

KU Keiser University **NEWS**

2007 Issue 1 Keiser University - Melbourne Campus Newsletter

KU UPDATES

STUDENT ID'S

We will be replacing existing students' ID cards with those majors that require clinical rotations first, after which all students ID's will be replaced. Please look out for the ID picture hours that will be posted around campus.

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Keiser College to Keiser University

Have you noticed the trucks outside changing the signs? Well if you have and don't know why, or if you haven't noticed at all, its because we are now Keiser University! Why the change? Our name has changed to reflect our new status as a level three institution offering Masters degrees.

Students change your resume!

(Student Services can help you with your resume if you haven't made one already, or if you need to update yours.)



2007 Term

calendar

Schedule of Events

January

February

2006 Term

- 12/18–12/29 Holiday Break

2007 Term

- 1/02 Term A Begins
- 1/08 SGA Meeting
- 1/15 PTK Meeting
- 1/16 Martin Luther King Jr. Day
- 1/22 SGA Meeting
- 1/26 Term A Ends
- 1/29 Term B Begins
- 2/05 SGA Meeting
- 2/12 PTK Meeting
- 2/19 President's Day
- 2/19 SGA Meeting
- 2/23 Term B Ends
- 2/26 Term C Begins

Special Dates

- 2/10 Graduation
- 2/16 Josten order rings

sun	mon	tues	weds	thur	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

sun	mon	tues	weds	thur	fri	sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

April

2007 Term

- 3/05 SGA Meeting
- 3/12 PTK Meeting
- 3/19 SGA Meeting
- 3/26 Term D Begins
- 4/02 SGA Meeting
- 4/06 Easter Break
- 4/09 PTK Meeting
- 4/10 Students Return
- 4/16 SGA Meeting
- 4/21 Term D Ends
- 4/23 Spring Break

sun	mon	tues	weds	thur	fri	sat
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sun	mon	tues	weds	thur	fri	sat
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29	30					

KEISER in the COMMUNITY

Keiser University is a community oriented university where faculty, students, and staff stay active in participating within the community. The Melbourne Campus has been making huge strides in helping those in need not only within our own community but also in the communities of others.



Cystic Fibrosis

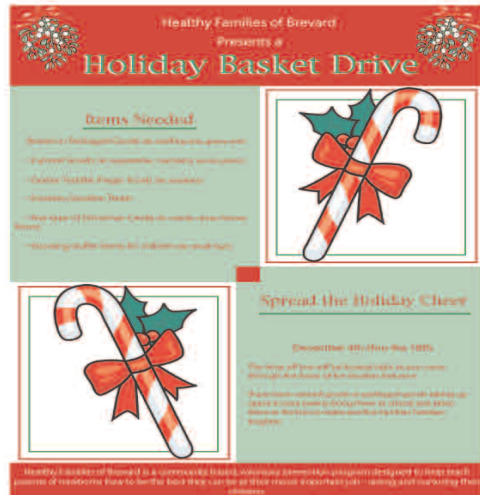
Keiser University, Keiser Career College, and Everglades University in partnership with Butterfly World of Coconut Creek for: Freedom to Live...Freedom to Fly to benefit the Cystic Fibrosis Foundation. As a campus we raised \$2,941.20. We raised the funds through donations, class change wars, pizza sales, dress down vouchers, and butterfly sales. Our contribution will surely touch the lives of the 30,000 people in the U.S. affected by CF as researchers draw closer to a cure.



Mr. Walega's Radiology students won the change war and Pizza party.

Holiday Basket Drive

Keiser University sponsored the Holiday Basket Drive held for Healthy Families of Brevard. Healthy Families of Brevard is modeled after the highly successful national Healthy Families America Initiative, Healthy Families Brevard is a community-based, voluntary prevention program designed to help teach parents of newborns how to be the best they can be at their most



important job - raising and nurturing their children. Through in-home visitation by a trained Family Support Worker, parents learn to build positive parent-child relationships, how to enhance their problem solving skills, and ensure that their child receives the best possible medical care during those critical early years. Thank you to all students, faculty, or staff that helped. We appreciate everything you have done and so does the families.

Friendz 4 Life

Friendz 4 Life is a non-profit No - Kill Clinic in Palm Bay. They look for volunteers throughout the year to help them with the animals, and for people to make donations. For more information on how to help them contact Student Services Office.

The Graphics Department also helps them by designing their marketing brochure/flyer designs, etc.



STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association, in support of the institution, is to foster student learning, professional development, social awareness, leadership skills, community service, and provide campus enhancement to all members of the SGA. The criterion for membership is to be an active student and to have a grade point average of 2.0 or higher.

Student Government Association isn't just sitting around talking about student parking, or the campus dress code. This year the SGA volunteered in a lot of important community events including the Healthy Families of Brevard, War Dog association, and Cystic Fibrosis. Come help us help others, and get involved in your school's SGA.



SGA Meetings
Meetings are held at:
1:10p and 6:00p

1/08/07	7/02/07
1/22/07	7/16/07
2/05/07	8/06/07
2/19/07	8/20/07
3/05/07	9/04/07
3/19/07	9/17/07
4/02/07	10/04/07
4/16/07	10/15/07
5/07/07	11/05/07
5/21/07	11/05/07
6/04/07	12/03/07
6/18/07	

MEETINGS ARE BI-MONTHLY AND ALL ARE WELCOME TO ATTEND. COME JOIN US . IT'S FUN, IT'S REWARDING, AND IT LOOKS GOOD ON YOUR RESUME TOO!



PHI THETA KAPPA

Welcome Prospective Members!

PTK Meetings
Meetings are held at:
1:10p and 6:00p

1/15/07
2/12/07
3/12/07
4/09/07
5/14/07
6/11/07
7/09/07
8/13/07
9/10/07
10/08/07
11/12/07
12/10/07

Phi Theta Kappa has recognized academic excellence in the two-year college since 1918 and has become the largest and the most prestigious honor society serving two-year colleges around the world.

Membership begins with academic achievement. Invitation to membership may be extended only by the local chapter at the institution in which you are enrolled.

To be eligible:

- You must be enrolled in a regionally accredited institution offering an associate degree program;
- You must have completed at least 24 hours of coursework leading to an associate degree

program (part-time students may be eligible);

- You must achieve a grade point average of 3.75 including your transfer credits;
- Absence can not exceed 10% upon applying;
- You must enjoy full rights of citizenship in your country.

Following formal or informal induction, a new member is not required to attend the monthly meetings. However, in order to take full opportunity of the society, we hope that you will join in!

Once a member, the only thing you must do is maintain a Grade Point Average of 3.5 in order to be in good standing. If you drop below a 3.5 G.P.A. you have one semester to bring up your grades. If you do not do so, you will no longer be a member. Attendance and a G.P.A. of 3.75 no longer apply once you are a member!

Recommendation Letters Available to Society Members

Phi Theta Kappa members may request letters of recommendation for scholarships, college/ university admissions officers, and potential employers. The letters will be printed on the Society's official letterhead, signed by Executive Director Rod A. Risley, and mailed to the designated addressee. The letters verify membership in Phi Theta Kappa, and also list specific accomplishments related to Phi Theta Kappa, including nomination or selection to the All-USA Academic Team, nomination or selection as a Guistwhite Scholar, selection as a Nota Bene author, service as a chapter president or chapter or regional officer, service as an International Convention Voting Delegate, International Office or participation in an International Honors Institute. Request a letter of recommendation at <http://getconnected.ptk.org>.





STUDENT APPRECIATION DAY!

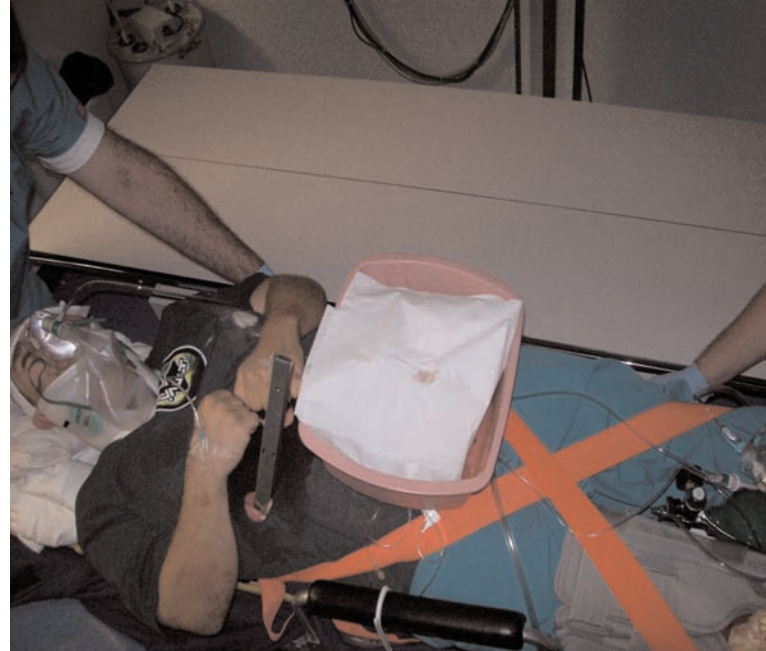
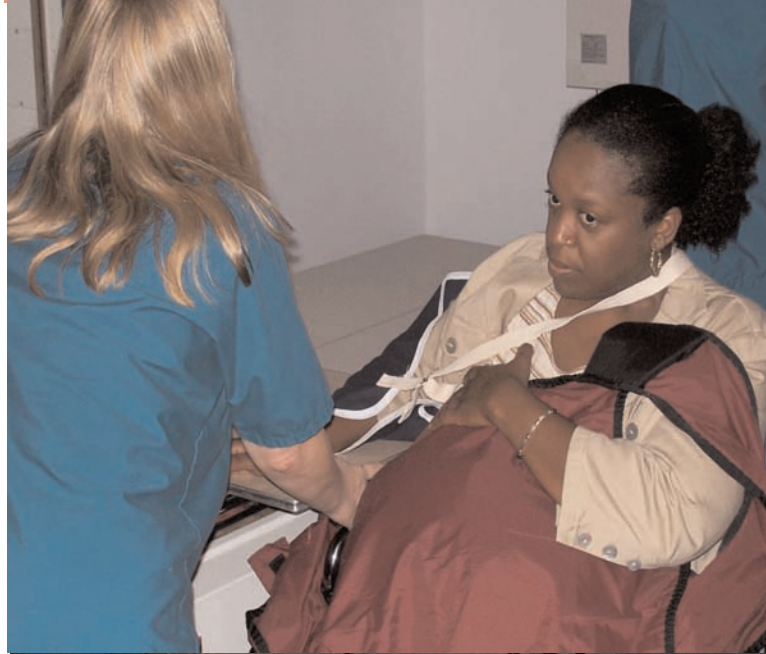




Halloween At Keiser University



Radiology Trauma Week



Library Corner

Keiser University's Library

Please feel free to come in and use the library and its resources anytime during its hours. The library has books and magazines appropriate for all programs. There are computers with Internet access and a printer/copier.

The KCS Net Library is available as our online media center where you can access a variety of resources. The KCS Net Library can be accessed from any Internet connected computer at school at home or at work. There are instructions on accessing it in the library and career center and each new student gets a copy of these instructions in their orientation packet. Once you enter the website www.kcsnetlibrary.org, there are step by step instructions on how to use it. The library also has home tutorials on Microsoft software such as Word, Access, Excel, and PowerPoint.



Ms. Capshaw



Mr. Shea



Dr. Lucas



Please feel free to come in and use the library and all of its helpful resources anytime during its hours.

Please feel free to ask the librarians for any help you need! They are here to help you!

Library Hours:

THE LIBRARY IS OPEN DURING THESE HOURS:

**MONDAY, TUESDAY, THURSDAY
7:30 A.M. - 9:00 P.M.**

**WEDNESDAY:
7:30 A.M. - 8:00 P.M.**

**FRIDAY
7:30 A.M. - 5:00 P.M.**

**SATURDAY:
9:00 A.M. - 12:00 P.M.**

Do you need Help?

If you have a problem or situation you feel has not been addressed appropriately after you have gone through the proper channels, please do not hesitate to contact:

Colleen Rupp, President

Murielle Pamphile, Director of Student Services

We will be more than happy to help you in any way we can. Stop by our offices, contact us by phone: 321-409-4800, or e-mail us at:

Ms. Rupp: colleenr@keiseruniversity.edu

Ms. Pamphile: mpamphile@keiseruniversity.edu



New Faces in Admissions!



Katie Marceron



Laurel Waggoner



Cassie Gibbons

Office Hours

Monday, Tuesday, Thursday

8:00 am – 7:00 pm

Wednesday, Friday

8:00 am – 5:00 pm

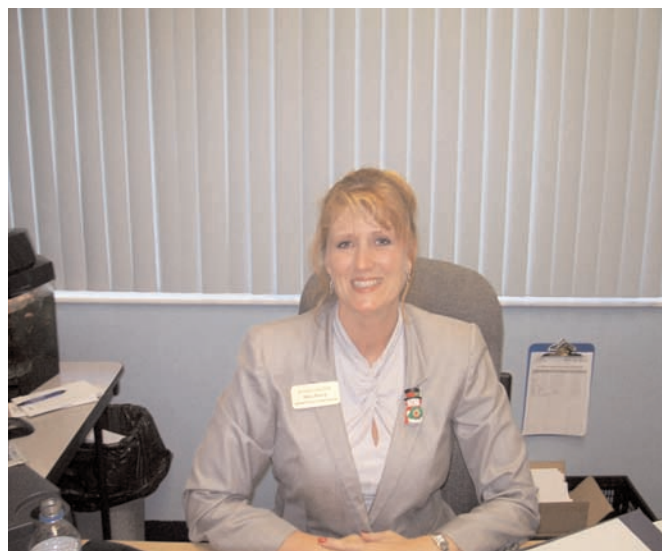
Office of Student Services

Students are welcome to stop by Student Services any time during our posted hours. However, if we are not in our office due to other campus commitments you may also schedule 1/2 hour and 1 hour appointments which are available as needed.

STUDENT SERVICES



Murielle Pamphile
Director of
Student Services



Missi Rocha
Asst. Director of
Student Services

Your Place to Get the Info You Need!

Graduation Needs:

- Apply for graduation
- Order cap and gown
- Graduation photography
- Graduation Seminar

Community Resources:

- Bus Schedules
- Apartment Guides
- Voter Registration
- Student Health Insurance

Information on:

- Transportation Referral
- Childcare Referral
- Housing Referral
- Tutoring Referral
- Referral Counseling

Campus Activities:

- Student Appreciation Day
- Phi Theta Kappa
- Student Government Assn.
- Job Fairs
- Blood Drives

Workshops:

- Resume Writing
- Cover Letters
- Interview Preparation
- Study Skills
- Time Management
- Professionalism

Employment Resources:

- Fax Machine
- Computer
- Online Career Center
- Mock Interviewing
- Job Resource Materials
- Employer Recruiting

Campus Items:

- Student ID Cards
- Campus Newsletter

- Student Suggestion Box

Keiser Graduates, IMPORTANT INFORMATION

January 2nd!

Cap & Gown pick-up

Graduation Pictures will be taken in Rm 104

Pick up your graduation invitations

(limit is 5 invitations per graduate)

Josten will be here

Tuesday, January 16th, 2007

10:00 a.m. - 1:00 p.m. and 5:00 p.m. - 7:00 p.m.

Student Lounge

Make sure you order your class rings, and diploma frames!

Graduation is FEBRUARY 10TH!

Graduation Information

Keiser University Commencement Exercises

for the Melbourne Campus

to be held on February 10, 2007 at 11:00 a.m.

at

Eau Gallie High School

1400 Commodore Boulevard

Melbourne, Florida 32935

(Graduates please arrive in cap and gown by 10:00 a.m.)

Guests please arrive by 10:45 a.m.)

Graduation Do's & Don'ts



Received from Florida Today's Article called Grad Garb, What's under your gown? Written by Pam Harbaugh.

Your Personal Characteristics

Expressiveness- Answer interviewer questions briefly and in a concise manner, including some questions that could be answered with a yes or no. Explain the yes or no if it will make your answer clearer to the interviewer.

Maturity- Look the interviewer directly in the eye for most of your interview, but do not over do it. Use eye contact naturally as you would when talking with a friend in a conversation. Applicants who lack maturity tend to lose eye contact.

Intelligence- Listen for key points or questions the interviewer mentions, then summarize your answer by mentioning the point again.

Tactfulness- Save not talking for after the interview, so you can give your full attention to the interviewer.

Courtesy and poise- be certain to thank the interviewers, for their time and consideration of you.

Confidence- Conduct yourself as though you are determined to get the job you are discussing.

Dress- Always dress in a conservative, no-frills manner.

Grooming- Clean hair, hands, fingernails, and clothes are a must.

Sociability- Shake hands with a firm grip, smile, and call the interviewer by name.

Decisiveness- be prepared to discuss how your well-thought-out career goals fit in to the company's needs.

Evaluate yourself on these ten characteristics, and see if there are any improvements that you might make before you interview. Study the list and add at least one additional point for each item. You cannot be over-prepared on these important personal characteristics.

Interview Tips

What do you look like when you enter your interviews?

Before



Do you send the right message?

After



Interview Tips Cont.



What do you look like when you enter your interviews?



Do you send the right message?

Your Personal Appearance

Clean, pressed clothes- Wear clothes that are fresh from the cleaners. It is a small price to pay for a successful first impression.

Clean, combed hair- Wash and style before an interview.

Beard, mustaches, and long shaggy hair- Many conservative companies do not allow these. It is safest to cut off a beard or mustache. And trim your hair prior to an important interview.

Minimal make up- Conservative color and application protect your business image.

Trimmed fingernails- Always a must, especially if you bite your nails.

Selective jewelry- Bright and flashy jewelry distracts attention from your conversation and may project a slick or fake image.

Shined shoes- Clean, Shined shoes show attention to detail. They are an important part of personal appearance.

Clean glasses- Clean glasses also show attention to detail. Glass smudges do not project personal cleanliness.

Perfume or cologne- Use a soft-smell approach to perfume or cologne. A strong scent distracts from your interview.

Deodorant- A job interview makes most applicants somewhat nervous. Pay close attention to personal hygiene.

It would be a rare case that someone who follows these points would not be well groomed to make a strong personal appearance for any Job interview. You should make an excellent first and last impression by following these guidelines.

Interview Tips

Before:

1. Do some research on the company. Visit or read some literature- show real motivation.
2. Prepare some relevant questions related to the job.
3. Do a self-analysis so when asked “Tell me about yourself,” you don’t sit there stunned or go rambling on about non-work related information.
4. Get a good night’s sleep. Eat a good breakfast, avoid caffeine, it can make your voice quiver. Leave with plenty of time to spare in case of a traffic jam, getting lost, or parking problems.
5. Appropriate dress is very important. If possible, visit the company earlier in the week to check out what the other employees wear. Moderation is the best clue. Don’t wear anything that can be used against you.
6. Upon arrival, go to the bathroom and check yourself out for a last minute touch-up.

During:

1. Be pleasant and try to smile. Show real enthusiasm for who you are and your past experiences. Wait to be told to be seated. Shake hands before and after the interview.
2. Direct eye contact is very important during any interpersonal situation. Don’t “case” out the room during the interview. Don’t stare the interviewer down either, it can make him or her uncomfortable.
3. Stay away from personal data.
4. Let the interviewer guide the conversation. Try to avoid one-word answers. Be specific but don’t ramble on. (this is where being prepared really helps.) Choose one or two examples to fit the question and support your answers.
5. Try not to fidget or do anything distracting. Try to keep your hands loosely in your lap and ignore them.
6. Make sure you stress how your past and present skills fit the position you are applying for. Sell yourself. Take success with you. Turn minuses into pluses-weaknesses into strengths.
7. Put a closure to the interview. If at the end of the interview, you are still interested in the position, (remember, in a way you are also interviewing the interviewer) make sure you ask when they will be making their final decision. It gives you a guideline to work with and shows the interviewer that you are sincerely interested.
8. Ask questions- the interviewer will give you time.
9. Ask for the interviewer’s business card, it will help to have this when sending a thank you letter.

After:

1. After interview checklist.
2. You send a “thank you” letter for the interviewer and briefly reiterate the reasons why you would be perfect for the job.
3. Follow-up call.

SELL YOURSELF!! Be positive and confident. Remember, if you could not do the job, you would not be there. You are OK! GOOD LUCK!

ONLINE



Keiser University Online Career Center

Register today at:

www.collegecentral.com/keiseruniversity

(You must have an e-mail account to register)

Get connected with:

Full Time Jobs...Internships...Part Time Jobs...

Submit your resume directly to jobs online!

VISIT TODAY!

ACCESS JOBS ALL OVER THE STATE OF FLORIDA!



If you need help creating a resume or would like us to review your draft copy, please feel free to stop by Student Services; WE ARE HERE TO HELP!

Employees are waiting to view your resumes on College Central.



<http://collegecentral.com/keiseruniversity>

STUDENT & ALUMNI REGISTRATION INSTRUCTIONS:

All Students and Alumni are eligible to use the Keiser University online job board after completing the following registration process through a site that has been specially designed for the Keiser University career center. Follow these simple steps:

- Go to your school's Career Center URL: www.collegecentral.com/keiseruniversity
- Click the **Student** or **Alumni** Icon; the **Register Now**.
- Enter Keiser (if it's not already pre-filled), a **unique ID** and a **Password** that you will remember; Confirm your **password**.
- Click "**Continue Registration**"

Now you will be asked to complete the REGISTRATION form to search for jobs. You may upload a RESUME at a later date.

REGISTRATION ENTRY

Enter all demographic information. Fields with an (*) asterisk are required... (Name, Current Address, Phone). Answer questions about where you want to work and the kinds of jobs that interest you. Employers will search this information, as well as the degrees you are obtaining. Be as thorough as possible.

RESUME ENTRY

From your homepage, click **Upload a resume**. You should have a resume completed on file at this time to upload. Browse the file, select it, then click **Upload your resume**.

JOB SEARCH

From your homepage, click "**Search for Jobs Posted to My School**", enter criteria specific to the type of job you are looking for on the search form, click "**Begin Search**"... You may also "**Search for Jobs in CCN's Jobs Central**", our national job database.

When conducting a job search using CCN, be aware that by selecting several search criteria, such as Degree, Area of Interest, FT/PT jobs, etc., you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria. To view all jobs posted, leave all the search fields blank.

Congratulations! You now know how to navigate through College Central Network.

From now on you can visit your school's page: www.collegecentral.com/keiseruniversity at anytime, twenty-four hours a day, seven days a week, three hundred sixty-five days a year. Just click through to Student or Alumni Central and enter **Keiser**, your **unique ID**, and your **Password**.

If you need help creating a resume or would like us to review your draft copy, please feel free to stop by Student Services
We are here to help!

Student Advisors and Department Chairs

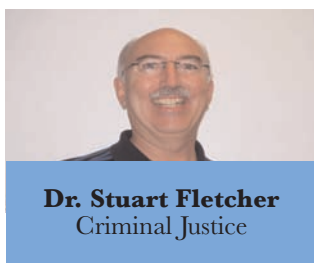
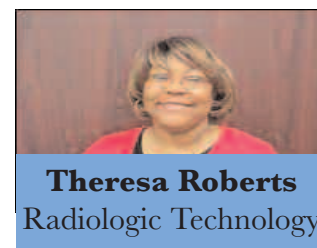
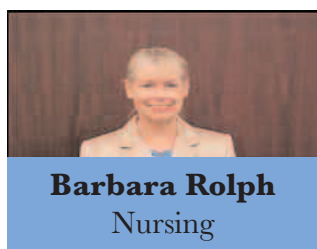
We are here to help you!

Dean of Academics Affairs



Deans role in Student Success:

- Ensuring quality instructors
- Transcripts
- Schedule (Registrar)
- Additional support structure for students on academic issues



Department Chairs & Academic Advisors role in student success:

1. Academic advising
2. Student assistance:
 - Change in schedule
 - Problems not resolved at an instructor level
 - General information
 - Liaison between the student and dean

Please note:
**Pre-major refers to the time you are in
your General Elective Classes**

BOOKSTORE & BURSAR

Keiser University



BURSAR REMINDER:

Students are required to have ID when making all purchases.

30% OFF

All Keiser College clothing will be reduced to 30% off KC polos, KC sweat shirts, pants, and KC scrub tops

Bursar Hours

Monday	8:00AM - 8:00PM
Tuesday	8:00AM - 8:00PM
Wednesday	8:00AM - 7:00PM
Thursday	8:00AM - 8:00PM
Friday	8:00AM - 4:30PM
Saturday	Closed



Keiser University
Massage Clinic
900 S. Babcock Street
Melbourne, FL 32901

Massage Therapy Gift Certificate

This certificate entitles:

to

Expires

Authorized by

Number

Not redeemable for cash. Redemption value not to exceed \$100.00

Campus Rules

Dress Code

Allied Health Core:

Massage Therapy:

Burgundy Scrubs

Medical Assisting:

Eggplant Scrubs

OTA:

Blue Scrubs

Nursing:

White/Navy Scrubs

RT:

Forest Green Scrubs



Culinary Core:

Culinary Uniform

And for the rest of us...

Business Professional

Tie

No Jeans!

No Tee Shirts, Shorts, Tube Tops, Halters, Beach Wear, Cut-offs, or Flip-Flops.

No exposure of waist or stomach.

Dress -length!

Skirt/Blouse -length!

Wear what would be appropriate in a business setting.



Parking Lot

STUDENTS, FACULTY, AND STAFF ARE NOT PERMITTED TO PARK IN VISITOR PARKING.

Remember there are stop signs posted in the parking lot for your safety. Please proceed slowly and respect the traffic signs.

Keep Keiser Clean

It is very important for students, faculty, and staff to take responsibility for the cleanliness of our classrooms, labs, and overall common areas.

We can keep our building looking nice by not eating and drinking in classrooms, labs, and the library.

However, capped bottles are permitted in classrooms. Please straighten computer keyboards and monitors after you use them.

Please turn computers off properly after use. The only room in which we should be eating or drinking is the Student Lounge, which is located by the student entrance. Please push your chairs in when you get up from your tables.

You can keep our campus looking good by putting trash (including used printer/copier paper) into receptacles.

Break Area Rules

During break times please do not congregate in the front of the building.

Please note where there are ash trays and garbage cans.

Cigarette butts and garbage can litter the entire area.

Please use the area on the side or behind the building. There are patio chairs and benches for you to use along with ash trays and garbage cans.

Thank you for caring about your campus.

Don't forget about outside areas as well. Cigarette butts do not belong in our flower beds and walkways. Stamp out your cigarette in the ashtrays provided. If the trash receptacles or ashtrays are full, please notify your department chair, faculty, or staff members.

Thank you very much for having
"KEISER PRIDE!"



NO SMOKING

UNLESS YOU'RE

in the designated area outside of the students entrance/exit.

Please be considerate.

Thanks!!

Important

Security

Information

Keiser University's commitment to security includes:

Providing a secure and crime free workplace for employees and a secure and crime free environment for faculty and students. Performing regular evaluation of security programs Monitoring and following up on each crime reported at a Keiser University location.

The Annual Campus Security Report also includes statistics over the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Keiser University; and on public property within, or immediately



adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

If you are interested in seeing Keiser University's Annual Security Report please see Student Services. We have this available for viewing. We are in compliance with the "Crime Awareness and Campus Security Act of 1990."

877-3-Keiser (877-353-4737)

In the event of a hurricane or any other emergency, this toll free phone number can be used by faculty, staff, and students to hear the most recent updates on the status of each campus. This is in addition to other methods that will be used such as TV, radio, and the website (www.keiseruniversity.edu).

* In compliance with the Jeanna Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092(F) of 1990, Keiser University prepares and distributes its Annual Campus Security Report.