

## **ENTERING THE COLLEGE**

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## 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 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. You may apply on-line at [www.sgc.edu](http://www.sgc.edu).
2. **High School Transcript** -- An official transcript of high school records showing graduation date and/or official GED scores. Official documents must be received in a sealed envelope by the office of admissions. Copies of transcripts or letters, grade reports, diplomas, or graduation lists are not official.
3. **SAT or ACT scores** -- Required only for home schooled applicants, joint enrollment/early admission applicants, and applicants for admission to the A.S. in Nursing program.
4. **COMPASS scores** -- COMPASS scores are required for determination of subsequent learning support placement. Students may exempt the COMPASS English and reading tests with an SAT verbal score of 430 (ACT English of 17) and completion (if applicable) of Georgia's Required High School Curriculum in English. Students may exempt the COMPASS math test with an SAT math score of 400 (ACT math of 17) and completion (if applicable) of Georgia's Required High School Curriculum in math. Please see section on learning support on page 35.
5. **Immunization Form** -- A completed University System of Georgia immunization form. Please see section on immunization on page 34.
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, or online at [www.collegeboard.com](http://www.collegeboard.com). South Georgia College's code number to be entered on the examination is 5619.

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, or online at [www.actstudent.org](http://www.actstudent.org). 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. Enrollment Services 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 an A.A. or A.S. degree by South Georgia College, at least 18 semester hours of the academic credit used toward that degree must be earned at South Georgia College. In unusual or compelling circumstances, students may appeal to the Vice President for Academic Affairs for exceptions. To be awarded an A.S.N. degree by South Georgia College, all courses in the curriculum with an NURS prefix must be earned at South Georgia College. Any exceptions must receive approval from the Chair of the Nursing Division.

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 Georgia Required High School 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 Georgia Required High School

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 Georgia Required High School Curriculum is on pg. 33.)

### **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 Registrar's 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 Suspension at the end of their last period of enrollment at SGC must appeal to the Admissions Committee for readmission.

### **SOUTH GEORGIA COLLEGE ENTRY PROGRAM AT VALDOSTA**

The South Georgia College Entry Program (SGCEP) is a university entry program located on the campus of Valdosta State University in the University Center (Entrance 9). It allows students to complete all Learning Support classes and Georgia Required High School Curriculum deficiencies, plus core college courses, in order to enter the university as a sophomore. All core classes transfer to Valdosta State University or any University System of Georgia senior college or university. SGCEP students are subject to the same admissions procedures for first-time students, transfer students, and returning students as are students applying to the Douglas campus.

Students may apply to the program on-line (<http://www.sgc.edu/prospective/admissions/index.html>), but are encouraged to apply directly through the office located in UC 2037 of the VSU University Center. A full-time financial aid representative is available to assist students. The SGCEP student body of approximately 400 students is taught by the SGCEP faculty of approximately 30 full-time and part-time instructors under the supervision of the SGCEP Director. The facilities feature Smart Classrooms and a state-of-the-art computer classroom.

### **SOUTH GEORGIA COLLEGE ENTRY PROGRAM AT AMERICUS**

The South Georgia College Entry Program (SGCEP) is a university entry program located on the campus of Georgia Southwestern State University. It allows students to complete all Learning Support classes and Georgia Required High School Curriculum deficiencies, plus core college courses, in order to enter the university as a sophomore. All core classes transfer to Georgia Southwestern State University or any University System of Georgia senior college or university. SGCEP students are subject to the same admissions procedures for first-time students, transfer students, and returning students as are students applying to the Douglas campus.

SGCEP students have access to all academic resources and extracurricular activities available to students of GSW. SGCEP students attend classes on the GSW campus and have access to the GSW Recreation Center. Students may apply to the program on-line

(<http://www.sgc.edu/prospective/admissions/index.html>), but are encouraged to apply directly through the office located at 800 GSW State University Drive, Americus, GA 31709-4376.

The SGCEP student body of approximately 200 students is taught by the SGCEP faculty of approximately 14 part-time instructors under the supervision of the SGCEP Coordinator. For more information visit <http://www.sgc.edu/academics/degrees/GSW/index.html> or contact the Coordinator at (229) 931-5141.

### **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 109. All general education courses required for the Nursing program must be passed with grades of “C” or better.

### **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 signed by a physician or an official of a county health department. Further details may be obtained by contacting the Office of Enrollment Services 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 College requires a high school diploma or GED credential.

Board of Regents policy requires that the diploma should be from a high school accredited by a regional accrediting association, the Georgia Accrediting Commission, or from a public school regulated by a school system and state department of education. Students who have a DOE High School Certificate (also called a Certificate of Performance) or a Special Education Diploma are not considered to be high school graduates. A GED would be required. A GED is acceptable only if the student’s high school class has graduated. There are no exceptions to the requirement that a freshman have either a high school diploma or the GED.

Students enrolling in A.A. or A.S. programs must have completed the 16 units (17 in

2012) of the Georgia Required High School Curriculum (RHSC, as defined by the Georgia Department of Education). Regardless of the diploma earned in high school and accepted for admission, each student will be evaluated to determine satisfactory completion of the 16 units (17 in 2012) of the RHSC.

A minimum high school grade point average (HSGPA) is required as follows:

Georgia Required High School Curriculum: Each student will be evaluated to determine satisfactory completion of the 16 units (17 in 2012) of the RHSC. Students with the RHSC must have a 2.0 HSGPA calculated based on the grades in the 16 units (17 in 2012) of the RHSC.

All Others: Each student will be evaluated to determine satisfactory completion of a minimum of 13 RHSC units. Students must have a 2.2 HSPGA calculated based on the grades in the appropriate RHSC units.

Students who have not completed the 16 units (17 in 2012) of the RHSC must take additional courses to make up for the RHSC course deficiencies. Students who enter without a Georgia RHSC diploma (for example, students with a TC diploma, students from private high schools or other states, students with a Georgia DOE General Diploma, and home schooled students) must be evaluated for RHSC completion and must take addition courses as necessary, following USG policy.

Students who have not completed the Georgia RHSC courses requirements or who do not have the minimum HSGPA requirement, but show other evidence of ability to succeed, may be granted admission through Presidential Exceptions. Candidates for Presidential Exceptions are evaluated on a case-by-case basis, and there is no explicit or implicit guarantee of admission through this route.

All students applying for admission to A.A. or A.S. degree programs must be tested for placement in learning support in English, reading, and mathematics. Students who have SAT or ACT scores may exempt placement testing if they meet the following requirements:

1. SAT Verbal score of 430 or an ACT English score of 17 and completion of the RHSC in English in high school (where applicable\*) to exempt placement testing in LS English and reading;
2. SAT Math score of 400 or ACT Mathematics score of 17 and completion of the RHSC in math in high school (where applicable\*) to exempt placement testing in math.

\*The Georgia Required High School Curriculum does not apply to students who have been out of high school at least five years and whose high school class graduated at least five years ago. Students who accumulate thirty or more semester hours of college-level credit before completing all RHSC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses.

The 16 (17 in 2012) specified University System RHSC courses are:

**MATHEMATICS** -- 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, and Geometry, and an additional mathematics course that has these courses as prerequisites. For students who graduate from a Georgia public high school in 2012 or later, the 4 units of mathematics must include a course at the level of math 3 or higher.

ENGLISH -- 4 units which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.

SCIENCE -- 3 units of science (4 in 2012), with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Beginning in 2012, students must have one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.

SOCIAL SCIENCE -- 3 units of social science, with at least one course focusing on United States studies and one course focusing on world studies.

FOREIGN LANGUAGE -- 2 units in the same foreign language emphasizing speaking, listening, reading, and writing. 2 units of American Sign Language may be used to satisfy this requirement.

### **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 (NCLEX-RN). A social security number is required to apply for the NCLEX-RN. Please see **THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM** on page 103. 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 (two official copies total).

## **LEARNING SUPPORT POLICIES**

Learning support policies established by the Board of Regents for all System institutions require placement in learning support 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) re-centered 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) RHSC 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 an A.S.N. career degree program are also subject to reading, English and math learning support course requirements.

**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 co-requisites. 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 one or two additional attempts 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 Chair of the Division of Humanities/Learning Support.

Math learning support students who are required to begin Math 0097 are eligible to appeal for a second additional math attempt in certain circumstances.

## **OTHER ADMISSIONS CATEGORIES**

### **JOINT ENROLLMENT**

Joint Enrollment gives academically talented high school students the opportunity to earn college credit before graduating from high school. In some cases the high school student may be able to be dually enrolled—earning high school and college credit at the same time. The cost of tuition and fees may be covered by Accel, a program funded by the Georgia lottery for Education or MOWR (Move On When Ready), a program funded through the high school Full Time Equivalency (FTE) funding.

The following eligibility requirements have been established:

- Rising Juniors and Seniors
- Minimum high school academic GPA of 3.0
- 970 combined Critical Reading and Math SAT score (with a minimum 430 Critical Reading and 400 Math) or 20 composite ACT score (with minimum 17 English and 17 math)
- On track toward the completion of the Required High School Curriculum (RHSC) requirements and high school graduation.

The Accel program provides financial assistance to high school students who take advantage of the opportunity to earn college credit as they simultaneously meet their high school graduation requirements. Accel pays for all tuition, some fees, and some books for the Fall and Spring Semesters. Accel does not pay for Summer Semester classes. Accel is not available for home school students or non-accredited high school students.

MOWR (Move On When Ready) is a program that provides financial assistance through the high school's Full Time Equivalency (FTE) funding for eligible full-time (12 semester hours) dual enrolled students. The cost of tuition and fees are provided for the Fall and Spring Semester, but the student is responsible for all books. MOWR does not provide funding for Summer Semester classes. MOWR is not available for home school students, private school students, or

non-accredited high school students.

Additional information regarding these programs may be obtained by contacting the Registrar's Office.

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

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

A student whose SAT I Composite (Verbal plus Mathematics) score is at least 870 and who has completed the equivalent of each of the RHSC areas as documented by a portfolio of work and/or other evidence that substantiates RHSC 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 RHSC 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 RHSC. 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 an RHSC area will be considered to have demonstrated equivalent RHSC 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 RHSC completion may be admitted on the same basis and with the same conditions as other students with RHSC 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. 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 Registrar's Office.

## **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 Registrar. 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 ensure 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 business 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 must purchase the health and accident insurance made available to all South Georgia College students, or show proof of comparable insurance. 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 must 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 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, 193 on the computer TOEFL, or 70 on the internet-based TOEFL are required for admission. Information and applications for the TOEFL are available upon request from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA. 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 Admissions 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. The South Georgia College policy and procedures can be found at the following link: [http://www.sgc.edu/president/departments/disability\\_services/](http://www.sgc.edu/president/departments/disability_services/). Furthermore, questions and requests for information regarding learning and physical disabilities should be directed to the Office of the Vice President for Student Success, Richey Hall 216. The telephone number is (912) 260-4312.

## **SGC ENTRY PROGRAM IN VALDOSTA SPECIAL NEEDS STATEMENT**

Students requiring classroom accommodations or modification because of a documented disability should discuss this need with the instructor at the beginning of the semester. Students who have not presented validation for learning disabilities from the Regents' Center for Learning Disability (University System of Georgia) should complete all necessary paperwork and submit

this to Ms. Valerie Webster, Director of Entry Programs, VSU University Center office 2037. The telephone number is (229) 293-6135. Students who have not presented validation for physical disabilities should also contact Ms. Webster.

### **SGC ENTRY PROGRAM IN AMERICUS SPECIAL NEEDS STATEMENT**

Students requiring classroom accommodations or modification because of a documented disability should discuss this need with the instructor at the beginning of the semester. Students who have not presented validation for learning disabilities from the Regents' Center for Learning Disability (University System of Georgia) should complete all necessary paperwork and submit this to Ms. Christy Barry, Entry Program Coordinator, GSW English Building office 241. The telephone number is (229) 931-5141. Students who have not presented validation for physical disabilities should also contact Ms. Barry.

## **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 Admissions Office for complete admissions requirements and complete and submit an admissions application. The South Georgia College Division of Nursing continues full approval by the Georgia Board of Nursing (237 Coliseum Drive; Macon, GA 31217-3858; phone - 478-207-1640).

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. In addition to the nursing application, complete and submit an application for admission to South Georgia College.
3. Submit copies of all official transcripts from 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 verbal and math minimum SAT score of 920 (or ACT of 20) and a minimum cumulative GPA of 2.5 on all college work attempted. The non-traditional student with a GED and combined verbal and math SAT score of at least 920 (or ACT of 20) will be eligible to be considered for admission.
  - b. **Alternative admission:** The student whose combined verbal and math SAT

scores fall below 920 (or ACT score below 20) or high school GPA falls below 2.0 may be considered for admission 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 2.5 on all college work attempted. The prospective student must complete all required learning support courses before taking any nursing courses.

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.

### **NURSING APPLICATION DEADLINES**

LPNs wishing to apply for the summer bridge program must apply to the Division of Nursing after October 1 of the year prior to the year they wish to enter the bridge program. The deadline for submission of applications to NURS 1104 (Career mobility for LPNs to RNs) is January 15.

Students wishing to enter the nursing program in fall semester must apply to the Division of Nursing after October 1 of the year prior to the year they wish to enter the nursing program. The deadline for submission of applications to begin the nursing program in the fall semester is February 15.

### **SCIENCE/GENERAL EDUCATION PERFORMANCE REQUIREMENTS**

A minimum grade of C is required in all science courses included in the curriculum for nursing. A student who makes less than a C in more than one required science course, including a repeated 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. Academic renewal does not apply to grades of less than C in required science courses.

Anatomy and Physiology I and II 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.

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

### **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.

Health insurance is recommended and may be purchased through the college. If unable to acquire insurance, students must assume responsibility for their own health care in the event of illness, accident, or exposure to communicable disease while in the clinical area as a student from the South Georgia College Nursing Program. This would include the totality of the care needed.

Major clinical facilities utilized by South Georgia College require a background check and a drug screening prior to attending clinical. Based on the results of these screenings, the agencies may choose to disallow a student to attend clinical at these sites. To complete the nursing curriculum, students must be able to attend clinicals at these sites. Failure to do so would result in the inability of the student to complete the program of study. Students must meet the facilities' requirements related to the background check, drug screening and fingerprinting.

The prospective student must complete all Learning Support courses before taking any nursing courses.

The clinical experience is graded as satisfactory or unsatisfactory. Two clinical experiences graded unsatisfactory will result in a failure of the course regardless of when they occur in the semester. Students receiving a grade of "F" in a nursing course prior to midterm are ineligible for a refund of tuition and fees.

### **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 Division Chair. 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 complete a Reentry Request Form and submit it to the Chair of the Nursing Division. Students must have a cumulative GPA of at least 2.0 in order to be considered for readmission and will only be readmitted on a space available basis.

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. Students transferring to the South Georgia College nursing program must be able to complete the program of study within 36 months of the time the student began a nursing program. The 36 month limit will include the transfer student's initial enrollment in a nursing program until completion at SGC. This policy reflects the policy for beginning nursing students at SGC.

## **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 36 months to complete the program and meet requirements for graduation. Once a student begins Nursing 1104 (Career Mobility for LPNs to RNs), he/she has a maximum of 24 months to complete the program and meet requirements for graduation. 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. Additional NCLEX review may be required before program completion.

## **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 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. LPNs who have grades of less than C in nursing or required biology courses at any institution should contact the Division of Nursing for information related to eligibility to be considered for admission to the Career Mobility Course (NURS 1104).

## **PREREQUISITES FOR ADMISSION TO THE CAREER MOBILITY COURSE: NURS 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 27 semester hours of general education requirements before enrolling in NURS 1104. Students **must** complete BIOL 2210K, BIOL 2211K, and PSYC 1101, which are included in the 27 hours. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.
6. Beginning Summer 2013, LPNs must have a minimum 2 years experience within the last five years practicing as an LPN to be considered for admission to the bridge program.

## **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 access to its resources as well as the circulating resources of all the USG libraries. User requested materials are delivered to the Waycross College Library through University Borrowing. 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 WIREGRASS GEORGIA TECHNICAL COLLEGE**

The general education component of the Practical Nursing program at Wiregrass Georgia Technical College (WGTC) may be taken at either WGTC 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 NURS 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 clinical for the practical nursing diploma will be taken at WGTC, and this diploma will be awarded from WGTC. 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 clinical areas.
2. Purchase uniforms and insignia.

3. Acquire professional liability insurance.
4. Accept responsibility for all health care costs. Health insurance is recommended. The student may provide his/her own or may purchase it from the College.
5. Purchase nursing textbooks.
6. Purchase lab supplies for each nursing course.

### **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.

**Clinical agencies require a background check, drug screening, fingerprinting, etc. Students may be denied the right to attend clinical at these facilities based on the results.**

**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 (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone # 404.975.5000). Credits earned at the College are accepted by colleges and universities throughout the nation.

### **STUDENT TUITION CLASSIFICATION POLICY**

In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission for Fall 2011, or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. Acceptance to the college is conditional until lawful presence is verified.

## **INDEPENDENT STUDENTS**

An independent student who has established and maintained a domicile in the State of Georgia for a period of at least twelve (12) consecutive months immediately preceding the first day of classes for the term shall be classified as in-state for tuition purposes.

No student shall gain or acquire in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.

If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within twelve (12) months of the relocation, such student shall be entitled to retain his/her in-state tuition classification.

## **DEPENDENT STUDENTS**

A dependent student shall be classified as in-state for tuition purposes if such dependent student's parent has established and maintained domicile in the State of Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term and:

1. The student has graduated from a Georgia high school; or,
2. The parent claimed the student as a dependent on the parent's most recent federal or state income tax return.

A dependent student shall be classified as in-state for tuition purposes if such student's United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term, provided that:

1. Such appointment was not made to avoid payment of out-of-state tuition; and,
2. The United States court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least twelve (12) consecutive months immediately preceding the first day of classes for the term.

If the parent or United States court-appointed legal guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of the State of Georgia after having established and maintained domicile in the State of Georgia, such student may retain his/her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of such student's parent or United States court-appointed legal guardian.

## **NON-CITIZENS**

A non-citizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. Lawful permanent residents, refugees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification.

International students who reside in the United States under non-immigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

## **OUT-OF-STATE TUITION WAIVERS**

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under the conditions listed below. Notwithstanding any provision in this policy, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

**1. Academic Common Market.** Students selected to participate in programs offered through the Academic Common Market.

**2. International and Superior Out-of-State Students.** International students and superior out-of-state students selected by the institution president or an authorized representative, provided that the number of such waivers in effect does not exceed two percent (2%) of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.

**3. University System Employees and Dependents.** Full-time USG employees, their spouses, and their dependent children.

**4. Full-Time School Employees.** Full-time employees in the public schools of Georgia or the Technical College System of Georgia, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.

**5. Career Consular Officials.** Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

**6. 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:

1. The military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
2. The military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty; or,
3. The active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia.

**7. Border County Residents.** Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents, and for which the offering institution has been granted permission to award Border County waivers.

**8. Georgia National Guard and U.S. Military Reservists.** Active members of the Georgia National Guard, stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children.

**9. Students Enrolled in USG Institutions as Part of Competitive Economic Development Projects.** Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.

**10. Students in Georgia-Based Corporations.** Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through USG institutions to provide out-of-state tuition differential waivers.

**11. Students in ICAPP® Advantage Programs.** Any student participating in an ICAPP® Advantage program.

**12. International and Domestic Exchange Programs.** Any student who enrolls in a USG institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to USG students.

**13. Economic Advantage.** As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or United States court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire twelve (12) months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to an independent non-citizen possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia.

A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or United States court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia.

Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or United States court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or United States court-appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia.

**14. Recently Separated Military Service Personnel.** Members of a uniformed military service of the United States who, within twelve (12) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one (1) year.

**15. Non-Resident Students.** As of the first day of classes for the term, a non-resident student can be considered for this waiver under the following conditions:

1. Students under 24

- If the parent, or United States court-appointed legal guardian has maintained domicile in Georgia for at least twelve (12) consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court-appointed legal guardian has existed for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. Under Georgia code, legal guardianship must be established prior to the student's 18th birthday or
- If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term.

2. Students 24 and Older

- If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled.

This waiver can remain in effect as long as the student remains continuously enrolled.

If the parent, spouse, or United States court-appointed legal guardian of a continuously enrolled non-resident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the non-resident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent, spouse or United States court-appointed legal guardian.

## **TUITION CLASSIFICATION AND OUT-OF-STATE TUITION WAIVER PETITION PROCESS**

The citizens of Georgia, through the payment of taxes, support the operation of South Georgia College. Hence, whether a student is classified as an in-state or an out-of-state student in the State of Georgia is a significant matter.

The Board of Regents of the University System of Georgia has adopted policies governing the classification of students as in-state and out-of-state for tuition purposes. These policies ensure that out-of-state students pay a fair and reasonable share of the cost of their education.

- Students who have been classified as out-of-state for tuition purposes and believe they are entitled to be classified as in-state for tuition purposes may petition the institution for a change of status.

### **Petition for Classification for Tuition Purposes**

- Examples of appropriate documentation are listed on the form.
- This document must be notarized.

### **Tuition Classification: Enrollment Application Correction**

- To be used only if an error was made or questions left blank in the “residency” section of the enrollment application.
- This document must be notarized.

- Students who have been classified as out-of-state for tuition purposes and believe they are eligible for a waiver may choose to apply for an applicable waiver, which are listed above.

All Petitions, Waivers, and supporting documentations should be completed before the semester begins. Submit all Petitions, Correction forms, Waivers, and supporting documentation to the Registrar’s Office.

## **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 postsecondary 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 student name, city/county of residence, 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. Further FERPA information is available through the Registrar's Office in the College Union and at this Department of Education website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

**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, transcripts 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 Registrar, 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 Registrar.

## **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, veteran 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 Handbook.