conducted via telephone or Zoom until further notice. Please ensure that you have your valid contact information on file with the office. The office hours will remain **9:00am until 5:00pm Eastern Standard Time, (EST)**. You may also, contact counselors through their CAU email addresses:

Name	Position	E-Mail
Dr. Vickie Jester	Director	vjester@cau.edu
Dr. Newborn Reynolds	Counselor	nreynolds@cau.edu
Ms. Felicia Williams, LPS	Counselor	fwilliams@cau.edu
Dr. Arber Winn	Asst. Director, Disability Services	awinn@cau.edu
Ms. Joyce Worrell	Sr. Administrative Assistant	jworrell@cau.edu
		404 880 8044

Disability Services:

Students registered with the Office of Counseling and Disability Services will continue to receive accommodations during remote instruction. 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 Religious Life:

Students, as you adjust to your new normal of taking classes remotely for the remainder of this semester please know that your University Chaplain and the Office of Religious Life staff are still available because they realize that community is still important during this time of "social distancing." Should you desire to seek ways to maintain connection to your CAU community, you may email, call, text or follow them on Instagram at **@causeorl** for opportunities to engage in small group discussions, Bible study, and Sunday worship which will feature an inspirational message. Please follow **@causeorl** to receive updates as they are announced. All programming will commence on March 29th.

Additionally, should you need the Chaplain specifically for prayer for the loss of a family member, hospitalization, or other unexpected circumstance, or for pastoral counseling for anxiety, loneliness, life direction, etc., please feel free to contact the Chaplain at the number below:

Name	Position	E-Mail	Phone Number
Rev. Dr. Tonya L. Miles	University Chaplain	tlawrence@cau.edu	404 880 8041
Ms. Cynthia Winzer	ORL Assistant	cwinzer@cau.edu	404 880 6119

Office of Student Health Services:

The staff of Student Health Services will be available to you by way of leaving a secure message through the My Panther Portal at cau.medicatconnect.com; telephone consultation with one of our registered nurses by calling 404 880 8322; or sending an email to schedule a follow-up call.

Name	Position	E-Mail
Mrs. Caroline Richards	Interim Director, Advanced Practice Registered Nurse	crichards@cau.edu
Ms. Janet Singleton	Registered Nurse	jsingleton@cau.edu
Ms. Valerie King	Registered Nurse	yking@cau.edu
Ms. Dana McIntyre	Administrative Assistant	dmcintyre@cau.edu 404 880 8322
Ms. Nichole Davis	Medical Assistant	ndavis@cau.edu

Students, please review the information below relative to your immunization and insurance card inquiries. Also, as you prepare for advisement for Fall registration, please note that you must have all of your immunization records up-to-date or a hold will be placed on your account. Please review and act accordingly.

How do I submit my immunization record?

- All immunization records must be uploaded to My Panther Portal at cau.medicatconnect.com. **Mailed or faxed documents will not be accepted.**

Steps:

1. Login with your username (first name, last name); your password is the same as your student email password
2. Click on immunizations
3. Enter the most recent date for the corresponding immunization requirement
4. Click submit
5. Click upload in the menu
6. Follow the instructions listed to upload your immunization documentation

What are the immunization requirements?

- Proof of 2 MMR vaccines
- Proof of 1 tetanus/TDAP/TD vaccine within the last 10 years
- Proof of meningitis ACWY- Last dose must be given after age 16
- Proof of PPD/T-Spot/Quantiferon Gold testing within 1 year of matriculation. Result report must include the placement and read date, and the millimeter induration of test result. If PPD is positive, a chest x-ray within the last year is required.

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

- You must submit any missing immunization requirements to My Panther 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 My Panther Portal or call us at 404-880-8322.

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 My Panther Portal or call 404-880-8322.

Office of Student Conduct:

Students, it is important to remember that although you are a CAU student taking your classes remotely, 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. Although, you are physically distancing yourself from the University campus, you may still be socially engaging in your fellow student body. Please note, any infractions of any of the policies of the Student Code of Conduct can be reported with the appropriate administrative conference and hearing held to render a judicial sanction. It is our hope that each of you will have a civil and productive remainder of the academic year.

The Office of Student Conduct will monitor and respond to messages via 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
Mr. Johnny Surry	Assistant Director	jsurry@cau.edu	404 880 6243

Office of Student Leadership and Engagement:

Students, due to the COVID-19 pandemic, you are away from us physically, but we do not have to be away from each other socially. With that in mind, the Office of Student Leadership and Engagement will be working hard to engage you via our social media platforms to host our Student Elections with speeches/debates and voting, creation of the Month of the Panther with virtual student engagement activities, as well as through PantherFit offering virtual workout sessions to keep you physically fit. Please stay engaged as announcements will be sent to 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

The Office of Student Leadership and Engagement will be remotely at your continued service **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
Ms. Danette D. Adams	Director	dadams@cau.edu	404 880 8075
Mrs. Rae Warner	Associate Director	rwarner@cau.edu	404 880 8428
Mrs. Annette Burgess	Program Coordinator	aburgess1@cau.edu	404 880 8787
Mr. Marcus Kendrick	Program Coordinator	lmkendrick@cau.edu	404 880 8252

Office of Career and Professional Development:

The staff of Career and Professional Development will be available to you by way of email at hireapanther@cau.edu or leaving a voicemail message for any staff member listed below.

Name	Position	E-Mail	Phone Number
Mrs. Tiara Arnold	Director	thector@cau.edu	404 880 6780
Ms. Carmen Jones	Assistant Director	cjones1@cau.edu	404 880 6725
Ms. Arica Berry	Career Services Specialist	aberry@cau.edu	404 880 6701
Ms. Chanithia Holt	Administrative Assistant	cholt@cau.edu	404-880 6749

Telephone or virtual consultations are available via appointment, which can be made via email **Monday – Friday, 9AM – 5PM EST**. We will work just as hard to ensure there are continued opportunities to connect with employers, virtually attend professional development sessions, and ultimately gain employment and internship opportunities.

While you are engaging in the remote learning 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 doesn't 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;
- Communicate with your point of contact at your expected summer internship/co-op if your internship plans are disrupted as a result of the situation around coronavirus
- 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.

Graduating Seniors, you will receive a link to complete a post-graduation survey that MUST be filled out prior to April 15th. Please continue to check your emails.

Office of Residence Life and Student Development:

Students, the Office of Residence Life and Student Development Main Office will continue operating day-to-day function by answering phone calls and returning emails. Residence Life telephone will be answered by Assistant Director(s), **Monday- Friday 9am-5pm EST (12pm-1pm designated for lunch)**. For all general inquiries regarding housing registration, amenities, deadlines, and cost of housing, call 404 880-8074.

Name	Position	E-Mail	Phone
Dr. Lamar White	Director	lwhite@cau.edu	404 880 8074
Mr. Larance Carter	Associate Director	lcarter@cau.edu	404 880 8074

Residence Life and Student Development has developed a communication timeline for all of our upcoming major processes. All timelines and procedures have been modified due to the COVID-19 response. All communications will continue to be sent via email from ResidenceLife@cau.edu, posted on the Residence Life Website (<https://www.cau.edu/studentlife/Residential%20Life%20and%20Student%20Development/index.html>), and communicated via social media via Twitter @caureslife.

Residence Halls Closing & Move-Out Procedures

As indicated in the March 12, 2020 message from Dr. George T. French, Jr., President of Clark Atlanta University to the campus community, the university is taking actions around the Coronavirus/COVID-19 pandemic. The University will extend spring break until **Sunday, March 22, 2020**, and transition to remote learning on the same day.

***Additionally, all University-owned residence halls will be closed as of 9:00 p.m. on Monday, March 23, 2020, remaining closed for the remainder of the Spring semester. Residents should collect their personal belongings and move out of their housing assignment between now and Monday, March 23, 2020, by 9:00 p.m. All residence hall access will be deactivated at 9:00 p.m. on Monday, March 23, 2020.**

Check-Out Procedures:

Students should officially checkout of their residence through a residence life staff member:

- Assistant Director or Resident Assistant in University-owned residence halls

A Proper Checkout:

A proper check-out is completed once the following checkout process points have been satisfied:

- Cleaning room and bathrooms;
- Returning room and/or suite key(s).

<https://www.cau.edu/news/2020/03/Coronavirus-FAQs--CAU-Move.Out-Procedures.EPDATE3.17.201.pdf>

Students, please adhere to the following dates and deadlines:

Fall 2020 Housing Registration Opens April 11, 2020

- All room reservation and housing deposit payments will occur virtual via our **New Residential Portal** (<https://cau.starrezhousing.com/StarRezPortalX/6E0E6680/11/48/Home-Home?UrlToken=DA6DE0AD>)
- All Students **Must Be Registered as a Full-Time Student** (at least 12 credits) for Fall 2020
- All Students **Must Pay \$200 Room Reservation Fee** (all properties pay the same amount)

After meeting eligibility requirements and paying the Room Reservation Fee, students will be allowed to go online to complete a housing application

All Students **Must Be Financially Enrolled by July 1, 2020** (Non-financially enrolled students are subject to losing original assignment). *What does it mean to be financially enrolled?* Being financially enrolled means that you have satisfied all of your financial obligations to the University, and are able to enroll and attend/participate in courses at CAU.

- Your **Room Reservation Fee ensures you a bed on-campus, not a specific room number, residence hall, or room type.**

RA Applications Fall 2020

- Application period opens- March 23, 2020. Application period closes April 10, 2020
- RA Applications Reviewed - 1st Round Notifications April 17, 2020
- RA Interviews & Portfolio Presentations April 20-22, 2020

Please feel free to visit our link below:

<https://www.cau.edu/studentlife/Residential%20Life%20and%20Student%20Development/index.html>