LETTER FROM THE DEAN

Welcome to the College of Social Sciences

On behalf of my colleagues, I welcome you to the Graduate Studies program in the College of Social Sciences at the University of West Georgia. Whether you were accepted into one of our Certificate Programs - Integrated Health or Public Management; one of our Masters programs - Criminology, Psychology, Public Administration, or Sociology; or, our Ph.D. Program in Psychology, you have every right to be proud. Solutions for many of the greatest challenges facing both our nation and our world are dependent upon highly trained professionals, and in our graduate programs we are committed to preparing these professionals.

Like the students admitted to our programs, the professors who teach in our graduate programs remain active learners and are committed to providing high quality instruction that encourages dialog and facilitates faculty-student collaboration and opportunities for research. As both teachers and scholars our professors continue to publish original works and present these works at both national and international meetings. Our professors also engage in a wide array of community-based projects that serve the residents of Carrollton and the surrounding region.

We are glad that you have chosen the College of Social Sciences to pursue your graduate education and we challenge you to take advantage of all that we have to offer. Whether you choose to pursue your education within the classroom, through professional internship opportunities, or through any one of our experiential research laboratories, we are here to make your path to graduation both engaging and successful.

N. Jane McCandless, Ph.D.
Professor and Dean
Graduate Studies Division
2013-2014
westga.edu/coss/

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Pafford, 336
Carrollton, GA 30118

Anthropology
Criminology
Mass Communications
Political Science & Planning
Psychology
Sociology

Patricia “Trish” Wells
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<th>Building/Floor</th>
<th>Department Contact</th>
<th>Department Phone</th>
</tr>
</thead>
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<tr>
<td>College of Social Sciences</td>
<td>Pafford 3rd Floor</td>
<td>Meggie Miller</td>
<td>(678) 839-5170</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Anthropology Building</td>
<td>Bernita Bryant</td>
<td>(678) 839-6455</td>
</tr>
<tr>
<td>Criminology</td>
<td>Pafford 2nd Floor</td>
<td>Marla Wilks</td>
<td>(678) 839-5199</td>
</tr>
<tr>
<td>Mass Communications</td>
<td>Humanities 1st Floor</td>
<td>Teresa Yates</td>
<td>(678) 839-6518</td>
</tr>
<tr>
<td>Political Science &amp; Planning</td>
<td>Pafford 1st Floor</td>
<td>Brenda McCrary</td>
<td>(678) 839-6504</td>
</tr>
<tr>
<td>Psychology</td>
<td>Melson Hall 1st Floor</td>
<td>Victoria Yang</td>
<td>(678) 839-6510</td>
</tr>
<tr>
<td>Sociology</td>
<td>Pafford 2nd Floor</td>
<td>Inho Abdich</td>
<td>(678) 839-6505</td>
</tr>
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### Graduate Programs

<table>
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<th>Graduate Program</th>
<th>Department</th>
<th>Graduate Director/Room</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Social Sciences Graduate Programs</td>
<td>Dean’s Office</td>
<td>Ms. Trish Wells Pafford 310-A</td>
<td>(678) 839-5170 <a href="mailto:pwells@westga.edu">pwells@westga.edu</a></td>
</tr>
<tr>
<td>Master of Arts in Criminology</td>
<td>Criminology</td>
<td>Dr. Mike Johnson Pafford 230</td>
<td>(678) 839-6330 <a href="mailto:ljohnson@westga.edu">ljohnson@westga.edu</a></td>
</tr>
<tr>
<td>Master of Arts in Sociology</td>
<td>Sociology</td>
<td>Dr. Neema Noori Pafford 209-A</td>
<td>(678) 839-6329 <a href="mailto:nnoori@westga.edu">nnoori@westga.edu</a></td>
</tr>
<tr>
<td>Master of Arts in Psychology</td>
<td>Psychology</td>
<td>Dr. Don Rice Melson Hall 123-A</td>
<td>(678) 839-6510 <a href="mailto:drice@westga.edu">drice@westga.edu</a></td>
</tr>
<tr>
<td>Master of Public Administration in Urban and Regional Planning</td>
<td>Political Science &amp; Planning</td>
<td>Dr. Robert Sanders Pafford 132</td>
<td>(678) 839-4995 <a href="mailto:bsanders@westga.edu">bsanders@westga.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Hee-Jung Jun Pafford 121</td>
<td>(678) 839-4998 <a href="mailto:hjun@westga.edu">hjun@westga.edu</a></td>
</tr>
<tr>
<td>Ph.D. in Psychology</td>
<td>Psychology</td>
<td>Dr. Kareen Malone Melson Hall 205</td>
<td>(678) 839-0616 <a href="mailto:kmalone@westga.edu">kmalone@westga.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Neill Korobov Melson Hall 117</td>
<td>(678) 839-0608 <a href="mailto:nkorobov@westga.edu">nkorobov@westga.edu</a></td>
</tr>
</tbody>
</table>
Introduction to the College of Social Sciences

The programs in the College of Social Sciences are united by a shared passion for understanding the richness of human behavior and the complexity of communication among people. We are concerned with societies, cultures, groups and, above all, people. The faculty of the College of Social Sciences is dedicated to educating students to meet the challenges of the future, not merely to live in the present.

The College of Social Sciences at UWG is separated from other institutions by the commitment of the faculty and staff to maintaining a close, personal relationship with the graduate student body. Students feel comfortable meeting with professors about the challenges they face in academics (and life) and professors and staff are receptive to helping students exceed their goals.
### Programs Offered

**DOCTOR OF PHILOSOPHY IN PSYCHOLOGY**
The Ph.D. program in Psychology is focused on the study of consciousness and society and its interface. It is grounded in the department’s qualitative approach to psychology as a distinctively human science. It will educate future scholars, researchers and practitioners to make original contributions to psychological theory and knowledge. Our graduates become researchers, consultants, leaders and professors who can facilitate transformations in a global society.

**MASTER OF ARTS IN PSYCHOLOGY**
The UWG Psychology Department is unique in that our theoretical roots are in the humanistic psychology and transpersonal psychology traditions. Our courses move from the expression of such classically humanistic concerns as the centrality of human, subjective experience in psychology, a holistic approach toward psychological life toward human growth and development and the extension of human potential all the way to its transpersonal and spiritual horizons, toward the meaning of genuine community and sociality, the coming to know and the acceptance of one’s own authentic individuality, and the myriad ways through which growth, development, and self-actualization are shown, limited, and transformed.

**MASTER OF ARTS IN CRIMINOLOGY**
UWG’s MA in Criminology program is the only master’s program of its kind in the state of Georgia. It provides the background necessary for criminal justice practice and/or to prepare students for doctoral study and work in academic settings. It is offered with two tracks. The criminal justice administration track addresses issues of crime and criminal justice within a framework that emphasizes theory and research and their implications for criminal justice policy and practice. The crime and social justice track trains students in understanding and applying theory and research in academic settings. Both curricula are grounded in the social, behavioral and natural sciences.
MASTER OF ARTS IN SOCIOLOGY

The MA program in Sociology prepares students for advanced graduate studies in the social sciences and for professional careers in a variety of settings including federal, state and local government agencies; not-for-profit organizations; community service groups; market research firms; and social service organizations. Coursework incorporates classical and contemporary theoretical perspectives, analysis of cutting edge empirical research, and training in quantitative and qualitative research methodologies. Students can specialize in the following areas: community development, social inequality, social psychology, health, housing, environment, comparative sociology and social movements.

MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration is a professional degree program that relates academic study to administrative practice. The curriculum is designed for individuals who are either now in the public service or seeking a career in government or nonprofit agencies. The MPA program is designed to augment the skills and knowledge of those already in the public service; to provide a professional graduate degree program to meet the growing need for additional skilled, knowledgeable public administrators; to encourage students to pursue careers in government by providing public administration education; and to equip superior students for research and study at the doctoral level.

MASTER OF URBAN AND REGIONAL PLANNING

The Master of Urban and Regional Planning is a professional degree that prepares students for a planning career in public, private, and non-profit sectors. The curriculum combines an appreciation of planning as a profession, substantive studies regarding urban and regional challenges and opportunities, and a set of analytical skills useful to planning practice. Many graduates pursue their careers in city and county planning agencies, community development organizations, public or non-profit housing agencies and private sector planning and design firms.

myUWG

MyUWG is your gateway to the online features of the University of West Georgia. Your myUWG page will be used for your official university email, access to online content for your courses, and access to registration and financial aid. To access myUWG, you can go to UWG’s homepage (westga.edu), click “Current Student” on the left side of the screen and a login will appear with 3 login options. One tab for myUWG (this is the default one and the one needed here), one for CourseDen, and one for banweb. If this is your first time and you do not know your username you can click “Lookup Username” at the bottom of the login box. You will be asked to provide your student ID. Once your username is determined, click “Return to Portal.” Enter the username in the designated box. Originally, your password will be the last two numbers of your birth year followed by the last four digits your social security number (example: birth year- 1990; social security number- 123-45-1234; UWG pin- “901234”). This will be known as your UWG Pin. Once you have
logged into MyUWG for the first time, you will be prompted to change your password. The new password must be an eight character combination of letters and numbers or special characters. Your password must include at least one number, one special character, and at least two alpha characters.

You can also access myUWG through myUWG.westga.edu. Here to find your username, click “How do I get a user name and password?” You will be prompted to enter your student ID number, then click “search.” Once your username is determined, click “Return to Portal.” Enter the username in the designated box. Originally, your password will be the last two numbers of your birth year followed by the last four digits your social security number (example: birth year- 1990; social security number- 123-45-1234; UWG pin- “901234”). This will be known as your UWG Pin. Once you have logged into MyUWG for the first time, you will be prompted to change your password. The new password must be an eight character combination of letters and numbers or special characters. Your password must include at least one number, one special character, and at least two alpha characters.

myUWG E-Mail

The University of West Georgia provides each student with a free web-based email account. Your email address is your MyUWG username followed by “@my.westga.edu.” For example, jdoe1@westga.edu. Easy access to your email is provided through the web simply by logging into MyUWG. You may log in from the university home page (www.westga.edu) by clicking “current student” at the bottom of the page which will bring up the log in form on the bottom right. Once logged in, simply click the e-mail icon located in the main navigation bar (above the page tabs). The E-mail Center opens displaying a list of any messages that you may have.

Please remember, your UWG email cannot be accessed by other email clients such as Microsoft Outlook or Netscape Messenger. Your mail also cannot be forwarded to another account.

The E-mail Channel on the Main Tab also provides information about the five most current messages that you have in the inbox of your default e-mail account. Clicking on the subject line of any of the messages opens the E-mail Center to display that message. The channel also provides three icons: Compose, which opens an e-mail composition window from which you can address, create, and send a message; Address Book, which opens the E-mail center to the Address Book tab; and E-mail, which opens the E-mail Center to a default view in which no message is preselected for display.

Mobile (IMAP) access is available for students to their myUWG email. SSL (Secure Socket Layer) security is enforced so that passwords are not in the clear when accessing email from mobile clients. If you would like to bypass using your ISP when traveling, you may configure
your mobile-device or email client to use myUWG's outgoing SMTP server (see below), but it requires you to re-authenticate each session. This is to ensure only UWG students and staff sends email thru our system and to defeat spam attacks. **Note:** The names and passwords referenced below are the same you use to access myUWG, another reason to change your password regularly!

**Basic Information for most mail clients for your mobile device is as follows:**

<table>
<thead>
<tr>
<th>Server Type</th>
<th>set to IMAP</th>
<th>no POP access at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Information</td>
<td>your myUWG email name</td>
<td><a href="mailto:jdoe1@my.westga.edu">jdoe1@my.westga.edu</a></td>
</tr>
<tr>
<td>Incoming Server</td>
<td>my.westga.edu</td>
<td>set use SSL: ensure the Port is 993</td>
</tr>
<tr>
<td>Outgoing Server</td>
<td>my.westga.edu</td>
<td>set use SSL</td>
</tr>
<tr>
<td>Logon Information</td>
<td>your myUWG username (without the “@my.westga.edu”)</td>
<td>jdoe1</td>
</tr>
<tr>
<td>Advanced Server or More Settings</td>
<td>find the Outgoing Server-Advanced Options</td>
<td>look for SMTP</td>
</tr>
<tr>
<td>SMTP</td>
<td>My Outgoing Server Requires Authentication = yes</td>
<td>ensure the Port is 465</td>
</tr>
</tbody>
</table>

If you have an issues setting up your mobile device with you myUWG email, look on ITS's website at westga.edu/its to find more detailed information for your device. If this does not fix your problem, call ITS at (678) 839-6587.

**While at the University of West Georgia, this will be your primary email for all of your classes and communications to professors. The quota on your email account is 10MB and the single file attachment size limit is 4MB.**

**Banweb**

Banweb is access through a tab on your myUWG homepage (after you login). Banweb is used to access financial aid, class registration, class schedule, and university records. After you have logged in to myUWG there will be a tab entitled “banweb.” Click this tab. A message detailing when fees for the semester are due will appear when registration is open. **Please note these dates.** After you have clicked “I have read and understand this message.” You will be directed to banweb’s homepage. Detailed below are the different options you can choose on the banweb homepage.

**PERSONAL INFORMATION**

Use this option to update any information about yourself that the university needs to know. Here you have the options to change your UWG Pin, change security questions, update address and phone numbers, update email addresses, update emergency contacts, name change, social security number change, etc. **Keep this information up to date.** UWG uses this information to mail out important information, or to contact you if there is an issue.

**STUDENT SERVICES & FINANCIAL AID**
Use this option when you are seeking information about your class schedule, financial aid information, to apply for graduation, and to view final grades and transcripts. This will be the tab you will use the most often. This tab is also used to register for your classes (see “Registering for Class”).

WOLF WATCH

Wolf Watch is for undergraduates to track how close they are to graduation. This is not used for graduate students. To determine your progress to graduate, see your Graduate Program Director.

ADMISSIONS MENU

For graduate students this will only display your graduate application to the University of West Georgia. This is mostly used for undergraduates to register for orientations.

PRINTING YOUR CLASS SCHEDULE

To print or view your class schedule follow these steps:
1. Log onto MyUWG by entering your username and password
2. Click on “Banweb” tab from list across the top of page
3. Click on "Student Services and Financial Aid"
4. Click on "Registration and Fee Payment"
5. Click on "Student Detail Schedule"

Registering for Classes

SEE YOUR ADVISOR BEFORE YOU REGISTER FOR CLASSES! Contact the graduate director if you do not know who your advisor will be. Your advisor will tell you which classes are needed in order to graduate, and also which classes will count toward your degree program.

WHEN REGISTRATION BEGINS

Registration for graduate student opens the day that registration begins. You do not have to follow the undergrad scheduling. Check the Registrar’s website for registration dates. Currently enrolled student will get to register first. After all currently enrolled student have had a chance to register, open registration will begin for all new and readmitted students.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Registration Opens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>March 25 (currently enrolled students) April 8 (open registration)</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>October 28 (currently enrolled students) November 11 (open registration)</td>
</tr>
</tbody>
</table>
TO LOOKUP OFFERED COURSES

There are two ways to look up what courses are being offered each semester.

1. CLASS BULLETIN:
   a. Go to UWG’s homepage (westga.edu)
   b. Click on “Current Student”
   c. On the first column, click “Class Bulletin”
   d. Select the Graduate Subject Listing for the desired semester.
   e. Then, select the desired department and a list of classes that department is offering will appear, along with information about the class will appear.
   f. Note the CRN numbers when selecting the classes you would like to take.

2. BANWEB:
   a. Under the banweb tab, click “I understand” message.
   b. Select “Student Services & Financial Aid”
   c. Select “Registration & Fee Payment”
   d. Select “Look-up Classes to Add”
   e. Then, select the desired department and a list of classes that department is offering will appear, along with information about the class will appear.
   f. Note the CRN numbers when selected the classes you would like to take.

TO REGISTER IN BANWEB

To register for classes, you will need to be signed onto myUWG and select the “banweb” tab at the top of the screen.

   a. Under the banweb tab, click “I understand” message.
   b. Select “Student Services & Financial Aid”
   c. Select “Registration & Fee Payment”
   d. Select “Add/Drop/Withdraw Classes”
   e. Select the appropriate semester, and hit “Submit.”
   f. At the bottom of the page there will be an “Add Classes Worksheet.” Type in the CRN numbers of the classes you want to take.
   g. If you do not know the CRN number, click “Class Search” to find the CRN.
   h. After you have entered all of the CRN numbers for the classes, click “Submit Changes.”
   i. Check to make sure the appropriate classes were added to your schedule.

REGISTRATION FOR THESIS OR DISSERTATION HOURS

A graduate student who is working on a thesis or dissertation must register for Thesis or Dissertation Hours each semester. Graduate programs that offer variable hours of credit for Thesis or Dissertation Hours should guide Advisors and their students to register for the number of hours of research which is consistent with a realistic appraisal of the amount of work to be done on the thesis or dissertation, as well as the amount of faculty involvement and use of university resources required. A realistic accounting for graduate student credit hours helps support quality graduate programs.
Add/Drop/Withdraw from Classes

After the semester begins, you have about one week to decide if you would like to add and/or drop a class. When you add/drop a class, financial aid will adjust your payments. In other words, if you drop a class, you will be given a refund if you do not add a class in its place. If you add a class, you may incur more charges on your account. After adding/dropping a class, always check the balance on your account to make sure you do not owe the university (see “Financial Aid”). Your classes will be dropped and you may not be able to add them if you do not pay any owed fees.

Adding/Dropping/Withdrawing will affect Financial Aid!

ADDING A CLASS:

a. Under the banweb tab, click “I understand" message.

b. Select “Student Services & Financial Aid”

c. Select “Registration & Fee Payment”

d. Select “Add/Drop/Withdraw Classes”

e. Select the appropriate semester, and hit “Submit.”

f. At the bottom of the page there will be an “Add Classes Worksheet.” Type in the CRN numbers of the classes you want to add.

Note: If you are adding a class and dropping a class, you can add the CRN number, or “do a class search,” after you have selected “DROP via WEB.” Make sure to hit “Submit Changes” after you have made the appropriate adjustment to your schedule. Otherwise, your schedule will not be changed. This will both add and drop the selected classes at the same time.

d. If you do not know the CRN number, click “Class Search” to find the CRN.

e. After you have entered all of the CRN numbers for the classes, click “Submit Changes.”

i. Check to make sure the appropriate classes were added to your schedule.

DROPPING A CLASS:

a. Under the banweb tab, click “I understand” message.

b. Select “Student Services & Financial Aid”

c. Select “Registration & Fee Payment”

d. Select “Add/Drop/Withdraw Classes”

e. Select the appropriate semester, and hit “Submit.”

f. Under the “Action” column there will be a drop down box. Click the arrow on the box and select “DROP via WEB.”

g. After you have dropped the class(es), click “Submit Changes.”

h. Check to make sure the appropriate classes were dropped from your schedule.

NOTE: If you are adding a class and dropping a class, you can add the CRN number, or “do a class search,” after you have selected “DROP via WEB.” Make sure to hit “Submit Changes” after you have made the appropriate adjustment to your schedule. Otherwise, your schedule will not be changed. This will both add and drop the selected classes at the same time.

WITHDRAWING FROM A CLASS:

CHECK WITH YOUR ADVISOR BEFORE WITHDRAWING! THIS CANNOT BE UNDONE!
After the add/drop period is over, you have the option to withdraw from a class until the midpoint of the semester. However, most graduate classes are only offered once an academic year, so check with your advisor so not to delay your graduation. The withdraw deadlines are posed on the registrar’s website. If you withdraw from the class after the withdraw deadline, you will receive a WF on your transcript. If you withdraw before the deadline, you will receive a W for the class. **A W will not count against your GPA; a WF will count as an F on your GPA.**

- Select “Student Services & Financial Aid”
- Select “Registration & Fee Payment”
- Select “Add/Drop/Withdraw Classes”
- Select the appropriate semester, and hit “Submit.”
- Under the “Action” column there will be a drop down box. Click the arrow on the box and select “W grade - Withdrawal.”
- After you have withdrew from the class(es), click “Submit Changes.”
- Check to make sure the appropriate classes were dropped from your schedule.

### CourseDen (D2L)

CourseDen, also called D2L or Desire2Learn, is how students access online classes and any online content that is posted for traditional classes. Your professor will enroll you in the courses at the beginning of the semester. However, if you add a class during the add/drop period, it can take up to 48 hours for the class to be added to your CourseDen homepage. If the class is an online class, email your professor to let them know you have added the class. They may be able to add you sooner.

If the class has a weekly traditional schedule, let your professor know you added the class.

Even traditional face-to-face classes may post class materials such as the syllabus and reading materials needed for the class on CourseDen.

CourseDen can be accessed on the UWG Homepage (westga.edu). Click “current student” on the left side of the screen. A log in for myUWG, CourseDen, and banweb will appear. Click the “CourseDen” tab to log in. Your username will be the prefix of your email address (example: “jdoe1”). Your password will be your UWG pin (last two digits of your birth year and last four digits of your social security number; example: “901234”). There are times where this log in may not work because of site maintenance. If this occurs, you can go to https://westga2.view.usg.edu/ to directly log into CourseDen. Once you log in, you will see your courses, news, and events. Simply click the desired course to see the content posted.

Please note that CourseDen does go down at times for scheduled maintenance. A maintenance schedule is found at the top of the CourseDen screen right after you log in. **Please keep this schedule in mind and plan accordingly.**

If you need additional assistance with CourseDen, or want to learn more about the features offered, visit http://uwgonline.westga.edu/students.php.

### Graduate Course Loads
To be eligible for Federal Student Aid (FSA), a student must be enrolled at least half time.

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME</td>
<td>9 hours</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>HALF TIME</td>
<td>5 hours</td>
<td>5 hours</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

**Grading System for Graduate Students**

Student proficiency in graduate coursework is recorded by the following letter grades. The quality of work for most courses in a graduate program is indicated by the grades of A, B, C, and F.

A- Superior Scholarship (4.00)
B- Average Performance (3.00)
C- Below Average Performance (2.00)
F- Failure (0.00)

Thesis/ Dissertation Grading: Theses and dissertation hours are graded with an S (satisfactory) or U (unsatisfactory). Some programs award a letter grade during the last semester when the thesis or dissertation is successfully defended.

Grades of F, I, U, V, W, WF, and WM will not be accepted toward the program of study in any graduate program, whereas grades of C may be accepted in some programs. See the college, department, or program-specific academic standards in the Graduate Academic Standards policy for additional information.

Students who withdraw from a course after the W deadline receive a WF for the course. The WF counts as an F in the calculation of the grade point average. The institution grade point average is calculated by dividing the number of hours scheduled in courses attempted in which a grade of A, B, C, F, or WF was received into the number of grade points earned on those hours scheduled.

**ACADEMIC STANDING**

Graduate students are expected to maintain Good Academic Standing as they progress toward completing their programs. Students will be evaluated each term on the basis of the cumulative GPA. The academic standing of graduate students is classified as follows:

- Good Academic Standing
- Academic Probation
- Academic Suspension
- Academic Dismissal
GOOD ACADEMIC STANDING

Good Academic Standing is defined for graduate students as a cumulative GPA of 3.0 or higher.

ACADEMIC PROBATION

A student whose cumulative GPA drops below 3.0 will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term of enrollment:

A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.

If a student’s term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.

If a student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be suspended for one term.

ACADEMIC SUSPENSION

A student on Academic Probation who earns a term GPA below 3.0 will be suspended from the University for one term. One term is defined as the Fall, Spring, or Summer term. The Summer term includes all sessions; thus, a suspended student is required to sit out all sessions that comprise the Summer term.

The student on Academic Suspension is not guaranteed the opportunity to return to the University. The suspended student must apply for reinstatement to return to the University and program after the one term absence. Reinstatement criteria are established by the college or school which houses the student’s graduate program and are listed in the Reinstatement Procedures section which follows the College, Department, or Program-Specific Standards section of this policy. If a student’s request for reinstatement is approved, the student returns to the University on Academic Probation. One of three possible actions will be implemented for a reinstated student on Academic Probation at the end of each term of enrollment:

1. A reinstated student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a reinstated student’s term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a reinstated student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be academically dismissed from the University.

ACADEMIC DISMISSAL

If a student’s application for reinstatement following a term suspension is denied by the college or school which houses the student’s graduate program, the student will be academically dismissed from the University.

A reinstated student on Academic Probation who earns a term GPA below 3.0 will be academically dismissed from the University.

A student will be dismissed from the following programs if he or she earns two C’s or one F.
REINSTATEMENT PROCEDURES

1. The student should submit a letter to the Director of Graduate Studies indicating justification for reinstatement.
2. The Director of Graduate Studies will solicit the advice and recommendation of the appropriate academic unit and will review the materials submitted.
3. Upon positive recommendation from the Director of Graduate Studies, the student will be reinstated and allowed to continue his or her coursework, with any provisions established in conjunction with the department.

For more information on academic standards see: http://www.westga.edu/gradstudies/101.php

Grade Appeals

Students have the right to appeal a course grade. Grade appeals must be submitted in writing, using the UWG Student Grade Appeal Form found on the Provost’s website and following the procedures outlined below. All grade appeals, regardless of their nature, shall be initiated no later than the following semester after cause for the appeal occurred. There are two types of grade appeals:

1. **Dishonesty Grade Appeal** - If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered a Dishonesty Grade Appeal. Appeals of grades assigned due to an allegation of Academic Dishonesty may be made as soon as a grade penalty on the grounds of academic dishonesty has been levied against a student.

2. **Grade Determination Appeal** - If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal. Grade determination appeals must be initiated during the semester immediately following the semester in which the course grade is assigned.

Financial Aid

Enrollment Services Center (678-839-6421, www.westga.edu/esc/) is part of the Division of Student Affairs & Enrollment Management and is customer service for Financial Aid, the department responsible for determining student eligibility for
all federal and state aid. Federal aid includes the Pell Grant, Federal SEOG, Direct Stafford, and Perkins loans, and the Federal Work Study program. State aid includes the HOPE scholarship. ESC is also responsible for the UWG General Scholarships.

The Bursar's Office (678-839-4737, http://www.westga.edu/bursar) is part of the Division of Business and Finance and assists students with the assessment and collection of all student tuition and fees, disbursement of all student balance refunds and the fiscal management of all student financial aid programs including federal, state and private funding. This office also handles the short term loans and Perkins promissory notes.

In order to qualify for any financial aid, you must first submit a Free Application for Student Aid (FAFSA) form online at www.fafsa.ed.gov. If you require assistance in filling out the FAFSA online, you may contact the ESC, and someone will be happy to answer your questions, or schedule a convenient time for you to come in for assistance.

**FINANCIAL AID AND BANWEB**

You can find out how much you owe and the amount of financial aid you will be receiving on banweb.

Under Student Services & Financial Aid, you will find a few options.

<table>
<thead>
<tr>
<th>Account Summary by Term</th>
<th>Shows all of the charges from the UWG for the semester. Does not show financial aid such as loans and scholarships.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee Assessment</td>
<td>Shows the fees that UWG charges and financial aid payments. Will give you the balance due on your account.</td>
</tr>
<tr>
<td>Student Breakdown Bill</td>
<td>Gives a summary of the charges and estimated financial aid.</td>
</tr>
<tr>
<td>Pay Fees with Credit Card</td>
<td>Allows you to pay any fees due to UWG with your credit card. <strong>A fee is charged to use a credit card.</strong></td>
</tr>
<tr>
<td>Pay Fees with Web Check</td>
<td>Allows you to pay any fee due to UWG with your bank account. <strong>No fees are charged to use your bank account.</strong></td>
</tr>
</tbody>
</table>

Under Financial Aid, you will find several options to show the awarded financial aid.

<table>
<thead>
<tr>
<th>My Eligibility</th>
<th>Review financial aid holds, and documents required. Display academic progress history and view academic transcript.</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Award Information</td>
<td>View account summary; review awards by aid year, accept award offers by aid year; review award history, display award payment schedule, view loan history</td>
</tr>
<tr>
<td>Student Breakdown Bill</td>
<td>Gives a summary of the charges and estimated financial aid.</td>
</tr>
<tr>
<td>Loan Entrance Counseling Session</td>
<td>Must be completed before the first loan is given</td>
</tr>
<tr>
<td>Loan Exit Counseling Session</td>
<td>Must be completed before graduation</td>
</tr>
</tbody>
</table>
Complete New Promissory Note for Student Loans

Must be completed before the first loan is given. (Good for 10 years)

Summer Aid Review Request

To request aid for the summer semesters.

Financial Aid Online Forms

Forms needed to request financial aid

Appeal Application

If you are denied financial aid, you can appeal the decision. Use this form to appeal the decision.

Any questions concerning your awarded financial aid should be directed toward the Financial Aid Office to receive the most accurate information.

GRADUATE RESEARCH ASSISTANTSHIPS

The University of West Georgia provides a number of graduate assistantships and Teaching Assistantships for our students. These assistantships offer valuable professional development opportunities in various programs and departments within the university for our degree-seeking students through supervised work experiences. Assistantships support the research, teaching, and service responsibilities of the University and help students pay for their graduate training. Therefore, graduate assistants must maintain satisfactory academic progress and performance and successfully complete the assigned research, teaching, or other responsibilities. Almost all of the assistantships are managed directly by the various departments and programs. Please contact the department directly for information.

Graduate assistantships, graduate research assistantships, and teaching assistantships are available to full-time, degree-seeking students. Assistantships are primarily available in academic departments and administrative offices on campus. To obtain information about available positions, please contact your department and/or the College of Social Sciences.
You may download the Graduate Assistantship Application. The Graduate Assistantship Application should be submitted to the department offering the position in which you are applying if you know about an available position.

Policies

Any graduate student appointed as a Graduate Research Assistant, Graduate Assistant or Teaching Assistant must be enrolled as a full-time student within his/her degree program each semester of the appointment. Normally, that means enrolling in and completing nine-hours of graduate-level courses each semester. With the approval of the Committee on Graduate Studies, individual departments may petition for a one-time exception to this policy. GRAs, GAs, and TAs appointed for the summer term (any or all of the sessions) must enroll and complete six hours of graduate level course work. Exceptions to these policies may require approval of the Vice President for Academic Affairs Office with the exception of exclusively registering for dissertation. If a graduate student drops below the minimum number of hours required, the assistantship will be terminated.

Graduate Research Assistants and Graduate Assistants normally hold the position on a semester-by-semester basis and for a period not to exceed a total of two years. Renewal of the contract is not automatic and must be negotiated with the department or program each semester.

Departments and programs set the number of work hours required to maintain an assistantship with the student each semester. Work hours may vary between 10-20 hours a week during the 15-week semester. In no case may a department require a student to work over twenty hours a week. No graduate assistant may have more than one job on the UWG campus if the one appointment requires 20 hours a week for completion. Because the university considers graduate assistants to be part-time employees, they are ineligible for employee benefits. No annual or sick leave is accrued.

Graduate Research Assistants, Graduate Assistants, and Teaching Assistants receive compensation as negotiated with the individual departments or programs hiring them. Students normally are paid monthly and not on a per-hour basis. All receive a tuition reduction, which covers all tuition charges except for $25, for the term during which they work. Students pay all other fees required by the university for graduate students. In addition, students holding an assistantship are required to have mandatory health insurance. (This insurance is added to your fees and paid via financial aid, if you are receiving any, otherwise this payment is due at the same time all fees are due each semester.) A waiver is available for students who already have health insurance. Please see your GRA paperwork to learn more about the health fee waiver.

Appointment Procedures

Once the department or hiring unit has completed and submitted the proper paperwork (which includes the Personnel Action Request Form and attached statement of Duties) to the Graduate Financial Aid Counselor, the Dean of the hiring college will notify the student of his/her appointment. The appointment letter contains information such as pay
periods, policies, insurance requirement, etc. If the student accepts the appointment, he/she will return the acceptance letter to the Graduate School. New hires (anyone not previously hired as a GRA/GA/TA) will go to the Human Resources Office, located in Aycock Hall, to complete all employment forms. Students should remember to bring a driver’s license and social security card for proof of identification. Students should direct any questions regarding the appointment to the hiring department.

Grievance Procedures, Resignation, or Termination:

a) If an assistant has a grievance against his/her employer, the student should contact the Department Chair or unit head first to resolve the issue. If that does not resolve the issue, please follow the procedures outlined in the Student Handbook and the Graduate Catalog.

b) A graduate student wishing to resign or terminate his/her position should write a letter of resignation to his supervisor. The supervisor will inform the College Dean’s Office and the Graduate Financial Aid Counselor.

c) Failure to perform duties assigned in a satisfactory manner, or failure to comply with academic policies, may result in the termination of the assistantship. Students not completing a semester or term will be charged full tuition on a prorated basis.

At the end of each term, the supervisor will complete an evaluation of the GRA, GA or TA and keep that evaluation on file in the department or hiring unit office. Evaluation forms may be found under on the Graduate Studies website: http://www.westga.edu/assetsDept/cogs/GRARATE.PDF.

The College Dean reminds both the student and the employing unit that steady and successful progress toward the degree is the most important and significant goal for the student. An assistantship should facilitate, not hinder, that timely progress.

Pay

If you are a GRA you will receive your first stipend check (as in the first one you ever receive, not the first one of each semester) in the mail, so expect for that check to come a little after the scheduled pay date. After that, if you so choose, you will receive your payment via electronic transfer by direct deposit. When you fill out your paperwork to accept your assistantship, you will have an option to sign up for direct deposit, which will be turned in to the Human Resources department. You can find the pay schedule online (http://www.westga.edu/hrpay/index_13833.php) under “Monthly Employees”. Graduate assistants and graduate research assistants are paid with faculty payrolls. These employees however, are not required to report ADP eTime.

Parking
REGISTRATION PROCEDURE

You must come by Parking Services in Row Hall to register your vehicle if you intend to park on campus. Failure to do so will result in ticketing for a non-registered vehicle.

The person registering a vehicle is responsible for all parking violations incurred by that vehicle and/or hangtag/decal, regardless of who is operating the vehicle or to whom the State registered vehicle is registered.

Motorized carts or motorized scooters below engine size of 50 cc. or similar vehicles may not be registered as a personal vehicle. Parking Services may grant, on a case by case basis, permission to register the use of a personal motorized cart for students and employees with mobility impairments.

AFTER-HOURS REGISTRATION

Students who cannot come to Parking Services during regular office hours may go to the lobby of Mail Services (located on the main level of the UCC) to register for their hangtags. The building offers accessibility Monday-Thursday 7:00 a.m. to 2:00 a.m., Friday 7:00 a.m. until 6:30 p.m., Saturday 11:00 a.m. until 6:30 p.m., and Sunday 11:00 a.m. until 2:00 a.m. Registration forms are located in the lobby and must be filled out and placed in the lock box. The registration will be processed and the hangtag will be mailed the following business day to the address on the application.

STUDENT REGISTRATION

Students have the first five (5) class days after the beginning of each semester to register their vehicles. Courtesy warning tickets will be issued the first 5 class days of each semester for vehicles that do not display a current hangtag. Vehicles will still be cited for violations of State Law and restricted parking such as handicap, red curb, yellow curb, faculty/staff and reserved parking.

PARKING REGULATIONS

All students including students taking evening classes on the University of West Georgia, Carrollton campus must register their vehicles.

Upon vehicle registration, you will be issued a parking hangtag, which must be suspended from the driver’s mirror anytime the vehicle is parked on campus. The hangtag must face outward from the vehicle, totally unobstructed. If no mirror is available, the hangtag must be placed face up on the driver side dash board. The hangtag may be used on any vehicle brought onto campus. Citations are issued to the hangtag and not the vehicle.

Student fees for parking are included with class registration fees.

Students are limited to one hangtag per academic year. Replacement for a lost hangtag is $15.00.

No refunds are allowed.

Students employed under the federal student work program or as a student assistant or graduate assistant are not permitted to register their vehicles as faculty/staff.

Student workers are NOT allowed to park in faculty/staff until after 5:00 p.m.

The following curb/surface color scheme, and/or appropriate signs, shall designate parking on campus. In the event of a conflict between a sign and a curb color, the sign will always take precedence.
Yellow - No parking zone anytime. Violators are subject to impoundment.

Red - Emergency lanes. No parking anytime. Violators are subject to impoundment.

Green - Faculty/staff parking.

White - Zoned student parking. See student zoned designation in section C below.

Blue – Persons with disabilities zone is enforced 24/7. Non-disabled violators are subject to impoundment.

Visitors - Visitor parking is enforced 24/7. Faculty, staff, and students may not park in visitor spaces at any time. Violators are subject to impoundment.

Faculty/Staff parking is in effect from 7:00 a.m. to 5:00 p.m. (unless otherwise designated by signage) on class days and during final examination periods. This is to include fee payment, pre-registration, registration, and drop/add days. Faculty/Staff parking becomes open parking for students between the hours of 5:00 p.m. to 7:00 a.m.; with the exception of parking reserved 24/7, such as reserved for Deans.

Student-Zoned parking is in effect from 7:00 a.m. to 5:00 p.m. unless designated by code or signage as a 24 hour zone. Exception: The center lot, directly across the street from the Greek village is open parking after 3:00 p.m.

Student “E” permits may only park in the 24 hour restricted areas EAST of Foster Street. These areas are designated by signs and include the residential areas of Gunn, Boykin, Downs and Bowdon Halls.

Student “W” permits may only park in the 24 hour restricted areas WEST of Brumbelow Road. These areas are designated by signs and include the residential areas of Watson, Strozier Main, Strozier Annex, Tyus Hall, University Suites and Arbor View.

Student “S” permits may only park in restricted Commuter lots. Those lots are restricted for commuters from 7:00 a.m.-5:00 p.m. After 5:00 p.m., any student zone hangtag may park in the commuter lots.

Note: The middle parking lot across from the Greek Village is open parking after 3:00 p.m.

Student "G/V" permits may only park in the 24 hour restricted areas of Greek Village Housing.

Any registered vehicle may park in all remaining lots and road spaces not designated by a zoned sign.

Any student moving from one residence hall or other zoned area to a different zoned area must get a replacement hangtag from Parking Services. There will be NO charge for a replacement hangtag provided the original hangtag is surrendered to Parking Services.
Residence Life Coordinators, Residence Directors, and Resident Assistants are issued a special decal to attach to their hangtag, permits them to park in certain restricted parking spaces identified by signs. These spaces are not to be “loaned” to ANYONE.

Loading/Unloading spaces are for residents only with a parking limit of 15 minutes. Violators will be ticketed and may be towed at the discretion of Parking Services.

Food

There is Real Food on Campus. We invite you to the residential restaurant, located at West Georgia Drive in the Z-6 Dining Hall.

Food prepared to order, in front of your eyes, just moments before serving sound good? Real Food on Campus (RFoC) gives you a chance to be part of what’s happening. You can watch the chef prepare and present your meal in a colorful, appetizing, exciting setting. A visit to Z-6 will now be known for its merit as both an eating and meeting place.

Membership in RFoC, as we call it, is only for folks who enjoy inviting, invigorating, individual and “in-style-” foods. The atmosphere and environment change with the seasons or seasoning whichever you like. Bring your friends, enjoy a meal and get pleasure from a place that is truly yours, the RFoC at the Z-6 Dining Hall.

**HOURS OF OPERATION Z-6:**

Monday-Thursday

- Breakfast 7:30 am-10:59 am
- Lunch 11:00 am-4:29 pm
- Dinner 4:30 pm-8:30 pm
- Friday 7:30am - 7:00 pm
- Saturday 10:30 am-7:00 pm
- Sunday 10:30 am-8:00 pm

**THE WOLVES DEN FOOD COURT**

The Wolves Den Food Court, located on the bottom floor of the UCC, offers many of your favorites, such as Chick-fil-A, Bene Pizza/Pasta, Grille Works, and Sushi and Rice Bowls. For a quick pick-me-up or meals on the go, this is the place for you. Pay cash for the item you purchase or use the Dining Dollars, Credit/Debit, or Wolf Bucks portion of your meal Membership. The Food Court is open Monday through Friday, during the Fall and Spring semesters.

**Hours of Operation**

- Monday-Thursday 7:00 am-9:00 pm
- Friday 7:00 am-6:00 pm
THE SUBWAY CAFE

Subway Cafe, located on the top floor of the University Community Center. You can pay cash for the items purchased here or use the Dining Dollars, Credit/Debit or Wolf Bucks portion of your meal Membership.

Hours of Operation
Monday-Thursday 8:00 am to midnight
Friday 8:00 am to 6:00 pm
Sunday 6:00 pm to midnight

C3 CONVENIENCE STORE

Convenience! Convenience! Convenience! C3 Convenience Store is located on the top floor of the UCC, across from the Centre Cafe. This place offers anything you may need in your Residence - from a toothbrush and a birthday postcard to a microwave meal!

Hours of Operation
Monday-Thursday 7:00 am to 10:00 pm
Friday 7:00 am to 4:30 pm
Sunday 6:00 pm to 10:00 pm

WolfBucks & West Georgia HigherOne Card

WOLVES CARD OR STUDENT ID CARD

WolfBucks is the “on campus currency” that can be used for several things, including food, printing, and some vending machines. It is a good idea to deposit money onto your WolfBucks account right away. $50 is a recommended amount to start with if you only plan to use your WolfCard for printing.

The Wolves Card is your official university identification card (Student ID Card). It gives you access to everything from checking out books at Ingram Library to gaining access to the Campus Center. There are even some off campus businesses that accept WolfBucks as payment.

Your Wolves Card allows you to:

- Check books out at Ingram Library
- Get free or discounted prices to plays, sporting events, and concerts
- Access the Campus Center fitness area
- Access Health Services
Your Wolves Card is also your key to using Wolf Bucks around campus and your Meal Plan.

To ensure the life of your card, do not punch holes in it or bend it. If your Wolves Card is damaged, lost or stolen, you will be charged a replacement fee of $20.

**Where do I add Wolf Bucks?**

- By visiting The Online Wolves Card Office: https://services.jsatech.com/index.php?cid=75 (when depositing money to your account via the web, you will need to enter the name and campus ID number as it is in the BANNER system) OR
- By calling The Wolves Card Office at 678-839-6525 OR
- By going to The Wolves Card Office which is located on the top floor of the University Community Center.
- At any of the 5 Value Transfer Stations located in Ingram Library, University Community Center, or Aycock Hall (dispatch office open 24/7), University Suites and Arbor View Apartments.

**WEST GEORGIA HIGHERONE CARD**

At UWG, refunds and other financial transfers are made via your HigherOne Account.

The West Georgia HigherOne Card functions as a MasterCard Debit Card, which is accepted by more than 31 million merchants worldwide. It can serve as a primary bank account while allowing cardholders to get cash from ATMs, write checks, send and receive money electronically, and monitor their accounts online. Students will also be able to receive their financial aid refunds electronically through this system. You will receive their HigherOne Card in the mail at the beginning of Fall Semester. Do not throw this away! You must activate this card in order to receive the following financial disbursements from West Georgia:

- Any financial aid balance refunds
- Refunds from dropped classes
- Refunds from early withdrawals
- Scholarships other refunds

The HigherOne card is a true debit card in that any funds that reside on this card can be spent at any worldwide merchant that accepts debit cards. The campus locations where you can use the funds on this card are:

- University bookstore
- Pay fees online
- All campus food locations
- The Wolves Card Office (card replacements and faxes)

If you order an active replacement HigherOne card via the web or with HigherOne customer service, you will be assessed a $20 replacement fee by Higher One. To order a replacement HigherOne card for an account that was never activated, you must contact The Wolves Card Office. The replacement fee is non-refundable.
For any questions about HigherOne, please call 1-866-894-1141.

For your convenience there is a Higher One Customer Service Hot Line phone located in the Wolves Card office. You may contact a Higher One representative via this phone, Monday-Friday, 8am-5pm.

**UWG Computer Access**

**WHAT YOU NEED TO KNOW**

The University of West Georgia requires students to have ready access to a computer. All students will need to have access to e-mail, word processing, spreadsheet, and web browsing software.

**WHAT EXACTLY DOES THIS MEAN TO YOU?**

Let's begin with the most direct answer - UWG is requiring that all students, regardless of major or class standing, have READY access to computers for their coursework. Simply put this means that you need to be able to put your hands on and use a computer when one is needed for your coursework. You are expected to USE computers in your coursework at the University. For many students (especially nontraditional, graduate, and commuter students) having a computer of their own will make this much easier. Students may use university computer labs to complete their coursework but should be aware of the limited hours of operation and accessibility.

**YOUR COMPUTER NEEDS THE FOLLOWING SOFTWARE:**

- Word Processor*
- Spreadsheet
- E-mail
- Web Browser

*Free Microsoft Office copies are distributed to students.

**YOUR COMPUTER NEEDS:**

- DVD-CD-ROM/CD-RW drive
- Soundcard and Speakers and either
- An ISP if you live off campus or
- A Network card and ethernet cable (10/100 ethernet card) if you live in a campus residence hall

OTHER SUGGESTED OPTIONS:

- DVD-RW drive
- Printer
- USB Memory Key

WHAT KIND OF SOFTWARE DO I NEED?

UWG computer labs are equipped with Microsoft's Office Suite. You may use another suite of software programs as long as you are able to complete any course requirements. Check the uwglabs.westga.edu website for the latest software version and other computer lab information. You'll also need a web browser. The labs have both Mozilla Firefox and Internet Explorer. Note: Internet Explorer and Mozilla Firefox are available as free downloads.

WHAT TYPE OF COMPUTER DO I NEED?

Remember, you are NOT REQUIRED to purchase or lease a computer. However, if you decide you do want your own computer, the computer recommendations web site, http://www.westga.edu/~computer, gives you the minimum recommended configuration for purchasing a new computer. It also has the minimum recommended configurations for a computer if you already own one. If you own a computer that does not meet the minimum recommended requirements, you should consider either upgrading your current machine or purchasing a new one. If you are residing on campus in one of the residence halls, your computer must meet the minimum requirements to use ResNet.

OPTIONAL SYSTEM REQUIREMENTS:

A removable storage device such as a USB Memory Key for your computer is highly recommended. It is highly recommended that each student have ready access to a printer as well as a computer. A laser or inkjet printer will work fine. A color printer, while nice, is not necessary.

WHAT DO WE MEAN BY "USE" A COMPUTER?

The university expects you to be able to do more than play games and surf the web using a computer. You will be required to conduct research via the web, word process papers, analyze data, and correspond with other students, faculty and staff using e-mail. Many course assignments and materials are only available via the Internet.

WHY NOW?

With technology becoming more common in our daily lives, we believe that as part of your educational experience at UWG you need exposure to and the acquisition of basic computer skills. A UWG student should be able to:

1. Define essential computing terms
2. Create a hierarchy of folders on a hard drive or removable media
3. Save, copy, and move files into a designated folder
4. Write, send, and reply to e-mail messages
5. Create a formatted text document
6. Create a simple web page
7. Perform basic data analysis with a spreadsheet application
8. Create an electronic presentation
9. Access online resources, including library catalogs

DO I HAVE TO GO OUT AND BUY A NEW COMPUTER?

UWG recognizes that many of you already own computers or have access to one. Therefore, we are not requiring you to purchase or lease a new computer. However, you will be required to use a computer for many of your courses. Because of this, you will need to have ready access to a computer.

COMPUTER USE POLICY

Students are responsible for following the campus Information Security Plan and Acceptable Use and Ethics Policy (http://www.westga.edu/policy/index_3706.php). These policies detail the proper utilization of the computers, networks and related services at the University of West Georgia. These policies have been developed to ensure a quality computing environment at West Georgia that furthers the academic, research and service mission of the University. Providing this environment requires equitable resource distribution, computer and network availability, personal privacy and data integrity. Achieving this goal requires that everyone in the University community cooperate and adhere to these guidelines.

STUDENT EMAIL POLICY

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important University related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

WEB PAGE POLICY

Student, faculty, and staff World Wide Web activities and products must be consistent with the University of West Georgia's ethics policies including those on Sexual Harassment, Intellectual Property, and Conduct Policies (www.westga.edu/handbook), as well as federal and state computer crimes statutes.
Since it is impossible to anticipate every possible violation, it is incumbent upon the user to weigh his/her actions against the purpose provided in this policy statement.

**COMPUTER LABS**

UWG provides access to a large number of general and specialized labs for student use. For more information on these labs, please visit [http://uwglabs.westga.edu](http://uwglabs.westga.edu)

- Technology Learning Center Lab
- Adamson 228 RCOB Lab
- College of Education Computer Labs
- Library Labs
University Bookstore

The University bookstore is located at the corner of West Georgia and University Drive. This full service store carries all textbook titles, used and new textbooks, a full line of school supplies, art supplies, UWG and Wolves clothing, gift and novelty items, graduation regalia, diploma frames, and more.

The bookstore staff is friendly and familiar with the university, the campus, and works in cooperation with your professors to make sure you have the right materials for your classes.

The store also offers an online website enabling you to have your textbooks and other UWG merchandise delivered to your home before the start of classes. Both used and new textbooks may be ordered online from the bookstore. We accept Wolf Bucks, HigherOne Card, Visa, MasterCard, checks, cash, and University Bookstore gift certificates.

Bookstore Hours*

Mon-Thur 8:00am - 7:00pm
Friday 8:00am - 5:00pm
Sat. 10:00am - 2:00pm

*Extended hours are offered at the start of each semester, and hours may be reduced when classes are not in session

You can order your textbooks or merchandise online at www.bookstore.westga.edu. For more information, please visit our website or call the bookstore directly at (678) 839-6523.

Refund Schedule

Many graduate students depend on financial aid refunds for a number of needs while in school. Knowing when you can expect your refund transfer to occur is an important piece of information. You can find the refund schedule online on the Bursar’s Office Important Dates webpage (http://www.westga.edu/bursar/index_1552.php).

Please Note: often refunds are distributed early, the date listed are “no later than” dates. Be sure to check your HigherOne Account regularly and sign up for text messaging updates for up-to-the-minute information about your account. There is a HigherOne ATM located on the 1st floor of the UCC where you can make transactions without a fee. Please check the HigherOne website for information about fees as they have recently instituted a fee for using the card as a debit, rather than a credit, transaction. Don’t get surprised by bank fees by regularly checking the fee schedule online.
University Police

The University of West Georgia Police Department is certified by the State of Georgia as a full service police agency with authority to enforce all state laws, city ordinances, and the University’s Conduct Code. It operates 24 hours a day including weekends and all holidays. The administrative offices, Uniform and Criminal Investigation Divisions are located in Row Hall off University Drive at Aycock Drive. The emergency number is 678-839-6000. All students are encouraged to program this number into their cell phones.

The police department operates a website (www.westga.edu/police) where information about department personnel, current crime and fire information (Clery Act), emergency plans and other information relevant to the safety of the campus community can be found. On the website you can also find how to register for Wolf Alert and Wolf Guardian. Wolf Alert is our emergency notification system. When severe weather or some other incident threatens the campus, you can be notified by voice, text, or e-mail (or all three) of the problem and what action to take. The other service is Wolf Guardian which turns your cell phone into a personal panic button. Both programs are explained on the website by clicking the respective icon.

The University Police should be called to report criminal activity, fires, psychological and medical emergencies. The department investigates all crimes which occur on campus and prosecutes its cases in Carroll County courts. The University Police also refers cases to Student Affairs and Enrollment Management for disciplinary action.

The department offers educational programs dealing with crime and fire prevention, alcohol use and self-defense classes for women. These programs are offered free to the campus community. Please call 678-839-6000 and a communications officer will put you in contact with an instructor.

For Assistance:

University Police - 678-839-6000 (24 hours)
Administration - 678-839-6252 (Monday through Friday)
Criminal Investigations - 678-839-4974 (Monday through Friday)

Carroll County Emergency - 911 (8+911 from a campus phone)

UWG Emergency Alert

Go to www.westga.edu/police

Click on UWG Emergency Alert Sign-Up

This service allows you to be notified in the event of an emergency via your cell phone, text message, landline or e-mail. You may register as many phone numbers and e-mail addresses that you want and may include your parents' numbers. There is no charge for this service and everyone is encouraged to enroll. Once registered, please make sure that you keep your information current.
This system will only be used when there is imminent danger to campus. Examples would include tornado warnings, chemical spills, orders to evacuate or shelter in place, and active shooters. We will not use the system to distribute information that can be found through other outlets. This is being done to ensure that you know if you receive an UWG Emergency Alert that it is important information you need to know about.

Campus Center

The Campus Center enhances student success by providing a place to play, learn, relax and get connected to the campus.

The Campus Center will become your Center of Life for the campus. It is your place for playing, learning, relaxing and campus information. It is your connection to the campus and the place to be and be seen. We put smiles on your face and fun in your life.

We have full wireless network coverage throughout the Campus Center, so come on down and get connected!

If you're feeling adventurous, scale the 48-foot climbing wall or check out equipment for an adventure trip, such as canoes, kayaks, tents and backpacks. You can also stay dry and comfortable no matter what the weather while you walk or run the indoor 1/8-mile track. If you prefer team sports, dribble your way to campus fame on the basketball courts or explore the sports and other recreational opportunities offered by the Department of Campus Recreation.

The Campus Center will be a great place to socialize and enjoy your free time. Catch up on your favorite soaps on a wide-screen TV, play X-Box or Playstation 3 games or shoot a game of pool in the Game Room. Chat with friends in one of the many casual areas both inside and outside on the patio. Or attend a variety of events in the 9,000-square-foot ballroom, which will seat 500-800 people for such student activities as Homecoming pageants, musical performances, lectures and awards banquets.

Within the Campus Center are the following:

- 13,000-square-Foot Fitness facility with over 205 pieces of strength and cardiovascular equipment, in addition to a 1/8 Mile Indoor Track
- Indoor 50 and 25 climbing walls are available for leisure time activities (training is required to use the big wall during open hours)
- Two 1,500 square-foot aerobics rooms fully equipped with the latest workout equipment provide numerous group exercise classes
- Personal trainers are available for exercise instruction
- Game Room
- Basketball Courts
- Outdoor Recreation Center
- 9,000-square-foot ballroom
Meeting rooms for student organizations
- TV Viewing Area
- And areas just to hang out and relax

Some important campus offices located in the Campus Center:
- Center for Student Involvement
- Department of Campus Recreation
- Campus Center Administration
- Student organization offices located on the third floor - Student Government Association (SGA), Student Activities Council (SAC), Black Student Alliance (BSA) and Greek Leadership Governing Councils. Drop by with a suggestion or an offer to help out - you will be welcomed!

For more information about the Campus Center (including information about the many job opportunities available in the Campus Center) please visit www.westga.edu/campus.

The University Community Center

The University Community Center (UCC) is the big round building in the center of campus.

The EXCEL Center of Academic Success
The EXCEL Center is located in the UCC. It has many programs that may be useful to you, including a free printing lab.

- Tutoring
  - FREE one-on-one tutoring in all core courses!
- First Year Support
  - Resource center for all first year students and your parents. We're your trouble shooter!
- Peer Mentoring
  - Paired with incoming students, upper-class students serve as your big brother/sister. Just contact us to sign up.
- Academic Advisement
  - Holistic academic advisement and personal assistance with course/major selection for undeclared students & certain pre-majors.
- Center for Diversity and Inclusion
  - Helps students get connected in the university.
- Career Exploration
Explore major/career options compatible with your strengths/interests. Decide on the best major/career for you!

- Leadership Development
  - Work as a mentor, tutor, or take a course designed to prepare you for excelling in leadership roles.

- Student Advocacy
  - A one-stop resource to answer your questions and help orient you to campus life; provide advocacy through campus programs and services.

- Academic Success Skills
  - Study skills seminars and tutoring to help you EXCEL in college.

- UWGeek Squad
  - Help with computer software in any Microsoft Office application, MyUWG, CourseDen, WebCTVista, BanWeb, Student Webmail, Power Point presentations, Library E-Reserve Readings, and many other computer needs.

EXCEL Center for Academic Success
UCC Room 200
678-839-6280
www.westga.edu/excel

Auxiliary Enterprises - The Auxiliary Services Office, located on the third floor of the UCC, is your liaison for all food services on campus. They will activate your student I.D. card, sell you a meal plan, provide vending machine refunds, or answer any questions concerning the services provided by the dining hall or the food court. Office hours are 8:00 am to 5:00 pm Monday through Friday. Phone: 678-839-6525

The Wolves Den Food Court - located on the bottom floor of the UCC offers many of your favorites, such as Chickfila, Topios Pizza, Burger Studio, Tortilla Fresca, and Fresh and Healthy. For a quick pick-a-meal up or meals on the go, this is the place for you. Pay cash for the item you purchase or use the dining dollars portion of your meal Membership, credit card, or Wolf Bucks. The Wolves Den is open Monday through Friday, during the fall and spring semesters.

C3 Convenience Store - Convenience! Convenience! Convenience! C3 Convenience Store is located on the top floor of the UCC, across from the Centre Cafe. This place offers anything you may need in your Residence, from a toothbrush to a microwave meal!

The Wolves Card Office - The Wolves Card Office, located next door to the Auxiliary office on the top floor of the UCC, is your UWG ID card headquarters. In addition to making the campus ID card, the Wolves Card Office will reserve campus space for student organizations, accept Wolf Bucks deposits, send and receive faxes, and offer assistance with HigherOne accounts. Office hours are Monday - Friday, 8 am - 5 pm, open first two weeks of Fall and Spring semester until 7:00 p.m. Monday - Thursday. Deposits to Wolf Bucks are received until 4:30 pm Monday - Friday.
Commuter Lounge - Located on the third floor of the UCC in room 311 and open to all commuter students Monday - Friday, 9 a.m. - 5 p.m. in the fall and spring semesters. Available for your use are computers, a printer, tables, refrigerator, microwave, and lots of comfy couches that are perfect for an afternoon nap. The lounge is monitored by a Commuter Assistant who is there to answer any questions you may have concerning commuting or life at UWG. Feel free to stop by and enjoy all the wonderful things the commuter lounge has to offer you!

UCC Centre Cafe Lounge - Centre Cafe Lounge is the television lounge located on the third floor of the University Community Center. This space features comfortable seating and a big screen TV for student's use. This area has the same hours as the C3 convenience store.

A major portion of the top floor of the UCC is dedicated to student lounge space. Comfortable seating and a beautiful view make this the most desirable gathering spot on campus. With good lighting and tables for studying or card playing, a television in the dining area, and the close proximity to the Centre Cafe and C3 for snacks, students have a great place to hang out with their friends.

Campus Mail Services - The Campus Mail Services Center is located on the main floor of the University Community Center (UCC). All students who live on campus are assigned a post office box. Mail should be addressed in this form: John Doe, P.O. Box 13500, University of West Georgia, Carrollton, GA 30118. Mail is scheduled for delivery in mailboxes by approximately 10:00 a.m. Students are encouraged to check their boxes daily.

We accept delivery from UPS and Federal Express.

Mail Services also provides a free interoffice service through which mail is forwarded to students, faculty and staff.

The Campus Mail Services Center is an USPS Contract Postal Unit. We offer most window services (i.e. express, global priority, registered, certified, and insured mail). A variety of stamps are available. Money orders (international and domestic) may be purchased for cash only. The window schedule is Monday through Friday from 8 a.m. to 4:30 p.m.

UCC Computer Lab - The computer lab is located on the third floor of the University Community Center. It is available to students for typing papers, surfing the Internet, or checking email. The UCC Lab Hours are: Monday - Thursday 7:45 a.m. to 2:00 a.m., Friday 7:45 a.m. to 5:00 p.m., Saturday 12 noon to 6 p.m., and Sunday 12 noon to 2:00 a.m. For more information please visit http://uwglabs.westga.edu/Facilities/lab_info.asp?lab=1.

Subway - Subway is located on the top floor of the UCC.

It is open Monday - Thursday 10:30 a.m. to 10:00 p.m., Friday 10:30 a.m. to 4:30 p.m., Saturday Closed, Sunday 7:00 p.m. to 10:00 p.m.
Health Services

Located across the street from the University Community Center (UCC) in the "other round building", your infirmary provides diverse services, many of which are covered under the Health and Activities fee. Staffed by a physician, a pharmacist, three nurse practitioners, one registered nurse, six licensed practical nurses and two patient advocates, the infirmary offers extended hours of service while university residence halls are open. Hours are Monday through Thursday from 8:00 a.m. until 6:00 p.m. and 8:00 until 5:00 on Fridays during fall and spring semester. During the May and summer sessions, we close at 4:00 p.m. Students who need transportation assistance in reaching the infirmary can call University Police at 678-839-6000. Patient information is treated with the strictest confidence. As university students are legally adults, no patient information or records can be discussed or released without the patient's written permission.

Features

- Coordination of Care
  Students under the care of a physician can coordinate medical services with the Infirmary by having the supervising physician write us. Correspondence should include the diagnosis and treatment plan as well as expectations for continued care at the university. In order for our providers to discuss your care with any physician, your signed "consent for the release of information" must be obtained. Patient advocates can facilitate this process.

- General Health Problems
  Treatment for colds, allergies, flu, viral infections and other common health concerns is provided. Students who have minor accidents may also be assessed and treated.

- Pharmacy
  Provides diverse array of prescriptions and med-management counseling. Many prescriptions are available at little or no additional cost. A complete listing of the pharmacy formulary and costs are found at www.westga.edu/health under "Pharmacy." Over the counter medicines such as cold medications, condoms, Advil, Band-Aids, antacids, among others are free-of-charge. Prescriptions for physicians outside the university are filled as well as those from Health Services.

- Gynecology Clinic
  Offers examinations and testing for sexually transmitted diseases and vaginitis. Pap smears and some STD screenings are offered at a minimal charge. Colposcopy and cryotherapy are available on site if needed due to an abnormal pap smear. Pregnancy tests are available.
  Contraceptives are available. Following the exam, the first month of
most birth control pills is free. The remaining prescription is offered at cost. Condoms are free, while the morning-after pill is offered at cost. Appointments for gynecological or breast exams may be made by calling 678-839-6452.

-Short Stay Unit
Need some TLC? Our short stay unit is available daily until 6:00 p.m. Monday through Thursday and until 5:00 p.m. on Fridays for students who need to be monitored while receiving medications or intravenous (IV) fluids. Patients requiring overnight observation are sent to Tanner Medical Center. Please note that services provided by Tanner Medical Center are not covered under the student health fee.

-WEB SITE www.westga.edu/health
Have questions? We have answers. Visit our website at www.westga.edu/health to get answers to many questions, including general health, wellness, depression, eating disorders, sexually transmitted diseases, and contraceptives. To verify the immunization information received by UWG, check our website using your student ID at "Check Your Immunization Status."

-Health Education
Want to learn more? Our Health Educator, the "Peer Educators" and the men's "One in Four" (Men Taking a Stand against Sexual Assault) group offer seminars and programs on many health issues throughout the year. Watch for flyers, public service announcements, or log onto our website at www.westga.edu/health. Groups may request seminars on specific topics by contacting Ron King at 678-839-4164 (rking@westga.edu).

Services

-Asthma Treatment
Patients are evaluated with spirometry before and after asthma treatment. Some asthma medications are available in our pharmacy. Nebulizer treatments and oxygen are available for in-house use.

-Attention Deficit Disorder
Health Services and the Counseling and Career Development Center work together to serve students through assessment, counseling, and medicine management. Some prescription medications are available through our pharmacy at cost.

-Psychological Services
Student life can be stressful! Patients can be assessed and treated for depression, anxiety, eating disorders, addiction and other conditions that can impair life and learning! Staff members can also link students to campus or community counseling resources.

-Contraceptives (see section on gynecology also)
Condoms are free of charge. A wide array of birth control pills as well as diaphragm rings, injections, and patches are available. The provider counsels with the patient to select a contraceptive. The morning after pill is available for a price at the pharmacy.

-Rape Intervention
Unfortunately, one in four women will be sexually assaulted in her lifetime. Health Services has three certified SANE (Sexual Assault Nurse Examiner) to provide rape
examinations. A victim's advocate is available to provide support and to connect victims with any needed campus and community resources. Victims of assault should call University Police at 678-839-6000 or Rape Crisis at 770-834-7273 twenty-four hours a day or Health Services at 678-839-6452 during regular business hours. Students are strongly encouraged to seek medical attention following an assault; however, victims are not forced to file a law enforcement report -- even if University Police is involved.

**Available Testing**
- Pregnancy
- AIDS
- Other Sexually Transmitted Diseases
- Urinalysis
- Mono
- Hemoglobin (for anemia)
- Strep swab
- Accu-check (for glucose)
- Flu swab
- Hearing test
- Pulmonary function
- Burn treatment
- Pulse oximetry
- EKGs
- Cultures
- Biopsies (tissue analysis)

**Procedures**
- Nebulizer treatments
- Vaccinations
- Freezing (or Cryo) of warts on hands, feet, genitals
- Sutures
- Mole Removal
- Allergy injections
- Prednisone and Antibiotic Injections
- Oxygen
- Intravenous Fluids & Medicines

**Referrals to the Hospital and Student Insurance**
Students may be referred by the Health Services staff to the emergency room at Tanner Medical Center, the local hospital. In such cases, the hospital will consider the student responsible financially. Students are responsible for all medical expenses related to treatment off campus, including ambulance transportation. Students should remember that, if they are covered by personal or parent's insurance, it is essential that an insurance policy number be in their possession.
The university does not provide insurance to students. However, the University system of Georgia has contracted with a company which will sell insurance to students. Information can be found at http://www.usg.edu/student_affairs/students/services_for_students.

International students are required to have health insurance. For information the student should contact the International Student Advisor in International Services and Programs (678-839-4780).

ANNOUNCEMENT

To support recent graduates of the University of West Georgia, Health Services will now provide medical care for two semesters following graduation to those who elect to pay the current Health fee. The time between school and employment is often a challenging time for graduates since they sometimes do not have access to adequate health care during that transitional time. To learn more about the services provided by Health Service, please see: http://www.westga.edu/health/ or call Health Services at 678-839-6452.

Ombuds Office

Ombuds staff operate informally, independent of the formal organizational structure of the University. Professional staff in the University Ombuds office are appointed by, and report to, the President of the University. They work to resolve concerns, complaints and questions about University policies, procedures and practices.

Ombuds staff act in a neutral, impartial and confidential manner in assisting faculty, staff and students. They are trained in accordance with the standards and ethics of the International Ombudsman Association. They serve as advocates, not for any individual, but for fairness, equitable treatment and respect throughout the University community.

Ombuds listen carefully to visitors (faculty, staff and students) in confidence. They provide advice and options and information on University policies and procedures, make inquiries and, when appropriate, referrals to other University resources.

They facilitate communication between parties and may agree to be present in a meeting with you and another party. Or they may arrange for formal mediation when both parties agree. They have access to any other University office. They maintain the confidentiality of information received.

Ombuds do not serve as advocates or adjudicators nor do they make decisions about University policy. They cannot compel anyone to accept their recommendations. They act outside the usual administrative procedures, but they do not subvert them. They are not involved in formal investigations or compliance functions. Ombuds do not take sides. They do not offer legal advice. Contact with the office is not regarded as official notice to the University.

Call the office when you experience an issue or concern that you are not able to resolve through the usual channels of communication at the University or when you do not know how to resolve it. Workplace complaints, such as discrimination, supervisor/employee disputes and preferential treatment, professional misconduct and instructor/student issues are examples of problems dealt with by the Ombuds office. University policy provides assurance that you will not suffer reprisal for seeking the services of the office. To contact the Ombuds office, call 678-839-4165 or visit www.westga.edu/ombuds.
Transfer Students

In any graduate program a maximum of 6 semester hours of graduate credit (9 hours for the PhD in Psychology: Consciousness and Society) may be transferred from another accredited institution subject to the following conditions: (1) work already applied toward another degree cannot be accepted; (2) work must have been completed within the six or seven-year period allowed for the completion of degree requirements (8 years for the PhD); (3) work must have been applicable toward a graduate degree at the institution where the credit was earned; (4) work offered for transfer must have the approval of the Dean of the College of Social Sciences or the chair of the department of the student's major. (5) acceptance of the transfer credit does not reduce the residency requirement stated above.

Under no circumstances may credit earned through correspondence work be applied toward satisfaction of degree requirements.

International Students

For the new coming internationals it is not only a new semester, but also a great challenge and adventure. New country, new language and new friends. Sounds great! We all are happy and excited about starting a new period of life and education, but still we have some serious topics to discuss. International Student Orientation (ISO) is a program for all incoming international students in F-1 or J-1 student status, including freshman, graduate, professional, transfer, returning students from leave, and exchange students. ISO is designed to help students learn about and understand important immigration regulations and procedures required of F-1 and J-1 students, confirm their arrival for required government reporting purposes, and to assist new students in adjusting to UWG. Hopefully, we have made that process easy and fun!

Responsible Conduct of Research

It is the guiding principle of the University of West Georgia to maintain the highest standards of research and scholarship integrity regardless of the source of funding for that research or scholarship, or the type of research or scholarship being conducted. The University of West Georgia complies with guidance issued by the federal Office of Research Integrity by promoting ethical conduct in academic research and scholarship and all aspects of the research enterprise. Read the complete UWG policy at http://www.westga.edu/assetsDept/orsp/ResponsibleConductinResearchGuidelines.pdf
All students engaged in research involving human participants must complete an educational program related to the responsible conduct of research prior to initiation of a research project. The University of West Georgia has selected the Collaborative Institutional Training Initiative (CITI) as the best and most efficient mechanism for delivering education to UWG researchers involved with human subject research. CITI is an on-line educational training course that provides relevant, up-to-date information on the protection of human subjects in the format of instructional modules. For more information, see http://www.westga.edu/orsp/index_17322.php

Withdrawal from the University

A student who wishes to withdraw from the University must submit a request in writing to the Registrar’s Office. When the Registrar approves the request, the student will be given instructions for completing the official withdrawal process. The student is not withdrawn until clearance has been obtained from the Registrar’s Office. Failure to officially withdraw may result in grades of F for all courses that semester.

A student may be administratively withdrawn from the University under certain conditions. This may occur when the Vice President for Student Affairs, in consultation, when appropriate, with the student’s parents or spouse, the Director of the Counseling and Career Development Center, and/or the University Physician, determines that the student suffers from a physical, mental, emotional, or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others; (2) causes the student to interfere with the rights of other members of the university community or with the exercise of any proper activities or functions of the University or its personnel; or (3) 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 University.

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

Graduation

Graduate student seeking a Master, Specialist, or Doctorate degree should follow the below steps in order to apply and prepare for graduation.
Step 1. A student with a minimum 3.0 overall grade point average and who has met all requirements of the Program of Study must submit an application for the degree with the Registrar’s Office the semester prior to the semester of graduation. No student will be issued a diploma or academic transcript if in default of payment due to the University. Degree seeking students (students seeking a Masters, Specialist or Doctorate degree) should submit the Graduate Application for Graduation and application fee prior to the appropriate deadline listed below:

Graduate Application Deadlines

- Spring Graduation - October 1
- Summer Graduation - March 1
- Fall Graduation - August 1

The $40.00 application fee (cash or check only) must be submitted along with the application for graduation to the Enrollment Services Center located in Parker Hall or mailed together to the Enrollment Services Center, University of West Georgia, 1601 Maple Street, Carrollton, GA 30118

Step 2a. If you have selected a Comprehensive Examination or Equivalent (Non-Thesis) track, then you will need to complete the Comprehensive Examination or Equivalent Form and submit it along with your Application for Graduation to the Enrollment Service Center.

--OR--

Step 2b. If you have selected a Thesis or Dissertation track, then you must follow the instructions in the Thesis & Dissertation Formatting Guidelines Handbook (found on UWG’s Graduate Studies website: http://www.westga.edu/gradstudies/theses-dissertations.php) before submitting your document to the Format Reviewer for approval prior to printing and binding.

Two Format Reviewers work with students to approve final versions of theses and dissertations prior to printing and binding. Students should submit their document for review to Ms. Annette Pritchett (apritch@westga.edu) on the 1st floor of Sanford Hall.

After the defense and receipt of approval from the Format Reviewer, the student should pay binding fees at the UWG Cashier’s Office in Aycock Hall. Print the required number of copies of your Thesis or Dissertation, plus additional copies if desired, and submit the printed copies of your Thesis or Dissertation to the Library for binding by the below deadline:

Thesis Binding Deadlines

- Spring Graduation - April 12
- Summer Graduation - July 12
- Fall Graduation - November 26

*If the deadline falls on a weekend or holiday, then it is due to the Library on the following workday by 5:00 p.m.

Step 3. Meet with your Advisor or Program Coordinator to ensure that you have completed or will complete all of your program requirements.

Step 4. Check your MyUWG email account frequently for updates on your graduation status.

Step 5. Pay all fees owed to the University. This includes parking tickets, obligations to the library, or any other departmental fees.

Step 6. Confirm your diploma information by viewing the Prospective Graduates list, found at http://www.westga.edu/registrar/755.php

Step 7. Submit the Graduate Alumni Information Form to the Office of Development & Alumni Relations.

Step 8. If your graduation plans change or you need to be deferred, please contact Allysн Marple at amarple@westga.edu.

Please be aware, there is a time limit on all degree programs. Below is the school policy, please contact your department for more information.

In any graduate program all work (including the comprehensive examinations) must be completed within a six-year period. It is expected that students will complete the program with reasonable continuity. Students called into military services or students with other extraordinary circumstances may apply for an extension of time.
# APPENDIX

## SOLUTIONS GUIDE

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