

SOUTH GEORGIA COLLEGE
100 WEST COLLEGE PARK DRIVE
DOUGLAS, GEORGIA 31533-5098

UNIVERSITY SYSTEM OF GEORGIA

A MEMBER OF
AMERICAN ASSOCIATION OF COMMUNITY COLLEGES
GEORGIA ASSOCIATION OF COLLEGES
GEORGIA ASSOCIATION OF TWO-YEAR COLLEGES

ACCREDITED BY THE COMMISSION ON COLLEGES OF THE
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
(1866 SOUTHERN LANE, DECATUR, GEORGIA
TELEPHONE 404-679-4500)
TO AWARD ASSOCIATE DEGREES

This Catalog is prepared for the convenience of the faculty and students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. Moreover, this document does not represent a contract between the College and its students. The College reserves the right to alter the contents of this publication as circumstances dictate. When changes are necessary, every reasonable effort will be made to notify students of such changes. Official copies of changes will be filed in the office of the Director of Admissions, Records, and Research as well as the office of the Vice President for Academic Affairs.

General Catalog

2004-2006

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South Georgia College

2004-2006 General Catalog

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THE COLLEGE

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THE MISSION OF SOUTH GEORGIA COLLEGE

South Georgia College traces its roots to 1906 when the Eleventh District Agricultural and Mechanical School was established by an Act of the Georgia General Assembly. In 1927 the institution became the first state-supported junior college in Georgia and four years later emerged as one of the original units of Georgia's system of public higher education. Today, the campus life of every institution in the University System of Georgia is characterized by:

- * a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- * cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- * technology to advance educational purposes, including instructional technology, student support services, and distance education;
- * collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

South Georgia College shares with the other two-year colleges of the University System of Georgia the following core characteristics or purposes:

- * a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- * a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- * a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical college programs;
- * a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- * a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

South Georgia College considers its primary scope of influence to be the southeastern region of Georgia which surrounds the campus in Douglas. The College collaborates with Waycross College to offer an innovative associate degree registered nursing program that serves much of southeast Georgia. In addition, South Georgia College utilizes the Georgia coast to offer life-long learning opportunities that attract senior citizens from throughout the United States. The College's residential facilities enable the institution to draw students from other regions of Georgia and neighboring states.

South Georgia College serves a wide array of students, from the recent high school graduate to the working parent or grandparent who commutes to campus to enroll in a course or two. Given its diverse student body, the College curriculum includes a learning support component to strengthen those basic academic skills necessary for success in the institution's transfer and career programs. The College also provides its students with a range of student activities, intercollegiate athletic opportunities, and cultural events to facilitate a well-balanced college experience.

At its core, South Georgia College is a teaching institution. Excellent classroom instruction and personalized academic advising are its faculty's hallmarks. All faculty and staff are expected to be life-long learners and active participants in the institution's process of continuous planning, assessment, and improvement.

The College offers Associate of Arts and Associate of Science degree programs that prepare students for transfer in a multitude of baccalaureate program majors. The institution also offers Associate of Applied Science degrees and certificates designed to prepare individuals for careers in several areas of business, human services and technology. Through its Associate of Science in Nursing degree program the College prepares individuals to become registered nurses and thereby meet regional health care needs.

As a contributing member of its community, South Georgia College offers area citizens conferences, seminars, and short courses to develop specific competencies and provide information on special interest topics. The institution and its faculty and staff also work to support regional economic development efforts in cooperation with other community-minded organizations.

A dynamic institution constantly planning, assessing, and responding to change, South Georgia College enthusiastically embraces new technology, innovative methods, and collaborative efforts to advance the missions of the University System of Georgia.

HISTORY OF THE COLLEGE

Agricultural and Mechanical (A&M) schools were forerunners of many of Georgia's University System schools. Founded in 1906 as the Eleventh District A&M School, South Georgia College is recognized as the oldest publicly supported two-year college in Georgia and has a long and distinguished history, rich in the tradition of serving the people of the southeast.

For two decades the Eleventh District A&M School set the pace for the growing number of high schools in the area. In 1927 the Georgia legislature passed a bill elevating the A&M school to junior college status.

In 1932, by legislative enactment, this College and other state-supported institutions of higher learning in Georgia were organized into the University System of Georgia and placed under the jurisdiction of the Board of Regents. As a unit of the University System, South Georgia College continued its two-year curriculum and adopted its present name in 1937.

From the original three buildings constructed in 1907-08, South Georgia College has undergone a complete metamorphosis into a thriving center for learning. The physical facilities include 20 buildings located on a campus of approximately 190 acres. The campus has modern, air-conditioned classroom buildings and residence halls, an extensive library, a wellness center, a multi-purpose College Union Building, and classroom and laboratory facilities equipped with the latest technology. The campus provides a pleasant environment, outstanding academic programs, and excellent facilities for both indoor and outdoor recreation.

ACCREDITATION

South Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer associate degrees. It is also accredited by the National League for Nursing. Credits earned at the College are accepted by colleges and universities throughout the nation.

LOCATION

South Georgia College is located in the southeastern Georgia city of Douglas, a warm and friendly community with a growing population of some 11,000 citizens. The center of the city is within walking distance from the campus and many shops and restaurants border the campus. The climate in Douglas is moderate year-round.

Geographically, South Georgia College is situated near the Georgia coast. It is 90 miles west of Brunswick and the Golden Isles, 150 miles northeast of the Gulf of Mexico, 120 miles northwest of Jacksonville, Florida, and 200 miles south of Atlanta.

South Georgia College is easily accessible via U.S. Highways 221 and 441 and Georgia Highways 32, 135, and 158. Interstates I-16, I-75, and I-95 service southeast Georgia.

A unique feature of South Georgia College is its location in the heart of the south Georgia outdoor recreation area. Within a 30 mile radius, one can experience the finest in fishing, hunting, camping, canoeing, and water-skiing. The campus is also in close proximity to four major rivers, the Okefenokee National Wildlife Refuge, and four wildlife management reservations. In addition, the Atlantic ocean with its beautiful beaches is only 90 minutes away.

Outdoor facilities include fields for softball, soccer and flag football; a baseball stadium, a nine-hole par 36 golf course, and tennis courts.

Indoor recreational and student activities facilities are centered at the Engram College Union Building and the College Wellness Center. The Engram College Union houses meeting rooms, a cafe, ballroom, and areas for a variety of student activities. The Wellness Center provides for such sports as volleyball, basketball, swimming, and weight lifting.



IMPORTANT DATES

SUMMER TERM, 2004

Financial Aid application Deadline	April 1, 2004
Admission Application Deadline.....	May 14, 2004
Orientation/Registration	May 31, 2004
First Day of Classes	June 1, 2004
Mid-Term	July 1, 2004
Advance Registration	June 23, 24, 2004
Holiday	July 5, 2004
Last Day of Classes	July 29, 2004
Final Exams.....	August 2, 3, 4, 2004

FALL SEMESTER, 2004

Financial Aid Application Deadline	June 4, 2004
Admission Application Deadline.....	July 23, 2004
Orientation/Registration	August 19, 20, 2004
First Day of Classes	August 23, 2004
Labor Day Holiday	September 6, 2004
Mid-Semester	October 14, 2004
Advisement Day	November 2, 2004
Advance Registration	November 2, 3, 2004
Thanksgiving Holidays	November 24, 25, 26, 2004
Last Day of Classes	December 10, 2004
Final Exams	December 13, 14, 15, 16, 2004

SPRING SEMESTER, 2005

Financial Aid Application Deadline	October 22, 2004
Admission Application Deadline	December 10, 2004
Orientation/Registration	January 5, 2005
First Day of Classes	January 6, 2005
MLK Holiday.....	January 17, 2005
Mid-Semester	March 1, 2005
Spring Break	March 21-25, 2005
Advisement Day	April 4, 2005
Advance Registration.....	April 4, 5, 2005
Last Day of Classes.....	April 29, 2005
Final Exams	May 2, 3, 4, 5, 2005
Graduation.....	May 6, 2005

MAY MESTER, 2005

Financial Aid Application Deadline	March 4, 2005
Admission Application Deadline.....	April 22, 2005
First Day of Classes	May 10, 2005
Mid-Term	May 18, 2005
Last Day of Classes	May 27, 2005
Final Exams.....	May 27, 2005

SUMMER TERM, 2005

Financial Aid Application Deadline.....	April 1, 2005
Admission Application Deadline.....	May 20, 2005
Orientation/Registration	May 30, 2005
First Day of Classes	May 31, 2005
Mid-Term	June 28, 2005
Holiday	July 4, 2005
Last Day of Classes	July 28, 2005
Final Exams.....	August 1, 2, 3, 2005

FALL SEMESTER, 2005

Financial Aid Application Deadline	June 3, 2005
Admission Application Deadline.....	July 29, 2005
Orientation/Registration	August 18, 19, 2005
First Day of Classes	August 22, 2005
Labor Day Holiday	September 5, 2005
Mid-Semester	October 13, 2005
Advisement Day	November 1, 2005
Advance Registration	November 1, 2, 2005
Thanksgiving Holidays	November 23, 24, 25, 2005
Last Day of Classes	December 9, 2005
Final Exams	December 12, 13, 14, 15, 2005

SPRING SEMESTER, 2006

Financial Aid Application Deadline	October 21, 2005
Admission Application Deadline	December 9, 2005
Orientation/Registration	January 5, 2006
First Day of Classes	January 6, 2006
MLK Holiday.....	January 16, 2006
Mid-Semester.....	March 1, 2006
Spring Break	March 20-24, 2006
Advance Registration.....	April 6, 7, 2006
Last Day of Classes.....	April 28, 2006
Final Exams	May 1, 2, 3, 4, 2006
Graduation.....	May 5, 2006

MAY MESTER, 2006

Financial Aid Application Deadline	March 3, 2006
Admission Application Deadline.....	April 21, 2006
First Day of Classes	May 9, 2006
Mid-Term	May 17, 2006
Last Day of Classes	May 26, 2006
Final Exams.....	May 26, 2006

SUMMER TERM, 2006

Financial Aid Application Deadline.....	April 3, 2006
Admission Application Deadline.....	May 12, 2006
Orientation/Registration	May 29, 2006
First Day of Classes	May 30, 2006
Mid-Term	June 27, 2006
Holiday	July 4, 2006
Last Day of Classes	July 27, 2006
Final Exams.....	July 31 - August 1, 2, 2006

CAMPUS LIFE

Campus Life
Student Services



CAMPUS LIFE AND STUDENT SERVICES

South Georgia College is committed to promoting a supportive campus environment that educates the whole person and meets the needs of students, faculty, staff, and citizens of the region. Student services are designed to facilitate a well-balanced college experience by strengthening the teaching/learning environment and promoting the ideals of an open, democratic, and global society.

Student services that support the college's core academic function are orientation, counseling and career services, special programs, student clubs and organizations, student government and leadership development, social activities and cultural experiences, intercollegiate athletics, intramurals, college discipline, and campus housing.

STUDENT ORIENTATION

Student orientation is an ongoing process designed to facilitate successful adjustment to college. The orientation program for newly enrolled students includes campus tours, parent meetings, discussions, entrance tests, academic advising, and related activities. The program recognizes the importance of informing students about academic regulations and resources, disciplinary policies, and co-curricular opportunities. Students may now complete a portion of the orientation on-line through our SGC SOLO website.

Each student is assigned a faculty advisor whose role is to guide an exploration of courses, majors, career plans, registration procedures, and related issues of interest. Faculty advisors use test scores, previous performance, and student goals to assist students in making informed academic decisions.

COUNSELING AND CAREER SERVICES

South Georgia College offers a range of counseling options for students. Particular emphasis is placed on academic advising, career information, and activities designed to promote scholastic success in appropriate fields of study.

The Student Affairs Office features career information in various formats. The search for appropriate career options can be facilitated by the use of personality and vocational inventories. Additional services and resources are provided by Student Support Services, the Academic Divisions, and the William S. Smith Library. Individual classes and student organizations periodically plan events and participate in conferences or conventions that connect students with affiliated professions.

Counseling services and referrals are provided through the Student Affairs office.

STUDENT SUPPORT SERVICES

Funded by the U. S. Department of Education, the Student Support Services program strives to enhance academic success by providing varied

services to eligible students. These services include academic tutoring; academic, personal, career, and financial aid counseling; cultural enrichment; and assistance with transferring to senior colleges and universities.

STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations are established to enrich campus life and to aid students in their personal and professional development. Groups recognized by the Student Government Association and receiving funding through the Student Activities Budget Committee include the Academic Quiz Team, Baptist Student Union, Environmental Awareness Club, Tiger Senators, Georgia Association of Nursing Students, Pegasus Literary Magazine, Phi Theta Kappa, Residence Hall Association, The South Georgian (SGC Newspaper), Step Team, Student Organization for Multicultural Unity (SOMU), Students for Social Awareness, and South Georgia Theater Company. Additional organizations may be organized to reflect the emerging interests of the student body.

MINORITY ADVISING PROGRAM

South Georgia College seeks to promote programs and activities that facilitate the success of minority students attending South Georgia College. Minority Advising Program information is available through the Office of the Vice President for Student Affairs (912) 389-4244.

STUDENT GOVERNMENT ASSOCIATION

Students play an important part in the policy and decision-making process at South Georgia College. The Student Government Association, composed of elected or appointed officers and representatives of various organizations, is responsible for representing the views of the student body. The SGA assists with the appointment of students to serve with faculty and staff on campus improvement and policy-recommending committees.

SOCIAL ACTIVITIES AND CULTURAL EVENTS

Social and cultural activities at SGC include dances, plays, concerts, exhibits, lectures, movies, trips, tournaments, contests, and other events. Campus life is enriched through the efforts of individual students and organizations that initiate recreational and educational activities. Most events are offered without cost to currently enrolled students.

ATHLETICS

The SGC Wellness Center contains facilities for volleyball, swimming, and weight lifting in addition to basketball.

The baseball team has drawn the national spotlight in the past by capturing Region 17 and Southeastern District Championships. The team's home field is W. A. Crider, Sr. Field at The George A. Cook Stadium. The Lady Tiger

slow pitch softball team won the state championship in 1997 and finished third in the nation. The Lady Tigers began fast pitch softball in 2000. The Tiger softball field is located adjacent to the Wellness Center and is one of the finest facilities in the southeast. The men's soccer team won the state championship in 2003 and finished as runner-up in the Southeast District Tourney of NJCAA.

South Georgia College fields teams in men's baseball and soccer and women's soccer and fast pitch softball. The College is a member of both the Georgia Junior College Athletic Association and the National Junior College Athletic Association.

INTRAMURAL SPORTS

The intramural sports program provides students opportunities to participate in a variety of athletic activities. Organized and administered by the Division of Health, Physical Education and Recreation, with assistance from student leaders, the program allows students to participate in sports that reflect student interests. Other leisure drop-in activities include tennis, weight lifting, swimming, golf, table tennis, billiards, volleyball, and soccer.

STUDENT CONDUCT

Rules and regulations governing student conduct are published in the South Georgia College Student Handbook. Further information about the Code of Conduct and the Discipline Committee is available in the Student Affairs Office.

STUDENT HOUSING

South Georgia College's residence halls are designed to promote the educational mission of the college by providing students with an affordable place to live that is located close to the College's learning resources.

The residence halls are equipped with group meeting/study rooms and recreational areas. Each room is designed for occupancy by two students. Private (single) rooms are usually available at an additional cost. Standard equipment includes two single beds, two study desks, two closets, and telephone and cable T.V. connections. Academic requirements to remain eligible for campus housing are described in the Residence Hall Handbook.

The central goal of the residence hall staff and the residence hall association is to create and maintain a safe, pleasant and successful living/learning environment. Further information is available through the Housing Office.

HOUSING POLICY

All students are required to live on campus unless they:

1. are 20 years of age or older;
2. have earned at least 30 semester credit hours;
3. are married; or
4. are living with parents.

HOUSING APPLICATION

Housing applications are mailed to students who check the on-campus block on the admissions application or students may apply electronically by visiting the SGC Website. Room reservations are made on a first come, first served basis, and students may specify roommate requests on the application form. A \$30.00 non-refundable application fee must accompany each application. An admissions application form appears in the back of this catalog.

CAMPUS FOOD SERVICES

South Georgia College contracts food services on the College campus. Residential students must purchase a Declining Balance Accounting (DBA) which is issued in specified increments and used to purchase food on campus. Commuting students and college staff members can purchase food on campus either with cash or by establishing a DBA. The DBA card is issued in conjunction with the college identification card. Food service hours are posted in the College Union. For assistance or more information about food service, contact the Office of Student Affairs.

MOTOR VEHICLES

The use of motor vehicles on campus is a privilege regulated by the College. All motor vehicles operated on campus must be registered with the Office of Physical Plant and must carry insurance as required by Georgia law. Detailed information regarding the proper operation and parking of motor vehicles on the SGC campus is provided in the [South Georgia College Public Safety Handbook](#).

THE WILLIAM S. SMITH LIBRARY

The William S. Smith Library, Building 17 on the SGC Campus Map, is the primary learning resource center for South Georgia College. Traditional and electronic library resources and services are blended together to support the educational programs of the College. One of the most important resources of the academic community, the library plays a crucial role in the student's college life whether it is used for class work, independent study, or personal enjoyment.

The Library's website at <http://library.sga.edu> provides 24x7 access to its resources and services. First among these resources is its online catalog, GIL@SGC, for collection holdings in print, media, and electronic formats. The library physically houses over 80,000 print volumes, 300 print periodical/newspaper subscriptions, and over 48,000 units of microform. GIL@SGC additionally provides direct links to over 27,000 e-books available through the GALILEO netLibrary collection. South Georgia College students have electronic access to book collections of all the University System of Georgia libraries through the GIL Universal Catalog project, with

delivery of user-requested books to the SGC Library forthcoming through Universal Borrowing. The resources of GALILEO, the statewide virtual library, are accessible also through the Library's website. Over 100 databases indexing thousands of periodicals and scholarly journals (with over 2,000 titles being full-text), encyclopedias, business directories, and government publications are provided. Remote access from off-campus is possible with a GALILEO password available through the SGC Library. Subject guides, web site critique tips, and more are located within the Library's website.

Library staff encourage students to explore the resources available in the library itself on campus, as well as those available electronically at the library's website, to enhance their time spent at SGC and to facilitate life-long learning. Comfortable surroundings are provided in the Library with individual carrels, tables, and group study rooms. The 32,000 square foot facility, open 66 hours a week, contains 22 networked computer workstations located throughout as well as a staffed computer lab, which is open 58 hours a week with another 14 student-use networked computer workstations. Web and e-mail access are available in addition to word processing, spreadsheet, presentation, and tutorial software for students. The facility houses two distance learning classrooms, microfilm reader-printer capability, and photocopy equipment. Through the Media Office services such as graphics scanning and design, videotaping, audiovisual equipment set-ups, and assistance with various type media productions are provided.

A student's College ID card serves as the SGC Library card and student's library account access. While overdue fines are not charged, materials checked out to a student's card are his/her responsibility. Overdue, lost and damaged materials will incur financial obligations which must be met before future SGC registration and before release of student academic records. The [William S. Smith Library Guide](#) provides more detailed information about resources, services, and policies of the Library. Suggestions are always welcomed by the Library Director.

CONTINUING EDUCATION

In addition to serving regularly enrolled students, South Georgia College strives to meet the varied educational needs of its service area through the Division of Continuing Education and Public Service. As a publicly supported institution, the College attempts to make its resources known and available to the community. The Division of Continuing Education and Public Service fulfills this role in the South Georgia community.

Continuing education services include short courses, seminars, camps and week-long educational and recreational experiences. These are usually non-credit and are offered on- and off-campus. Individuals, government organizations, and community groups interested in availing themselves of these services should contact the Director of Continuing Education. In addi-

tion, the division is responsible for facilities usage by both College and non-College groups. Inquiries concerning the facilities and rental rates should be addressed to the Division of Continuing Education. Call (912) 389-4213 or e-mail coned@sga.edu for details.

COLLEGE RELATIONS AND ADVANCEMENT

The Office of College Relations and Advancement serves current students, alumni, and other citizens of the region. The College Relations and Advancement staff administers all South Georgia College Foundation academic scholarships, publishes alumni and faculty/staff newsletters, and advises the South Georgia College Foundation Trustees. To apply for a Foundation scholarship the student should first fill out an application in Richey Hall. All alumni activities such as homecoming and class reunions are coordinated through the office. For information about scholarships or other services offered by the Office of College Relations, call (912) 389-4502 or e-mail: advancement@sga.edu.

COLLEGE BOOKSTORE

The South Georgia College Bookstore serves students and the institution by providing all required course materials and offering related materials to support the teaching-learning process.

The bookstore is located in the Engram College Union Building on the second floor. Store hours are posted at the entrance and vary from extended hours of operation at the beginning and end of each semester to limited holiday schedules.

COLLEGE POST OFFICE

Each student living on campus must have a post office box at the College, and incoming mail is delivered to an assigned mail box. Outgoing mail may be deposited in Thrash Hall or in the mail box adjacent to the Engram College Union.

South Georgia College cooperates with the United States Post Office in recording zip codes for all registered students. Students should acquaint themselves with zip codes for both their permanent and local addresses in order that the codes may be entered upon their registration materials.

All correspondents should use the following form in addressing mail to students:

Name
SGC Box Number
South Georgia College
100 West College Park Drive
Douglas, GA 31533-5098

OFFICE OF PHYSICAL PLANT AND PUBLIC SAFETY

The Office of Physical Plant is responsible for the operation, maintenance, construction, and environmental health of the property and facilities of the College. Public Safety is responsible for the safety and security of all staff, students, and property at the College and for the enforcement of the laws of the State of Georgia. A staff of maintenance personnel and public safety officers is employed to ensure that the College is maintained appropriately and to assist in maintaining an orderly campus environment. Public Safety is staffed 24 hours a day with full-time officers who will respond to a variety of requests and emergencies. Offices are located in Tanner Hall; telephone (912) 389-4281 for regular physical plant services. The Public Safety telephone number for non-emergencies is (912) 389-4370 and (912) 389-4444 for emergency and after working hour requests. Callers should note that some incoming calls are automatically forwarded to the college's handheld radio network which is not limited to public safety personnel.



ENTERING THE COLLEGE

General Admissions
Admission By Degree Program
Learning Support Policies
Other Admissions Categories
The Associate of Science in Nursing Degree Program
Residence Policy
Privacy Act
Equal Opportunity Policy
Compliance With Drug-Free Act



GENERAL ADMISSIONS

PHILOSOPHY

South Georgia College welcomes applications for admission from men and women who have graduated from high school or hold an equivalency certificate (GED). Students are admitted to appropriate classes on the basis of placement test scores. The policy of South Georgia College is to admit only those students who demonstrate reasonable promise of success and who can profit from the educational programs of the College. Admission requirements vary according to the degree or certificate sought.

PROCEDURES FOR ALL FIRST-TIME STUDENTS

Students applying for admission to a degree or certificate program at South Georgia College must submit the following items to the Director of Admissions, Records, and Research:

1. **Application Form** — A completed application form accompanied by a \$20.00 non-refundable application fee.
2. **High School Transcript** — An official transcript of high school records showing graduation date and/or official GED scores.
3. **SAT or ACT scores** — For applicants for admission to A.A. or A.S. transfer degree programs, the A.S. in Nursing degree program, or an A.A.S. degree program an official record of the scores on the Scholastic Assessment Test (SAT) or the American College Testing (ACT) program.
4. **COMPASS scores** — COMPASS scores are required, depending on SAT/ACT scores, high school grade point average, and College Preparatory Curriculum (CPC) status, for determination of subsequent learning support placement. Please see section on learning support on page 29.
5. **Immunization Form** — A completed University System of Georgia immunization form. Please see section on immunization on page 26.
6. **TOEFL** — All prospective students whose first language or mother tongue is not English must, as part of the application procedure, submit an official report of scores attained on the Test of English as a Foreign Language (TOEFL).

All materials must be submitted by the appropriate application deadline published in the **Important Dates** section of this catalog.

Falsification of materials submitted for admissions or any other records at South Georgia College is grounds for dismissal and revocation of any degree, certificate, or credit earned.

Information about and application forms for the national Scholastic Assessment Test (SAT) may be obtained from high school counselors or from the College Entrance Examination Board, Box 592, Princeton, NJ 08541. South Georgia College's code number to be entered on the examination is 5619. South Georgia College administers the institutional Scholastic Assess-

ment Test for those students who need it and will be enrolling at the College. Please contact the SGC Admissions Office for additional information.

Information about and application forms for the American College Testing (ACT) program may be obtained by writing ACT, 2201 N. Dodge Street, P.O. Box 168, Iowa City, IA 52243. South Georgia College's code number to be entered on the examination is 0862.

TRANSFER STUDENTS

South Georgia College welcomes applications from students who wish to transfer to SGC from other institutions. In addition to the items listed under "Procedures for All First-Time Students," transfer students must request the registrars of all former schools to send official academic transcripts to South Georgia College. Failure to report previous college attendance at the time of admission is sufficient cause for cancellation of the student's enrollment and of any credit earned at South Georgia College. The Office of Admissions works individually with each transfer student to ensure the proper documents are submitted.

All academic credit attempted at previous institutions will be reviewed by the College. To be awarded a degree or certificate by South Georgia College, at least half of the academic credit used toward that degree or certificate must be earned at South Georgia College. In unusual or compelling circumstances, students may appeal to the Vice President for Academic Affairs for exceptions.

Courses transferred for credit from other institutions must have an overall average of "C." Applicants who have completed fewer than 30 semester credit hours will be considered "first-time freshmen" and must meet the appropriate admissions requirements set forth for their intended program of study. Credit may be awarded for actual course work, training provided by the Armed Forces or services schools, or professional certification. The institution retains the right to determine the amount of credit to be awarded. Institutional procedures require that the credit awarded be validated by the credit by examination process on campus. Credit awarded must be appropriately related to a student's educational program at South Georgia College.

Students who have official transcripts submitted by all former schools no later than the application deadline for the term in which they intend to enroll will be notified in writing prior to registration what credit was accepted for transfer. Students who have official transcripts submitted after the application deadline will be notified by the end of their first term of enrollment what credit was accepted for transfer.

An applicant will not be considered for admission unless the transcript of the college or university last attended shows that the student is eligible to return to that institution or unless the officials of the institution last attended recommend the applicant's admission. If two or more calendar years have elapsed since the applicant's dismissal from the last college or university attended, however, South Georgia College may, at its discretion, review

the application through established procedures to determine whether or not admission should be granted. Students with uncompleted Learning support requirements at their previous institution may be admitted only in accordance with the Learning support policies and procedures established by the University System of Georgia and South Georgia College.

An applicant transferring into an A.A. or A.S. degree program from an institution or program that did not require the College Preparatory Curriculum must submit a transcript of secondary school credits unless the applicant has earned thirty semester hours of core curriculum credit. Transfer students who have not met the College Preparatory Curriculum requirements and who have not completed the required number of hours may be admitted to the A.A. or A.S. programs only as limited admission students under the procedures established by the University System of Georgia and South Georgia College (More information on College Preparatory Curriculum is on p. 27.)

RETURNING STUDENTS

Former South Georgia College students wishing to be readmitted after a period of one year (three academic terms) must complete and submit a new application form to the Admissions Office. Returning students do not have to pay an additional \$20.00 application fee. Students who have attended other post-secondary institutions since last attending South Georgia College must submit official academic transcripts from all such institutions and are subject to the guidelines detailed in the **TRANSFER STUDENT** section above. Students who were placed on Academic Suspension or Learning Support Dismissal at the end of their last period of enrollment at SGC must appeal to the Admissions Committee for readmission.

SOUTH GEORGIA COLLEGE AT VSU

South Georgia College at VSU is a university entry program located on the campus of Valdosta State University. This program allows students to complete all learning support and college preparatory curriculum deficiencies, plus core college courses, in order to enter VSU as a sophomore. SGC/VSU students have access to all academic resources and extracurricular activities available to students of VSU.

Admissions, financial aid, and registration for SGC/VSU are handled through the Douglas campus of South Georgia College. SGC/VSU applicants are subject to the same application procedures for first-time students, transfer students, and returning students as are students applying to the main campus in Douglas.

South Georgia College at VSU serves students in Lowndes County and south central Georgia who do not have ready access to a two-year University System of Georgia institution.

EXTENSION/CORRESPONDENCE COURSES

The total number of hours that may be earned toward a degree by either extension or correspondence courses shall not exceed thirty semester hours.

TRANSFER OF CORE CURRICULUM D GRADES TO SOUTH GEORGIA COLLEGE

By University System of Georgia policy, South Georgia College treats “D” grades earned by transfer students in Core Curriculum courses the same as “D” grades earned by native South Georgia College students. Therefore, a “D” earned in MATH 1111, for example, at another University System institution would be acceptable for credit at South Georgia College with the provision that the student has an overall grade point average of 2.0 (C) on all courses transferred into South Georgia College. South Georgia College requires a minimum grade of “C” in ENGL 1101 and ENGL 1102. See page 120.

CERTIFICATE OF IMMUNIZATION

All students (freshmen and transfer, full-time and part-time) new to South Georgia College are required to submit a Certificate of Immunization prior to registering for classes. The certification must be on the form provided by South Georgia College and signed by a physician or an official of a county health department. Further details may be obtained by contacting the Office of Admissions, Records, and Research at South Georgia College.

ADMISSION BY DEGREE PROGRAM

ADMISSION TO TRANSFER PROGRAMS: ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.) DEGREES

Admission to A.A. or A.S. degree programs at South Georgia requires a high school diploma or GED certificate as well as Scholastic Assessment Test (SAT) scores or American College Testing (ACT) scores. Students who have not attended high school or college within the previous five years and have earned fewer than 30 transferable semester hours of college credit are not required to take the SAT or ACT. These students, however, shall take the University System of Georgia Collegiate Placement Examination and complete any learning support requirements. The A.A. and A.S. degree programs are specifically designed as transfer programs; that is, they constitute the first two years of a four-year program of study leading to a bachelor’s degree.

University System of Georgia admissions policies require that students have a minimum Freshman Index* of 1830 **and** a minimum SAT verbal score of 330 **and** a minimum SAT math score of 310 **and** have no College Preparatory Curriculum deficiencies (see below) to receive regular admission to the College. Equivalent ACT scores will also be accepted. Students

may be eligible for limited admission to the College with a minimum Freshman Index of 1640 **and** a minimum SAT verbal score of 330 **and** a minimum SAT math score of 310.

Prospective students who graduated from high school less than five years ago must meet the requirements of the College Preparatory Curriculum (CPC) listed below:

Areas Of Study	Instructional Emphasis
English - four courses	<ul style="list-style-type: none">– Grammar and usage– Literature (American, English, & World)– Advanced composition skills
Mathematics - four courses	<ul style="list-style-type: none">– Algebra I, Algebra II, Geometry, and an advanced Math
Science - three courses	<ul style="list-style-type: none">– With at least one laboratory course from life science and one laboratory course from physical science
Social Science - three courses	<ul style="list-style-type: none">– American History– World History– Economics and Government
Foreign Language - two courses	<ul style="list-style-type: none">– Two courses in one language emphasizing speaking, listening, reading, and writing

*To calculate the Freshman Index, use the following formula:

(SAT verbal score + SAT math score) + (500 X High School GPA).

(GPA for admission includes core courses and may be different than High School GPA).

The College Preparatory Curriculum requirements listed above govern only those students who have been out of high school less than five years or whose high school class graduated less than five years ago who are seeking admission to an A.A. or A.S. program as regular freshmen. Students who accumulate thirty or more semester hours of college-level credit in the institution before completing all CPC requirements may not register for other courses, unless they also register for the appropriate deficiency course or courses. Contact the Director of Admissions, Records, and Research for additional information about regular or limited admissions to A.A. or A.S. programs.

ADMISSION TO CAREER PROGRAMS: ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREES AND CERTIFICATE PROGRAMS

Admission to an A.A.S. degree program requires a high school diploma or GED certificate as well as a minimum Freshman Index of 1540 and a minimum SAT Verbal score of 330 and a minimum SAT Math score of 310 (or equivalent ACT scores). Screening on the COMPASS may also be required. Students who have not attended high school or college within the

previous five years and have earned fewer than 30 transferable semester hours of college credit are not required to take the SAT or ACT. These students, however, shall take the COMPASS Examination. Subsequent placement in learning support courses is contingent upon prerequisites (if any) for the credit courses in the specific career program in which the student is enrolled. The career programs of the College are specifically designed for those individuals who wish to enter the work force upon completion of a two-year or shorter program of study. Career programs are also designed to permit individuals already at work to enhance their job skills for advancement and promotion. Students must contact the Office of Admissions, Records, and Research for complete admissions requirements.

ADMISSION TO THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

Admission to the A.S. degree in Nursing program at South Georgia requires a high school diploma or GED certificate as well as Scholastic Assessment Test (SAT) scores or American College Testing (ACT) scores. Screening on the COMPASS is also required. Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses. Please see **THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM** on page 34.

Admission to the Nursing program is separate from admission to the College. Students must contact the Nursing Division for complete admissions requirements. Students transferring into the South Georgia College nursing program must submit official transcripts to the SGC Nursing Division and to the SGC Admissions Office.

ADMISSION TO CERTIFICATE PROGRAMS WITH TWELVE OR FEWER HOURS OF CORE CURRICULUM

South Georgia College offers a limited number of certificate programs designed to enhance students' skills in the work place. Admission to those programs requires a high school diploma (with a 1.8 GPA or completion of the CPC) or a GED certificate. Students who have been out of high school at least five years would only have to present a high school diploma or GED. Screening on the COMPASS is also required; however, placement in learning support courses is contingent upon learning support prerequisites (if any) to the credit courses in the specific certificate program in which the student is enrolled. The certificate programs of the College are specifically designed to provide skills courses for individuals already at work. To earn the certificate, the student must make a 2.0 average on all the courses presented for completion of the certificate. **Students who subsequently seek admission to an A.A., A.S., or A.A.S. degree program must meet all requirements for admission to the subsequent program.**

LEARNING SUPPORT POLICIES

Learning support policies established by the Board of Regents for all System institutions require placement in remedial courses for students who have academic deficiencies in reading, English, and/or math for those programs of study which have learning support prerequisites. At South Georgia College, any one or more of the following indicate that deficiencies may exist and that further testing is needed: (a) recentered SAT scores of less than 430 verbal or 400 math (or ACT equivalent scores); (b) a high school grade point average of less than 2.0; (c) College Preparatory Curriculum deficiencies in English or math. COMPASS examinations in reading, English, and/or math are administered for final placement determination.

Students enrolled in A.A. or A.S. transfer degree programs are subject to reading, English, and/or math learning support placement should exam scores warrant. Students enrolled in the A.S. in Nursing career degree program are subject to reading and/or English learning support placement, but not math. Students enrolled in A.A.S. career degree programs are subject to reading and/or English learning support course requirements; however, math placement depends upon the major.

Students must enroll each semester in required learning support courses. While completing these required courses, they may enroll in regular credit courses which do not have learning support prerequisites or learning support corequisites. If a student is enrolled in learning support courses and regular credit courses and withdraws from a learning support course, he/she will be withdrawn from all regular credit courses.

University System of Georgia policies require completion of all learning support course work prior to the accumulation of twenty (20) semester hours of credit. Students failing to do so will be restricted to enrollment in learning support courses until all requirements are met.

Students who do not complete requirements for a learning support area (reading, English, mathematics) after twelve semester hours or three attempts may appeal for an additional attempt in certain circumstances; otherwise they shall be suspended and cannot be considered for readmission for three years.

All time spent in learning support course work shall be cumulative within the University System. Additional information regarding these regulations may be obtained by contacting the Chairperson of the Division of Humanities/Learning Support.

OTHER ADMISSIONS CATEGORIES

EARLY ADMISSIONS AND JOINT ENROLLMENT FOR HIGH SCHOOL STUDENTS (POST SECONDARY OPTIONS)

South Georgia College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. That recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit and (2) an early admission program in which the student enrolls as a full-time college student following completion of the junior year of high school.

A high school student must have a minimum Scholastic Assessment Test score of 970 (or equivalent ACT scores) and be exempt from all learning support requirements in order to be eligible for either program. The student must have (a) a minimum cumulative high school grade point average of 3.0 in academic subjects, (b) written recommendation of the high school principal or counselor, and (c) written consent of parent or guardian if the student is a minor. With the exception of the high school diploma, the joint enrollment/early admissions student must also fulfill the other general admissions requirements as stated above. Students must contact the Office of Admissions, Records, and Research for complete information and requirements.

HOME-SCHOOLED STUDENTS AND GRADUATES OF NON-ACCREDITED HIGH SCHOOLS

Applicants from home schools or graduates of non-accredited high schools may validate the CPC and be admitted to South Georgia College in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the CPC areas at the college preparatory level may be used in lieu of the Freshman Index and Carnegie unit requirements of the CPC.

A student whose SAT I Composite (Verbal plus Mathematics) score is at or above the average SAT I score of the previous year's fall semester first-time freshmen admitted to South Georgia College and who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission. Students in this category must also meet the minimum 330 SAT I Verbal requirement and the minimum 310 SAT I Mathematics requirement. Students wishing to be admitted to South Georgia College under these criteria should submit the portfolio or other evidence of CPC completion to the Admissions Office of South Georgia College at least four weeks before the beginning of the term in which the student desires to enroll. The Admissions Office staff will render a decision on the completion of each area of the CPC. In certain cases the Admissions Office staff may refer the application to the Admissions Committee for a decision.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in a CPC area will be considered to have demonstrated equivalent CPC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

Those with qualifying SAT I scores and documentation of partial CPC completion may be admitted on the same basis and with the same conditions as other students with CPC deficiencies.

ACADEMIC RENEWAL

South Georgia College students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible to apply for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows South Georgia College degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate degree at South Georgia College. Former learning support students may apply for academic renewal only if they successfully completed all learning support requirements prior to the commencement of the five-year period of absence. Academic renewal in no way affects a student's eligibility for financial aid, admission to a particular program, or transfer to another college. Students must apply for academic renewal within one year of re-entering South Georgia College. Academic renewal may be granted only once. For additional information students should contact the Director of Admissions, Records and Research.

TRANSIENT STUDENTS

A student who has taken work in a college or university may apply for the privilege of taking courses at SGC on a transient basis by presenting a letter of recommendation from the registrar of the institution that he/she last attended. This letter must indicate the courses the transient student is approved to register for at South Georgia College. Such letters should be directed to the Director of Admissions, Records, and Research. The transient student is required to complete an application form and pay the non-refundable application fee.

ADMISSION OF NON-DEGREE SEEKING STUDENTS

- A. South Georgia College permits students to enroll as non-degree students for a maximum of 12 semester credit hours (including institutional credit). Students may not enroll in any course for which there is a learning support prerequisite unless they have been screened for and have exempted the relevant learning support course.

- B. The College permits students who have earned the baccalaureate degree from a regionally accredited institution to enroll as non-degree students in courses with no limitation on the number of hours or undergraduate credit these students can earn.

PERSONS 62 YEARS OF AGE OR OLDER

Residents of the State of Georgia who are 62 years of age or older at the time of registration may enroll as regular or auditing students in courses offered for resident credit on a space available basis without payment of fees, except for supplies and lab fees. Interested residents must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility. If enrolling for credit, residents must meet all System and institution undergraduate admission requirements. Residents must also meet all System, institution, and legislated degree requirements such as Regents' Test and history and constitution instruction or exams if they are degree-seeking students.

AUDIT STUDENTS

Students who submit evidence of graduation from an accredited high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as auditors. Students registered as auditors shall be required to pay the regular fees for enrollment.

INTERNATIONAL STUDENTS

In addition to the normal admissions rules and procedures, special regulations related to visa status, fiscal responsibilities, and language competencies govern the admission and attendance of international students at the College. All prospective students who are not citizens of the United States or resident aliens must possess one of the following: an immigrant resident visa, a resident refugee visa, or a foreign passport which bears a visa assigning the student to South Georgia College. Persons with visas which reflect any status other than these three cannot enroll at the College.

Under federal law, foreign nationals are not normally eligible for federal financial assistance funds administered by the College, nor are they normally permitted to seek or accept employment in the United States. Since it is obligatory to pay all College fees at the beginning of each semester, the circumstances regarding financial assistance and employment mean that foreign nationals must make provisions to meet all of their financial obligations prior to arrival in the United States.

The transfer of funds from foreign banks to the United States usually takes several weeks; therefore, students must start the transfer process early enough to insure that their money is at South Georgia College in time to register. Students' local banks should be able to provide specific timetables. Foreign students are expected to pay cash or have money sent directly to the busi-

ness office at South Georgia College prior to registration. If money is sent to the business office, the College will deduct the appropriate fees and costs of books, housing, and food before any money is released to the student.

All non-citizens who are admitted to the College should purchase the health and accident insurance made available to all South Georgia College students. All students admitted to the College who acquire and operate a motor vehicle should purchase sufficient liability insurance to satisfy the requirements of Georgia state law. Both the health insurance and liability insurance should be maintained during the student's entire period of attendance at the College.

All prospective students whose first language or mother tongue is not English must, as part of the application procedure, have forwarded to the Director of Admissions, Records, and Research an official report of scores attained on the Test of English as a Foreign Language (TOEFL). Minimum TOEFL scores of 523 on the paper TOEFL or 193 on the computer TOEFL are required for admission. Information and applications for the TOEFL and SAT are available upon request from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA. SAT or ACT scores are also required of all international students. In addition, applicants must have the equivalent of a U.S. high school diploma with the equivalent of a 2.0 minimum grade point average on a 4.0 scale on all academic work.

Any student who has attended a post-secondary institution outside the United States must submit official transcripts from each institution attended. In addition, the student must also provide South Georgia College with an English translation of the transcripts and an evaluation of the transcripts done by an official evaluation service. Contact the Registrar's Office for recommended foreign credential evaluators. The evaluators charge a fee for their services.

ACCOMMODATIONS FOR LEARNING DISABILITIES AND/OR PHYSICAL DISABILITIES

Applicants for admission with validated learning disabilities and/or physical disabilities which should be considered in the admissions process are required to provide the institution with appropriate information and documentation at the time their applications are submitted. Questions and requests for information regarding learning disabilities should be directed to the Office of Student Support Services. The telephone number is (912) 389-4318. Questions and requests for information regarding physical disabilities should be directed to the Office of the Vice President for Student Affairs. The telephone number is (912) 389-4244.

THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

To be considered for admission to the nursing program, the prospective student must meet the general education requirements of South Georgia College and the Nursing Division. Students may apply to the nursing program after October 1 of the year prior to the year she/he wishes to begin the nursing program. Because of limited classroom and clinical spaces, the College reserves the right to restrict enrollment in the nursing program. Students awaiting acceptance into the nursing program will be designated pre-nursing majors and may take general education courses appropriate to the nursing program. Students must contact the Office of Admissions, Records, and Research for complete admissions requirements.

To make application for admission to the nursing program, the student must:

1. Submit Scholastic Assessment Test (SAT) or American College Test (ACT) scores.
2. Complete and submit an application for admission to South Georgia College.
3. Submit official transcripts from all institutions previously attended to the South Georgia College Admissions Office as well as to the Division of Nursing.
4. Meet academic admissions criteria.
 - a. **Unconditional admission:** To be fully admitted to the nursing program, the student must have a combined minimum SAT score of 920 (or ACT of 20) and a minimum cumulative GPA of 2.0 on all college work attempted. Prospective students without college work must have a minimum high school GPA of 2.0. The non-traditional student with a GED and SAT score of at least 920 will be eligible for admission.
 - b. **Alternative admission:** The student whose SAT scores fall below 920 (or ACT below 20) or high school GPA falls below 2.0 may be admitted to the nursing program upon the completion of 21 semester hours of college work. Eight of the hours must be BIOL 2210K and BIOL 2211K with a minimum grade of "C" in each course. The student must also have a minimum cumulative GPA of 2.0 on all college work attempted.

The prospective student must complete all required learning support courses before taking any nursing courses and complete MATH 0090 if COMPASS math score is less than 37.

5. After receiving a letter of tentative acceptance from the Division of Nursing, call and schedule an orientation to nursing meeting with the Secretary of the Division of Nursing.
6. Complete required immunizations. Students will also be required to submit a health form upon acceptance into the nursing program.

SCIENCE/GENERAL EDUCATION PERFORMANCE REQUIREMENTS

A minimum grade of “C” is required in all science courses included in the curriculum for nursing. Any student who makes less than a “C” in more than one required science course will not be eligible for admission to, or progression in, the nursing program. Grades of less than “C” in the required science courses taken at another institution will be considered the same as if taken at South Georgia College.

A minimum grade of “C” is required in all general education courses required for the nursing major.

BIOL 2210K and 2211K must have been completed within the previous five years for admission into the nursing program. Please contact the Division of Nursing for requirements affected by this policy.

CLINICAL EXPERIENCE

Students in nursing obtain clinical experience in the campus skills laboratory and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will provide care to assigned clients regardless of diagnosis, age, sex, race, creed, or ethnic origin.

All students are required to have current CPR certification before going to clinical agencies. CPR certification must be approved by the American Heart Association or the Red Cross and must include infant, child, and adult CPR.

All students are required to have health insurance, a current physical, and a current PPD (skin test for tuberculosis). Some clinical agencies may require a background check and a drug screening. The drug screen and background check is voluntary and at no cost to the student. Students may be denied the right to attend clinical at these facilities based on the results.

The clinical experience is graded as satisfactory or unsatisfactory. Two clinical experiences graded unsatisfactory during the summative period will result in a failure of the course regardless of when it occurs in the semester.

ACADEMIC STANDARDS IN NURSING COURSES

A minimum grade of “C” is required in each nursing course. In order to begin second-level nursing courses, students must have completed PSYC 2103 and BIOL 2210K, 2211K, and 2215K with a minimum grade of “C” in each course. The student must also have a minimum cumulative grade point average of 2.0 in order to enter second-level nursing courses.

RECURRENT ENROLLMENT IN NURSING

Students who make less than a “C” in any two nursing courses including a repeated course, will not be allowed to continue in the nursing program. Students repeating a nursing course must complete it at South Georgia College or at Waycross College unless approved by the Chair of the Division of Nursing. Academic renewal does not apply to grades of less than “C” in nursing courses or required science courses.

A student who leaves the nursing program must request readmission from the Chair of the Division of Nursing and must have a minimum cumulative GPA of at least 2.0 in order to be readmitted.

Students transferring from another nursing program must be in good standing with that program. Grades of "D" or lower earned in nursing courses taken at another institution will be considered the same as if taken at South Georgia College.

AUDITING NURSING COURSES

Students may, with the approval of the Chair of the Division of Nursing, audit nursing courses; however, students who audit nursing courses are not allowed to participate in clinical lab activities. Fees for auditors are the same as those for students registered for credit.

PROGRAM COMPLETION

Once a student begins nursing courses, he/she has a maximum of 3 years to complete the program. The College reserves the right to certify that courses presented for program completion are current. Students may be required to retake courses to update their skills and/or their knowledge in the field.

ADVANCED PLACEMENT IN NURSING

Advanced placement is possible for persons who have had prior education in a program leading to licensure as a registered nurse. A comprehensive examination or examinations may be required for a student attempting advanced placement. If a student fails an exemption examination, he/she may take the course when offered. Transfer from other nursing programs is possible. Transfer students must meet admission requirements for South Georgia College and the Division of Nursing. Students interested in further details should contact the Division of Nursing. Licensed Practical Nurses (LPNs) may choose to enroll in Nursing 1104, a career mobility course to facilitate transition from LPN to RN.

PREREQUISITES FOR ADMISSION TO THE CAREER MOBILITY COURSE: NURSING 1104

1. Meet the general admission requirements for South Georgia College and the Division of Nursing.
2. Possess current Georgia LPN license.
3. Complete all learning support courses.
4. Have current CPR certification approved by the American Heart Association or the Red Cross which includes infant, child, and adult CPR.
5. Complete 21 semester hours of general education requirements before enrolling in Nursing 1104. Students **must** complete BIOL 2210K, BIOL

2211K, and PSYC 1101 which are included in the 21 hours. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.

6. Complete MATH 0090 if COMPASS math score is less than 37.

SATELLITE NURSING PROGRAM WITH WAYCROSS COLLEGE

In addition to the SGC campus program, South Georgia College and Waycross College operate a cooperative nursing program on the Waycross College campus. Students enrolled on the Waycross College campus must meet Waycross College general admission requirements. In teaching the nursing courses on the Waycross campus, SGC nursing faculty may alter the course sequence outlined in the **Courses of Instruction** section of this catalog. Requirements for nursing courses are the same on both campuses. The SGC Library provides a deposit collection of nursing resources, housed in the Waycross College Library. Students admitted to the Waycross cooperative nursing program must complete the general education requirements specified by Waycross College and must meet admission requirements for the SGC Division of Nursing. Course substitutions involving general education requirements must be approved by Waycross College. Permission to take general education courses on a transient basis must also be granted by Waycross College.

PERMISSION TO TAKE NURSING COURSES ON A TRANSIENT BASIS

Students admitted to the nursing program through Waycross College may take nursing courses on the Douglas campus only with the express written permission of the Director of Admissions, Records, and Research of South Georgia College. Likewise, students admitted to the nursing program through the Douglas campus may enroll in nursing courses on the Waycross campus only with the express written permission of the Director of Admissions, Records, and Research of South Georgia College. Such permission must be secured in advance of taking the course(s) in question. Students must be in good standing to secure transient permission. Transient permission forms may be obtained from the Division of Nursing on the Douglas campus.

COOPERATIVE PROGRAM WITH EAST CENTRAL TECHNICAL COLLEGE

The general education component of the Practical Nursing program at East Central Technical College (ECTC) may be taken at either ECTC or SGC. When the general education component is taken at SGC, the course work will be applied toward the Associate of Science in Nursing degree if a student bridges into the ASN program by successfully completing Nursing 1104 (Career Mobility for LPNs to RNs) at SGC. The general education component at SGC consists of 31 semester credit hours.

All occupational courses and clinicals for the practical nursing diploma will be taken at ECTC, and this diploma will be awarded from ECTC. Practical nursing students opting to complete their general education course work at SGC must meet SGC admissions requirements and complete any applicable learning support prerequisites.

NURSING EXPENSES

In addition to general college expenses, nursing students will need to:

1. Provide travel to and from assigned clinical areas.
2. Purchase uniforms and insignia.
3. Acquire professional liability insurance.
4. Provide proof of health insurance. The student may provide his/her own or may purchase it from the College.
5. Purchase nursing textbooks.
6. Purchase course syllabus for each nursing course.
7. Purchase ERI materials.

APPLICATION FOR LICENSURE

Upon completion of this program, the student is eligible to become an applicant for licensure if the student meets the requirements of the State Board of Nursing. Some of the criteria that **may** limit eligibility include:

1. Failure to demonstrate qualifications or standards for a license.
2. Deliberate misleading, deceptive, untrue or fraudulent representations in the practice of nursing.
3. Conviction in any court in this state or of the United States of a felony or any other crime involving moral turpitude.
4. Engagement in any unprofessional, unethical, deleterious conduct or practice harmful to the public.
5. Mental incompetence as judged by a court of competent jurisdiction within or outside of this state.

The Regents' Testing Program requirements must be met prior to enrollment in the final nursing course. The student must also satisfy legislative requirements in US/GA History and Constitution.

ACCREDITATION (NLNAC)

South Georgia College is accredited by the National League for Nursing Accrediting Commission (61 Broadway, 33rd Floor; New York, NY 10006 – 1-800-669-1656). Credits earned at the College are accepted by colleges and universities throughout the nation.

RESIDENCE POLICY

To be considered a legal resident of Georgia for the purpose of registering at South Georgia College, a student must present evidence as follows:

1. A. If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

Exceptions:

1. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration
 2. A student who previously held residency status in the State of Georgia but moved from the state then returned to the state in 12 or fewer months.
 3. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
- B. No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
 3. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
 4. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
 5. Waivers: South Georgia College may waive out-of-state tuition and assess in-state tuition for:
 - A. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time stu-

dents enrolled at South Georgia College in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.

- B. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- C. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
- D. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status.
- E. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which South Georgia College or a Board-approved external center of the University System is located.
- F. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children.
- G. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic development project.
- H. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- I. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
- J. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
- K. Direct Exchange Program Students. Any international student who enrolls in South Georgia College as a participant in a direct exchange program that provides reciprocal benefits to University System students.

- L. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at South Georgia College.
- M. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

NOTICE TO STUDENTS REGARDING FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

South Georgia College informs students of the Family Educational Rights and Privacy Act of 1974. This act, as amended, stipulates that any student, regardless of age, who is or has been in attendance at an institution of post-secondary education, has the right to inspect and review his or her educational records within a reasonable period of time (not to exceed 45 days) after making a request for such review. In addition, this act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act. South Georgia College is in full compliance with the provisions of that legislation.

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large, includes the following: name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. Students have the right to prohibit the release of their own directory information by advising the Director of Admissions, Records, and Research in writing.

SPECIAL NOTE TO PARENTS: South Georgia College, in compliance with the Family Educational Rights and Privacy Act of 1974 (“the Buckley Amendment”), releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, including grade reports, academic standings, tran-

scripts of records, or any other records, files, documents, and materials in whatever medium, that contain information directly related to the student and by which the student can be individually identified. Authorization for parental access to student records covered by the Act must be made in writing by the student and addressed to the Director of Admissions, Records, and Research, South Georgia College. Parents may have access to students' records when such students are legal dependents of those parents. Written verification will be required before any records are released.

Interested individuals may obtain further information concerning the Family Educational Rights and Privacy Act by contacting the Director of Admissions, Records, and Research.

EQUAL OPPORTUNITY POLICY

It is the policy of South Georgia College to ensure the fulfillment of equal opportunities for all students without regard to race, color, religion, sex, age, disability, veterans status, or national origin.

All educational, employment, housing, and other programs at South Georgia College are operated in compliance with applicable federal law.

COMPLIANCE WITH DRUG-FREE ACT

South Georgia College operates in full compliance with all of the requirements of The Drug-Free Schools and Communities Act Amendments of 1989. Information about implementation of this law is mailed to all enrolled students each fall semester. The College's written policies are found in the [South Georgia College Student Handbook](#) and the [South Georgia College Public Safety Information](#) booklet.

FINANCIAL MATTERS

Expenses
Refunds
Financial Aid



FINANCIAL MATTERS

EXPENSES

The academic year is divided into two semesters of approximately sixteen weeks each and a summer term of approximately ten weeks. The College may also offer one or more abbreviated sessions within the summer term. Expenses are charged and payable by the term since each term constitutes a separate unit of operation. A student may enroll at the beginning of any term.

It is difficult to give exact information about annual expenses because they vary according to the nature of the curriculum, the place of residence (whether within Georgia or out-of-state), and the student's needs. The information in this section concerning expenses and financial aid is applicable to all students enrolled at the College. South Georgia College strives to offer quality education at minimum cost, a philosophy which is reflected in the regular fee schedule below. These costs are comparable to or below those of other institutions of the University System of Georgia. Annual costs may be estimated by multiplying the pertinent semester figures by two. Book costs average \$400 to \$500 per semester at present.

The listing of fees or charges in this catalog does not constitute a contract between the College and the student. Because of rapidly changing conditions, it may be necessary to alter a fee schedule before the next edition of the catalog is published.

SCHEDULE OF SEMESTER FEES* FOR FULL-TIME STUDENTS

	Georgia Residents	Non- Residents
Tuition	\$ 734.00	\$2936.00
Room—Double Occupancy	1155.00	1155.00
Room—Single Occupancy	1600.00	1600.00
DBA—Food	700.00	700.00
Student Activity Fee	30.00	30.00
Student Athletic Fee	66.00	66.00
Technology Fee	38.00	38.00
Application Fee	20.00	20.00
Housing Application Fee	30.00	30.00

*These figures are subject to change.

PART-TIME STUDENTS

Georgia residents enrolled for fewer than 12 semester hours pay tuition fees at the rate of \$62.00 per hour. The per semester hour fee for out-of-state students is \$245.00. All on-campus part-time students must pay the student activity, athletic, motor vehicle registration and technology fees. Students scheduling all courses at off-campus sites will be exempt from the athletic, student activity, and motor vehicle registration fees. Part-time students liv-

ing on campus pay regular room fees. All fees are payable on or before registration day each term.

APPLICATION FEE

An application fee of \$20.00 is required from all applicants. This fee shall be for the sole purpose of covering the expense involved in processing the student's application and will not be refunded in the event that the applicant does not enroll as a student. An admissions application is located at the back of this catalog or one can apply online at www.sga.edu.

OTHER FEES

Cable Television: Cable services are provided in the residence halls. Students may bring their own television sets. Basic cable costs are included in the dorm fees. Extended service may be purchased directly from the cable company.

Internet Connection: Internet connections are provided in each room and service may be established through the local cable company. Installation fees and monthly rates will be charged to the student directly by the cable company.

Telephones: Students are permitted to have private telephones installed in their dormitory rooms. Installation fees and monthly rates will be charged to the student directly by the telephone company.

Auditors: Persons desiring to attend courses or lectures without examination or credit may register as audit students. Fees for auditors are the same as those for students registered for credit.

Transcript Fee: There is a \$10.00 fee for each transcript issued on demand, including all transcripts to be faxed. All other transcripts are free.

Graduation Fee: A \$40.00 non-refundable graduation fee is required and covers all costs associated with graduation.

Lab Fees: Certain courses are offered by the College that require students to pay lab fees. The amount of these fees is listed in the course descriptions.

Books and Supplies: Although the cost of books and supplies for the student during any given term depends on the courses taken and the special instructional supplies needed, it is estimated that the typical student will spend \$400.00-\$500.00 per semester on these items.

Motor Vehicle Registration Fee. \$10.00 per term.

Housing Application Fee: A \$30.00 non-refundable application fee is required each year before an application for a residence hall room is processed.

Late Registration: Students completing registration after the published registration day will be charged a \$25.00 late registration fee.

Overdue Library Books and Delinquent Fees: A student who has library books overdue or who is delinquent in any fee or fine will have his/her transcript withheld until the delinquency is removed. Nonpayment of these charges will prevent registration for a succeeding term.

NOTE: All fees and charges scheduled by the College are subject to change each term.

REFUNDS

Students who formally withdraw from the College with a clear record and within the time limits specified below may receive partial refunds of in-state tuition, out-of-state tuition, and dorm room costs.

There is no refund for partial reduction of hours beyond the drop-add period.

Athletic, activity, and technology fees are refundable. Parking fees are non-refundable. If a student is suspended, no fees will be refunded. All fees are refunded in case of death of the student.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

RETURNED CHECK POLICY

If a check is returned unpaid by the bank on which it was drawn, a service charge of five (5) percent of the face amount of the check or \$25, whichever is greater, will be charged. If a check for fees is returned and not cleared by drop/add day, a late registration fee of \$25 will also be charged.

A fees check must be cleared within **ten days** of receipt of written notice or the student will be administratively withdrawn and charged for the time enrolled. A check for anything other than fees must be cleared within ten days of receipt of written notice or the check will be presented to the processing authority of the court for collection or prosecution for criminal issuance of a returned check. When two checks have been returned by any student's bank, check cashing privileges for that student will be suspended.

FINANCIAL RESPONSIBILITY OF THE STUDENT

As a member of the college community, the student is expected to act responsibly with regard to financial obligations. A student who is delinquent in financial obligations to the College shall not be allowed to register for the next term, to transfer credits to another school, or to graduate from the College. The financially delinquent student may be enjoined by the appropriate College official from attending classes in which he or she is enrolled and/or from taking final examinations.

FINANCIAL AID

PURPOSE

The Financial Aid Program at South Georgia College is designed to function as a multi-purpose financial assistance service for students. One important purpose of the program is to reward outstanding students for past accomplishments. Other purposes are to recognize students who appear to have outstanding potential (merit-based awards) and to provide assistance to students who, without such aid, would be unable to attend college (need-based awards). South Georgia College provides a variety of financial aid services for students in the form of scholarships, grants, loans, and part-time employment.

In planning for their college years, students should bear in mind that all financial aid programs operate on a first come, first served basis. Sound planning strongly suggests that the student make application for financial aid (merit or need-based) at least 10 weeks in advance of the time he/she intends to enroll. Failure to apply on a timely basis may significantly reduce the amount of aid the student receives.

MERIT-BASED AWARDS

Apply first for admission to South Georgia College. No awards can be offered to individuals who have not been accepted for admission. To apply for merit-based awards, please contact the Office of College Relations and Advancement at (912) 389-4502. Scholarships awarded through the Foundation office are administered by the Financial Aid Office. The College offers a number of merit-based scholarships each year. These are described below.

South Georgia College Foundation and Shannon Scholarships - These scholarships provide assistance for payment of tuition, fees, and books. Most scholarships awarded through the SGC Foundation recognize academic and/or athletic excellence regardless of financial need and are ordinarily limited to students who have an appropriate high school grade point average and SAT or ACT scores. These scholarships are provided for a maximum of two academic years and are typically \$500 per semester. A complete list of all SGC Foundation scholarships and their individual requirements is available in the Office of College Relations and Advancement.

The Ivy W. Moorman Medical Scholarship - A special merit-based scholarship for students pursuing a medical degree is supported by funds given by the Moorman family. This scholarship is awarded every other year to a student entering the first year of pre-medical studies at the College. The scholarship provides full tuition and fees, plus room and board for dormitory students, for the two years of associate degree study.

NEED-BASED AWARDS

The College is committed to assisting qualified students in acquiring the financial support needed to enroll at South Georgia College. The Director of Financial Aid is available to provide additional information concerning the financial aid programs at South Georgia College. Financial Aid Office personnel are available to discuss programs with students and parents. Please call the office at **1-912-389-4285** or **toll-free at 1-800-342-6364 (Georgia only)** for an appointment. Because of time pressures, assistance in the 30 days prior to the beginning of classes each semester will be provided on an **appointment only** basis. Your cooperation is appreciated. Inquiries should be mailed to the Director of Financial Aid, South Georgia College, 100 West College Park Drive, Douglas, Georgia 31533-5098.

FINANCIAL ASSISTANCE PROGRAMS

Federal Work-Study Program (FWS) - Funds for this program are provided by the federal government and South Georgia College (or an approved off-campus agency) for students who wish to earn part of their expenses while attending college. Applicants for this program must be U.S. citizens, must be capable of maintaining good academic standing, and must show evidence of need for such employment in order to meet college expenses. The Free Application for Federal Student Aid (FAFSA) must be submitted in order to determine eligibility. **(Funding for this program is limited.)**

Georgia's Leveraging Educational Assistance Partnership (LEAP) Grant Program - A federally sponsored state administered grant program for residents of Georgia who demonstrate financial need to attend eligible postsecondary institutions in Georgia. Completion of the Free Application for Federal Student Aid (FAFSA) is required. **(Funding for this program is limited.)**

Georgia Service-Cancelable Loans - The State of Georgia provides funds for loans to students enrolled in critical fields such as Nursing. Recipients agree to repay the loan by working in the state for a specified period of time after graduation. Completion of the Free Application for Federal Student Aid (FAFSA) and a Federal Stafford Promissory Note are required. **(Funding for this program is limited.)**

HOPE Scholarships - For degree seeking students, these scholarships are available to Georgia students who graduated from high school in 1993 or later with at least a 3.0 GPA. These scholarships are also available to students who have attempted either 30, 60, or 90 semester hours with at least a 3.0 GPA. To be eligible for a HOPE scholarship the following conditions must be met: be a legal resident of Georgia and be a U.S. citizen. Certificate seeking students are eligible for HOPE assistance regardless of high school graduation date or grade point average. The HOPE scholarship will cover the cost of tuition and fees. Furthermore, HOPE may provide a \$150 book allowance for students enrolled in six or more hours; \$75 for students enrolled in five or fewer hours. HOPE funds are provided by the State of

Georgia through the Georgia Lottery for Education. Program specific regulations apply to the HOPE grant; therefore, it is advisable for students to see a financial aid counselor about eligibility and current regulations. HOPE-eligible students who wish to apply for HOPE only may complete the HOPE Application rather than the FAFSA; however, such students will not be considered for federal or other state aid programs until a FAFSA is completed.

Federal Pell Grant - The Federal Pell Grant is designed to help pay for college for students who can demonstrate financial need. The amount of a Pell Grant will be based on the amount the U.S. Department of Education determines a student and his/her family can contribute to the cost of attending South Georgia College. To receive a Pell Grant, a student must complete and submit a Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs. Free Application for Federal Student Aid forms are available from either the Financial Aid Office at South Georgia College or from a high school guidance counselor. Students may also complete the FAFSA over the Internet at www.fafsa.ed.gov. The Federal Student Aid Programs will process the information on this form and return a report called a Student Aid Report (SAR) to the student. Provided that South Georgia College was listed on a student's FAFSA, the financial aid office will receive an electronic version of the Student Aid Report. **The Title IV code for South Georgia College is 001592.** The student will be contacted by mail regarding further application procedures.

Federal Supplemental Educational Opportunity Grants (SEOG) - This grant was established to assist students with exceptional financial need as demonstrated by Pell Grant eligibility. Funds for this program are provided by the federal government and South Georgia College. Completion of the Free Application for Federal Student Aid (FAFSA) is required. **(Funding for this program is limited.)**

LOAN PROGRAMS

The Free Application for Federal Student Aid (FAFSA) is necessary to apply for any federal or state loan. Also, a separate loan application and promissory note must be completed to apply for any student or parent loan.

Federal Family Education Loans (Stafford Loans) - This student loan program is designed to provide low cost loans to finance a student's college education. These loans may be obtained from Federal savings and loans associations, banks, and credit unions. No repayment is necessary while the student remains enrolled in school at least half-time; however, repayment must begin six months after the student's educational program has been completed. Entrance and exit loan counseling requirements must be completed.

Federal Parental Loan for Undergraduate Students (PLUS) - This loan program enables parents to borrow to pay the educational expenses of dependent undergraduate students. Repayment generally begins within 60 days after the final loan disbursement for the academic year. Repayment is required even while the student is enrolled in school.

HOW TO APPLY FOR NEED-BASED ASSISTANCE

1. Apply for admission to South Georgia College. No financial aid can be offered to a student who has not been accepted for admission.
2. Apply for financial aid at South Georgia College. The College's financial aid application must be completed to be considered for all programs administered by the College.
3. Complete a Free Application for Federal Student Aid (FAFSA). This application is the need analysis form used to determine eligibility for financial assistance. List South Georgia College in the appropriate section. **The Title IV school code for SGC is 001592.**
4. Approximately four to six weeks after mailing the Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs, the student will receive a Pell Grant Student Aid Report (SAR). The financial aid office will receive an electronic version of the SAR and will contact the student regarding further application procedures.
5. Provide the Financial Aid Office with additional documents as requested.

The above mentioned forms can be obtained from the South Georgia College Financial Aid Office or from any high school counselor. Students may also complete the FAFSA over the Internet at fafsa.ed.gov. These procedures should be completed at least ten weeks prior to the beginning of the term for which aid is being requested. (See **Important Dates** section of this catalog.) Failure to complete the application process in a timely fashion may delay or prevent receiving aid when it is needed to pay tuition and fees at registration.

ELIGIBILITY FOR NEED-BASED ASSISTANCE

Eligibility for receiving financial assistance at South Georgia College is determined by comparing the cost of attending college with the ability of the student (and parents or spouse) to meet these expenses. Cost of attendance is calculated for each of several groups of students at SGC using criteria such as resident status, dependency status, and living accommodations. For each of these student groups, cost of attendance includes anticipated expenses such as room and board, books and supplies, personal expenses, tuition and fees, and transportation. The ability of the student (and parents or spouse) to contribute to college expenses (also called the Expected Family Contribution) is determined by the U.S. Department of Education using criteria established by that agency. Factors used in determining ability to pay include but are not limited to all appropriate assets and income (earned and unearned). The factors vary from year to year.

Each year that a student wishes to be considered for aid, a FAFSA and a South Georgia College Student Financial Aid Application must be filed. Approved awards for each year are based upon proper completion and timely filing of applications and financial statements, the availability of fed-

eral and/or college funds, eligibility for the individual programs for which the student is applying, and the applicant's continued enrollment. **The amount of assistance may increase or decrease from one year to the next depending upon educational costs, the financial circumstances of the family, and the level of program funding.** Male students must show proof of registration for Selective Service to receive financial aid.

A number of applications are selected for verification purposes each year. When a student's application is selected, he or she will be required to submit documentation as requested to verify all sources of income and value of assets. Failure to submit the appropriate documentation in a timely fashion will prevent the award of federal financial aid.

OTHER FINANCIAL ASSISTANCE

VETERANS BENEFITS Veterans and dependents of veterans may be awarded aid to attend school under various public laws. Eligibility and amount of payments are determined by the Department of Veterans Affairs. The Office of the Vice President for Student Affairs at South Georgia College assists students in completion of forms and certifies college enrollment status and attendance to the Department of Veterans Affairs.

Interested students should consult the Student Affairs Office at South Georgia College to determine eligibility. Please call (912)-389-4244 or toll-free 1-800-342-6364 (throughout Georgia), or the Department of Veterans Affairs, 1700 Clairmont Road N.E., Decatur, GA 30033-4032, 888-442-4551. The web site is www.gibill.va.gov.

VOCATIONAL REHABILITATION ASSISTANCE Students seeking assistance from the State of Georgia Rehabilitation Services should contact the Rehabilitation Service Office in their home county.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students receiving financial aid have certain rights and responsibilities. The applicant must, without exception, report any of the following changes to the Financial Aid Office: (a) withdrawal from school, (b) transfer to another school, (c) any change in enrollment status, (d) name change, (e) address change or parents' address change, and (f) joining military service.

The financial aid applicant is responsible for obtaining, completing, and filing the proper financial aid application, statements, forms, etc., each year on a timely basis. The applicant has the right to seek and receive full information and counseling from the Financial Aid Office in regard to any financial matter. If the family's financial circumstances change due to death, divorce, marriage, disability, long-term unemployment or low income, the applicant's eligibility may change. The applicant must take the initiative in notifying the office of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application forms is a violation of

law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.

An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which the financial aid application or confidential statement was submitted.

The applicant is responsible for reading and understanding all forms requiring signature and for getting copies of them. Applicants must accept responsibility for all agreements signed. A student accepting a College Work Study Award must perform the work that is agreed upon by the applicant and the supervisor before funds will be disbursed. The student is also responsible for understanding the school's refund procedures and policies.

FINANCIAL AID STUDENT ACCOUNTS

South Georgia College uses a student account system of payment for financial aid. On registration day, students register for their courses and then go to the business affairs office to pay fees. Fees are deducted from the financial aid student account. If the award does not provide the total amount of the fees, the student must be prepared to pay the balance. If there is a balance due the student, the funds from the student's account may be used to purchase books. **Federal College Work Study awards are not included in the student account system and are not available at registration to pay fees.**

After all charges are deducted from the account, the balance will be paid to the student in one check within two calendar weeks following the end of the drop/add period. Any student who withdraws from all courses within the two weeks immediately following the drop/add period will not receive an award balance check. These funds are refunded to the respective financial aid programs. Furthermore, any student who withdraws from all classes after receiving an award balance check may be required to repay portions of that award balance check.



ACADEMIC INFORMATION, REGULATIONS, AND RULES

General Academic Information



GENERAL ACADEMIC INFORMATION

South Georgia College operates on a semester system with Fall and Spring semesters each lasting approximately four months or 16 weeks and a Summer term of approximately 10 weeks. The College may also offer one or more abbreviated sessions within the Summer term. Students may enter the College at the beginning of any term.

The College uses the semester hour system to award credits for classes. For example, a three-hour credit course is one in which the student normally attends class 50 minutes a day, three days a week or 75 minutes a day, two days a week during an entire semester. Night classes are scheduled somewhat differently and usually meet one night per week. Summer term classes also follow a modified schedule.

STUDENT ACADEMIC LOAD

A normal work load consists of 15 semester hours of academic courses and one semester hour of physical education each semester. However, the minimum number of hours required for full-time enrollment is twelve. A normal load of work for one academic year is the equivalent of 30 semester hours of academic courses and two semester hours of physical education credit. Students receiving financial aid should consult with the financial aid office each term to determine the credit hours required for full-time status.

OVERLOADS

Enrollment for more than 17 semester credit hours during any term constitutes an overload and requires the written permission of the Vice President for Academic Affairs. Students who meet one of the following conditions will ordinarily be allowed to take an overload:

1. having made a 3.5 grade point average the previous semester on twelve or more hours,
2. having a cumulative grade point average of 3.5, or
3. being able to graduate at the end of the upcoming semester or term by taking the overload.

FRESHMAN-SOPHOMORE CLASSIFICATION

A student is a freshman until he or she has earned at least 30 semester credit hours. The student then is classified as a sophomore.

GRADING SYSTEM

All institutions of the University System of Georgia use a 4.0 grade point system. The following grades are approved for use in institutions of the University System of Georgia and are used by South Georgia College:

A	– Excellent	4 quality points (4.0)
B	– Good	3 quality points (3.0)
C	– Satisfactory	2 quality points (2.0)
D	– Passing	1 quality point (1.0)
F	– Failure	0 quality points (0.0)
WF	– Withdrew, Failing	0 quality points (0.0)

The following symbols are approved for use in the cases indicated but will not be included in the determination of the grade point average:

- I - This symbol indicates that a student was doing satisfactory work but for non-academic reasons beyond his/her control was unable to complete the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Director of Admissions, Records, and Research will change the "I" to an "F." Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F."
- W - This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midterm of the total grading period except in cases of hardship.
- V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa.
- K - This symbol indicates that a student was given credit for the course via a credit by examination program approved by the South Georgia College faculty (CLEP, AP, Proficiency, etc.)
- NR - This symbol indicates that no grade was reported for the course in question.
- S - This symbol indicates that credit has been given for completion of degree requirements other than academic course work.
- IP - This symbol indicates that credit has not been given in courses that require a continuation of work beyond the term for which the student signed up for the course. This symbol cannot be substituted for an "I" (Incomplete).
- U - This symbol indicates unsatisfactory performance in learning support courses, on the Regents' Test, in Regents' Test remediation courses, and in SSCL 0099.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing total quality points earned by the total number of semester hours attempted. In calculating grade point averages, the student should be aware that grade points are awarded for each hour earned. In other words, a three hour course in which a student earned an "A" grade would total 12 quality points (3 hours

multiplied times 4 quality points = 12). Example:

	Sem. Hrs. Attempted	Grades	Hours Earned	Quality Points
MATH 1101	3	B	3	9
ENGL 1101	3	C	3	6
PSYC 1101	3	A	3	12
ACCT 2101	3	D	3	3
CHEM 1211K	<u>4</u>	F	<u>0</u>	<u>0</u>
	16		12	30

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Hours Attempted}} = \frac{30}{16} = 1.87$$

Academic Standards of Progress

In keeping with its policy of accepting only those students who demonstrate reasonable promise of success in college work, South Georgia College requires all of its students to meet minimum academic standards to remain in school. The Standards of Scholarship listed below are required of all students enrolled at the College without regard to program of study. (Standards of Progress for learning support students appear in a later section.) The chart below lists the minimum grade point average required for the number of hours attempted for a student to be in good standing at the College. Grades received in institutional credit courses are not calculated in the grade point average.

Credit Hours Attempted	Minimum Cumulative Grade Point Average Required
1 - 20 hours	1.4
21 - 40 hours	1.6
41+ hours	1.8

The student who fails to achieve the minimum grade point average will be placed on Academic Warning, moved from Academic Warning to Academic Probation, or moved from Academic Probation to Academic Suspension.

DEFINITIONS

A student is placed on Academic Warning when he or she fails to achieve the minimum grade point average required for the number of hours attempted. The student will receive a letter of warning from the Vice President for Academic Affairs advising the student to discuss the academic situation with the student's faculty advisor. The student on Academic Warning is eligible for financial aid.

Academic Probation is assigned when a student on Academic Warning fails to achieve the required grade point average in the following term of enrollment. Academic Probation is also assigned when a student's grades

for a given term consist only of “F’s” or “WF’s” or a combination thereof. Students on Academic Probation must enroll for a minimum of three hours of degree credit or four hours of learning support credit if the student has a learning support requirement. Subsequent failure to achieve the required grade point average will result in the student’s suspension from the College unless the student earns a 2.0 average on the hours of academic credit taken and achieves an “S” or “IP” grade in the learning support course if one is taken. The student on Probation is eligible for financial aid.

The student placed on Academic Probation is notified that he/she is to complete a formal academic conference with the academic advisor. During that conference, such items as the student’s interests, test scores, grades, and future plans will be discussed.

Academic Suspension means that the student is no longer eligible to enroll in the College. Academic Suspension is imposed when the student fails to achieve the standards listed above or fails to meet conditions imposed by the Admissions Committee.

A first suspension shall be for one term; subsequent suspensions will be for two terms. After serving a one term suspension, a student may appeal to the Admissions Committee for readmission. Subsequent suspensions may be appealed to the Admissions Committee after serving the two term suspension. (See page 58). Also, credit earned at another college during a period of suspension from SGC cannot subsequently be transferred to the College. A student allowed to re-enroll by the Admissions Committee will be placed on Academic Probation.

Notice is hereby given that the College reserves the right to limit the number of hours a student not in good standing may take.

STANDARDS OF PROGRESS FOR LEARNING SUPPORT STUDENTS

Students enrolled in three learning support courses who receive grade symbols of “S” or “IP” in at least two of three courses are considered to be making satisfactory progress and in good standing at the College. The student who receives grade symbols of “U” in two or more of three learning support courses is not considered to be making adequate progress and is therefore not in good standing at the College. Learning support students enrolled in fewer than three learning support courses must attain a grade symbol of “S” or “IP” in at least one course to remain in good standing at the College. Students not in good standing will be placed on learning support probation and will not be eligible for financial aid. **Failure to exit learning support after twelve semester hours or three attempts in an area (English, math, or reading), whichever occurs first, shall result in a student’s learning support suspension from the College. A fourth attempt may be possible by appeal and only in special circumstances.** A student who earns 20 hours of degree credit before exiting all learning support courses may enroll only in learning support courses until all learning support requirements are successfully completed. (See Division Chairperson of Humanities/Learning Support).

The student enrolled in a combination of learning support courses and degree credit courses is subject to both the Academic Standards of Progress and the Standards of Progress for Learning Support.

Details on learning support suspension may be obtained by contacting the Chairperson of the Division of Humanities/Learning Support.

STANDARDS OF PROGRESS FOR FINANCIAL AID

In addition to meeting the grade point average requirements, to remain eligible for financial aid a student must satisfactorily complete two-thirds of the hours in which he or she enrolls during the academic year (Fall, Spring, and Summer terms). For example, a student who attempts 30 semester hours during the Fall and Spring Semesters must satisfactorily complete at least 20 hours to remain eligible for financial aid. Satisfactory completion is defined as a grade of "D" or better or a grade symbol of "S" or "IP." Grades of "F," "WF," and "U" are considered unsatisfactory. The grade symbol "W" is counted as an attempt in determining eligibility for financial aid; the student who has two consecutive terms of all "W's" will not be eligible for financial aid. The grade symbol "I" is counted as an attempt in determining financial aid eligibility. A student who fails to meet the 2/3 requirement shall have his/her financial aid suspended. To become eligible for reinstatement of financial aid, a student must enroll and pay for a minimum of three or four semester credit hours and earn at least a 2.0 GPA (or, if appropriate, a grade symbol of "S") on those hours.

All courses attempted are counted in the maximum time frame the student has to complete the program in which he or she is enrolled. That time frame is equal to 150% of the number of semester hours required to earn a degree or certificate. For example, if a student is pursuing a 64 semester hour degree program, the student would have a maximum of 96 semester hours attempted in which to complete the degree. Students may enroll in a maximum of 36 semester hours of remediation without those hours being counted in the 150%; remedial hours in excess of the 36 semester hours will be counted in the 150%. Repeated courses will be counted in the 150%.

In addition to the criteria discussed above, the student must have a minimum grade point average of 2.0 after four semesters or terms of enrollment or the equivalent attempted hours to receive financial aid in subsequent terms.

APPEALS FOR READMISSION/REINSTATEMENT OF FINANCIAL AID

Appeals from academic suspension and for reinstatement of financial aid must originate with the student and be filed in the Registrar's office in writing at least one week before registration for the semester or term for which the student requests readmission/reinstatement. Appeals must specifically request readmission and/or reinstatement of financial aid.

Appeals must be addressed to the Registrar of South Georgia College; all appeals are subsequently referred to the Admissions Committee for its review and recommendations. The Admissions Committee is authorized to impose the conditions and limitations it deems appropriate upon the readmission of a student to the College and upon reinstatement of financial aid. Also, the Admissions Committee may, at its discretion, require the student to appear before the Committee.

APPEAL OF A GRADE

Students who think that they have been graded unfairly must appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved.
2. The Division Chair will meet with the student and the instructor in an attempt to resolve the difficulty. A "memorandum of record" will be prepared that will include the substance of the conversation during the meeting.
3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair to hear the student's appeal.
 - (1) There will be three members of this board, to be chaired by the Division Chair.
 - (2) The instructor involved will not be a member of this board.
 - (3) In small divisions, the membership of the board may come from outside the division.
 - (4) If the charge of unfair grading is made against a Division Chair, the review board will be appointed by the Vice President for Academic Affairs, who will serve as its chair.
 - (5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.
 - (6) A record will be kept of the review board's proceedings.
 - (7) The findings of the review board will be reported to the Vice President for Academic Affairs, along with a recommendation. The decision of the Vice President for Academic Affairs shall be submitted to the student in writing within seven days.
4. If satisfaction is not achieved with the decision of the Vice President for Academic Affairs, the student may appeal the ruling to the President in writing within seven days of receipt of the decision of the Vice President for Academic Affairs.
5. The decision of the President regarding grades is final. The majority of complaints about grades should be resolved no later than step two in the above procedure.

TRANSIENT PERMISSION

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to South Georgia College must be secured in advance of such enrollment. Such permission originates with the student's requesting approval from his/her academic advisor and division chairperson. Only students in good standing may receive transient status and permission will be given only for courses in the student's program of study. Students are reminded that courses taken on a transient basis do not qualify for financial aid. Learning support courses cannot be taken on a transient basis.

MULTIPLE ENROLLMENT

Enrollment in another institution is permitted while a student is attending South Georgia College in extraordinary cases authorized by the Vice President for Academic Affairs in advance of enrollment. This regulation applies to resident, correspondence, and extension work. If a student enrolls simultaneously at South Georgia College and another institution without authorization, no credit will be allowed at South Georgia College for courses taken at either institution.

Permission for such enrollment originates with the student's requesting approval from his/her advisor and division chairperson. Only students in good academic standing may so enroll, and permission will be given only for courses in the student's program of study. Students are reminded that courses taken on another campus on a multiple enrollment basis do not qualify for financial aid.

CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

South Georgia College awards credit by examination through (1) institutional examinations, (2) the College Board Advanced Placement (AP) Program, SAT II, and College Level Examination Program (LEP), and (3) the International Baccalaureate (IB) Program.

Eligibility for any credit-by-examination program is based on the following guidelines.

1. The student must be currently enrolled at South Georgia College.
2. South Georgia College awards credit-by-examination only for courses offered by South Georgia College.
3. South Georgia College does not award credit-by-examination if a student has been previously enrolled in the course.

A student may apply for credit by institutional examination by securing and completing the appropriate form from the Office of Admissions, Records, and Research. The student is responsible for arranging the testing through the appropriate faculty member and for paying the \$10.00 per credit hour charge to the Business Office in Thrash Hall. A student may attempt to earn credit by institutional examination in a specific course only once.

Information regarding eligibility to attempt to earn credit by institutional examination and the requirements for a specific examination may be secured by contacting the appropriate division chairperson.

Scores from the College Board AP Program, SAT II, and CLEP as well as from the IB Program must be submitted to the Office of Admissions, Records, and Research as a part of a student's application materials. South Georgia College uses the minimum scores established by the University of Georgia for the award of credit. The Director of Admissions, Records, and Research maintains a current list of those scores.

A passing score on the AP, SAT II, CLEP, or IB examination in American Government does not include credit for the student's having satisfied the U.S. or Georgia history requirement or the Georgia constitution requirement. See "History and Constitution Requirements."

WITHDRAWING FROM COURSES

The student who officially withdraws or is withdrawn by the instructor for non-attendance from a course prior to mid-point of a term will receive a "W" for that course. Withdrawal forms are available in the Office of Admissions, Records, and Research. No withdrawal is official until it has been approved in writing by the Director of Admissions, Records, and Research. (See page below for details on "W's" after mid-point.) The student who officially withdraws after the mid-point of a term will receive a "WF" unless he or she can establish a valid reason for the withdrawal. In that case, the student may request a "hardship W." (See page 62 for details.)

WITHDRAWAL FROM THE COLLEGE

Students who decide to withdraw from South Georgia College before completing a semester must report to the Office of Admissions, Records, and Research and complete a withdrawal form. By signing this form, students indicate that they understand the following:

1. After the drop/add period, there is no refund for partial reduction of hours.
2. Withdrawal after mid-term results in a grade of "WF." To appeal for a hardship withdrawal, students must see their advisor for the proper form and procedure.
3. Withdrawal may affect students' eligibility for financial aid for the current semester and in the future.
4. All financial obligations to the College (including library and housing) must be met before students may register for another term.
5. All financial obligations to the College (including library and housing) must be met before the College will release students' academic records.

The Office of Admissions, Records, and Research will notify instructors, the Financial Aid Office, and the Vice President for Business Affairs of the student's withdrawal.

ADMINISTRATIVE WITHDRAWAL OF STUDENTS FOR NON-ACADEMIC REASONS

A student may be administratively withdrawn from the College if it is determined that the student suffers from a physical, mental, emotional or psychological health condition that (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the College or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the College.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the College.

ADMINISTRATIVE WITHDRAWAL FOR NON-ATTENDANCE

Because South Georgia College believes that learning is an active and interactive process, students are expected to attend classes regularly. Instructors distribute class attendance policies at the beginning of each new class. When students violate such policies, they are administratively withdrawn from those classes. If the withdrawal occurs before the mid-point of a term, the student will receive a "W" for the course. After the mid-point withdrawals will result in grades of "WF." The best policy for students to follow is attending classes regularly and keeping their instructors informed when problems arise.

HARDSHIP WITHDRAWALS (W's)

University System of Georgia policy and South Georgia College policy do not permit students to withdraw after the mid-point of the term except in cases of hardship. The mid-term date for each term is listed in the Important Dates section of this catalog. A "hardship" is a non-academic circumstance which prevents a student from successfully completing a course. Examples of hardships include illness or other adverse medical condition, course/employment conflicts, and relocation of household. A hardship ordinarily applies to all courses undertaken in a particular term; however, SGC treats each hardship request as a unique case. A student must be passing a course at the time of the hardship request in order to receive a hardship "W." The request for the hardship "W" must originate with the student and must have the written approval of the student's advisor, the instructor of the course, and the chairperson of the academic division wherein the course

is taught. Final approval rests with the Vice President for Academic Affairs. In all cases, the student bears the responsibility for proving that the hardship “W” is justified.

DEAN’S LIST

Individuals completing the requisite number of hours in a given term with a grade point average of 3.5 or higher on courses numbered 1000 or higher will earn Dean’s List designation as cited in the following chart.

Full-Time	Part-time
12 hours+	9-11 hours

Learning support students and students on probation are not eligible for the Dean’s List. No student receiving “I” or “NR” grade symbols will earn the Dean’s List designation until those grade symbols are removed and the actual GPA is calculated.

REPEATING COURSES

When a student repeats a course in an attempt to earn a higher grade, both attempts remain on the student’s permanent record, and both grades are figured into the student’s cumulative grade point average. However, the higher of the two grades will be used, if appropriate, in calculating the graduation average (see page 65).

STUDY ABROAD AND THE COUNCIL FOR INTERNATIONAL EDUCATION

The University System of Georgia is committed to achieving world-class status by empowering its institutions to enable their faculty, students, and staff to participate effectively in a global society. Strategic alliances, partnerships and other collaborative initiatives will link the University System with other parts of the world and bring other parts of the world to Georgia. The synergy thus achieved will provide the international perspective and cross cultural competence required for Georgians to participate fully and effectively as leaders in a global society.

Through the Council for International Education, the University System seeks to provide international development programs for faculty and study abroad opportunities for students, as well as to internationalize the collegiate curriculum. South Georgia College fully subscribes to the Council’s goals. Furthermore, the College administers and staffs a study abroad program in London in cooperation with the American Institute for Foreign Study. The College also encourages students to participate in study abroad programs developed by the European, African, Americas, and Asian Councils of the Council for International Education. For information on study abroad programs, students should contact the International Coordinator and Chairperson of the Division of Humanities and Learning Support.

EUROPEAN UNION STUDIES CERTIFICATE PROGRAM

The European Union (EU) Studies Certificate is the University System's initial effort at offering a common curriculum open to all system institutions. Program decisions are made by the EU Studies Council composed of representatives from each participating institution. The program is housed at the European Union Center of the University System of Georgia at Georgia Institute of Technology. The EU Center is one of ten in the United States officially sanctioned by the European Commission to promote the study of the EU. This linkage enables the certificate to draw upon scholars nationally as well as internationally in curricular activities.

As a member institution of the European Union Studies Certificate program, South Georgia College offers students an opportunity to begin work on the certificate while enrolled at SGC. A certificate in EU Studies must be taken in tandem with a formal degree program. Students from all academic majors are eligible to participate so long as they possess a minimum 2.75 cumulative grade point average. A student may formally apply to enroll in the program after successful completion of the following: (1) the certificate's introductory course in European Union Studies with a grade of "C" or better, (2) 30 semester hours of academic credit, and (3) a course in World or Western Civilization.

The certificate is composed of six courses, each worth three-semester hours of academic credit, in which students must maintain a 3.0 cumulative GPA upon graduation. Although coursework can be commenced at two-year institutions, certificate requirements necessitate the completion of the program at a four-year university. In addition, a "real-life" practicum experience pertaining to the EU must be performed either in the form of an overseas visit or an internship.

Further information on beginning work on the certificate and on certificate requirements may be obtained from SGC's European Union Studies representative, the Chairperson of the Division of Business and Social Sciences.

DIRECTED INDEPENDENT STUDY (DIS)

Directed independent study courses are available on a limited basis. Permission of the division chairperson and instructor is required prior to registration for a directed independent study. The following general guidelines apply to directed independent study courses.

1. That there must be a legitimate hardship, usually one precluding a student's graduation, to justify not enrolling in the regularly scheduled course.
2. That the course in question must be one which can be adequately taught on a DIS basis.
3. That the student making the request provide evidence of his/her ability to complete the DIS successfully.

4. That all DIS requests must originate with the student, be approved in writing by the instructor and the division chairperson, and be assigned the proper course reference number (CRN) by the secretary to the Vice President for Academic Affairs before the student can register for that course.

REQUIREMENTS FOR GRADUATION

A student planning to graduate in any given term must notify the Office of Admissions, Records, and Research of his or her intent by the established deadline.

1. The completion of a formal "Notification of Graduation," must be returned to the Office of Admissions, Records, and Research at least one term prior to the expected date of graduation.
2. The satisfactory completion of the prescribed course requirements for a specific educational program described in this catalog with a minimum of sixty-four (64) semester credit hours for an associate degree.
3. The achievement of a cumulative grade point average of 2.0 (a "C" average) in all courses presented for graduation.
4. The satisfactory completion of the requirements of the Regents' Testing Program for students seeking the Associate of Arts, the Associate of Science, or Associate of Science in Nursing degrees.
5. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.
6. A student must be in residence the term graduation requirements are met. Exceptions may be made when no more than two courses are involved and approval of the Director of Admissions, Records, and Research is secured in advance. If more than two courses are involved, approval must be secured from the Vice President for Academic Affairs.
7. The clearance of all financial obligations to South Georgia College.
8. The formal approval of the faculty.

GRADUATION WITH HONORS

To earn the designation of "Honor Graduate," a student must have a minimum cumulative grade point average of 3.5 on all course work taken at South Georgia College.

EXCEPTIONS OR SUBSTITUTIONS

Requests for exceptions or substitutions in graduation requirements must be made in writing to the faculty advisor and approved by the advisor, the chairperson(s) of the division(s) responsible for the course(s) in question, and the Vice President for Academic Affairs. Unless the course to be substituted

was taken prior to the student's enrollment in his/her current major or at another college prior to the student's entering South Georgia College, permission to substitute must be secured before the course in question is taken.

SECOND OR SUBSEQUENT DEGREES OR CERTIFICATES

Any student applying for a second or subsequent degree or certificates must complete at minimum the Area F requirements of the desired degree and any additional Core Curriculum requirements of the second degree. In no case will second or subsequent degrees be awarded without the student's completing a minimum of 18 additional semester credit hours with a minimum overall average of 2.0 or better. Those hours must be earned in residence at South Georgia College and may not include credit by examination. It should be noted that the College will not award duplicate degrees (e.g., two Associate of Arts degrees) to an individual.

Students will need to earn the equivalent of at least half of the new certificate with hours that did not apply to the original degree. Students are not permitted to get a certificate after they have a degree if all the courses for the certificate have already been taken for the degree.

HISTORY AND CONSTITUTION REQUIREMENTS

The State of Georgia requires that all students receiving degrees from an institution in the University System of Georgia demonstrate a knowledge of and pass an examination on the history and government of the United States and Georgia. This requirement at South Georgia College may be satisfied by passing a comprehensive examination on U.S.-Georgia History and Government offered as a component of POLS 1101.

Students who are not required to take POLS 1101 may satisfy the legislative requirements by passing a comprehensive examination on U.S.-Georgia History and Government or by successful completion of POLS 1100. If a student does not achieve a passing score on the comprehensive test after taking the test twice, he/she will be required to enroll in POLS 1101 and complete all course requirements, including the section on U.S.-Georgia History and Government.

Students seeking further information on the legislative requirements should contact the chairperson of the Division of Business and Social Sciences.

HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

Exemption from physical education requirements prescribed in any of the educational programs must be approved, in writing, by the chairperson of the Division of Health, Physical Education, and Recreation and the Vice President for Academic Affairs. Veterans who qualify under the DD 214 may be exempt from two hours of physical education activity requirements.

Written approval must be given by the chairperson of the Division of Health, Physical Education, and Recreation and the Vice President for Academic Affairs. Specific health and physical education requirements are spelled out in each program of study listed in the academic section of this catalog.

REGENTS' TESTING PROGRAM REQUIREMENTS

Passage of the Regents' Testing Program is required by University System of Georgia policy of all students seeking the Associate of Arts or Associate of Science degree. The Regents' Testing Program is designed to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions. Specific details regarding the Regents' Testing Program may be obtained by contacting the Chairperson of the Division of Humanities/Learning Support.

Students who have earned 45 college-level semester credit hours and who have not passed the Regents' Test shall take the appropriate non-degree credit course(s) in remedial reading and/or remedial writing in each semester of attendance until they have passed all components of the Test.

First-time examinees must take both parts of the Test. A student who has failed both parts of the Regents' Test may be allowed, at the discretion of the institution, to take the reading and essay portions of the Test in separate semesters by being granted a waiver for one of the two courses by the Chairman of Humanities/Learning Support.

Students with SAT - I Verbal scores of at least 510 or ACT reading scores of at least 23 will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test. Scores must be from a national administration of the SAT or ACT.

Students with College Board Advanced Placement (AP) English Language and Composition or English Literature and Composition scores of at least 3, International Baccalaureate (IB) higher-level English scores of at least 4, or SAT II English Writing scores of at least 650 will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test.

GUIDELINES FOR REGENTS' REMEDIATION COURSES

Required remedial work shall be in keeping with regulations in satisfaction of federal and state student financial assistance and other such eligibility programs.

Separate courses in remediation for the reading and the essay portions of the Test are provided. Courses developed for other purposes, such as those for learning support students or for regular credit English, may not be used to fulfill the Regents' Test remediation requirement.

Each required Regents' Test Remedial course is to consist of a minimum of 25 hours of class/laboratory instruction provided before students retake the Test.

It is South Georgia College's policy that a student failing one or both parts of the Test will be required to take remediation every term until the Regents' Test is passed.

ISSUANCE OF TRANSCRIPTS

There is a \$10.00 fee for each transcript issued on demand, including all transcripts to be faxed. Transcripts issued within the normal one to two day turnaround time are of no charge to the student. South Georgia College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.



PROGRAMS OF STUDY

Program Options
Academic Program Organization and Divisions
Core Curriculum
Degree and Certificate Listings
Courses of Instruction



THE PROGRAM OPTIONS

To carry out its academic mission South Georgia College has instituted degree and certificate options to meet the needs of the diverse clientele it serves. Students should select the option best suited to their personal and career interests. Each student is assigned an academic advisor to assist the student in the selection of both short and long-term career goals.

THE ASSOCIATE OF ARTS DEGREE (A.A.) AND THE ASSOCIATE OF SCIENCE DEGREE (A.S.)

These degrees consist of 60 semester credit hours plus four hours of health and physical education requirements. Students who pursue the Associate of Arts or Associate of Science degree are enrolled in transfer programs designed to lead to the bachelor's degree at a senior college or university. Specific options are spelled out in the pages which follow this section. Students who earn the Associate of Arts or the Associate of Science degree have fulfilled completely all Core Curriculum requirements (see page 73).

THE ASSOCIATE OF SCIENCE IN NURSING DEGREE (A.S.N.)

The Associate of Science in Nursing Degree consists of 70 semester hours plus two hours of physical education requirements. Students who complete this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the nurse to practice nursing and to use the title Registered Nurse (R.N.).

THE ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

This career degree consists of 60 semester credit hours plus four hours of health and physical education requirements. Students who pursue the Associate of Applied Science degree are enrolled in programs designed to lead to employment upon their graduation from South Georgia College. The various A.A.S. programs are listed in the following pages.

THE CERTIFICATE

The certificate is especially designed for those students who desire skills courses which have immediate value and use in the student's employment. The number of hours required to earn a certificate varies; usually, however, a certificate can be earned in two to three semesters if the student is enrolled at SGC on a full-time basis.

ACADEMIC PROGRAM ORGANIZATION AND DIVISIONS

Whether it leads to the Associate of Arts or the Associate of Science degree, each degree option is divided into six areas: Essential Skills; Institutional Options; Humanities/Fine Arts; Science, Mathematics, and Technology; Social Sciences; and major courses. The Associate of Science in Nursing Degree and the Associate of Applied Science degree include courses from similar areas. The College believes that requiring work in these areas provides a sound general education base for its students. The nature and number of hours required in these areas will vary according to the student's program of study. Certificate programs do not have the same general education base as the degree programs because of the emphasis on developing immediately applicable career skills.

ACADEMIC DIVISIONS

The College is organized by academic divisions. The present structure involves five divisions: The Division of Business and Social Sciences (Collins Hall), The Division of Humanities and Learning Support (Davis Hall), The Division of Health, Physical Education, and Recreation (Wellness Center), The Division of Natural Sciences and Mathematics (Stubbs Hall), and The Division of Nursing (Nursing Building). See campus map on page 13 for the locations of these various buildings.

BUSINESS AND SOCIAL SCIENCES

The instructional programs of the Division of Business and Social Sciences are based upon the belief that the quality of life is enhanced by the acquisition of knowledge about self, others, and career. To meet these objectives, the Division offers a variety of courses for academic transfer and career programs. Programs in the Division lead to the Associate of Arts degree, the Associate of Science degree, the Associate of Applied Science degree, or the Certificate.

The faculty is committed to providing a variety of opportunities for students to test their abilities and maximize their capabilities. In addition to attracting guest lecturers, providing individualized instruction, and offering course credit by examination, the Division encourages off-campus learning experiences such as college-community sponsored field trips and internships that can complement and supplement the traditional classroom activity. Students may also benefit from the use of learning laboratories designed for word processing, accounting, and computer information systems.

HUMANITIES AND LEARNING SUPPORT

The Division of Humanities and Learning Support offers the Associate of Arts degree. The philosophy of the Division of Humanities/Learning Support

is that all students benefit from the broadest possible exposure to the great heritage of world civilization and culture. Thus, the Division offers courses in art, music, and theater appreciation; English composition; French and Spanish; speech communications; world literature; American and British literature, philosophy and humanities. The Division also offers courses in practical work in journalism and creative writing. All learning support programs are housed in the Division. The Regents' Testing Program and the Study Abroad Program are also administered by the Division.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

The Division of Health, Physical Education, and Recreation offers the Associate of Science degree. The Division enjoys a reputation of preparing students for a successful senior college experience. Approved transfer programs include health, physical education, community recreation, outdoor recreation, and recreation leadership.

The Division sponsors intercollegiate competition in the areas of men's baseball and soccer and women's soccer and fast pitch softball. A strong intramural program also offers students an opportunity to participate in a wide range of team sports.

NATURAL SCIENCES AND MATHEMATICS

The Division of Natural Sciences and Mathematics offers Associate of Science degree programs in biology, chemistry, computer science, mathematics/pre-engineering, physics/pre-engineering, and pre-allied health. Completion of an approved program prepares the student for transfer to a four-year college or university. In addition, science and mathematics courses help non-science majors develop the background necessary to make informed choices on many issues affecting modern societies.

Small classes and laboratories enable the faculty to provide a student-centered classroom environment. The Division maintains a learning center equipped with multimedia resources to augment classroom instruction. These range from videotapes to supplement classes taught on campus to self-instructional computer modules. The center is open for student use five days and one evening each week.

NURSING

The Division of Nursing offers the Associate of Science in Nursing degree and the Certificate in School Health Nursing. The Division of Nursing is fully accredited and is a member agency of the National League for Nursing. The nursing program is also approved by the Georgia Board of Nursing. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the nurse to practice nursing and to use the title Registered Nurse (R.N.).

THE CORE CURRICULUM

In accord with the policies of the Board of Regents of the University System of Georgia, the College has established a Core Curriculum which offers students a broad general education covering essential skills; institutional options; humanities/fine arts; science, mathematics, and technology; and the social sciences. In addition, students are given the opportunity to begin study in a selected major area of concentration. The Core Curriculum was established to provide the same general education for students throughout the system of public higher education in Georgia and to facilitate transfer between the various units of the University System of Georgia. Courses in the Core Curriculum apply to the freshman and sophomore years, and successfully completed Core areas will transfer with full credit to any other University System of Georgia institution. Students who earn the Associate of Arts degree or Associate of Science degree will have fully completed Core requirements. To complete all Core Curriculum requirements, the student must complete 60 semester credit hours as follows:

AREA A:	Essential Skills	9
AREA B:	Institutional Options	4-5
AREA C:	Humanities/Fine Arts	6
AREA D:	Science, Mathematics, and Technology	10-11
AREA E:	Social Sciences	12
AREA F:	Courses Related to the Program of Study	<u>18</u>
	TOTAL:	60

It is the student's responsibility to discuss academic plans and desired course selections thoroughly with his or her assigned faculty advisor in order to determine exactly which courses should be taken. All students are to consult with their faculty advisor in planning their course selections prior to registration for each semester. The various academic programs appropriate to the different major fields have been approved for University System institutions and should be followed if the student plans to transfer to a senior college or university within the University System of Georgia. Students who change their major may have to complete additional hours of coursework beyond those required for completion of the program. A student who experiences difficulties in transferring credit to a University System of Georgia institution should contact the transfer ombudsperson at that institution or at South Georgia College. The transfer ombudsperson at South Georgia College is the Director of Admissions, Records, and Research.

Students who plan to transfer to a college or university other than a University System institution should refer to the catalog of the senior college to which they intend to transfer. In some of the major academic areas, certain courses may not be taught at this institution. Again, students are urged to consult with their assigned faculty advisor to determine the extent of the applicable course offerings at South Georgia College.

ASSOCIATE OF ARTS DEGREES

With Transfer Programs In

Communications

English

Foreign Language

General Studies

History

Journalism

Philosophy

Political Science

Psychology

Sociology

Theater



ASSOCIATE OF ARTS: COMMUNICATIONS

Students who earn the Associate of Arts degree in communication are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in communication arts. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	<u>3</u>
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	<u>3</u>
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; or MUSI 1100	<u>3</u>
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course . . .	<u>3-4</u>
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; or SOCI 1101, 1160	<u>6</u>
	12 hours

AREA F - Courses Related to the Program of Study

PHIL 1104	3
THEA 1100	3
One two-course foreign language sequence	6
Select two courses from: ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; POLS 2401; PSYC 1101, 2101; or SOCI 1160;	<u>6</u>
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	<u>2</u>
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: ENGLISH

Students who earn the Associate of Arts degree in English are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in English or English education. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course . . .	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

ENGL 2111 or 2112	3
One two-course foreign language sequence	6
Select three courses from: ARTS 2205; HIST 1111, 2111, 2112; HUMI 2221; MUSI 1100; PHIL 1104; or POLS 2401	9
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: FOREIGN LANGUAGE

Students who earn the Associate of Arts degree in foreign language are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in foreign language or foreign language education. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course ...	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

Select a four course foreign language sequence	12
Select zero to two foreign language courses	0-6
Select zero to two courses from the following: ARTS 2205; ECON 2105, 2106; ENGL 2111, 2112, 2120, 2130; HUMI 2221; HIST 1111; MUSI 1100; PHIL 1104; POLS 2401; or THEA 1100	0-6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: GENERAL STUDIES

Students who complete this program are prepared to pursue a wide range of four-year degrees in Humanities, Sciences, and Social Sciences. Individuals who are undecided about their field of study may select this area of study for the first two years. Academic advisement for this program is provided by the Divisions of Business/Social Sciences; Humanities/Learning Support; Health, Physical Education, and Recreation; and Natural Sciences/Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

Humanities and Fine Arts (including foreign language)	3-9
Social Sciences	3-9
Mathematics and Science	0-8
Any course approved by advisor in Areas B-F of AA or AS programs, or any foreign language course(s)	0-9
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: HISTORY

Students who complete this program can move into almost any major or program at a senior college or university confident that the skills and knowledge acquired will be useful. However, the careers and occupations for which this preparation is especially helpful are archival service, communications, curators for museums and galleries, education (in numerous disciplines including history at the elementary, secondary, and college levels), foreign service, government service, historic preservation, international business, journalism, law, library science, military science, armed services, and public administration. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course . . .	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

One two-course foreign language sequence	6
Select two courses from: HIST 1111, HIST 2111, or HIST 2112	6
Select two courses from: MAT 2280; ECON 2105; HIST 1111, 2111, 2112; POLS 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: JOURNALISM

Students who earn the Associate of Arts degree in journalism are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in journalism. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104 or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105, 2106; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

Select two, three, or four foreign language courses	6-12
Select two, three, or four courses from: ECON 2105, 2106; ENGL 2111, 2112, 2120, 2130; HUMI 2221; HIST 1111, 2111, 2112; PHIL 1104; POLS 2401; PSYC 1101, 2101; SOCI 1101, 1160; or THEA 1100	6-12
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: PHILOSOPHY

Students who earn the Associate of Arts degree in philosophy are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in philosophy. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

PHIL 1104	3
Two foreign language courses	6
Select one course from: ARTS 2205; HUMI 2221; and MUSI 1100	3
Select two courses from: Courses appropriate to the student's interests from Core Curriculum Areas A through E	6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: POLITICAL SCIENCE

Students who complete this program can move into almost any major or program at a senior college or university confident that the skills and knowledge acquired will be useful. However, the careers and occupations for which this preparation is especially helpful are communications, education (in numerous disciplines including political science at the elementary, secondary, and college levels), foreign service, government service (at local, state, and federal levels-civil service), international business, journalism, law, and law administration. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course ..	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100; PSYC 1101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

POLS 2401	3
Select zero to four courses from foreign language courses	0-12
Select one to five courses from: MATH 2280; ECON 2105; HIST 1111, 2111, 2112; PHIL 1104; PSYC 1101, 2101; SOCI 1101, 1160	3-15
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: PSYCHOLOGY

Students who complete this program are prepared to pursue the bachelor's degree in psychology or related fields at a senior college or university. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

PSYC 1101	3
PSYC 2101	3
PSYC 2103	3
MATH 2280	3
Select two courses from: Any course in Areas C-E not already taken or any foreign language course(s)	6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: SOCIOLOGY

Students who complete this program are prepared to pursue the bachelor's degree in archaeology, civil service, cultural resource management, demography, education, foreign service, international trade, marketing, military service (intelligence or special forces), planning, recreation, or sociology. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and /or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L; CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K; SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; or PSYC 1101	6
	12 hours

AREA F - Courses Related to the Program of Study

SOC 1101	3
SOC 1160	3
Select two to three courses from: ECON 2105; PHIL 1104; POLS 2401; PSYC 1101, 2101, or 2103	6-9
Select one to two courses from: MATH 2280 and/or any foreign language course(s)	3-6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF ARTS: THEATER

Students who earn the Associate of Arts degree in Theater are prepared to transfer as juniors to a senior college or university. Students so prepared could elect to complete the bachelor's degree in Theater. Those students could also opt for any number of programs offered by a school or college of arts and sciences. Academic advisement for this program is provided by the Division of Humanities/Learning Support.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or CISY 1101 or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130;	
HUMI 2221; or MUSI 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K, CHEM 1211K, or PHYS 1111K	4
ASTR 1010/1010L, 1020/1020L; BIOL 1107K, 1108K, 2000/2000L;	
CHEM 1211K, 1212K; PHSC 1011/1011L; PHYS 1111K, 1112K;	
SCIE 1111/1111L, or 1121/1121L	3-4
One additional approved math or science core curriculum course ..	3-4
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from:	
ECON 2105; HIST 1111, 2100, 2111, 2112, 2220;	
POLS 2100, 2401; PSYC 1101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

THEA 1100	3
THEA 2750	3
THEA 2800	3
One two-course foreign language sequence	6
Select one course from:	
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221;	
MUSI 1100; POLS 2401; PSYC 1101, 2101; or SOCI 1160	3
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF SCIENCE DEGREES

With Transfer Programs in

Agriculture

Biology

Business Administration

Chemistry

Computer Science

Criminal Justice

Education

With program options in

Early Childhood

Middle Grades

Secondary

Special Education

Speech-Language Pathology

Health and Physical Education

Mathematics or Pre-Engineering

Physics or Pre-Engineering

Pre-Allied Health

Recreation



ASSOCIATE OF SCIENCE: AGRICULTURE

Students who earn the A.S. degree in agriculture may pursue the bachelor's degree in agricultural communications, agricultural economics, agricultural education, agricultural engineering, agricultural extension, agronomy, animal and dairy science, entomology, food science, forestry, horticulture, plant pathology, poultry science, and pre-veterinary medicine. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and CISY 1101 or any higher CISY course	2
COMM 1110	3
	5 hours*

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K	4
BIOL 1108K	4
CHEM 1211K	4
	10 hours*

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

ACCT 2101	3
ECON 2105	3
ECON 2106	3
MATH 2253	4
MATH 2280	3
Two excess hours from Area D	2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

* The excess hours appears in Area F.	TOTAL 64 hours
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ASSOCIATE OF SCIENCE: BIOLOGY

Students who complete this program are prepared to pursue the bachelor's degree in biology or a related field at a senior college or university. Biologists are concerned with living organisms and the relationship between organisms and their environment. Most careers in biology require graduate study in a life science area. Many optometrists, veterinarians, and medical doctors major in biology. Other career opportunities include work in botany, agronomy, animal science, ecology, toxicology, pathology, physiology, and biological oceanography. Academic advisement for this program is provided by the Division of Natural Sciences and Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

CHEM 1211K	4
CHEM 1212K	4
One approved math, science, or computer science course	4
	10 hours*

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

BIOL 1107K	4
BIOL 1108K	4
CHEM 2240K	4
CHEM 2241K	4
Two excess hours from Area D	2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

*The eleventh and twelfth hours appear in Area F. TOTAL 64 hours

ASSOCIATE OF SCIENCE: BUSINESS ADMINISTRATION

Students who earn the A.S. degree in business administration may pursue the bachelor's degree in accounting, economics, finance, general business, international business, industrial relations, management, management systems, marketing, real estate, risk management, and insurance. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and/or any higher CISY course	1-2
COMM 1110	3
	4-5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

ASTR 1010/1010L, ASTR 1020/1020L, BIOL 1107K, BIOL 2000/2000L, CHEM 1211K, PHSC 1011/1011L, PHYS 1111K, SCIE 1111/1111L, or SCIE 1121/1121L	4
MATH 1113 or MATH 2253*	3-4
Select a Core Curriculum Science course	3
	10-11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; or SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

ACCT 2101	3
ACCT 2102	3
ECON 2105	3
ECON 2106	3
Select two courses from: BUSA 1105, 2105, 2270, or CISY 1105	6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

*NOTE: MATH 2253 is required at some universities. See your advisor.

ASSOCIATE OF SCIENCE: CHEMISTRY

Students who complete this program are prepared to pursue the bachelor's degree in chemistry or a related field at a senior college or university. Chemists search for new knowledge about substances and for ways to put that knowledge to practical use. They work in research, manufacturing processes, quality control, marketing, and chemical sales. As with biology, many medical doctors, veterinarians, and pharmacists major in chemistry. Other career opportunities include science education and fields related to environmental concerns. Academic advisement for this program is provided by the Division of Natural Sciences and Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; PHYS 1111K/ 1112K; PHYS 2211K/2212K.....	8
One approved math, science, or computer science course.....	4
	10 hours*

AREA E - Social Sciences

HIST 1112.....	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

CHEM 1211K	4
CHEM 1212K	4
CHEM 2240K	4
CHEM 2241K	4
Two excess hours from Area D	2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

*The eleventh and twelfth hours appear in Area F.

ASSOCIATE OF SCIENCE: COMPUTER SCIENCE

Students who complete this program are prepared to pursue the bachelor's degree in computer science or a related field at a senior college or university. Computer scientists develop programs and systems to process vast quantities of information rapidly and accurately. Many systems analysts and programmers major in computer science. Other career possibilities may be found in areas such as computer aided design, computer aided manufacturing, computer criminology, the architecture and development of computer components, and robotics. Academic advisement for this program is provided by the Division of Natural Sciences and Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course.....	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K/1212K; PHYS 1111K/ 1112K; PHYS 2211K/2212K	8
MATH 2253 or one approved science or computer science course	4
	10 hours*

AREA E - Social Sciences

HIST 1112.....	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

CSCI 1301.....	4
CSCI 1302.....	4
MATH 2253 or MATH 2254	4
MATH 2254 or MATH 2255	4
Two excess hours from Area D	2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

*The eleventh and twelfth hours appear in Area F.

ASSOCIATE OF SCIENCE: CRIMINAL JUSTICE

This program is designed to provide academic training for pre-service and in-service students in criminal justice. The program is fully transferable to senior colleges and universities offering a B.S. or B.A. degree in criminal justice or a similar field. The curriculum is also designed for career oriented students who wish to seek employment upon completion of the program. Career opportunities at the federal, state, county, and local level include courts, corrections, law enforcement, parole, private security, and probation. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 and CISY 1101 or any higher CISY course.	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

ASTR 1010/1010L, ASTR 1020 /1020L, BIOL 1107K, BIOL 2000/2000L, CHEM 1211K, PHSC 1011/1011L, PHYS 1111K, SCIE 1111/1111L, or SCIE 1121/1121L	4
Select a Core Curriculum science course	3
One additional approved math or science core curriculum course.	3
	10 hours

AREA E - Social Sciences

HIST 1112.	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

CRJU 1101, 2100, 2200, and 2300.	12
Select two courses from: ECON 2105; any foreign language course(s); PHIL 1104; POLS 2401; PSYC 1101, 2101, 2103; SOCI 1101, 1160	6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF SCIENCE: EDUCATION

This transfer program permits students to complete the first two years of preparation leading to teacher certification in early childhood education, middle grades education, secondary education, special education, speech-language pathology education, or health and physical education. Subsequent admission to a teacher education program at a senior college or university in the University System of Georgia requires a cumulative grade point average of 2.5 and passing the Reading, Writing, and Mathematics portions of the PRAXIS I. Academic advisement for this program is provided by the Division of Business/Social Sciences.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111, MATH 1101, or (MATH 1113 required for Science/Math educ. majors)	<u>3</u>
	9 hours

AREA B - Institutional Options

CISY 1100 and CISY 1101 or any higher CISY course.	2
COMM 1110	<u>3</u>
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	<u>3</u>
	6 hours

AREA D - Science, Mathematics, Technology

ASTR 1010/1010L, ASTR 1020/1020L, BIOL 1107K, BIOL 2000/2000L, CHEM 1211K, PHSC 1011/1011L, PHYS 1111K, SCIE 1111/1111L, or SCIE 1121/1121L.	4
Select a Core Curriculum science course	3
One additional approved math or science core curriculum course.	<u>3</u>
	10 hours

AREA E - Social Sciences

HIST 1112.	3
POLS 1101	3
PSYC 1101	3
Select one course from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 2101; SOCI 1101, 1160	<u>3</u>
	12 hours

SELECT ONE OF THE FOLLOWING AREA F OPTIONS:

AREA F - Early Childhood Education Option

EDUC 2203	3
EDUC 2204	3
PSYC 2103	3
MATH 1113 or MATH 2280	3
Select two courses from: Any courses in Areas B-E not already taken and/or any Foreign Language Courses.	<u>6</u>
	18 hours

AREA F - Middle Grades Education Option

EDUC 2203	3
EDUC 2204	3
PSYC 2103	3

Language Arts/Social Studies Concentration:

Select three courses from Core Curriculum Areas C or E or a

Foreign Language course(s)	
OR	9

Math/Science Concentration:

Select three courses from Core Curriculum Area D	
	18 hours

AREA F - Secondary Education Option

EDUC 2203	3
EDUC 2204	3
PSYC 2103	3
Select three courses to support the teaching field	9

i.e. English	from Area C or Foreign Language	18 hours
History	from Area E or Foreign Language	
Math/Science	from Area D Core Curriculum Courses	
Business	ACCT 2101, 2102, ECON 2105, or ECON 2106	
Foreign Language	Spanish or French	

AREA F - Special Education Option

EDUC 2203	3
EDUC 2204	3
PSYC 2103	3
PSYC 2101	3
Select two courses from Areas B-E to support the major	6

18 hours

AREA F - Speech-Language Pathology Option

EDUC 2203	3
EDUC 2204	3
PSYC 2103	3
Select three courses from Areas B-E to support the major	9

18 hours

AREA F - Health and Physical Education Option

EDUC 2203	3
EDUC 2204	3
PSYC 2103	3
BIOL 2210K	4
BIOL 2211K	4
*One excess hour from Area D	1

18 hours

*HPER majors must take BIOL 1107K and 1108K in Area D.

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ADMISSION REQUIREMENTS INTO EDUCATOR PREPARATION PROGRAMS

To be admitted into an undergraduate educator preparation program within the University System of Georgia:

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have a passing score on the Regents' Test.
3. Students must have a passing score on PRAXIS I (SAT score of 1000 or higher will exempt one from PRAXIS I).



ASSOCIATE OF SCIENCE: MATHEMATICS OR PRE-ENGINEERING

Students who complete this program are prepared to pursue the bachelor's degree in mathematics, engineering, or a related field at a senior college or university. Theoretical mathematicians develop new principles and new relationships between existing principles of mathematics. Applied mathematicians develop mathematical approaches to solve practical problems in business, government, engineering, and the sciences. Related career opportunities include education, actuarial science, operations research, and statistics. Academic advisement for this program is provided by the Division of Natural Sciences and Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; or CHEM 1211K/1212K	8
MATH 2253 or one approved science or computer science course	4
	10 hours*

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

MATH 2253 or MATH 2254	4
MATH 2254 or MATH 2255	4
PHYS 1111K/1112K or PHYS 2211K/2212K	8
Two excess hours from Area D	2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

*The eleventh and twelfth hours appear in Area F.

ASSOCIATE OF SCIENCE: PHYSICS OR PRE-ENGINEERING

Students who complete this program are prepared to pursue the bachelor's degree in physics, engineering, or a related field at a senior college or university. Physicists use systematic observation and experimentation to investigate the structure of the universe and the interaction of matter and energy. Career opportunities include education, research, and product development. Engineers develop practical applications for scientific discoveries. Many career opportunities are found in subspecialties such as aerospace, chemical, civil, electrical, industrial, mechanical, mining, nuclear, and petroleum engineering. Academic advisement for this program is provided by the Division of Natural Sciences and Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K/ 1108K; or CHEM 1211K/1212K	8
MATH 2253 or one approved science or computer science course	4
	10 hours*

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

MATH 2253 or MATH 2254	4
MATH 2254 or MATH 2255	4
PHYS 2211K	4
PHYS 2212K	4
Two excess hours from Area D	2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

*The eleventh and twelfth hours appear in Area F.

ASSOCIATE OF SCIENCE: PRE-ALLIED HEALTH

Students who complete this program are prepared to pursue the bachelor's degree in health related fields at a senior college or university. Career opportunities are numerous and include dental hygiene, medical records administration, medical technology, nursing, occupational therapy, physical therapy, and sonography. Students enrolled in this program must work with an advisor to correlate their work at SGC with that required by the senior college or university to which they plan to transfer. Academic advisement for this program is provided by the Division of Natural Sciences and Mathematics.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1113	3
	9 hours

AREA B - Institutional Options

CISY 1100 and 1101 or any higher CISY course	2
COMM 1110	3
	5 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
ARTS 2205; ENGL 2111, 2112, 2120, 2130; HUMI 2221; MUSI 1100; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K/1212K; or PHYS 1111K/1112K	8
One approved math, science, or computer science course	3-4
	10 hours*

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from: ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POLS 2100, 2401; PSYC 1101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

Select zero to four courses from: BIOL 1107K, 1108K, 2210K, 2211K, 2215K; CHEM 1211K, 1212K, 2240K, 2241K	0-16
Select zero to two courses from: ASTR 1010/1010L, ASTR 1020/1020L, BIOL 2000/ 2000L, PHSC 1011/1011L; PHYS 1111K, 1112K.	0-8
Select zero to three courses from: PSYC 1101, 2103; SOCI 1101, 1160; MATH 2280	0-9
One or two excess hours from Area D.	1-2
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hour

*Eleventh and twelfth hours taken in Area D appear in Area F.

ASSOCIATE OF SCIENCE: RECREATION

Students who earn this degree are prepared to pursue the bachelor's degree in recreation at a senior college or university. Academic advisement for this program is provided by the Division of Health, Physical Education, and Recreation.

AREA A - Essential Skills

ENGL 1101	3
ENGL 1102	3
MATH 1111 or MATH 1101	3
	9 hours

AREA B - Institutional Options

CISY 1100 or any higher CISY course	1
COMM 1110	3
	4 hours

AREA C - Humanities/Fine Arts

ENGL 2111, 2112, 2120, or 2130	3
Select one course from:	
ENGL 2111, 2112, 2120, 2130; HUMI 2221; PHIL 1104; or THEA 1100	3
	6 hours

AREA D - Science, Mathematics, Technology

BIOL 1107K/1108K; CHEM 1211K /1212K; or PHYS 1111K /1112K	8
One approved math or science core curriculum course	3
	11 hours

AREA E - Social Sciences

HIST 1112	3
POLS 1101	3
Select two courses from:	
ECON 2105; HIST 1111, 2100, 2111, 2112, 2220; POL 2100, 2401; PSYC 1101, 2101; SOCI 1101, 1160	6
	12 hours

AREA F - Courses Related to the Program of Study

ARTS 2205	3
MUSI 1100	3
PSYC 1101 or SOCI 1101	3
RECR 2201	3
Select two courses from:	
RECR 2202, 2203, or 2204	6
	18 hours

Physical Education Requirements

HLTH 1103	2
Physical Education	2
	4 hours

TOTAL 64 hours

ASSOCIATE OF SCIENCE IN NURSING DEGREE



ASSOCIATE OF SCIENCE IN NURSING

Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the nurse to practice nursing and to use the title Registered Nurse (R.N.). Academic advisement for this program is provided by the Division of Nursing.

Freshman Year

BIOL 2210K and 2211K	8
BIOL 2215K	4
ENGL 1101	3
PSYC 1101	3
PSYC 2103	3
NURS 1100	3
NURS 1101	5
NURS 1102	5
NURS 1103	5
	<u>39</u> hours

Sophomore Year

CISY 1100 or any higher level CISY course	1
ARTS 2205, ENGL 2111, 2112,2120,2130; HUMI 2221, THEA 1100, or MUSI 1100	3
SOCI 1101	3
POLS 1100	1
NURS 2211	10
NURS 2213	6
NURS 2214	6
NURS 2215	1
Physical Education	2
	<u>33</u> hours

TOTAL 72 hours

ASSOCIATE OF SCIENCE IN NURSING LPN to RN

Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses, successful completion of which entitles the nurse to practice nursing and to use the title Registered Nurse (R.N.). Academic advisement for this program is provided by the Division of Nursing.

Freshman Year

BIOL 2210K and 2211K	8
BIOL 2215K	4
ENGL 1101	3
PSYC 1101	3
NURS 1104	10
	28 hours

Sophomore Year

CISY 1100 or any higher level CISY course	1
ARTS 2205, ENGL 2111, 2112, 2120, 2130; HUMI 2221, THEA 1100, or MUSI 1100	3
SOCI 1101	3
POLS 1100	1
NURS 2211	10
NURS 2213	6
NURS 2214	6
NURS 2215	1
Physical Education	2
	33 hours
TOTAL	61 hours

ASSOCIATE OF APPLIED SCIENCE DEGREES

Business

With program options in
Accounting
Management
General Business

Computer Information Systems

With program options in
Business Applications
Networking

Cooperative Program with East Central Technical College



ASSOCIATE OF APPLIED SCIENCE IN BUSINESS: ACCOUNTING OPTION

Students who earn the Associate of Applied Science Degree in Business: Accounting Option are prepared to systematize information about transactions and activities into accounts and quantitative records, verify accuracy of data by applying auditing principles, prepare budgets and financial reports, pay or receive money, and operate accounting software packages on micro computers. Potential occupations associated with this degree are junior accountant, bookkeeper, cost accountant assistant, payroll bookkeeper, and tax accountant assistant. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ACCT 2101	3
ACCT 2102	3
ACCT 2205	3
ACCT 2206	3
BUSA 2105	3
BUSA 2270	3
BUSA 2280	3
CISY 1100 or any higher CISY course not required in major	1-2
CISY 2000	4
CISY 2210	3
COMM 1110	3
ECON 2105	3
ENGL 1101	3
ARTS 2205, ENGL 2111, 2112,2120,2130; HUMI 2221;	
MUSI 1100 or THEA 1100	3
MATH 1101, MATH 1111 or BUSA 1121	3
POLS 1101	3
Choose one science elective with lab:	
ASTR 1010/1010L, BIOL 2000 /2000L, BIOL 1107K,	
CHEM 1211K; SCIE 1111/1111L, SCIE 1121/1121L,	
PHSC 1011, 1011L, PHYS 1111K.	4
Select one course from:	
HIST 1111, 1112, 2111, 2112; PSYC 1101; SOCI 1101, 1160.	3
Select two from the following:	
ECON 2106, BUSA 1105, BUSA 2231, BUSA 2251	6
HLTH 1103	2
Physical Education	2
TOTAL	64 semester hours

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS: MANAGEMENT OPTION

Students who earn the Associate of Applied Science degree in Business: Management Option explore job coordination and integration of people, capital, technology, clients, and time. Emphasis will be placed on the process of focusing these resources toward the organization's goal and the roles the manager will play. Potential occupations associated with this degree are operation of a private business, mid-management responsibilities for personnel, bookkeeping and operations, work related to specialized management training, inventory management, purchasing, production supervision, and quality control. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ACCT 2101	3
ACCT 2102	3
BUSA 2105	3
BUSA 2231	3
BUSA 2251	3
BUSA 2270	3
BUSA 2280	3
CISY 1100 or any higher CISY course not required in major	1-2
CISY 2000	4
CISY 2210	3
COMM 1110	3
ECON 2105	3
ENGL 1101	3
ARTS 2205, ENGL 2111, 2112,2120,2130; HUMI 2221; MUSI 1100 or THEA 1100	3
MATH 1101, MATH 1111 or BUSA 1121	3
POLS 1101	3
Choose one science elective with lab: ASTR 1010/1010L, BIOL 2000 /2000L, BIOL 1107K, CHEM 1211K; SCIE 1111/1111L, SCIE 1121/1121L, PHSC 1011, 1011L, PHYS 1111K	4
Select one course from: HIST 1111, 1112, 2111, 2112; PSYC 1101; SOCI 1101, 1160	3
Select two from the following: ACCT 2205, ACCT 2206, BUSA 1105, ECON 2106	6
HLTH 1103	2
Physical Education	2
TOTAL	64 semester hours

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS: GENERAL BUSINESS OPTION

Students who earn the Associate of Applied Science degree in Business: General Business Option learn the planning, organizing, and controlling functions in a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing people and functions, and decision making. Potential occupations associated with this degree are operation of self-owned business, mid-management responsibilities for personnel, book-keeping and operations, work related to specialized management training, inventory management, production supervision, and quality control. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ACCT 2101	3
ACCT 2102	3
BUSA 1105	3
BUSA 2105	3
BUSA 2270	3
BUSA 2280	3
CISY 1100 or any higher CISY course not required in major	1-2
CISY 1102	4
CISY 2000	4
COMM 1110	3
ECON 2105	3
ECON 2106	3
ENGL 1101	3
ARTS 2205, ENGL 2111, 2112,2120,2130; HUMI 2221; MUSI 1100 or THEA 1100	3
MATH 1101, MATH 1111 or BUSA 1121	3
POLS 1101	3
Choose one science elective with lab: ASTR 1010/1010L, BIOL 2000 /2000L, BIOL 1107K, CHEM 1211K; SCIE 1111/1111L, SCIE 1121/1121L, PHSC 1011, 1011L, PHYS 1111K	4
Select one course from: HIST 1111, 1112, 2111, 2112; PSYC 1101; SOCI 1101, 1160	3
Select two courses from the following: ACCT 2205, ACCT 2206, BUSA 2231, BUSA 2251	6
HLTH 1103	2
Physical Education	2

TOTAL 64 semester hours

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

Students who earn the Associate of Applied Science degree in Computer Information Systems are prepared to design and use the information processing systems that are required by business, government, and other institutions. Students are taught how to operate microcomputer equipment, how to use major system utilities such as word-processing, data-base management, and the Internet; and how to evaluate design, document, test, and maintain computer software. Potential occupations associated with this degree are computer programmer, junior programmer, business systems analyst (trainee), or operator for a data-base management system. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ACCT 2101	3
ACCT 2102	3
Select two courses from:	
ACCT 2205, 2206; BUSA 1105, 2105,	6
BUSA 2270	3
COMM 1110	3
ECON 2105	3
ENGL 1101	3
ARTS 2205, ENGL 2111, 2112,2120,2130; HUMI 2221;	
MUSI 1100, or THEA 1100	3
MATH 1101, MATH 1111 or BUSA 1121	3
POLS 1101	3
Choose one science elective with lab:	
ASTR 1010/1010L, BIOL 2000 /2000L, BIOL 1107K,	
CHEM 1211K; SCIE 1111/1111L, SCIE 1121/1121L,	
PHSC 1011, 1011L, PHYS 1111K.	4
Select one course from:	
HIST 1111, 1112, 2111, 2112; PSYC 1101; SOCI 1101, 1160.	3
HLTH 1103	2
Physical Education	2

Choose one of the following Program Options

1) Business Applications Track

CISY 1102	4
CISY 1105	3
CISY 2000	4
CISY 2202	4
CISY 2204	4
CISY 2210	3

2) Networking Track

CISY 1103	4
CISY 1105	3
CISY 2000	4
CISY 1104	4
CISY 2205	4
CISY 2206	4

TOTAL 66-67 semester hours

**COOPERATIVE ASSOCIATE OF APPLIED
SCIENCE DEGREE PROGRAMS**

with

EAST CENTRAL TECHNICAL COLLEGE



COOPERATIVE ASSOCIATE DEGREE PROGRAM with East Central Technical College

South Georgia College, in cooperation with East Central Technical College, offers programs of study which lead to the Associate of Applied Science (A.A.S.) degree. While the programs involve the completion of coursework at both institutions, students may begin the program at either school. Concurrent enrollment is also possible. When coursework at both institutions is completed, the degree is awarded by South Georgia College in cooperation with East Central Technical College.

Each program area requires the completion of a technical component at East Central Technical College **and** a core of general education courses at South Georgia College. When the prescribed technical component is completed, the College will accept the technical component from East Central Technical College. **Individual technical courses are not transferable to the College.**

Programs of Study:

A.A.S. in Business:

Business Office Technology
Marketing Management

A.A.S. in Technology:

Computer Information Systems
Convergent Telecommunications
Technology
Pharmacology Technology

A.A.S. in Services:

Criminology
Early Childhood Care and Education

The general education component of the A.A.S. degree that must be taken at South Georgia College consists of a minimum of 24 semester credit hours as follows:

Course No.	Course Title	Credit Hours
ENGL 1101	Composition I	3
MATH 1101 or MATH 1111	Mathematical Modeling College Algebra	3
POLS 1101	American Government	3
BUSA 2105 or COMM 1110	Business Communication Public Speaking	3
ARTS 2205 or HUMI 2221 or MUSI 1100 or THEA 1100	Understanding Art Humanities Music Appreciation Theater Appreciation	3
PHSC 1011 or SCIE 1111 or SCIE 1121	Foundations of Physical Science Foundations of Life Science Foundations of Environmental Science	3
HLTH 1103	Contemporary Health Issues	2
PHED	Physical Education	2
ELECTIVES	Selected in accordance with major	2
		24 semester hrs.

CERTIFICATES

Certificates

Business

Business Management

Computer Applications

Health Management

Information Systems

Networking Systems

School Health Nursing

Teacher's Aide



CERTIFICATE: BUSINESS

This program is designed to prepare individuals employed in business for increased levels of responsibility. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ACCT 2101	3
ACCT 2102	3
BUSA 1105	3
BUSA 1121	3
BUSA 2105	3
CISY 1105	3
ECON 2105	3
Select two courses from: ACCT 2205, 2206, BUSA 2231, 2251, 2270, 2280, CISY 1102, 2000, 2210, ECON 2106	<u>6 - 8</u>
TOTAL	27-29 semester hours

CERTIFICATE: BUSINESS MANAGEMENT

This program of study is designed to provide additional training and skills for individuals employed in business and business-related fields. The courses required in this program focus specifically upon developing strong human relations and communication skills and good business practices. Instruction in the use of computer technology will also be provided. Academic advisement for this program is provided by the Division of Business/Social Sciences.

BUSA 1105, 2105, 2231, 2251, 2270	15
CISY 1105	3
Elective	<u>0 - 3</u>
TOTAL	18-21

CERTIFICATE: COMPUTER APPLICATIONS

This program is designed to upgrade the technical skills of people who are already employed in business, data processing or a related field. It is not intended to prepare people for entry-level employment. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ACCT 2101	3
ACCT 2102	3
CISY 1105	3
CISY 1102	4
CISY 2000	4
CISY 2210	3
CISY 2202	4
CISY 2204	4
Select one course from:	
ACCT 2205, 2206, BUSA 2270, 2280	<u>3</u>
TOTAL	31 semester hours

CERTIFICATE: HEALTH MANAGEMENT

This program of study is designed to provide additional training and skills for individuals employed in health and health-related fields. The courses required in this program focus specifically upon developing strong human relations and communication skills and good business practices. Instruction in the use of computer technology will also be provided. Academic advisement for this program is provided by the Division of Business/Social Sciences.

BUSA 1105, 2105, 2231, 2251, 2270,	15
CISY 2210	3
Elective	<u>0-3</u>
TOTAL	18-21 semester hours

CERTIFICATE: INFORMATION SYSTEMS

This program is designed to provide an in-depth examination of micro-computer operations and applications. Academic advisement for this program is provided by the Division of Business/Social Sciences.

CISY 1102.....	4
CISY 1105.....	3
CISY 2000.....	4
CISY 2202.....	4
CISY 2204.....	4
CISY 2210.....	3
TOTAL	22 semester hours

CERTIFICATE: NETWORKING SYSTEMS

This program is designed to provide an in-depth examination of Microsoft 2000 products in order to prepare students to achieve MCSE (Microsoft Certified Systems Engineer) status. Academic advisement for this program is provided by the Division of Business/Social Sciences.

CISY 1103.....	4
CISY 1104.....	4
CISY 1105.....	3
CISY 2000.....	4
CISY 2205.....	4
CISY 2206.....	4
TOTAL	23 semester hours

CERTIFICATE: SCHOOL HEALTH NURSING

This program is designed to meet the needs of nurses who are currently employed (or wish to seek employment) as school nurses. These courses address issues and concerns specific to school health and are appropriate for nurses working in the elementary, middle, or high school environment. There are two options: Track I is for nurses currently employed in school health. Track II is for nurses beginning employment or seeking employment in this area. Academic advisement is provided by the Division of Nursing.

Track I

NURS 2300	4	
PHED 1002	1	
NURS 2250	1	
TOTAL	6	Hours

Track II

NURS 2400	8	
PHED 1002	1	
NURS 2250	1	
TOTAL	10	Hours

CERTIFICATE: TEACHER'S AIDE

This program of study is designed to provide additional training and skills for individuals employed in the field of education, i.e. paraprofessionals, support staff, bus drivers, etc. NOTE: This certificate does not provide paraprofessional certification as required by the Georgia Professional Standards Commission, but the coursework may be applied toward the associate and/or baccalaureate degrees. Academic advisement for this program is provided by the Division of Business/Social Sciences.

ENGL 1101	3	
ENGL 1102	3	
CISY 1105	3	
MATH 1101, MATH 1111, or BUSA 1121	3	
COMM 1110	3	
EDUC 2203	3	
EDUC 2204	3	
PSYC 1101	3	
PSYC 2103	3	
PHED 1001	2	
TOTAL	29	semester hours

COURSES OF INSTRUCTION

This section of the catalog contains the course title and course description for each of the courses listed in the curriculum guides. At the end of each course description are printed three numbers, such as 3-2-4. The first number indicates the number of lecture hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the semester hours of credit awarded for the successful completion of the course. Those courses which carry institutional credit and thus are not counted for graduation from SGC are appropriately marked. Students are herein notified that institutional credit courses do not transfer to other postsecondary institutions. Students are cautioned to check semester class schedules carefully to determine times and places of class meetings.

ACCOUNTING

ACCT 2101. Principles of Accounting I. A study of the underlying theory and application of financial accounting concepts. 3-0-3.

ACCT 2102. Principles of Accounting II. A Study of the underlying theory and application of managerial accounting concepts. Prerequisite: ACCT 2101. 3-0-3.

ACCT 2205. Intermediate Accounting. A problems course that provides a comprehensive review of the basic accounting sequence. Emphasis is on the preparation of financial statements and accounting of cash, investments, receivables, inventories, plant assets, intangible assets, liabilities, and stockholders' equity. Prerequisite: ACCT 2102. 3-0-3.

ACCT 2206. Cost Accounting. Managerial application of basic concepts and techniques of industrial accounting procedures which provide data for planning and cost control under job-order and process systems. Included are direct costing; job-order process; cost systems break even analysis; gross profit variations; analysis and interpretation of standard costing; and capital expenditure planning, evaluating and control. Prerequisite: ACCT 2102. 3-0-3.

ARTS

ARTS 2205. Understanding Art. Study of the underlying principles and understanding of the visual arts, including architecture, sculpture, and painting. Learning how to look at art in historical context. 3-0-3.

ASTRONOMY

ASTR 1010. Astronomy of the Solar System. Astronomy from early ideas of the cosmos to modern observational techniques. Topics include solar system planets, satellites, and minor bodies. The origin and evolution of the solar system. Prerequisite: MATH 1101 or 1111 and passing or exempting READ 0099. 3-0-3.

ASTR 1010L. Laboratory for Astronomy of the Solar System. A laboratory course to augment and support ASTR 1010. 0-2-1. Corequisite: ASTR 1010. Astronomy of the Solar System.

ASTR 1020. Stellar and Galactic Astronomy. The study of the sun and stars, the physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin and evolution of the Universe. Prerequisite: MATH 1101 or 1111 and passing or exempting READ 0099. 3-0-3.

ASTR 1020L. Laboratory for Stellar and Galactic Astronomy. A laboratory course to augment and support ASTR 1020. 0-2-1. Corequisite: ASTR 1020. Stellar and Galactic Astronomy.

BIOLOGY

BIOL 1107K. Principles of Biology I. The first in a two-semester sequence addressing biological principles. This course covers topics which are primarily molecular. Areas studied include the chemistry of life, the cell, respiration, photosynthesis, mitosis, meiosis, genetics, protein synthesis, and recombinant DNA technology. Some knowledge of chemistry is helpful. Laboratory exercises supplement the lecture material. Prerequisite: Passing or exempting READ 0099. 3-2-4.

BIOL 1108K. Principles of Biology II. The second in a two-course sequence addressing biological principles. Areas covered are organismic in nature and include topics in the kingdoms of life, plant structure and function, systems of the body, evolution, and ecology. Laboratory exercises supplement the lecture material. Prerequisite BIOL 1107K. 3-2-4.

BIOL 2000. Introductory Botany. A course to acquaint students with plant structure and function. Emphasis will be placed upon the ecology and recognition of local flora. Corequisite: BIOL 2000L. Prerequisite: BIOL 1107K or permission of the instructor and passing or exempting READ 0099. 3-0-3.

BIOL 2000L. Laboratory for Introductory Botany. A laboratory course to augment and support BIOL 2000. Prerequisite or corequisite: BIOL 2000 Introductory Botany. 0-3-1.

BIOL 2210K. Anatomy and Physiology I. An introduction to biological processes and anatomic terminology followed by an integrated study of the structure and function of the human body. Includes study of tissues, organs, and the following systems: integumentary, skeletal, muscular, and nervous. Prerequisite: BIOL 1107K or divisional approval and passing or exempting READ 0099. 3-2-4.

BIOL 2211K. Anatomy and Physiology II. A continuation of the study of the anatomy and physiology of the organ systems of man. Animal dissection included in laboratory work. Prerequisite: BIOL 2210K or divisional approval and passing or exempting READ 0099. 3-2-4.

BIOL 2215K. Microbiology. A study of microscopic forms of life. Emphasis is placed on infectious diseases highlighting the nature of the organisms, the interrelationship of microorganisms and human hosts, and the prevention and control of infectious diseases of humans. Laboratory work includes studies of microscopy, aseptic technique, culturing, staining methods, disinfection, and disease. Prerequisite: BIOL 1107K or BIOL 2210K. 3-3-4.

BUSINESS ADMINISTRATION

BUSA 1105. Introduction to Business. An integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.). 3-0-3.

BUSA 1121. Business Mathematics. A study of the use of mathematical processes applicable to the solution of business problems with some attention given to algebraic concepts and formulas. Electronic calculators are utilized in this course. 3-0-3.

BUSA 2105. Business Communications. A course emphasizing both interpersonal and organizational communications; to include written and oral exercises appropriate to business practice. Prerequisite ENGL 1101 or permission of instructor. 3-0-3.

BUSA 2231. Supervision. A study of basic management functions, policies, objectives, practices, principles, and concepts. Introduction to development, organization, and operation of industry. Principles and nature of effective first-line supervision and leadership. 3-0-3.

BUSA 2251. Human Resource Development. The problems of personnel relations as applied to the employment, development, maintenance, and utilization of a work force. Labor-management relations. 3-0-3.

BUSA 2270. Legal Environment of Business. An introductory course providing an examination of the legal environments of society and business with emphasis on constitutional law, administrative law, anti-trust law, securities regulations, the law of employment, labor law, environmental law, consumer protection, and the powers and functions of the judiciary in modern society. 3-0-3.

BUSA 2280. Introduction to Statistics. An introductory course in statistical decision making methods including sampling, measures of central tendency, frequency distributions, and hypothesis testing. Prerequisite: MATH 0099. (See MATH 2280). 3-0-3.

CHEMISTRY

CHEM 1211K. Principles of Chemistry I. First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. Laboratory exercises supplement the lecture material. Prerequisite: Passing or exempting READ 0099. 3-2-4.

CHEM 1212K. Principles of Chemistry II. Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Laboratory exercises supplement the lecture material. Prerequisite: CHEM 1211K. 3-2-4.

CHEM 2240K. Organic Chemistry I. The chemistry of carbon compounds. Topics include bonding, isomerism, stereochemistry, reaction mechanisms, and spectroscopy. Prerequisite: CHEM 1211K. 3-2-4.

CHEM 2241K. Organic Chemistry II. A continuation of the chemistry of carbon compounds. This course uses the principles of bonding, isomerism, stereochemistry, reaction mechanisms, and spectroscopy to explain the reactions of organic compounds containing specific functional groups. Prerequisite: CHEM 2240K. 3-2-4.

COMMUNICATIONS

COMM 1110. Public Speaking. Concentrates on one-to-group communication, stressing organization, content, and delivery. Prerequisite: Exemption of or completion of English and Reading LS requirements. 3-0-3.

COMPUTER INFORMATION SYSTEMS

CISY 1100. Fundamentals of Computer Information Systems. An introduction to the principles of hardware and software; the current Windows environment, e-mail, the Internet, file management and word processing. No previous computer knowledge or experience is required. 1-0-1.

CISY 1101. Computer Applications. A continuation of CISY 1100 including additional word processing features, an introduction to electronic spreadsheets, and a deeper analysis of the information processing cycle. Prerequisite: CISY 1100 or permission of instructor. 1-0-1.

CISY 1102. Word Processing and Desktop Publishing. A comprehensive course including advanced word processing features, an overview of various word processing software, and the use of graphics to produce documents of professional quality. Prerequisites: CISY 1100 and 1101 or CISY 1105 or permission of instructor. 4-0-4.

CISY 1103. MS Windows 2000 Professional. Provides the information and skills necessary to perform Windows 2000 Professional workstation setup and administration tasks in single and multiple domains. Topics include installation and upgrade procedures, administering access, configuring and managing hardware devices/drivers, troubleshooting the Windows 2000 desktop environment, data and system security. Prerequisite: CISY 1105 or permission of instructor. 4-0-4.

CISY 1104. MS Windows 2000 Server. Provides the information and skills necessary to perform Windows 2000 Server setup and administration tasks in single and multiple domains. Topics include installation and upgrade procedures, configuring network services, managing shared system and Web-based resources, monitoring and optimizing system performance, implementing network protocols and services, ensuring system security. Prerequisite: READ 0099 and CISY 1105 or permission of instructor. 4-0-4.

CISY 1105. Information Systems Technology. This course uses an introductory, hands-on approach to provide students with basic awareness, understanding, and skills in the educational and business utilization of microcomputers. Topics include introductions to word processing, databases, graphics, spreadsheets, communications, presentation software, and the Internet and electronic mail. A student with credit for CISY 1105 will not receive credit toward graduation for either CISY 1100 or 1101. 3-0-3.

CISY 2000. Communications Technology. This course provides an introduction to programming with HTML. Topics include creating a web page with links and tables, creating image maps, and working with HTML frames and forms. Prerequisites: READ 0099 and CISY 1100 and 1101 or CISY 1105 or permission of instructor. 4-0-4.

CISY 2202. Computer Programming for Business. The course offers a thorough treatment of programming concepts, with programs that yield visible or audible results in Web pages and Web-based applications. This course also explores effective Web page design and server- and client-side scripting. Prerequisite: READ 0099 and CISY 2000. 4-0-4.

CISY 2204. Advanced Computer Programming for Business. A continuation of CISY 2202 including additional treatment of programming concepts, with programs that yield visible or audible results in Web pages and Web-based applications. This course also explores Dynamic HTML concepts, Active X® controls, and the essentials of electronic commerce. Prerequisite: CISY 2202. 4-0-4.

CISY 2205. MS Windows 2000 Network Infrastructure Administration. This course introduces the logistics of planning the infrastructure of a Windows 2000-based network. Topics include: installing and configuring TCP/IP, using Windows Internet Name Service (WINS) and Domain Name System (DNS), deploying Dynamic Host Configuration Protocol (DHCP), providing Remote Access Service (RAS), Network Address Translation, and Internet Protocol Security (IPSec). Prerequisite: CISY 1104 or permission of instructor. 4-0-4.

CISY 2206. MS Windows 2000 Active Directory Services. This course introduces the logistics of planning, configuring, and administering the Active Directory Infrastructure. Topics include: configuring Domain Name System (DNS), administering user environment and software with a Group Policy, Remote Installation Services (RIS), implementing and troubleshooting security in a directory services infrastructure, monitoring and optimizing performance. Prerequisite: CISY 2205 or permission of instructor. 4-0-4.

CISY 2210. Advanced Computer Applications. An intensive study of electronic spreadsheets, database applications, and their integration with word processors. Prerequisite: CISY 1100 and CISY 1101 or CISY 1105 or permission of instructor. 3-0-3.

COMPUTER SCIENCE

CSCI 1301. Computer Science I. This course includes an overview of computers and programming; problem-solving and algorithm development; simple data types; arithmetic and logical operators; selection structures; repetition structures; text files; arrays (one-and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent). Prerequisite: READ 0099. 4-0-4.

CSCI 1302. Computer Science II. This course includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees). Prerequisite: CSCI 1301. 4-0-4.

CRIMINAL JUSTICE

CRJU 1101. Introduction to Criminal Justice. An orientation course designed to acquaint the student with the structural, functional, historical, and philosophical aspects of the criminal justice system that includes law enforcement, corrections, juvenile justice, and the courts. 3-0-3.

CRJU 2100. Survey of Law Enforcement. An overview of law enforcement in a free society and the relationship of police to the criminal justice system as a whole. History, organization, administration, operations, and selected issues such as community-oriented policing are examined. 3-0-3

CRJU 2200. Introduction to Corrections. An introduction to the correctional system, examining the historical, philosophical, and theoretical aspects of the correctional system including incarceration, parole, and juvenile systems, as well as social interventions. 3-0-3

CRJU 2300. Judicial Process. A study of the jurisdiction, policies, and procedures of courts in the administration of criminal justice. 3-0-3

ECONOMICS

ECON 1100. Economics for Life. Across the life span, individuals will require such practical skills as balancing the family budget, when and how much to borrow and save, when to use and not use credit cards, and how to calculate the financial costs of all these decisions. This course will provide such skills as well as assistance with such crucial practical decisions as mortgage and insurance decisions for life. 1-0-1. (Institutional Credit)

ECON 2105. Principles of Macroeconomics. A principles of economics course intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Prerequisite: Passing or exempting READ 0099. 3-0-3.

ECON 2106. Principles of Microeconomics. A principles of economics course intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy. Prerequisite: Passing or exempting READ 0099. 3-0-3.

EDUCATION

EDUC 2203. Introduction to Educational Practices. An experience-based survey course of current educational structures and teaching-learning practices, of their evolution and current innovations. 3-0-3.

EDUC 2203L. Educational Field Experience. This off-campus field experience is designed for students interested in pursuing a career in education. It provides an opportunity to work with a professional educator in a formal educational setting. Co-requisite EDUC 2203. 0-2-1.

EDUC 2204. Teaching the Exceptional Student. Characteristics of the exceptional student as well as the most appropriate teaching methods to facilitate learning will be examined. Prerequisite: EDUC 2203 or permission of instructor. 3-0-3.

ENGLISH

ENGL 0099. Grammar Review and Basic Composition. A course providing review of standard English usage and instruction and practice in writing sentences, paragraphs, and essays. \$3.00 lab fee. 4-0-4. (Institutional Credit.)

ENGL 1101. Composition I. A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Prerequisite: Passing or exempting ENGL 0099 and READ 0099. Minimum grade of "C" is required for graduation. 3-0-3.

ENGL 1102. Composition II. A composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation of works of various literary genres, and that incorporates a variety of more advanced research methods. Prerequisite: ENGL 1101 with a minimum grade of "C". Minimum grade of "C" in ENGL 1102 is required for graduation. 3-0-3.

ENGL 1111-1116. Creative Writing. This course sequence offers practical writing experience in major literary genres, with special emphasis on short fiction and poetry. It includes in-class analysis and criticism of the works produced. 1-0-1. (Institutional credit).

ENGL 2111. World Literature I. A survey of important works of world literature from ancient times through the mid-seventeenth century. Prerequisite: ENGL 1101. 3-0-3.

ENGL 2112. World Literature II. A survey of important works of world literature from the mid-seventeenth century to the present. Prerequisite: ENGL 1101. 3-0-3.

ENGL 2120. British Literature. A survey of important works of British literature. Prerequisite: ENGL 1101. 3-0-3.

ENGL 2130. American Literature. A survey of important works of American literature. Prerequisite: ENGL 1101. 3-0-3.

FRENCH

FREN 1001. Elementary French I. Grammar, reading, writing, simple listening and speaking skills. Prerequisite: ENGL 0099 and READ 0099. 3-0-3.

FREN 1002. Elementary French II. Continuation of French 1001. Prerequisite: FREN 1001 or equivalent. 3-0-3.

FREN 2001. Intermediate French I. A more advanced course which refines skills in grammar, reading, writing, and speaking. Prerequisite: FREN 1002 or equivalent. 3-0-3.

FREN 2002. Intermediate French II. Application and refinement of basic skills with emphasis on reading, writing, and speaking. Prerequisite: FREN 2001 or equivalent. 3-0-3.

HEALTH

HLTH 1103. Contemporary Health Issues. This course is designed to introduce students to a wide range of health issues while stressing the concept of individual wellness. 2-0-2.

HISTORY

HIST 1111. World History. A survey of World History to early modern times. Prerequisite: Passing or exempting READ 0099. 3-0-3.

HIST 1112. World History. A survey of World History from early modern times to the present. Prerequisite: Passing or exempting READ 0099. 3-0-3.

HIST 2100. Introduction to the European Union. This course introduces the student to the historical origins and development of the European Union, the EU's governing institutions, the EU's policymaking processes, current EU policies and issues, and EU-US relations. The course also constitutes the core offering of the European Union Studies Certificate program. Prerequisite: Passing or exempting READ 0099. 3-0-3. (See POLS 2100).

HIST 2111. Survey of U.S. History. A survey of U.S. History to the post-Civil War period. Prerequisite: Passing or exempting READ 0099. 3-0-3.

HIST 2112. Survey of U.S. History. A survey of U.S. History from the post-Civil War period to the present. Prerequisite: Passing or exempting READ 0099. 3-0-3.

HIST 2220. African American History. A survey of the history of African Americans in the United States, emphasizing their unique heritage within, historical evolution in, and contributions to American society. The course analyzes the institutions, personalities, and trends that shaped the social, economic, political, and cultural developments of the United States. 3-0-3.

HUMANITIES

HUMI 2221. Humanities. An integrated course stressing the interrelationship of the visual arts, music, and literature of Western Civilization. 3-0-3.

JOURNALISM

JRNL 1100, 1101, 1102, 1103, 1104, 1105. Practical Journalism. Primarily lab courses designed for students working on student publications. Some theory plus practical experience in writing, editing, and graphics. 0-2-1 for each course. (Institutional Credit)

MATHEMATICS

MATH 0090. Arithmetic Review. A course designed to review basic arithmetic and provide instruction in fundamental mathematical operations. Topics include fractions, decimals, percentages, ratios, and proportions. For students in selected non-transfer programs. 1-0-1. (Institutional credit)

MATH 0097. Fundamentals of Algebra. A study of the real number system and its properties. A review of basic arithmetic concepts with special attention to fractions and decimals. Special emphasis on exploring the language of algebra, linear equations and inequalities, quadratic and literal equations, polynomial operations, factorization, rational expressions and word problems. \$3.00 lab fee. 4-0-4. (Institutional Credit)

MATH 0099. Intermediate Algebra. A study of the real and complex number systems. Special emphasis on rational expressions, rational exponents, quadratic equations, radicals, graphing, compound inequalities, complete factorization and word problems. Topics will be investigated through the use of a graphing calculator. Prerequisite: MATH 0097, or appropriate score on the Collegiate Placement Exam or COMPASS. \$3.00 lab fee. 4-0-4. (Institutional Credit)

MATH 1101. Introduction to Mathematical Modeling. This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use (supported by appropriate technology) of elementary functions to investigate and analyze applied problems and questions and on effective communication of quantitative concepts and results. Credit for this course may not be used toward graduation if it is taken in addition to MATH 1111. Prerequisites: Exemption from or successful completion of MATH 0099. 3-0-3.

MATH 1111. College Algebra. This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. Prerequisite: Passing or exempting MATH 0099. 3-0-3.

MATH 1113. Precalculus. This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Prerequisite: MATH 1111 or departmental permission. A grade of "C" or better in MATH 1111 is recommended. 3-0-3.

MATH 2253. Calculus I. A course integrating basic ideas from analytic geometry with the introductory concepts of differential and integral calculus. Topics include limits, continuity, slope, tangent, rate of change, optimization, derivatives, and integrals. The Fundamental Theorem of Calculus is studied in detail. Applications are drawn from physics, engineering, business, and economics. A thorough knowledge of algebraic and trigonometric identities is necessary for success in this course. Prerequisite: A grade of "C" or better in MATH 1113. 4-0-4.

MATH 2254. Calculus II. A continuation of Calculus I. Transcendental, logarithmic, exponential, and trigonometric functions are defined and their differential and integral properties are studied in detail. Techniques of integration, such as trigonometric substitution, integration by parts, and partial fractions are developed. Other topics studied include the theory of plane analytic geometry, the relationship between Cartesian and polar coordinates, conic sections, indeterminate forms, L'Hopital's rule, improper integrals, Taylor's formula, the theory of sequences and infinite series, tests for convergence, and the power series representation of elementary functions. Prerequisites: A grade of "C" or better in MATH 2253. 4-0-4.

MATH 2255. Calculus III. A continuation of Calculus II. A study of vectors in the plane as well as vectors in three-space; lines, planes, and surfaces in space; real-valued functions of several variables, partial derivatives, multiple integrals, vector analysis, and applications. Prerequisite: MATH 2254. 4-0-4.

MATH 2280. Introduction to Statistics. An introductory course in statistical decision making methods including sampling, measures of central tendency, frequency distributions, and hypothesis testing. Prerequisite: MATH 0099. (See BUSA 2280) 3-0-3.

MUSIC

MUSI 1100. Music Appreciation. Designed to develop appreciation of music through listening and study. Topics include musical instruments, terms and symbols, forms, and characteristics/composers of the Medieval, Renaissance, Baroque, Classical, Romantic, and Modern periods. 3-0-3.

NURSING

NURS 1050. Transition to Nursing. A one semester hour elective course designed to prepare students for the roles of professional nursing. Emphasis will be placed on medical and nursing terminology, abbreviations, apothecary system and critical thinking skills. 1-0-1.

NURS 1100. Introduction to Nursing. A three semester hour course placed in the first semester of the nursing sequence. This course will be taught during the first five weeks of the semester. There are nine hours of class weekly. It is an introductory course designed to provide the student with fundamental knowledge upon which sequential study will be developed. Calculations of mathematical measurements and conversions essential to the administration of medications are stressed throughout this course. The concepts of adaptation, developmental stages, basic needs the-

ory, critical thinking, health promotion, maintenance and restoration, and associate degree role functions are introduced as the framework of the nursing curriculum. Prerequisites: Completion of or concurrent enrollment in MATH 0090 if required. Concurrent enrollment in or completion of BIOL 2210K with a grade of "C" or better. Current CPR certification or concurrent enrollment in a CPR class approved by the American Heart Association or American Red Cross including infant, child and adult. 3-0-3.

NURS 1101. Fundamentals of Nursing. A five semester hour course placed in the last ten weeks of the first semester of the nursing sequence. There are five hours of class and six hours of lab weekly. It is a course designed to provide the student with basic skills and to facilitate the acquisition of fundamental knowledge upon which sequential study will be developed. Selected clinical experiences are provided. An introduction to the well older adult is begun. Basic therapeutic skills are learned and demonstrated in the campus laboratory as simulated experiences. Prerequisites: Completion of all learning support courses and concurrent enrollment in or completion of BIOL 2210K with a grade of "C" or better. Current CPR certification or concurrent enrollment in a CPR class (approved by the American Heart Association or American Red Cross including infant, child and adult); current health insurance, and physical examination. Completion of NURS 1100 with a grade of "C" or better. 3-6-5.

NURS 1102. Care of Adults I. A five semester hour course placed in the second semester of the nursing sequence. There are three hours of class and six hours of lab weekly. It is designed as a continuation of Nursing 1101 and facilitates use of the nursing process when caring for clients who are experiencing interferences with the basic physiologic needs of oxygenation, mobility, and nutrition and the basic safety, love and belonging, and self-esteem needs. Technical skills are refined and new skills are learned in simulated and actual clinical experiences. Emphasis is placed on specific regulatory mechanisms, and physical and emotional maladaptive responses to stressors occurring with clients during the developmental stage of middle adulthood. Prerequisites: NURS 1100 and 1101, PSYC 1101, BIOL 2210K, and concurrent enrollment in or completion of BIOL 2211K with grades of "C" or better. Current CPR certification approved by the American Heart Association or Red Cross including infant, child and adult. 3-6-5.

NURS 1103. Mental Health Nursing. A five semester hour course placed in the second semester of the nursing sequence. It includes three hours of class and six hours of clinical each week. The course is intended to provide basic knowledge and skills necessary to meet the needs of mental health clients. Emphasis is placed on the students' use of oral communication with clients in both one-to-one and group settings. Dynamics of adaptive and maladaptive behaviors are considered. Knowledge of Maslow's Hierarchy of Needs and Erikson's Stages of Development are utilized to assess client needs. Students are expected to use critical thinking in essential nursing roles to provide care for clients in community health settings. Clinical experiences may be with mental health clients from private psychiatric hospitals, a VA hospital, day treatment centers, and substance abuse centers. Prerequisites: Completion of NURS 1100 and 1101, BIOL 2210K and PSYC 1101 with grades of "C" or better, current CPR certification and current health forms. Completion of or concurrent enrollment in BIOL 2211K. 3-6-5.

NURS 1104. Career Mobility for LPNs to RNs. A 10 semester hour course placed in the summer semester of the nursing sequence. There are eight hours of class and six hours of laboratory experience weekly. The course provides for advanced placement of the licensed practical nurse in the associate degree nursing program and builds upon the previous knowledge and skills obtained in the licensed practical

nurse education. New concepts and skills will be introduced upon which sequential study will be developed. The concepts of Adaptation; Developmental Stages; Basic Needs Theory; Critical Thinking; Health-Illness Environment; Promotion, Maintenance, and Restoration of Health; and the Role Functions of the Associate Degree Nurse are introduced as the framework of the curriculum. Emphasis is placed on the use of critical thinking to meet the needs of clients in the practice of mental health nursing and medical-surgical nursing. Emphasis is placed on the students' use of verbal communications with adult clients in both one-to-one and group settings. Students may utilize private psychiatric hospitals, a VA hospital, day treatment centers, and substance abuse centers for clinical experiences. Other clinical experiences will be offered in the campus lab and through the use of case studies. Prerequisites: Completion of or concurrent enrollment in MATH 0090 if required. Completion of BIOL 2210K, BIOL 2211K, and PSYC 1101 with grades of "C" or better. Completion of, with grades of "C" or better, or concurrent enrollment in BIOL 2215K and PSYC 2103. Completion of a minimum of 21 semester credit hours with grades of "C" or better. Current CPR certification approved by American Heart Association or Red Cross, including infant, child and adult; current health insurance, and physical examination. 8-6-10.

NURS 2200. Health Assessment Across the Lifespan. A three semester hour elective course designed to teach advanced assessment skills focusing on infants; children; adolescents; young, middle and older adults. This course will enhance history taking and interviewing skills, performance of the physical exam and clinical judgments about the client's health care needs. Prerequisite: NURS 1100 and 1101 or equivalent. 2-3-3.

NURS 2211. Care of Adults II. A ten semester hour course placed in the third or fourth semester of the nursing sequence. There are six hours of class and twelve hours of lab weekly. It is designed as a continuation of Care of Adults I and facilitates use of critical thinking when caring for clients who are experiencing interferences with the basic physiologic needs of nutrition, mobility, elimination, and sexuality. Technical skills are refined and new skills are learned in simulated and actual clinical experiences. Attention is given to specific maladaptive responses to stressors occurring in adult clients. Roles and responsibilities of the nurse in caring for clients with common recurring health problems will be explored and defined. Rehabilitative aspects of care expand to include provider and teacher roles. Students are expected to apply knowledge of developmental theory, anatomy and physiology, nursing concepts, and skills previously acquired in providing nursing care for the adult client. This course provides in-depth exploration of client responses to complex multi system disorders. Maslow's hierarchy is utilized to prioritize needs for clients in all stages of development throughout the life span. NURS 2211 utilizes various community resources to afford the nursing student opportunities for selected clinical laboratory and observation experiences. Experience as manager of care for small groups of clients is provided. Prerequisites: NURS 1100, 1101, 1102, 1103 or 1104, BIOL 2210K, BIOL 2211K, BIOL 2215K, PSYC 1101, and PSYC 2103 with grades of "C" or better. Current CPR certification (American Heart Association or American Red Cross) including infant, child, and adult. 7-9-10.

NURS 2213. Women's Health. A six semester hour course placed in the third or fourth semester of the nursing sequence. There are four hours of class and six hours of clinical laboratory each week. This course focuses on the study of issues related to women's health. Women's health will be examined from conception through menopause with particular emphasis being placed on the woman and her family during the childbearing period. Nursing 2213 is designed to assist the student in utilizing critical thinking to provide care for women through all phases of their lives

and for the newborn during the first month of life. The family-centered approach emphasizes care of the family as well as identification of those stressors which interfere with adaptation to normal pregnancy, childbirth, and the neonatal period as well as other time periods in a woman's life. Health and wellness for women will be presented so that the student can begin to incorporate assessment as well as teaching strategies to assist women in maintaining optimal health. Gynecologic issues for women will be identified and nursing care for women and their families experiencing crisis will be discussed. Students are expected to apply knowledge of developmental theory, anatomy and physiology and nursing concepts and skills previously acquired in providing nursing care in the hospital and selected community settings. Prerequisites: NURS 1100, 1101, 1102, 1103 **or** NURS 1104; BIOL 2210K and BIOL 2211K, BIOL 2215K; PSYC 1101 and PSYC 2103 with grades of "C" or better. Current CPR certification (approved by the American Heart Association or American Red Cross) including infant, child, and adult. 4-6-6.

NURS 2214. Nursing of Children. A six semester hour course placed in the third or fourth semester of the nursing sequence. There are four hours of class and six hours of clinical laboratory weekly. Emphasis is on a family-centered approach to the nursing care of children. Consideration is given to the well child and to the child who has special adaptation needs due to the stress of illness. Use of critical thinking to provide care for children from infancy through adolescence who are operating on the first four levels of Maslow's Hierarchy will be explored. Students utilize previously acquired nursing principles and skills as well as knowledge of growth and development and anatomy and physiology in providing care in the hospital and selected community settings. Age appropriate oral and written communication techniques will be utilized in interpersonal, small group, and one-to-one presentations. Prerequisites: NURS 1100, 1101, 1102, 1103 **or** NURS 1104; BIOL 2210K, BIOL 2211K, BIOL 2215K, PSYC 1101, and PSYC 2103 with grades of "C" or better. Current CPR certification (approved by the American Heart Association or American Red Cross) including infant, child, and adult. 4-6-6.

NURS 2215 - Management and Health Care Issues. A one semester hour course placed in the second year of the nursing sequence. This course may be taken concurrently with any second level nursing course. It is designed to bridge the gap between theory and practice and to increase the relevance of nursing leadership and management. Transition from the role of student nurse to graduate nurse is emphasized by explaining how theory translates into behaviors appropriate to contemporary nursing care management. Conflict resolution, interpersonal relationships, and oral and written communication skills are emphasized as tools for leadership and management. The use of computer searches on the world wide web provides the student with a broad base of knowledge. This course serves to differentiate traditional leadership and management perspectives and to relate them in an integrated way with contemporary nursing trends and practice applications. Prerequisites: Minimum grade of "C" in all first level nursing courses. 1-0-1.

NURS 2250. Child and Adolescent Health Assessment. A one semester hour course designed to teach physical assessment skills related to children and adolescents. There are fifteen hours of lecture. This course will enhance history taking and interviewing skills, performance of the physical exam and clinical judgments about the client's health care needs. Prerequisites: Licensure as a nurse. Current CPR certification (approved by the American Heart Association or Red Cross) including infant, child, and adult. 1-0-1.

NURS 2300. School Health Nursing. A four semester hour course for nurses currently employed in the area of school health. There are 60 hours of class time. This course utilizes skills and concepts acquired in previous educational experiences.

Developmental and basic needs theories are reinforced. Emphasis is placed on health promotion as well as specific physical and emotional maladaptive responses of school aged children and adolescents. Prerequisites: Licensure as a nurse. Current CPR certification (approved by the American Heart Association or Red Cross) including infant, child, and adult. Experience in school health setting. 4-0-4.

NURS 2400. School Health Nursing with Practicum. An eight semester hour course for nurses beginning employment or seeking employment in the area of school health. There are 90 hours of class time and 60 hours of clinical lab. This course utilizes skills and concepts acquired in previous educational experiences. Developmental and basic needs theories are reinforced. Additional technical skills specifically for school health are acquired and clinical experience is gained in a school-based practicum. Emphasis is placed on health promotion as well as specific physical and emotional maladaptive responses of school aged children and adolescents. Prerequisites: Licensure as a nurse. Current CPR certification (approved by the American Heart Association or Red Cross) including infant, child, and adult. Experience in school health setting. 6-4-8.

PHILOSOPHY

PHIL 1104. Introduction to Philosophy. A sampling of the insights of major philosophers and their relevance to contemporary problems. Prerequisite: passing or exempting READ 0099. 3-0-3.

PHYSICAL EDUCATION

PHED 1000. Fitness for Life. A lecture-laboratory course designed to provide the student with physiological, psychological, and sociological evidence of why humans should exercise. Each student develops and implements an individualized fitness program. 1-2-2.

PHED 1001. First Aid. A basic first aid course which covers care given to a person who has been injured or suddenly taken ill. 2-0-2.

PHED 1002. CPR (Cardio Pulmonary Resuscitation). An American Heart Association curriculum dealing with respiratory and cardiac emergencies. Completion of this course certifies one as a Healthcare Provider (nurses) or a Heart Saver Provider (lay people). \$3.00 lab fee. 1-1-1.

PHED 1003. CPR Recertification. Prerequisites: PE 1002 or proof of previous American Heart Basic Rescuer certification. \$4.00 lab fee. 1-1-1.

PHED 1003L. CPR Lab for First Aid. An American Heart Association curriculum dealing with respiration and cardiac emergencies. Completion of this course certifies one as a Heart Saver Provider (Lay people). Prerequisite or Corequisite: PHED 1001-First Aid. 0-2-1

PHED 1100. Personal Fitness I. Emphasizes an individualized fitness program which includes aerobic, flexibility, strength, and cardiovascular endurance activities. 0-2-1.

PHED 1101. Personal Fitness II. Course II will allow a student to continue the personalized fitness program for an additional semester. 0-2-1.

PHED 1102. Weight Training. Emphasizes weight lifting, circuit training, and cardiovascular endurance. 0-2-1.

PHED 1104. Fitness Walking/Aerobics. A course designed to increase fitness, reduce stress, and improve health through the use of aerobics and graded walking techniques. 0-2-1.

PHED 1200. Tennis/Golf. Emphasizes the fundamental skills of tennis and golf. 0-2-1.

PHED 1202. Bowling. Emphasizes the fundamental skills of bowling. \$40.00 lab fee. 0-2-1

PHED 1201. Tennis/Badminton. Emphasizes the fundamental skills of tennis and badminton. 0-2-1.

PHED 1300. Softball/Volleyball. Emphasizes fundamental skills and team concepts of softball and volleyball. 0-2-1.

PHED 1301. Volleyball/Basketball. Emphasizes fundamental skills and team concepts of volleyball and basketball. 0-2-1.

PHED 1400. Firearm Safety. An introduction to the rules of safety and operation of the B.B. gun, rifle and hand gun. Successful completion of the course certifies students in Hunter Safety. 0-2-1.

PHED 1500. Beginning Swimming. For non-swimmers or swimmers who can swim less than 40 yards. 0-5-1.

PHED 1501. Swimming. For swimmers who can swim 40 yards or more. 0-5-1.

PHED 1502. Lifeguarding. Students must pass the American Red Cross entrance requirement of swimming 500 yards to enroll in class. CPR certification is required. A student may be dually enrolled in CPR and PHED 1502 and receive credit for each without being certified as a lifeguard. 1-2-2.

PHED 1600. Dance/Aerobics. Emphasizes the improvement of cardiovascular efficiency and muscle tone through aerobics and dance. 0-2-1.

PHED 2010. Foundations of Health and Physical Education. Through this course the student explores the history, principles, and philosophical bases of health and physical education. Career opportunities in health and physical education are examined and important leaders and literature reviewed. 3-0-3.

PHYSICAL SCIENCE

PHSC 1011. Foundations of Physical Science. A survey of basic principles underlying physical phenomena. Topics studied include motion, energy, work, wave phenomena, and modern science. Prerequisite: MATH 1101 or 1111, passing or exempting READ 0099. 3-0-3.

PHSC 1011L. Laboratory for Foundations of Physical Science. A laboratory course to augment and support PHSC 1011. Prerequisite: Passing or exempting READ 0099. Prerequisite or Corequisite: PHSC 1011. 0-2-1.

PHYSICS

PHYS 1111K. Introductory Physics I. An introductory course which includes material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry are used. Prerequisite or Corequisites: MATH 1113. Prerequisite: Passing or exempting READ 0099. 3-2-4.

PHYS 1112K. Introductory Physics II. An introductory course which includes material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry are used. Prerequisite: PHYS 1111K. 3-2-4.

PHYS 2211K. Principles of Physics I. An introductory course which includes material from mechanics, thermodynamics, and waves. Elementary differential calculus is used. Prerequisite or Corequisite: MATH 2253 Prerequisite: Passing or exempting READ 0099. 3-2-4.

PHYS 2212K. Principles of Physics II. An introductory course which includes material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus are used. Prerequisite: PHYS 2211K and Prerequisite or Corequisite: MATH 2254. 3-2-4.

POLITICAL SCIENCE

POLS 1100. American and Georgia History and Constitution. This course is designed to provide students with the essential knowledge of American Constitution/History and Georgia Constitution/History in order to meet the Georgia legislative requirement. 1-0-1.

POLS 1101. American Government. Designed to give the student a general knowledge of the structure and functions of the government of the United States and Georgia with some time devoted to the study of current events and problems. Successful completion of the Georgia and U.S. History component of this course satisfies Georgia General Assembly's requirements for proficiency in United States-Georgia history and government. Prerequisite: Passing or exempting READ 0099. 3-0-3.

POLS 2100. Introduction to the European Union. This course introduces the student to the historical origins and development of the European Union, the EU's governing institutions, the EU's policymaking processes, current EU policies and issues, and EU-US relations. The course also constitutes the core offering of the European Union Studies Certificate program. 3-0-3. (See HIST 2100)

POLS 2401. Global Issues. Examines how and why states act as they do in their contemporary relations. Continuing factors such as power, war, ideology, and governmental organizations, and recently emerging influence including supranational organizations, multinational corporations and natural resource allocation are examined. Prerequisite: Passing or exempting READ 0099. 3-0-3.

PSYCHOLOGY

PSYC 1101. Introduction to General Psychology. A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal behavior/therapy. Prerequisite: Passing or exempting READ 0099. 3-0-3.

PSYC 2101. Introduction to the Psychology of Adjustment. An introductory examination of the applied psychological theory and research concerning mental health and well being. 3-0-3.

PSYC 2103. Introduction to Human Development. An introductory, non-laboratory based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development. Prerequisite: PSYC 1101. 3-0-3.

READING

READ 0099. Developmental Reading. A course providing instruction for the improvement of reading skills. Emphasizes the building of vocabulary, the improvement of rate, and the acquisition of analytical skills necessary for efficient reading of college-level materials. \$3.00 lab fee. 4-0-4. (Institutional Credit.)

REGENTS' TEST

RGTE 0199. Regents' Test Essay Preparation. This intensive writing course is designed to prepare the student to take or retake the essay section of the Regents' Test. 2-0-2. (Institutional Credit.)

RGTR 0198. Regents' Test Reading Preparation. A course providing reading skills improvement for students preparing to take or retake the reading section of Regents' test. 2-0-2. (Institutional Credit.)

RECREATION

RECR 2201. Introduction to Recreation Services. This course is designed to introduce students to the concepts and principles of leisure and recreation. Opportunity is offered for each student to observe the recreation services of a number of agencies in operation. 3-0-3.

RECR 2202. Social Recreation. Social recreation is designed to offer students the materials, information, and experience necessary to adequately conduct social recreation programs. 2-2-3.

RECR 2203. Outdoor Recreation. Presents an overview of the scope of outdoor recreation. The history and development of outdoor recreation, conservation, and organized camping is presented. 2-2-3.

RECR 2204. Recreation Leadership. This course is designed to give students experience and knowledge of leadership principles and procedures in recreation. 2-2-3.

SCIENCE

SCIE 1111. Environmental Science-Energy, Air, and Water Resources. An interdisciplinary course that uses scientific principles to examine environmental issues. The inter-relatedness between humans and nature as well as the earth's limited resources will be studied. Specific topics include human population, traditional energy sources, alternative energy sources, air pollution, formation of the ozone hole, global warming, and water pollution. Prerequisite: Passing or exempting READ 0099. 3-0-3.

SCIE 1111L. Laboratory for Environmental Science-Energy, Air, and Water Resources. A laboratory course to augment and support SCIE 1111. Prerequisite or Corequisite: SCIE 1111. 0-2-1.

SCIE 1121. Environmental Science-Earth and Biological Resources. An interdisciplinary course covering environmental issues relating to Earth's terrestrial and aquatic ecosystems, weather, agricultural issues, waste and waste management and geology. The environmental science courses SCIE 1111 and SCIE 1121 are totally independent. You may take SCIE 1121 without taking SCIE 1111. Prerequisite: Passing or exempting READ 0099. 3-0-3.

SCIE 1121L. Laboratory for Environmental Science–Earth and Biological Resources. A laboratory course to augment and support SCIE 1121. Prerequisite or Corequisite: SCIE 1121. 0-2-1.

SOCIOLOGY

SOCI 1101. Introductory Sociology. A study of the discipline of sociology. Topics will include sociological theory, methods and selected substantive areas. Prerequisite: Passing or exempting READ 0099. 3-0-3.

SOCI 1160. Introduction to Social Problems. A theoretical and empirical analysis of selected major problems confronting American society. Prerequisite: Passing or exempting READ 0099. 3-0-3.

SPANISH

SPAN 1001. Elementary Spanish I. Grammar, reading, writing, simple listening and speaking skills. Prerequisite: Passing or exempting ENGL 0099 and READ 0099. 3-0-3.

SPAN 1002. Elementary Spanish II. Continuation of SPAN 1001. Prerequisite: SPAN 1001 or equivalent. 3-0-3.

SPAN 2001. Intermediate Spanish I. A more advanced course which refines skills in grammar, reading, writing, and speaking. Prerequisite: SPAN 1002 or equivalent. 3-0-3.

SPAN 2002. Intermediate Spanish II. Application and refinement of basic skills with emphasis on reading, writing, and speaking. Prerequisite: SPAN 2001 or equivalent. 3-0-3.

STRATEGIES FOR SUCCESS

SSCL 0099. Strategies for Success in College. An elective course placed in the fall and spring semesters designed to provide the student with opportunities to develop a wide range of skills necessary to complete a college education. Students will receive instruction in career planning, study skills, test-taking skills, stress management, time management, decision making, etc. Enrollment in this course is limited to participants of Student Support Services Program. 1-1-1. (Institutional Credit).

THEATER

THEA 1000, 1001, 1002 1003. Theater Practicum. A lab course for students participating in a theater production as actors and/or technical crew. 0-2-1 (Institutional Credit)

THEA 1100. Theater Appreciation. A study of the theater as a collaborative art form, from script to performance. Includes historical background, the roles of the various persons involved both on and off stage, and the importance of both the performance space and the audience. 3-0-3.

THEA 2750. Basic Technical Theater and Stage Lighting. An introduction to stagecraft and stage lighting, including the tools, materials, equipment, and techniques used for the construction of scenery, properties, and basic lighting for the stage. 3-0-3.

THEA 2800. Fundamentals of Acting. An introduction to the principles of acting, including proper preparation for acting, physical and vocal control and flexibility, and the analysis and creation of character. Instruction includes class lectures, exercises, and scene study. 3-0-3.



PERSONNEL

Administrative Officers and Staff

Faculty

Retired Faculty



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Glenda K. Clark Secretary to the Vice President

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

James A. Cottingham Vice President for Student Affairs

Colette Williamson Secretary to the Vice President

Phillip Rollins Director of Student Activities

Jeff Timothy Residence Hall Manager

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Wanda E. Lloyd Vice President for Business Affairs

Jo Ann Taylor Secretary

Cathy J. Cliett Director of Payroll/Personnel/Affirmative Action Officer

Peggy Dobbs Accountant

Daphne French Cashier

Donna Ross Director of Business Services

Sandra C. Ott Bookstore Manager

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Thomas H. Smith Director of College Relations and Advancement

Brooke Thomas Public Relations Specialist

COMPUTER CENTER

Wes Brown Director of Computer Center

Sheila K. Cady Data Base Administrator

Lena Helmbrecht Computer Support Specialist

Sherri L. Jordan EDP Specialist

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Carol B. Carver Conference Coordinator

Lisa Walker Program Specialist

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Markey Cady Staff Assistant, Admissions & Records

Cinnimin Durham Staff Assistant, Financial Aid

Robin Fowler Director of Financial Aid

Trecinski Jones Staff Assistant, Admissions

Carol Ann Lott Admissions Recruiter

Margie H. Rogers Staff Assistant, Records

Krista Smith Admissions Coordinator

Tracy Youghn Assistant Registrar

LIBRARY

Marilyn E. Miller Library Director
Sylvia P. Brown Media Specialist
Pat L. Burch Library Assistant
Delectia Vickers Library Assistant
Luck Watford Instructional Technology Support Specialist
Glenys A. Wildes Library Assistant

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Mawussi Bennett Groundskeeper
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Jimmy L. Call HVAC/Electrical Supervisor
Stephanie Clarke Department Secretary/EHS
Linda Cliett Public Safety Officer
Glen Courson Public Safety Officer
David Ellis HVAC Worker
Mike Ellis HVAC Coordinator
Deborah Jacobs Public Safety Officer
Gary D. Lott Trades Worker
Silas M. Lott Grounds/Automotive Coordinator
Jerry Malphus Trades/Grounds Supervisor
Randy Moss Groundskeeper
Tony Moseley Electrician
Isaac Roberson Landscaper
Shaun Spivey Trades Worker
Evelyn Taylor Public Safety Officer
Gerald Vickers Electrician
James K. Vickers HVAC Worker
Autumn Williams Staff Assistant

STUDENT SUPPORT SERVICES

Angela Nuga	Director
Jean Biggers-Silva	Transfer Coordinator
Arlene Cook	Counselor
Elisa Johnson	Office Manager

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Barrow, William H.

Professor Emeritus of Physics and Mathematics
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THE UNIVERSITY SYSTEM OF GEORGIA

The University System
The Board of Regents
Staff of the Board of Regents
Institutions



THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia, includes all state-operated institutions of higher education in Georgia — 4 universities, 2 regional universities, 13 state universities, 2 state colleges, 13 two year colleges. These 34 public institutions are located throughout the state.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

The Chairperson, the Vice Chairperson, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses investigations conducted primarily for discovery and application of knowledge. These investigations cover matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of the state appropriations is allocated by the Board for Instruction.

THE BOARD OF REGENTS

University System of Georgia
270 Washington Street, S.W.
Atlanta, GA 30334

MEMBERS OF THE BOARD OF REGENTS	Congressional District	Term
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J. Timothy Shelnut, Augusta	Twelfth District	2000-2007
Allan Vigil, Morrow	Thirteenth District	2003-2010

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 Usha Ramachandran. Budget Director
 Gerald Vaughan Assistant Budget Director
 Debra Lasher. Executive Director, Business and Financial Affairs
 Robert Elmore. Assistant Director Business Services
 Michael Cole. Assistant Director Financial Services and Systems

INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

Universities

- Athens 30602
University of Georgia - h;B,J,M,S,D
- Atlanta 30332
Georgia Institute of Technology - h;B,M,D
- Atlanta 30302
Georgia State University - h;A,B,M,S,D
- Augusta 30912
Medical College of Georgia - h;A,B,M,D

Regional Universities

- Statesboro 30460
Georgia Southern University - h;A,B,M,S
- Valdosta 31698
Valdosta State University-h;A,B,M,S

State Universities

- Albany 31705
Albany State University-h;B,M
- Americus 31709
Georgia Southwestern State University-h;A,B,M
- Augusta 30904
Augusta State University-A,B,M
- Carrollton 30118
State University of West Georgia-h;A,B,M,S
- Columbus 31907
Columbus State University-A,B,M
- Dahlonega 30597
North Georgia College and State University-h;A,B,M
- Fort Valley 31030
Fort Valley State University-h;A,B,M
- Marietta 30144
Kennesaw State University-A,B
- Marietta 30060
Southern Polytechnic State University-h;A,B
- Milledgeville 31061
Georgia College and State University-h;A,B,M,S

KEY On-Campus Student Housing Facilities = **h**
Degrees Awarded: = **A** - Associate; **B** - Bachelor's; **J** - Juris Doctor;
M - Master's; **S** - Specialist in Education; **D** - Doctor's

Savannah 31419
Armstrong Atlantic State University-h;A,B,M
Morrow 30260
Clayton College and State University-A
Savannah 31404
Savannah State University-h;A,B,M

State Colleges

Dalton 30720
Dalton State College-A, B
Macon 31206
Macon State College-A, B

Two-Year Colleges

Albany 31707
Darton College-A
Atlanta 30310
Atlanta Metropolitan College-A
Bainbridge 31717
Bainbridge College-A
Barnesville 30204
Gordon College-h;A
Brunswick 31520
Coastal Georgia Community College-A
Cochran 31014
Middle Georgia College-h;A
Decatur 30034
Georgia Perimeter College-A
Douglas 31533
South Georgia College-h;A
Gainesville 30503
Gainesville College-A
Rome 30162
Floyd College-A
Swainsboro 30401
East Georgia College
Tifton 31794
Abraham Baldwin Agricultural College-h;A
Waycross 31503
Waycross College-A

KEY On-Campus Student Housing Facilities = **h**
Degrees Awarded: = **A** - Associate; **B** - Bachelor's; **J** - Juris Doctor;
M - Master's; **S** - Specialist in Education; **D** - Doctor's

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