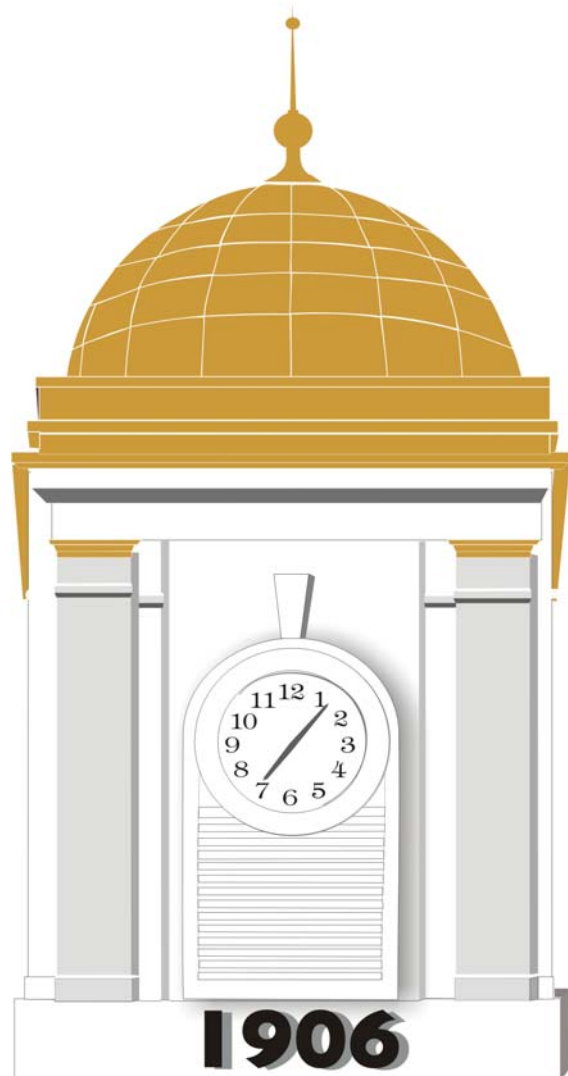


South Georgia College

Advising Handbook



2009-2010
(Revised August 2009)

ACADEMIC ADVISING VISION

Academic advising at South Georgia College will anticipate and serve the academic and professional planning needs of a growing and diverse student learning community.

ACADEMIC ADVISING MISSION

The academic advising mission of South Georgia College is to assist students in developing academic, professional, and personal goals based on their abilities and interests. Advising empowers students to become responsible, successful decision-makers in a sustainable global society as they fulfill course, degree, graduation, and transfer requirements. South Georgia College prepares students to think critically, communicate proficiently, and act responsibly as civic-minded, environmentally-conscious citizens.

The goal of academic advising is to provide each student with an advisor who will act as a student advocate to help the student graduate in his/her chosen major in a timely and efficient manner.

ADVISEMENT STUDENT OUTCOMES

1. Students will meet with an academic advisor prior to registration.
2. Students will meet with an academic advisor or course instructor for assistance with issues of time management, study habits, and progress toward an academic degree.
3. Students nearing graduation will complete a graduation check and notification the semester before graduation.
4. Students will complete course requirements for graduation as outlined in the course of study.
5. Students will experience a minimum of transfer issues in their transition from South Georgia College to a receiving University System of Georgia four-year institution.

ASSIGNMENT OF STUDENTS TO ADVISORS

Academic division administrative assistants assign students to faculty advisors in the division's majors. **Proper academic advising requires that each student seek academic advisement from a faculty member in a discipline appropriate to the student's major. Graduation and transfer problems occur when students are not properly advised.** These faculty members advise students in the following majors:

Advisor Locator

Major	Advisor	Office	Phone
Communications	Dr. Lori Seward	Davis 213	260-4304
	Dr. Barbara Perry	Peterson Hall 120	260-4309
English	Dr. William Webster	Davis 117	260-4305
	Dr. Mike Fisher	Davis 118	260-4301
	Dr. Paul Wise	Davis 120	260-4306
	Dr. Rhonda Kelley	Davis 212	260-4303
	Dr. Codrina Cozma	Powell 216	260-
	Mr. Andrew DiNicola		260-4366
Foreign Language	Ms. Tiffany Briceno	Davis 108	260-4299
	Dr. Mike Fisher	Davis 118	260-4301
General Studies	Mr. Duane Benson	Davis 105	260-4297
	Any faculty in Humanities and Learning Support or in any other division but Nursing	Davis Hall	260-4296
		Collins Hall	260-4246
History	Dr. Kevin Mason	Collins 230	260-4255
	Dr. Rick Reiman	Collins 134	260-4248
	Any faculty in Business and Social Sciences		
Political Science	Mr. Frank Pridemore	Collins 226	260-4249
	Dr. Rick Reiman	Collins 134	260-4248
	Any faculty in Business and Social Sciences	Collins Hall	260-4246
Psychology	Mr. Frank Holiwski	Collins 208	260-4253
	Any faculty in Business and Social Sciences	Collins Hall	260-4246
Sociology	Dr. Lenny Steverson	Collins 211	260-4256
	Any faculty in Business and Social Sciences	Collins Hall	260-4246
Theater	Dr. Lori Seward	Davis 213	260-4304
Biology	Ms. Kelly Luke	Stubbs 135	260-4348
	Dr. Cameron Perkins	Stubbs 126	260-4342
	Dr. Yoga Sundram	Stubbs	260-4345
Business Administration	Dr. Yuna Chen	Collins 210	260-4251
	Ms. Rebecca Futch	Powell 205	260-4252
	Ms. Cindi Kirkland	Powell 204	260-4254
	Ms. Kelly Waldron	Collins 225	260-4257
	Any faculty in Business and Social Sciences	Collins Hall	260-4246
Chemistry	Dr. Thomas Hickman	Stubbs	260-4339
Computer Science	Dr. Derek Westwood	Stubbs 128	260-4341
Criminal Justice	Dr. Lenny Steverson	Collins 211	260-4256
	Any faculty in Business		

	and Social Sciences	Collins Hall	260-4246
Education	Mr. Kit Carson, Ms. Rebecca Futch Ms. Cindi Musgrove Any faculty in Business and Social Sciences	Collins 216 Powell 205 Powell 204 Collins Hall	260-4250 260-4252 260-4254 260-4246
Mathematics or Pre-Engineering	Mr. Tim Brown Dr. Mihai Racovitan	Stubbs 146 Stubbs	260-4340 260-4355
Physics or Pre-Engineering	Dr. Charles Johnson	Stubbs 121B	260-4338
Pre-Allied Health	Dr. Adam Safer Dr. Cameron Perkins Dr. Lisa Arnold Ms. Kelly Luke	Stubbs 136 Stubbs 126 Stubbs 127 Stubbs 135	260-4344 260-4342 260-4339 260-4348
Recreation	Mr. Scott Sims Mr. Kenneth Kirsch Mr. Rob Brunel	Wellness Center Wellness Center Wellness Center	260-4220 260-4222 260-4221
Nursing	Ms. Melissa Peacock Ms. Mary Benek Ms. Jaime Carter Ms. Susan Clement Ms. Peggy Clemons Ms. Bobby Jean Fountain Ms. Crystal Callahan Ms. Buckie Sasser Ms. Cheryl Solomon Mr. Scott Thigpen Ms. Kasey Strickland	Nursing 119 Nursing 209 Nursing 205 Nursing 208 Nursing 211 Nursing 206 Nursing Nursing 124 Nursing 114 Nursing 210 Nursing 207	260-4358 260-4359 260-7451 260-4361 260-4362 260-4363 260- 260-4365 260-4360 260-4367 260-4370
AAS in Business: Accounting Option Management Option General Business Option	Dr. Yuna Chen Ms. Kelly Waldron	Collins 210 Collins 215	260-4251 260-4257
Coop. With East Central Tech: Business Office Technology	Dr. Yuna Chen Ms. Kelly Waldron	Collins 210 Collins 215	260-4251 260-4257
Coop. With East Central Tech: Criminal Justice	Dr. Lenny Steverson	Collins 211	260-4256
Coop. With East Central Tech: Early Childhood Care and Education	Mr. Kit Carson	Collins 216	260-4250
Coop. With East Central Tech: Computer	Ms. Rebecca Futch Ms. Cindi Kirkland	Powell 205 Powell 204	260-4252 260-4254

Information Systems			
Certificate: Business Management Facilities Management General Business	Dr. Yuna Chen Ms. Kelly Waldron	Collins 210 Collins 215	260-4251 260-4257
Certificate: Health Management	Nursing Division	Nursing Building	260-4356
Certificate: Teacher's Aide	Mr. Kit Carson	Collins 216	260-4250

August 7, 2009

ADVISING ESSENTIALS FOR 2009-2010

1. All entering students who do not have learning support English or reading requirements must register for and take the Regents' Test in their first semester. In any case, a student should complete Regents' Reading and Writing Skills requirements prior to the completion of 45 hours.

2. Students must enroll in all required Learning Support classes every term until they exit Learning Support. Students receive a maximum of three attempts in each area before they are placed on Learning Support Suspension. Students may appeal to the Admissions Committee for a fourth attempt in one area if and only if they have exited or exempted the other two areas of Learning Support. Students who were initially placed in MATH 0097 may appeal for a fifth attempt if and only if they have exited MATH 0097. Students may earn a maximum of 20 hours of credit before they exit Learning Support. Students who reach the 20 hour maximum may enroll **ONLY** in Learning Support until all Learning Support requirements have been met.

3. Be careful with the procedures regarding Georgia's legislative requirements. Students who completed POLS 1101 at South Georgia College prior to Fall 2006 have completed all four legislative requirements: U.S. Constitution, Georgia Constitution, U.S. History, and Georgia History. Beginning Fall 2006, POLS 1101 satisfies only the two Constitution requirements. Students who have not already had POLS 1101 prior to Fall 2006 must take both POLS 1101 and HIST 2112 to satisfy all four requirements, as well as Area E of core curriculum. A student who did not take POLS 1101 prior to Fall 2006 will need to take HIST 2112 as an Area E elective.

4. Please be knowledgeable about teacher preparation requirements:
 - A. A student wishing to teach on the secondary level must major in a discipline. The Board of Regents has approved for students wishing to major in secondary education to take 69 academic hours at the two-year college level. The secondary education degree includes a regular 60 academic hour associate's degree plus nine hours of professional courses and four hours of health/PE hours. The education courses are EDUC 2110, EDUC 2120, and EDUC 2130.

B. The same three courses will be required in all options under the education major.

C. The early childhood major contains these three courses plus three additional courses: MATH 2008, ISCI 2001, and ISCI 2002. These courses are NOT general education courses and CANNOT be used in any other major.

5. Students in A.A. and A.S. programs who did not complete College Preparatory Curriculum requirements in high school must complete those requirements prior to earning 30 hours of credit. Students with 30 hours of credit will not be permitted to register for any other courses unless they are also registering for any remaining CPC course requirements.

6. The grade appeal procedure is in both the college catalog and the student handbook, both accessible on the college website at www.sgc.edu.

7. Students are responsible for initiating graduation checks. Faculty advisors are responsible for completing graduation checkouts for their advisees.

8. The South Georgia Catalog will not be distributed to students in a print format. The official version is on the SGC website.

9. Remember that students with credit for CISO 1105 cannot receive credit for CISO 1100 or 1101.

10. Students should become familiar with requirements and idiosyncrasies at the primary transfer institution they wish to attend. For example, what are the non-core requirements to begin the education program at Valdosta State? What science elective should a pre-med student take for the Medical College of Georgia? What math course is required in Area A for a business major transferring to Georgia Southern? What is the minimum GPA required for admission to the journalism school at UGA? How many total hours will Georgia State accept for a transfer student?

11. Students and faculty advisors should be aware that certain courses may be offered only once per year or only on/at specific days and times. This is particularly important for courses in the math/science division and certain majors, such as theater and criminal justice.

12. Students should be aware that each academic division develops its own attendance policy, and each section of any course can have its own testing and grading policy. For instance, the number of permitted absences in a history course may not be the same as the number of permitted absences in an English course, and one section of math may have five major tests while another section may have four. Always go by what is in a course syllabus and keep a copy of every syllabus for reference.

13. Many courses have prerequisites. The college catalog lists all courses offered by the college, gives a description of each course, and identifies any prerequisites to courses. For instance, all literature courses have a prerequisite of ENGL 1101. Students should not register for a course without first having taken any prerequisite course(s).

14. Please be aware that only grades of "A," "B," and "C" in ENGL 1101 and ENGL 1102 count toward graduation.

15. South Georgia College and the University System of Georgia are providing more and more online course opportunities. The college schedule of classes, available on the SGC website at www.sgc.edu,

identifies partially and fully online courses and contains links to instructions on how to begin online courses. The division office of each online course's discipline can also provide information on getting started in online courses. The University System of Georgia's online course offering website, www.georgiaonline.org, also lists a large array of courses available online.

16. The University System of Georgia is currently studying the System's core curriculum, but that work is in its early stages and has no effect on current advising. The University of Georgia is working on core curriculum changes, but even if changes are made, they will have no effect on current SGC advising or transfers.

17. The Chief Transfer Officer at South Georgia College is Dr. Carl B. McDonald, Vice President for Academic Affairs. If a student experiences problems with transferring credit to another University System of Georgia institution, the student should contact Dr. McDonald at (912) 260-4204, carl.mcdonald@sgc.edu, or on the second floor of Thrash Hall.

ADVISOR/ADVISEE RESPONSIBILITIES

ADVISORS SHOULD	ADVISEES SHOULD
Post and keep office hours.	Contact and keep in touch with their advisors.
Keep appointments or call if it is necessary to change or cancel an appointment.	Make and keep appointments or call if it is necessary to change or cancel an appointment.
Provide accurate and specific information	Come with specific questions in mind.
Have resource material on hand (Advising Handbook, catalog, forms, etc.).	Come with necessary materials (pencil, pen, class schedule, catalog, etc.).
Suggest other sources of information.	Ask about other sources of information.
Listen and help advisees solve problems.	Be open concerning schoolwork, study habits, academic progress, etc.
Check their advisees' schedules for appropriate selection of courses.	Build a schedule free of time conflicts.
Suggest options concerning careers, choice of majors, and selection of courses, or make appropriate referrals when needed.	Make decisions concerning careers, choice of majors, and selection of courses.
Assist and enable advisees in any appropriate way possible.	Take responsibility for all aspects of their academic career.

STUDENT RESPONSIBILITIES

Students should come prepared for their scheduling sessions. They should already have thought about their next semester's schedule and how it will fit into their overall academic plan. Both advisor and advisee should spend time discussing progress and academic decisions, rather than thumbing through the course schedule looking for certain classes. Students should also think about alternatives or second choices in the event that certain classes might close before they have the opportunity to schedule. Some "closed" classes reopen either before the new semester convenes or after the first day or two of the new semester, so students should check possible openings for specific classes that were closed earlier. Schedule changes are a possibility during drop/add days.

Students are actively responsible for their college experience. Although an advisor may assist in providing advice, encouragement, or support, ultimately each decision rests with the student. As a result, students must accept the consequences of their decisions.

CONFIDENTIALITY OF STUDENT INFORMATION

As an academic institution and as individuals, we at South Georgia College are required by Federal Law to assure that academic information on students is treated confidentially. Under the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment), students have certain rights to privacy concerning release of information regarding their academic status and records.

There are many provisions to the law; however, the following guidelines should be followed:

- Information on students may NOT be disclosed to third parties without the student's written consent. Information that may NOT be released to parents, employers, spouses, other students, includes, but is not limited to the student's course schedule, GPA, academic status, grades, and status in a particular course. In other words, extreme caution should be exercised in discussing any student information with any outside parties.
- There is a provision in the law that allows individuals to discuss matters relating to a student with others WITHIN the institution for legitimate educational interests. Thus, advisors are not restricted from discussing relevant matters with colleagues regarding a student's academic status.
- Remember that student records are by federal law (FERPA) confidential. This especially means social security numbers. A student's social security number, PIN, or grades should never be left where they may be accidentally or deliberately observed by a third party. If in doubt, keep it confidential.

Requests for information on students will be forwarded to the Registrar's Office (260-4406) or to the Office of the Vice President for Academic Affairs (260-4204).

SCHEDULING AND REGISTRATION

When scheduling courses, students and advisors should consider the following:

- Background and skill level requirements for courses: SAT and/or ACT scores, COMPASS Placement Test requirements, and prior course work are helpful indicators.
- Graduation requirements for selected major: Check the SGC Catalog for program requirements.
- Transfer requirements: Students should begin planning with the transfer institutions of their choice early and work with faculty advisors well in advance of returning student registration sessions.
- Employment hours and family responsibilities: Plan a minimum of 2 hours study time for every 1 hour in class per week; even more is required for some courses.
- Multiple scheduling plans may be appropriate, as the ideal schedule may not work.
- Plan ahead for scheduling of sequence courses.

DROP/ADD

During the dates specified in the semester class schedule, students may make changes to their schedule. The student should consult his/her advisor to make schedule adjustments. The student can drop/add via the WEB after consulting with an advisor. (There are certain holds, including Learning Support holds, which will prevent students from registering or making schedule changes over the web.) Students are reminded that they assume responsibility for course selection when making schedule changes and adjustments. Questions regarding the appropriateness of courses being considered should be addressed with an advisor.

Students may withdraw from a course without academic penalty (to receive a W) prior to mid-term. However, withdrawn courses may affect a student's financial aid status (see Standards of progress for Financial Aid). In order to withdraw from a course, the student must complete official class withdrawal paperwork in the registrar's office. **Failure to follow the official procedures for course changes may result in a failing grade for the course.**

An instructor may also administratively withdraw a student for non-attendance at the point when the student has exceeded the number of allowed absences. Increasingly complicated federal financial aid policies require the financial aid office to distinguish between a course the student completed and a course the student did not complete. A grade of "F" means the student completed the course, and a grade of "W" (prior to mid-term) or "WF" (after mid-term) means the student did not complete the course.

Students should also note that there is no refund for withdrawing from a course after the official Drop/Add period ends.

TUITION AND FEES

Registration is not complete until all tuition and fees for the semester have been paid. All students, including financial aid, scholarship, HOPE, and ACCEL, must contact the Business office prior to the payment deadline to confirm enrollment status. Full-time students pay a fixed tuition rate, and part-time students pay on a per credit hour basis. Please refer to our website for current tuition and fee rates. SGC accepts cash, checks, Visa and MasterCard.

FINANCIAL AID

Students must apply for financial aid for each school year that they wish to receive funding. The traditional academic school year starts in August with fall semester. The earliest a student can apply for financial aid is the January that precedes the beginning of an academic school year.

When applying for financial aid, it is important to file the appropriate forms and meet application deadlines. Students can complete the Free Application for Federal Student Aid (FAFSA) to apply for financial aid. This form is available from the Financial Aid office or can be completed on the Internet (<http://www.fafsa.ed.gov>). In completing the FAFSA, be sure to include South Georgia College's Federal School Code of 001592 so that results will be sent electronically to the SGC Financial Aid Office. Contact the Financial Aid Office for information on application deadlines.

Financial aid at SGC is designed to function as a multi-purpose financial assistance service for students. There are merit-based awards, need-based awards, and a variety of scholarships, grants, loans, and part-time employment.

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.

OVERLOADS

Enrollment for more than 17 semester credit hours 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 earned 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.

COLLEGE PREPARATORY CURRICULUM

Prospective students who graduated from high school less than five years ago must meet the requirements of the College Preparatory Curriculum (CPC) which are detailed in the SGC Catalog.

Students will have holds placed on their registration each term until all CPC deficiencies are made up. 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.

ADDRESSING CPC DEFICIENCIES

Students who have CPC deficiencies shall be required to satisfy those deficiencies by subject area in the following manner:

ENGLISH Students with fewer than the four required units of English will be required to take the COMPASS sections administered by a University System institution in English and reading. Based upon the student's score, the student will (1) exempt LS English and/or reading or (2) be placed in LS English and/or reading.

MATHEMATICS Students with fewer than the four required units of mathematics will be required to take the COMPASS section administered by a University System institution. Based upon the student's score, the student will (1) exempt LS mathematics or (2) be placed in LS mathematics at the appropriate level.

SCIENCE Students with fewer than the three required units of science will be required to take an additional (for credit) course in a laboratory science chosen from the approved laboratory sciences in Area D of the System Core Curriculum. The course must be in the specific content area(s) in which the student is deficient.

SOCIAL SCIENCE Students with fewer than the three required units of social science will be required to complete one additional three- or four-semester hour (for credit) course chosen from the approved social science courses in Area E of the System Core Curriculum. The course must be in the specific content area(s) in which the student is deficient.

FOREIGN LANGUAGE Students with fewer than two units of the same foreign language will be required to complete one additional (for credit) introductory foreign language course.

The following provisions apply to the science, social science, and foreign language requirements: These additional required courses represent three or four semester hours each of academic credit coursework which will not count toward a student's degree program. The student must earn a C or better in each of these courses. Students transferring from outside the University System 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.

SAT/ACT SCORES

SAT/ACT scores are not required for admission to South Georgia College (except for the nursing program) or any two-year institution in the University System of Georgia. SAT or ACT scores may be necessary, however, for consideration for scholarships or admission to certain programs, and may be used to exit COMPASS testing in certain situations.

COMPASS SCORES

COMPASS scores are required for reading, English and math, depending on SAT/ACT scores, high school grade point average, and College Preparatory Curriculum (CPC) status, for determination of subsequent Learning Support placement.

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, and MATH 0090 if the COMPASS math score is below 37. 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 in certificate programs must take or exempt any learning support courses which are prerequisites to courses in their programs.

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 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 is cumulative within the University System.

Additional information regarding these regulations may be obtained by contacting the Dean of the Division of Humanities/Learning Support.

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 Progress listed below are required of all students enrolled at the College without regard to program of study. (Additional 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 Probation or moved from Academic Probation to Academic Suspension. Students in Good Standing who fail to meet the required GPA for the credit hours attempted will be placed directly on Academic Probation. 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. Credit earned at another college during a period of suspension from SGC cannot subsequently be transferred to the College. A student returning to SGC after being out for the required period of suspension will be placed on Academic Probation. The College reserves the right to limit the number of hours of enrollment for any student who is not in good standing.

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 three attempts in an area (English, math, or reading) shall result in a student's learning support suspension from the College. Fourth and fifth attempts 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.

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 Dean 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, Maymester and Summer terms). For example, a student who attempts 30 semester hours 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 request reinstatement of financial aid, a student must turn in an appeal form which is then subsequently referred to the Admissions Committee for its review and recommendation. The Admissions Committee is authorized to impose the conditions and limitations it deems appropriate to a student upon reinstatement or denial of financial aid.

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 30 semester hours of remediation without those hours being counted in the 150%; remedial hours in excess of the 30 semester hours 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.

INCOMPLETE GRADES

The I 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 Registrar 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. Instructors will assign "I" grades sparingly and only when no other option is viable.

REQUIREMENTS FOR GRADUATION

A student planning to graduate in any given term must notify the Registrar of his or her intent by the established deadline.

1. A "Notification of Graduation" form, completed with the student's advisor, must be returned to the Registrar's Office 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. In addition, the student must be in Good Standing academically.
4. The satisfactory completion of the Regents' Reading and Writing Skills requirements 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. The satisfaction of the South Georgia College residency requirement. 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 Registrar 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.

WITHDRAWAL FROM THE COLLEGE OR A COURSE

Students who decide to withdraw from South Georgia College before completing a semester must report to the Registrar's Office 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. The student who officially withdraws from a course prior to mid-point of a term will receive a W for that course.
3. 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.
4. Withdrawal may affect students' eligibility for financial aid for the current semester and in the future.
5. All financial obligations to the College (including library and housing) must be met before students may register for another term.
6. All financial obligations to the College (including library and housing) must be met before the College will release students' academic records.

The Registrar's Office 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, a withdrawal will result in a grade 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 the college 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.

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. There must be a legitimate hardship, usually one precluding a student's graduation, to justify not enrolling in the regularly scheduled course.
2. The course in question must be one which can be adequately taught on a DIS basis.
3. The student making the request must provide evidence of his/her ability to complete the DIS successfully.
4. 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 assistant to the Vice President for Academic Affairs before the student can register for that course.

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 dean. The transient permission form is then forwarded to the college Registrar. 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.

CREDIT BY EXAMINATION

A student may apply for credit by examination by securing and completing the appropriate form from the Registrar's Office. Eligibility is based on the following: (1) the student must be currently enrolled at South Georgia College; (2) the student has not previously enrolled in the said course; (3) the student pays the administration fee of \$10.00 per credit hour; (4) the student has not previously attempted credit by examination for the course. Information regarding eligibility to attempt credit-by-examination and the requirements for a specific examination may be secured by contacting the appropriate division dean.

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.

HISTORY AND CONSTITUTION REQUIREMENTS

The State of Georgia requires that all students receiving degrees from an institution in the University System of Georgia demonstrate 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 the successful completion of HIST 2112 and POLS 1101. Transfer credit for these courses from some institutions may not satisfy the requirements of the State of Georgia.

Students seeking further information on the legislative requirements should contact the Dean 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 Dean 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 Dean of the Division of Natural Sciences, Mathematics, and Physical Education 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 the college catalog.

REGENT'S READING AND WRITING SKILLS REQUIREMENTS

University System of Georgia (USG) policy requires students enrolled in A.A. and A.S degree programs to pass the Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) courses as a requirement for graduation. South Georgia College also requires students enrolled in the A.S. in Nursing degree program to pass these courses. These courses are offered for institutional credit. Students may exempt these courses through examination by passing the Regents' Tests, in special circumstances, or approved alternative tests in reading comprehension and in writing. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course.

- *Any student who is not enrolled in Learning Support English or reading must take each part of the Regents' Test not previously passed or exempted in each semester of enrollment in a University System institution (after graduation from high school). Students in Learning Support English or reading must take the Regents' Test in the semester after they have exited LS English or reading (math LS is not relevant here). No differentiation is made for transfer students.*
- *Part-time students must take the Regents' test each semester but need not take required remediation until after earning 20 college-level credit hours.*
- *A part-time student is defined as a student who takes fewer than 12 hours during his/her first term of enrollment. Part-time students must take the Regents' Test in the first and each subsequent semester but are not subject to mandatory remediation or Regents' Test skills courses requirements until the semester after 20 credit hours have been earned except in the case of part-time students who are flagged as low fails. Such low-fail students are subject to the same requirements as full-time students. After 20 hours are earned, all requirements are in effect.*
- *Transfer students from non-USG institutions who do not exempt must take the Regents' Test in the first semester of enrollment.*
- *Any transfer student who is not specifically excluded through Learning Support status must take the Regents' Test in the first and each subsequent semester until it is passed. No remedial work is required for out-of-system transfers in the initial semester. For subsequent semesters, transfer students will be classified for remediation and Regents' Skills course purposes by how many semesters of coursework they transferred to the USG institution in addition to the one semester of attendance in the USG.*

Students may exempt RGTR 0198 by scoring at or above specified scores on the following examinations:

Regents' Reading Test exemption score: 61

SAT-I Verbal exemption score: 510

ACT Reading exemption score: 23

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

Students may exempt RGTE 0199 by scoring at or above specified scores and/or grades on the following examinations and/or courses:

Regents' Essay Test exemption score: 2

College Board Advanced Placement (AP) English Language and Composition
Exemption score: 3

College Board Advanced Placement (AP) English Literature and Composition
exemption score: 3

International Baccalaureate (IB) higher-level English exemption score: 4

SAT II English Writing exemption score: 650

SAT I verbal score of 530 and above and a grade of "A" in ENGL 1101

SAT I verbal score of 590 and above and a grade of "B" in ENGL 1101

ACT English score of 23 and above and a grade of "A" in ENGL 1101

ACT English score of 26 and above and a grade of "B" in ENGL 1101

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

- *Students are not required to take either RGTR 0198 or RGTE 0199 unless they have failed a section of the Regents' Test twice.*

- *Having passed RGTR 0198 and RGTE 0199 is not a condition of transfer into South Georgia College.*
- *Students may not graduate unless the Regent's Reading and Writing Skills Requirements have been satisfied.*

Students whose native language is not English may satisfy the requirements of the Regents' Test locally through an alternate formal examination which requires a reading test and the writing of an essay. Such alternate testing will employ culturally neutral topics, extended time, and the use of translation dictionaries. Students whose native language is not English may request alternate testing by contacting the SGC Regents' Test Coordinator, who is the Chair of the Division of Humanities & Learning Support.

Additional policies governing the Regent's Reading and Writing Skills Requirements may be found in the University System of Georgia Academic Affairs Handbook (<http://www.usg.edu/academics/handbook/>).

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.

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.

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) 260-4434. 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) 260-4431.

ROSTERS

Class rosters are distributed to faculty two times during each term by the Registrar's Office. Rosters may be viewed on the WEB before and throughout the term.

1. PROOF ROSTERS are distributed to faculty following drop/add and after unconfirmed schedules for non-payment are dropped.

- Faculty will send students who are attending classes but whose names do not appear on the rosters to the Registrar's Office. These students must register and pay.
- Faculty will mark "never attended" beside students' names who appear on the rosters but who have never attended. These students are dropped from the course, and the Financial Aid office makes necessary adjustments for financial aid purposes.
- Faculty will process **ADMINISTRATIVE WITHDRAWALS** for students who have stopped attending classes when they have exceeded the number of allowed absences.

2. FINAL GRADE ROSTERS are distributed to faculty the day before final exams begin.

- Faculty will record the final alphabetic grade for each student. **Numeric grades will** also be provided for Post Secondary Option (**PSO**) students who are noted on the rosters.
- Faculty will enter all alphabetical grades directly to rosters on Banner Web.
- Faculty will sign the grade rosters and return them to the Registrar's Office by close-of-business on the day following the last scheduled exam.

SOUTH GEORGIA COLLEGE REFERRAL LIST

ACADEMIC TUTORING CENTER

Powell Hall 103
260-4436
Provides tutoring for SGC classes.

ADMISSIONS PROCESSING

Engram Union, first floor
260-4206
Processes application for admission. Receives and processes incoming high school diploma records and immunization forms.

AFFIRMATIVE ACTION

Thrash Hall, first floor
260-4376
Keith Newell
In the event that a student reports a discrimination issue, make a referral to this office. Also refer to the Student Handbook.

BUSINESS OFFICE

Engram Union, second floor cashier's office
260-4236
Accepts payment for tuition and fees, initiates billings and/or refunds to students, responds to questions concerning monies due the college.

CAREER RESOURCE CENTER

Powell Hall 213
260-4430
Dr. Jim Cottingham
Provides resources for career and educational planning, researching occupations, and job placement.

STUDENT SUCCESS OR COUNSELING

Powell Hall 211
260-4437
Mr. Aleta Gass
Assists students with career interests evaluations, decision-making, career program decisions, and personal concerns.

Appointments are preferred.

DISABILITY SERVICES

Powell Hall 103
260-4435
Ms. Angela Nuga
Provides support services to students who have documented disabilities. Accommodations are given to those who qualify.

FINANCIAL AID

Engram Union, second floor
260-4282
Assists students applying for grants, loans, scholarships, and other financial sources.

INTRAMURALS

Clower Center
260-4414
Mr. Jeff Timothy
Open to all currently enrolled students. Offering team sports, individual sports and activities that are recreational in nature. The primary purpose of intramurals is participation.

JOB PLACEMENT

Powell Hall 213
260-4430
Dr. Jim Cottingham
Helps with resumes, applications, and letters. Assists students in finding employment while attending college and following graduation.

MINORITY AFFAIRS

Powell Hall 213
260-4430
Dr. Jim Cottingham
Offers support to all students with special emphasis given to non-traditional and minority students.

REGENTS' TEST/COMPASS TESTING

Davis Hall 103 or 104

260-4297

Mr. Duane Benson

Provides testing for students to fulfill admissions requirements (COMPASS).

Administers Regents' test each term.

RETURNING STUDENT ADMISSIONS

Engram Union

260-4209

Assists former SGC students who have not attended in more than a year.

SECURITY/PUBLIC SAFETY

Shannon Hall

260-4401

Mr. Ollie Harkleroad

Responsible for the general security of the campus. Issues parking stickers. Enforces traffic and parking regulations. Assists with "locked up" keys and jumper services.

SEXUAL HARASSMENT CONCERNS

Powell Hall 213

260-4430

Dr. Jim Cottingham

In the event a student reports an incident of sexual harassment, make a referral to the Vice President for Student Affairs. (See page 23 of Student Handbook).

STUDENT ACTIVITIES

Clower Center

260-4427

Ms. Sue Miller

Coordinates an activities program and offers many campus services, such as lost and found. Provides information on campus organizations and extra-curricular student opportunities.

STUDENT RECORDS

Engram Union, second floor

260-4406

Dr. Randy Braswell

Assists student in registration, adding and/or dropping classes, requests for SGC transcripts, and verification of enrollment. Provides general information regarding academic policies.

STUDENT SUPPORT SERVICES

Powell Hall 103

260-4434

Ms. Angela Nuga

Promotes academic success by providing varied services to eligible students...such as academic tutoring, academic, personal, career, and financial aid assistance; cultural enrichment and transfer assistance.

TRANSFER EVALUATION

Engram Union, second floor

260-4409

Ms. Angie Evans

Provides student with an official evaluation of transcripts and transfer credit from other colleges or universities.

VETERAN AFFAIRS

Engram Union, second floor

260-4409

Ms. Angie Evans

Assists students eligible for veterans education benefits with filing applications.

Table 1. COURSES WHICH MAY BE TAKEN SIMULTANEOUSLY WITH LEARNING SUPPORT READING

ACCT 2101	HLTH 1103
ACCT 2102	
ACCT 2205	HUMI 2221
ACCT 2206	
	MATH 1001 - 2280
ARTS 2205	
	MUSI 1100
BUSA 1105	
BUSA 1121	PHED 1000-2010
BUSA 2105	
BUSA 2231	RECR 2201 - 2204
BUSA 2251	
BUSA 2280	SSCL 0099
CISY 1100	THEA 1100
CISY 1101	
CISY 1105	
CISY 2000	
CISY 2102	
CISY 2210	

Table 2. AREA D APPROVED MATH OR SCIENCE CORE CURRICULUM COURSES

ASTR 1010 (L)	MATH 2280 (for non-science majors)
ASTR 1020 (L)	MATH 1113 (varies by major)
BIOL 1107K	MATH 2253, 2254, 2255
BIOL 1108K	PHYS 1111K, 1112K
BIOL 2000 (L)	PHYS 2211K, 2212K
CHEM 1211K	PHSC 1011 (L)
CHEM 1212K	SCIE 1111 (L)
	SCIE 1121 (L)

SOUTH GEORGIA COLLEGE
NOTIFICATION OF GRADUATION

This form is to notify the Registrar's Office that you expect to meet all requirements for graduation at the end of the following semester:

Spring 20____ Summer 20____ Fall 20____

Pay \$40.00 graduation fee at the Cashier's Office located in upstairs in the Engram College Union.

SECTION I

Print Name: _____ Student ID: _____
(As you wish to appear on diploma)

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

E-mail Address: _____

Degree/Major: _____
Education majors must indicate Option (Early Childhood, Middle Grades, Secondary, Special, Speech-Language Pathology or Health & Physical Education)

SECTION II

The following *must* be completed by your advisor.

<u>Has Met or Will Meet This Semester</u>	<u>Will Not Meet This Semester</u>	<u>Request Review of Record*</u>	<u>Graduation Requirements**</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of required Course Work for degree declared above . (Advisor must complete any needed course substitution form(s)).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GPA of 2.0 on courses presented for graduation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passed Regents' essay and reading exams.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Met U.S. and Georgia History & Constitution requirement.

The following three items are the student's responsibility:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Resident at SGC in the term that graduation requirements are met. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clearance of financial obligations to SGC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student Survey at http://www.sga.edu |

* Believe requirement met but not reflected on the Web page.

** See Requirements for Graduation of Current SGC Catalog for more information.

SECTION III

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Financial Aid: _____ Date: _____

Financial Aid Exit Loan Counseling available at <http://WWW.mapping-your-future.ORG>

SECTION IV

If you plan to participate in the Graduation Commencement Ceremony to be held May 7, 2008, please provide the following information in order for a cap & gown to be reserved for you.

Height: _____ Weight: _____ Cap Size: _____

REQUIREMENTS FOR GRADUATION

A student planning to graduate in any given term must notify the Registrar's Office (located upstairs in the College Union Building) of his/her intent by the established deadline.

1. The completion of a formal a Notification of Graduation must be turned in to the Registrar's Office 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 the current SGC 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 the Associate of Science in Nursing degree.
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 Registrar 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 at South Georgia College.
8. The formal approval of the faculty.