**Division/Department: Division of Student Affairs**

**Priority Title: Orientation and New Student Programs office completion project**

**Priority Number: 1**

**Funding Requested: $40,000**

**Description of Request:**

1. **A few sentences describing or explaining or justifying the requested funds.**

$40,000 to build out the Orientation and New Student Programs office space.  This includes adding new carpet, walls, etc.  Currently, given the office configuration there are no private areas to advise students and/or parents.  This has been an on-going concern for office staff.  Building this space out would also bring the office in-line aesthetically with the other enrollment management offices located on the first floor of the Student Center.

1. **Please explain how was the amount determined?**

The figures are based on 2008 estimates from a contractor hired by Facilities to determine scope of work and cost.

1. **Explain why current budget can’t be redirected.**

The current departmental budget is totally earmarked for proving direct Orientation services and cannot be redirected.

1. **How many individuals will be benefitted or served or impacted?**

Given the fact that Orientation is mandatory for all students entering Clayton State University theoretically thousands of students yearly would be served. Thus, the entire campus would benefit.

1. **What are the consequences if the funds are not made available?**

If funding is not available the current poor aesthetics of the office would remain.