Welcome to the Division of Student Affairs and Enrollment Management!
Congratulations on your new position with the Division of Student Affairs and Enrollment Management (SAEM). We are very excited to have you join the best team of students and professionals at the University of West Georgia. As a new employee, we understand that you may feel a little lost or overwhelmed by your new surroundings. This handbook contains information that you may find useful during your first few weeks at SAEM. Although this handbook is not representative of all that SAEM or the University of West Georgia has to offer, we have created this handbook as a reference guide in hopes that it will ease some of the stress associated with starting a new position.
Divisional Vision, Mission, and Values

SAEM Vision
To create the ultimate university student experience in the state of Georgia by enlivening the vibrancy of campus life, supporting academic excellence, building facilities which support our mission and destination, and telling our story to others to attract, enroll, and inspire the best and brightest students.

SAEM Mission
The mission of the Division of Student Affairs and Enrollment Management is to enhance the engagement, development, and success of students through comprehensive, intentional, and student-centered programs, services, and activities. We accomplish this with a commitment to growth and development of students and staff while living our values of leadership, professionalism, inclusiveness, and collaboration.

SAEM Values
Growth and Development
- Use student development theory and philosophy in practice
- Focus on the development of others
- Actively seek continuous improvement of self and department
- Seek opportunities to develop and grow in your area of expertise
- Be aware of self and how you affect others
- Learn from other professionals, institutions and best practices
- Volunteer for other roles—seek opportunities to serve
- Demonstrate commitment to the greater University beyond your own area or department

Collaboration
- Work towards a common goal
- Understand what the other person/office/function does
- Realize that we are all interdependent and interrelated
- Be willing to accept assistance from one another
- Recognize the value of others
- Value cooperation and mutual dependency in relationship building
- Focus to strengthen appropriate academic partnerships
- Motivate, encourage, and educate students to collaborate

Inclusiveness
- Show respect for others
- Value, embrace, pursue, and celebrate all forms of diversity
- Actively seek ways to integrate disparate people, ideas and cultures into all we do
- Seek input and consult with others with differing viewpoints
- Create emotionally safe spaces
Leadership
• Seek opportunities to benefit the larger organization
• Communicate effectively
• Set high expectations
• Hold yourself and others accountable for results
• Do what is right with character and integrity
• Take responsibility; make difficult decisions
• Model effective leadership to others
• Develop others in their role, and for future roles
• Seek input from others prior to making decisions

Professionalism
• Act with integrity and accept accountability
• Uphold the standards of the profession
• Be consistent in our behavior and interactions
• Maintain a positive attitude
• Strive for continuous improvement
• Be on time and be prepared
• Complete quality work
• Dress according to divisional and university standards

Other SAEM Information
Departmental Overviews
Admissions

Mission
The Office of Admissions seeks to attract a qualified and diverse student body consistent with the mission and goals of the University of West Georgia. Throughout its interactions with constituents, the Office of Admissions makes every effort to communicate the University's expectations, programs, and services to prospective students and parents to ensure a successful student-institution fit. Students are central to every effort undertaken by the Office of Admissions as it strives to demonstrate by example the essence of 'Educational Excellence in a Personal Environment.

People
- 22 Administrative and Staff positions
- 2 Graduate Assistants
- 15 Undergraduate Student Assistants

Activities
- Recruiting: The Office of Admissions recruits students to the institution through a multitude of avenues: Travel to high schools and colleges, Attendance at state and local college fairs, Electronic and Social Media communication, outbound phone calls, and other forms of contact
- Visit Programs: The Office of Admissions coordinates a daily tour program that takes place at 10AM (with a 9AM info session) and 2PM daily. It also plans group tours throughout the year and hosts 4 Preview Days a year, as well as additional special events.
- Application Processing and Compliance: The Office of Admissions verifies the admissibility of applicants by entering their application and verifying their credentials. The Office of Admissions is also required to verify eligibility for state benefits including tuition waivers, in-state tuition, etc. Application processing is completed for undergraduates, graduate students, and readmission students
- Sponsorship of University Ambassador Program: The Office of Admissions sponsors the University Ambassador Program, a student organization designed to represent the institution with a diverse set of students interested in sharing why they “went west”.

Admission Statistics
- Throughout the course of the year, approximately 8,300 freshman and transfer applied to the university with 4,640 receiving admission
- The Office of Admissions, during the 2011-2012 academic year, managed 41,572 inquiries in to the institution
- Approximately 5,500+ students took a daily tour over the 2011-2012 academic year, and 1904 students and 5409 guests attended a Preview Day during the 2011-2012 academic year
- The application fee for the 2012-2013 year is $40.00

Contact
Justin Barlow, Director  |  jbarlow@westga.edu  |  678-839-5600  |  www.westga.edu/admiss
Career Services

Mission
The mission of Career Services is to provide efficient, effective, and personalized services to UWG's students, alumni, and employers. Career Services interfaces between the campus and the employment community to facilitate career development through career coaching, student work, professional practice programs, and career employment.

Staff
• 7 Administrative and Staff positions
• 1 Graduate Assistant
• Student Assistants

Offerings
Student Employment Office
The office assists students to find on-campus employment composed of Student Research Assistant Program (SRAP) positions, general student assistant jobs and Federal Work Study positions (must qualify for these through Financial Aid). Off-campus employment is also part of this office’s responsibilities and jobs are identified and students referred in the neighboring communities and with corporations in the metro-Atlanta area.

Professional Practice Office
This office works with the Intern and Cooperative Education Programs. These programs combine a student’s academic studies with practical experiences in the workplace. Students in many cases earn money, gain “hands-on experience” and make contacts that prove extremely valuable after graduation. Many co-ops can continue for several consecutive or alternate semesters and according to a recent survey, employers rated the co-op program as one of the most effective methods of recruiting full time positions. Both co-op and internships may involve pay (required for the co-op program) and academic course credit.

Career Employment Office
This office works with graduating seniors and provides workshops and event opportunities for students to develop the skills necessary to assist them in transitioning into the workforce. Events sponsored by the office include job fairs held in the fall and spring. Individual job coaching is available through this office and students are assisted with resume development, interviewing techniques and job search strategies.

Contact
Wanda McGukin, Director | 678-839-6431 | 3rd Floor Parker Hall | http://careerweb.westga.edu
Center for Student Involvement

Mission
The Center for Student Involvement facilitates student engagement, leadership and involvement through a variety of programs and services which enhance the overall student experience at the University of West Georgia.

People
- 5 Administrative and Staff positions
- 5 Graduate Assistants
- 3 Student Assistants

Activities
- University Programs-The Student Activities Council (SAC) provides co-curricular activities for the West Georgia community. Their mission is to provide a number of diverse cultural, recreational, social, educational, and entertainment programs, and is implemented through seven program committees; Weekends West Georgia provides events for students on the weekends. These events provide a sense of excitement, involvement and connection, on the weekends and throughout the year; Stay West Weekends is a grant program that provides funding for student organizations and departments to create and manage events on designated weekends; Major Concerts provide students with two major concerts a year to help increase the vibrancy of campus life.
- Leadership Programs- a variety of opportunities for students to develop the skills they will need as a leader. We have programs and trainings for students of all levels of leadership experience. Some of these programs include Leadership to Go, Leadership in the Wilderness, Lead Lunch, Lead Day, and Lead Weekend.
- Greek Life-As many other American colleges and universities, fraternities and sororities play a distinctive role at the University of West Georgia’s campus culture. They offer opportunities for students to succeed academically, develop lasting friendships, contribute to the broader community through service and participate in social, cultural, and athletic activities. Twenty-five Greek letter social organizations are represented on the university campus.
- A National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC) and College Panhellenic Council (CPC) exist to govern the fraternities and sororities. Among other responsibilities, the three councils coordinate membership selection process standards (Recruitment/Intake) and plan various activities such as Greek Week, NPHC Step Show, service projects and numerous educational programs.
- Student Organizations- over 150 registered student organizations ranging from departmental groups, honor societies, professional clubs, social Greek groups, and religious organizations
- Student Government Association-participates in the governance of the institution, serves on Faculty Senate Committees, serves on student fee committees
- Other: facilitate Weeks of Welcome, Best Weeks Ever projects, Campus Activities Awards Program, I-20 passport program

Contact
Chris Geiger, Director | 678-839-6526 | cgeiger@westga.edu
Counseling and Career Development

Vision & Mission
The vision of the Counseling & Career Development Center is a university counseling center where students identify and foster personal and external resources to help guide them in academic, social and emotional success, growth and development.

To bring this vision to reality:
• We provide counseling, psychotherapy, career development and support services to currently enrolled students.
• We provide outreach, consultation and crisis intervention to the University of West Georgia community.
• We provide clinical training and supervision for graduate level counselors in training.
• We always want the university community to be able to say that we are professional, competent, respectful, consistent, ethical, confidential, accessible, accepting, responsive and knowledgeable in the way we do our work.

People
• 10 Full-time Counselors
• 4 Part-time Counselors
• 4 Administrative Support Positions
• 2 Program Coordinators
• 11 Captioners
• 5 Graduate Assistants
• 6 Interns
• 6 Student Assistants

The Counseling & Career Development Center is located in Row Hall near the main entrance to Campus (the same building as University Police and Parking Services). The Center offers the following services in support of students’ development, growth and success:

Counseling Services
- Personal Counseling
- Psychotherapy
- Group Counseling
- Academic Counseling
- Substance Abuse
- Crisis Intervention
- Biofeedback

Career Development Services
- Explore Possibilities
- Discover Passions
- Make Informed Decisions
- Transition from Learning
- Issues to Working
- Personality & Skills
- Assessments

Disabled Student Services
- Disability Counseling
- Accommodations for:
  - Physical Disabilities
  - Psychological Disabilities
  - Learning Disorders
- Hearing Impairments
- ADHD

Contact
Lisa Adams, PhD, LPC, Director | 678-839-6428 | www.westga.edu/counseling
**Enrollment Services Center**

**Mission**
The Mission of the Enrollment Services Center is to develop a well-trained and knowledgeable staff to provide superior customer service to the students, parents, faculty and staff for matters concerning Financial Aid, Registration, and Student Accounts.

**People**
- 6 Administrative positions and 4 Staff positions
- 1 Graduate Assistant
- 1 Casual Labor position
- 1 Federal Work Study

The Enrollment Services Center is UWG’S FIRST STOP FOR REGISTRAR and FINANCIAL AID. Conveniently located in the center of campus in Parker Hall, A well trained and knowledgeable staff is available to assist walk-in traffic, referrals, general inquiries, and troubleshooting for all issues related to the Registrar or Financial Aid Offices.

The Enrollment Services Center (ESC) provides the following services for convenience and reduction in campus run-around.

<table>
<thead>
<tr>
<th>Registrar Services</th>
<th>Financial Aid Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-take for all forms &amp; documents</td>
<td>In-take for all forms &amp; documents</td>
</tr>
<tr>
<td>Grade Changes/ Credit by Exam</td>
<td>How to Apply for Financial Aid</td>
</tr>
<tr>
<td>Drop/Add/ Withdrawals</td>
<td>Financial Aid Eligibility Questions</td>
</tr>
<tr>
<td>In-State Residency</td>
<td>Financial Aid Verification</td>
</tr>
<tr>
<td>Reinstatements</td>
<td>HOPE Scholarship Information</td>
</tr>
<tr>
<td>Assistance with Registration</td>
<td>Satisfactory Academic Progress</td>
</tr>
<tr>
<td>Undergraduate Graduation</td>
<td>Scholarships &amp; Grants</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>Student Loan Information</td>
</tr>
<tr>
<td>Enrollment and Degree Verification</td>
<td>(Perkins, Parent Plus and Stafford)</td>
</tr>
<tr>
<td>Wolf Watch</td>
<td>Master Promissory Notes</td>
</tr>
<tr>
<td>(UWG’s new Degree Audit and Advising Tool)</td>
<td>Entrance Counseling</td>
</tr>
</tbody>
</table>

UWG is a Veteran Friendly Campus and ESC processes GI Bill Benefits for eligible UWG students.

The ESC also has an on-site Computer Lab: Trained attendants are available to assist students in utilizing on-line self-services; applications; myuwg; Banweb; Wolf Watch; and bill payments.

**Contact**
Sherry Robinson, Director | srobinso@westga.edu | 678-839-6140 | www.westga.edu/esc
EXCEL Center for Academic Success

Mission
The Mission of EXCEL, Center for Academic Success, is to provide academic and social support services to all students at the University of West Georgia. To achieve this purpose we offer programs in Academic Advising, Major/Career Exploration, Tutoring in all Core Curriculum courses, Study Skills training, Peer Mentoring, First Year Student Advocacy, Student Leadership Development, and At-Risk and Probation Student Advisement. Much of our focus is in helping first year students (and parents) make a successful transition to college.

People
- 15 Administrative and Staff positions
- 3 Graduate Assistants
- 60 Undergraduate Student Assistants

Programs
- Academic Advising: The EXCEL Center provides advisement for all undeclared, Pre-Nursing, Pre-Criminology, Pre-Psychology, and Pre-Mass Communication students.
- HOPE Scholarship: Mentoring for all HOPE Scholars and those who wish to gain or regain the HOPE Scholarship.
- iServe Mentoring: New students are matched with UWG upper classman who act as “big brothers” or “big sisters” to help them acclimate to college life.
- Major/Career Exploration: FOCUS is an online tool that helps college students explore majors and careers. A student can self-assess their personal interests, values, and qualities and then compare those factors to find a matching career and major. Results can be discussed with an EXCEL Center advisor.
- Supplemental Instruction: Academic support program that makes use of peer-assisted study sessions. Offered to all students in a targeted course.
- Second Year Program: Offers a multitude of programs for all sophomores in the Second Year Program assisting with their academic success and their engagement with campus life.
- Success Seminars: Weekly one hour meetings that cover study skills, test taking strategies, stress management techniques and more.
- Tutoring (Free): Available for all core curriculum courses such as History, Math, Sciences, Social Sciences, and Humanities.
- UWGeek Squad: The EXCEL Center’s UWGeek Squad officers are on call to serve the student body and aid students, undergraduate and graduate alike, who seek help with computer software. Officers are also available to assist faculty by conducting training sessions in computer labs for students. The EXCEL Center lab is open to all students free of charge and offers free printing.

Contact
Cheryl Rice, Director | crice@westga.edu | 678-839-6280 | www.westga.edu/excel
Financial Aid

Mission
The Department of Financial Aid at the University of West Georgia is the primary institutional unit that assists students in financing their educational expenses through a variety of federal, state and institutional loans, grants, scholarships and work programs. In administering these programs, this office, along with the Enrollment Services Center and the Call Center, work directly with applicants for student aid, with their parents or sponsors, and with secondary school personnel in providing information and assistance to current and prospective recipients of aid. The student aid delivery system touches, in one way or another, almost every department and organization at the University. In addition, this office works with numerous offices and organizations external to the institution such as need analysis services, financial institutions, and state and federal governmental agencies or their contractors.

Staff
- 8 Administrative and Staff positions
- 1 Graduate Assistant
- 3 Undergraduate Student Assistants

Office Responsibilities
- Work with a variety of federal, state and institutional loans, grants, scholarships and work programs to assist students finance their education.
- Work directly with applicants for student aid, with their parents or sponsors, and with secondary school personnel in providing information and assistance to current and prospective recipients of aid.
- Collaborate with numerous offices and organizations external to the institution such as need analysis services, financial institutions, and state and federal governmental agencies or their contractors.
- Offer programs such as College Goal Georgia and FAFSA Nights to help current students, potential students, and high school seniors complete the Free Application for Federal Student Aid (FAFSA).
- Provide information to incoming students at Orientation regarding Financial Aid policies and their personal financial aid file.
- Attend Preview Day to help answer questions that students and parents might have about financial aid at UWG.

Participation
- In 2011-2012, 72% of undergraduate students receive some type of financial assistance (including state, institutional, private, and military scholarships)
- In Spring 2012, UWG had 127 Zell Miller Scholarship recipients and approximately 2,700 HOPE Scholarship recipients

Contact
Kimberly Jordan, Director | kjordan@westga.edu | 678-839-6421
Judicial Affairs

Mission
Support the academic mission of the university by promoting a campus environment that encourages diversity, community, and mutual respect for the rights and property of others.

People
The Assistant Dean of Students is the chief Judicial Officer for the University

Activities
- Adjudicates cases involving violations of the Student Conduct Code and provides leadership and support for the Judicial Coordinators working in Residence Life
- Serves as chairperson for the Alcohol and Drug Abuse Prevention Team (ADAPT)
- Chair of the UWG Campus Intervention Team
- Deputy Title IX Coordinator
- Provides other services related to managing student behavior and improving the campus climate
- Office Hours: 8am-5pm Monday-Friday

Contact
Trish Causey, Asst. Dean of Students | 678-839-6423 | tcausey@westga.edu | www.westga.edu/judicial/
University Recreation

Mission
University Recreation inspires, empowers, and educates the university community by providing comprehensive, high-quality, student-focused programs, facilities, and services that create community, connectivity, and develop exceptional leaders who value and embody healthy lifestyles.

People
- 9 Administrative and Staff positions
- 3 Graduate Assistants
- 125 Undergraduate Student Assistants

Activities
- Campus Center – 131,000 sq. ft. facility which was opened in 2006 and contains the following amenities: 13,000 sq. ft. fitness center, four basketball courts, 50 ft. tall and 25 ft. tall climbing walls, two group exercise studios, indoor track, game room, 9,000 sq. ft. ballroom, meeting spaces, locker rooms, and an equipment rental center
- Club Sports – New for 2011-12, dedicated to providing and developing leadership opportunities for students interested in a sport or activity. Club Sports is committed to improving the quality of life for students, faculty and staff, as well as encouraging healthy lifestyle choices. Each club is nationally affiliated, student-run and establishes an organizational framework and competitive schedule to meet the needs of their membership
- Event Management – Each year University Recreation facilitates over 1200 meetings and events that occur in the Campus Center ballroom and meeting rooms. Events range from student organization events to large-scale university events, proms, and weddings.
- Fitness/Wellness – Offers 60 group exercise classes a week including: step aerobics, Spinning, yoga, Pilates, Zumba, and boot camp; conducts over 750 personal training interactions annually; and organizes specialized programs such as UWG’s Biggest Loser
- Intramural Sports – Offers sports leagues and tournaments year round for currently enrolled students, faculty, and staff; co-ed, women’s, and men’s leagues available; current offerings: flag football, soccer, 3-on-3 basketball, tennis, battleball, basketball, volleyball, softball, and ultimate Frisbee
- Outdoor Recreation – Leads 12-15 local and regional trips per year including: backpacking, caving, sea kayaking, whitewater rafting, rock-climbing and hiking; also operates a Rental Center where members can check out canoes, bikes, kayaks, etc. to utilize in conjunction with our programs or on their own

Contact
Matt Miller, Director | mmiller@westga.edu | 678-839-5500 | www.westga.edu/urec
**Parking and Safety**

**University Police**
The officers and staff of the University of West Georgia Police Department are committed to providing the University Community with a safe and peaceful environment conducive for learning and research. Their efforts enhance the ability of our students to succeed and our faculty and staff to work in an environment without fear of crime and violence.

**Important Phone Numbers**
678-839-6000-Emergency 24/7
678-839-6200-Weather/School Status

**Wolf Alert**
The University of West Georgia has contracted with Schoolcast to provide emergency notification services to our campus. 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 the service and everyone is encouraged to enroll. Once registered, please make sure that you keep your information current.

The system will only be used when there is imminent danger to the 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 a Wolf Alert that it is important information you need to know about. To register for this service, click the following link:
http://www.westga.edu/police/index_4301.php

**Wolf Guardian**
Wolf Guardian is a service that turns your cell phone into a personal panic button. Use of this system is provided free of charge to all University of West Georgia registered students, faculty and staff. For more information about this valuable service, click the following link:

**Parking and Transportation Services**
In addition to your parking decal, the Office of Parking and Transportation Services offers on-campus shuttle service, off campus shuttle, transportation for special events and enforcement of the Parking Code. This office is located in Row Hall and can be reached via phone at 678-839-6629.

**IDs**
The Wolves Card is your official university identification card. It gives you access to everything from checking out books at Ingram Library to gaining access to the Campus Center. Staff can now use Wolf Bucks by adding money to their account with check, cash, or credit card (Visa and MasterCard only). Wolf Bucks are accepted at the following locations: Z-6, Bookstore, Wolves Den Food Court, Centre Café,
C3 Convenience Store, C3 Express, Vending (Coke Machines, Snack Machines, Laundry, and Copying), Lab Printing, Java City, and Quiznos. Soon many local merchants will be accepting Wolf Bucks.

The Wolves Card Office is located on the third floor of the UCC, and can be reached at 678-839-6525. Your first ID card is free of charge; any replacements will cost $20.00.

**Employee Support**

**UWG Cares**

This resource provides information on responding to emergency or crisis situations, students in distress, safety concerns, medical concerns, psychological and personal issues and interpersonal conflict both in the workplace and amongst students. To report an incident or to learn more about this service, visit www.westga.edu/uwgcares

**PREVENT@UWG Suicide Prevention and Mental Health Awareness Program**

A federally funded comprehensive program for suicide prevention and the promotion of help-seeking behavior on the campus of the University of West Georgia. PREVENT primary goals include:

- Targeting campus gatekeepers for training (resident assistants -RAs, student leaders, faculty and staff) to help them identify students at risk for suicide, make effective referrals and break down barriers to help-seeking
- Promoting mental health awareness through educational seminars, events and media campaigns that will help UWG students, faculty, staff and parents become more aware of issues surrounding suicide.

More information about PREVENT can be obtained by visiting www.westga.edu/prevent

**Employee Assistance**

The Tanner Employee Assistance Program (EAP) is a work-based resource designed to assist employees and managers in identifying and resolving issues that interfere with workplace productivity and relationships. Mental health difficulties, child development and elder care concerns, emotional trauma, alcohol or other drug problems, marital separation or divorce, organizational changes and productivity challenges are just some of the issues that may warrant a call to Tanner EAP. More information on this resource can be found at: http://www.tanner.org/Main/EmployeeAssistance.aspx

**University Ombuds Office**

Conflicts in any work environment are inevitable. Difficulties in such areas as communication, working styles and departmental policies often lead to disagreements among co-workers, most of which are resolved by the parties involved without assistance. Faculty, staff and students at the University of West Georgia are encouraged to seek resolution of any conflict through such informal discussion. Contact the Ombuds office at 678-839-4165 for guidance/assistance in assessing your problem and working towards resolving the conflict before seeking mediation services. You can also contact Ombuds to schedule an on-campus workshop regarding conflict resolution for students, staff or faculty. More information about this services this office provides can be found at www.westga.edu/ombuds
Professional Development
Divisional Meetings
Each month during the Fall and Spring semesters, the Vice President for Student Affairs holds professional development meetings where attendance is required of all Divisional staff. Topics range from university related happenings, to strategic initiatives, management, leadership, etc. These are designed to help you understand your role better and how we all play into the bigger picture.

Links to Select National-level Professional Associations the Division of SAEM Utilizes
Student Affairs Administrators in Higher Education (NASPA)
American College Personnel Association (ACPA)
National Intramural and Recreational Sports Association (NIRSA)
Southern Association for College Student Affairs (SACSA)
National Academic Advising Association (NACADA)
Association of College and University Housing Officers – International (ACUHO-I)
Association of Outdoor Recreation and Education (AORE)
College Reading and Learning Association (CRLA)
American College Health Association (ACHA)
Aerobics and Fitness Association of America (AFAA)

Many of these associations have either regional or state-level affiliations that may be more appropriate based on one’s position or years or service.

Tuition Assistance Program (TAP)
The Tuition Assistance Program (TAP) is available to full-time, benefits-eligible employees of the University System of Georgia who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the TAP application deadline for the desired academic semester.

Employees are required to go through the regular student admissions process prior to applying for TAP. Employees must complete a TAP application and return it to the Human Resources office by the deadline for each semester in attendance. Employees may seek approval to enroll in up to nine (9) academic semester credit hours for each of the three designated semester periods: Fall Semester, Spring Semester, and Summer Semester.

For complete policy reference and TAP forms: http://www.westga.edu/hrpay/index_2452.php

Taking Classes During Work Hours
To establish consistent policy throughout Division of Student Affairs and Enrollment Management with regard to employees (exempt and non-exempt) taking classes during scheduled work hours. Any eligible exempt/non-exempt SAEM employee shall be allowed to take up to 3 credits/one course per semester during normal scheduled work hours.
Non-exempt staff, with approval of their supervisor, have the following options to make up the time away from the office while in class:

- Annual leave
- Lunch hour (if it does not interfere with regular duties/responsibilities)
- Time without pay

Exempt staff, with approval of their supervisor, have the following options to make up the time away from the office while in class:

- Annual leave
- Unpaid leave
- Flex-time, if the duties are functions and activities which can be completed outside of the normal business hours.

**Required Trainings**

**Right to Know**

The Georgia Right-To-Know Law requires each employee (faculty, staff, student workers, full time employees, part time employees and/or temporary employees) to be provided with information and training on the hazardous chemicals that they may be exposed to as part of their job. To comply, RM/EHS has developed an RTK program outlining the law requirements as it applies to the UWG community. This program requires all new employees to take RTK training within the first 6 months of employment and annually thereafter. This training will be accessible via your XXXXXXX

**Van/Cart Driving**

**Banner**

**Peoplesoft**

**ADP**

**Etc.**

**Other Benefits (Perks) To The Job**

**Discounts**

As an employee of the State of Georgia, you are eligible for many discounts ranging from cell phone plans, to Atlanta Braves, Six Flags, & Zoo Atlanta tickets, to various shopping and travel discounts. For a listing of all discounts available to Georgia State employees, please visit the Team Georgia website: http://team.georgia.gov/discounts/

In addition to the discounts mentioned above, many Carrollton restaurants and retailers offer discounts to UWG employees if you show your UWG ID at the time of payment. Don't be afraid to ask local businesses if they support UWG in the form of a discount.

**Campus Center Membership**

University of West Georgia faculty/staff are eligible to purchase a membership to the Campus Center. The Campus Center is a state-of-the-art facility constructed in 2006 that has the following amenities: 13,000 sq. ft. fitness center with 200+ pieces of fitness equipment, four basketball courts, 50 ft. tall and 25 ft. tall climbing walls, two group exercise studios, indoor track, game room, 9,000 sq. ft. ballroom, meeting spaces, locker rooms, and an equipment rental center.
Memberships can be purchased in one of three varieties:

**Month-to-Month:** $30/per month, cash or check accepted

**4-Month Continuous:** $100 one-time payment cash or check accepted or payroll deduction

**Annual:** $275 one-time payment cash or check accepted or payroll deduction

**Tailgates, Parties, Etc.**

UWG SAEM plays host to a number of social functions throughout the year to let team members interact with each other outside of work and get to know each other on a more personal level.

- SAEM typically has a tailgate site at each home football game throughout the course of the season. Bring your favorite covered dish and beverage of choice and cheer on the Wolves to victory. Not a cook, that’s ok too, there’s always plenty of food to go around, just come and enjoy the fun.
- After Fall semester classes end, SAEM typically has a divisional pot-luck, holiday party in the Campus Center ballroom. A sign-up sheet will be distributed leading up to the event. Another great opportunity to mingle and network with your many great peers in the division.

**About Carrollton**

**Overview**

Carrollton, the county seat of Carroll County, was incorporated in 1829. This dynamic Main Street City of close to 22,000 residents is centrally located in the county 14 miles south of Interstate 20 at the intersections of US Hwy. 27 and Georgia Highways 16 and 166. Serving as the commercial, industrial, cultural, educational and medical hub of the west Georgia region, Carrollton offers a little something for everyone. Newcomers and visitors find an inviting mix of southern gentility and cosmopolitan excitement where a quick stroll down shaded streets of historic homes leads to a bustling downtown square filled with bistros, shopping and eclectic art. Downtown has been the recipient of many public funding programs that have created a pedestrian friendly streetscape reaping many state awards for excellence. The City’s crown jewel, the Carrollton Cultural Arts Center, showcases a wealth of local theatrical, musical and artistic talent, as well as hosting many national programs and exhibits.

**Business Registry**

For a listing of local businesses from apartments to restaurants, click the following link: www.yp.com

**Other Duties as Assigned**

**Working Graduation**

SAEM is an active collaborator with our partners in Academic Affairs. One of the many ways that we do this is through offering employees to assist with graduation ceremonies. You may be pulled to assist with line-up, distributing programs, or a number of other tasks, but everyone in the division is expected to take their turn in the rotation. With the number of employees that we have in the division, you typically end up working one graduation ceremony every other year.
Move-in Day
Everyone in SAEM is committed to student success. What better way to set a student up for success than to make him or her feel at home and comfortable from day one? Housing and Residence Life asks for volunteers to assist with this enormous task each year. Lend a helping hand, this is a great opportunity to connect with our students and sometimes their parents.