Everything changes when you Go West.
Welcome!

As you start your collegiate journey with us, we want you to get the most out of your experience at UWG, both academically and personally. College is a time for growth, exploration, and discovery. We want to help you grow as a person, explore new ideas and cultures, and discover your potential. To help you reach your goals, we’ve laid out some of the things you need to know as a new student. Use this book as your guide to answering those basic, technical questions – like how to register for classes, find an on-campus job, or apply for graduation – as well as those more communal concerns, such as where to eat, how to find a social club to join, or how to sharpen your study skills. The answers to all these questions and more can be found within this guide.

College isn’t just about going to classes and learning material. It’s about making lifelong friends, becoming involved in the global community, and building knowledge and skills that will serve you for years to come. So that when you graduate you’ll be a leader of the pack.

As a Wolf, you’re in good company. UWG graduates go on to lead major companies, anchor the evening news, start their own businesses, and gain accolades in their fields of study – whether it be education, architecture, industry, including Ludacris, Neon Trees, Phillip Phillips, The Band Perry, Third Eye Blind, and Panic! at the Disco.

If these weren’t reasons enough to be excited about becoming a Wolf, you are joining a unique and diverse community with a beautiful campus.

As you can see, you are joining a unique and diverse community with a lot to offer and a track record of success. We look forward to seeing you succeed here. Let’s succeed together!

Dr. Kyle Marrero
UWG President

Dear First-Year Student,

Welcome to the University of West Georgia! We are a university of over 13,000 students, representing 77 countries and 44 states with 85 programs of study ranging from baccalaureate to masters to doctorate on a beautiful campus of 645 acres with over $300 million in new and renovated facilities in the last 10 years.

Now – we will be blazing our trails together, we feel that it only works to differentiate us from the rest, and that a blend of diverse students, backdrops, and learning styles only work to augment our community. You chose to attend our institution and therefore you are taking the first steps in a lifelong journey of learning and of discovery, both of yourself and your relationship with the world around you. It’s important to me that you have chosen to be part of our community of learners and that you have chosen to “Go West.”

This will be a milestone in your life, a discovery of yourself, and a chance for you to prove to yourself that you can do it. This is the beginning of an exciting and exhilarating journey. Make no mistake; at times it will be difficult; you will have to work toward your goals, whether they may be a good job with a great salary or to continue on to do postgraduate work. Wherever your destination may lie, the work that you put into the journey makes the destination that much better.

As you start your collegiate journey with us, you are taking the first steps in a lifelong journey of learning and of discovery, both of yourself and your relationship with the world around you. It’s important to me that you know as a new student. Use this book as your guide to answering those basic, technical questions – like how to register for classes, find an on-campus job, or apply for graduation – as well as those more communal concerns, such as where to eat, how to find a social club to join, or how to sharpen your study skills. The answers to all these questions and more can be found within this guide.

College isn’t just about going to classes and learning material. It’s about making lifelong friends, becoming involved in the global community, and building knowledge and skills that will serve you for years to come. So that when you graduate you’ll be a leader of the pack.

As a Wolf, you’re in good company. UWG graduates go on to lead major companies, anchor the evening news, start their own businesses, and gain accolades in their fields of study – whether it be education, architecture, industry, including Ludacris, Neon Trees, Phillip Phillips, The Band Perry, Third Eye Blind, and Panic! at the Disco.

If these weren’t reasons enough to be excited about becoming a Wolf, you are joining a unique and diverse community with a beautiful campus.

As you can see, you are joining a unique and diverse community with a lot to offer and a track record of success. We look forward to seeing you succeed here. Let’s succeed together!

Dr. Kyle Marrero
UWG President
Academic Calendar | Fall 2016

August
9 .......... Convocation
10 ........ First day of fall classes
10-14 .... Open drop
10-15 .... Open add

September
5 .......... Labor Day, no classes
30 .......... Last day to withdraw with “W”

Withdrawals after this date will receive a WF

Dates are subject to change. For the most up-to-date information, please refer to westga.edu/registrar.

October
6-7 ......... Fall Break
24 .......... On-time registration begins for Spring 2017

November
21-25 ...... Thanksgiving Break

December
3-9 .......... Fall exam period
10 .......... Fall 2016 Commencement

Chapter 1
About UWG
Vision

The University of West Georgia aspires to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!

Mission

The mission of the University of West Georgia (UWG) is to enable students, faculty, and staff to realize their full potential through academic engagement, supportive services, professional development, and a caring, student-centered community. UWG is committed to academic excellence and to community engagement, offering high-quality undergraduate, graduate, and community programs on-campus, off-campus, and online.

UWG, a charter member of the University System of Georgia (USG), is a comprehensive, SACSCOC level VI, public university, based in West Georgia with multiple instructional sites and a strong virtual presence. As a public institution, UWG is dedicated to building on existing strengths and developing distinctive academic, research, and co-curricular programs and services that respond to economic development and identified regional, state, and global needs, thus empowering alumni curricular programs and services that respond to economic development and to community engagement, offering high-quality undergraduates, graduates, and community programs on-campus, off-campus, and online.

UWG is a charter member of the University System of Georgia (USG), a comprehensive, SACSCOC level VI, public university, based in West Georgia with multiple instructional sites and a strong virtual presence. UWG supports students in their efforts to complete degrees in relevant programs, valuing liberal arts and professional preparation. Through effective and innovative teaching, experiential learning, scholarship, research, creative endeavor, and public service, UWG equips graduates to engage with and discover knowledge. UWG is dedicated to building on existing strengths and developing distinctive academic, research, and co-curricular programs and services that respond to economic development and identified regional, state, and global needs, thus empowering alumni curricular programs and services that respond to economic development and to community engagement, offering high-quality undergraduates, graduates, and community programs on-campus, off-campus, and online.

UWG, a charter member of the University System of Georgia (USG), is a comprehensive, SACSCOC level VI, public university, based in West Georgia with multiple instructional sites and a strong virtual presence. UWG supports students in their efforts to complete degrees in relevant programs, valuing liberal arts and professional preparation. Through effective and innovative teaching, experiential learning, scholarship, research, creative endeavor, and public service, UWG equips graduates to engage with and discover knowledge. UWG is dedicated to building on existing strengths and developing distinctive academic, research, and co-curricular programs and services that respond to economic development and identified regional, state, and global needs, thus empowering alumni curricular programs and services that respond to economic development and to community engagement, offering high-quality undergraduates, graduates, and community programs on-campus, off-campus, and online.

UWG, a charter member of the University System of Georgia (USG), is a comprehensive, SACSCOC level VI, public university, based in West Georgia with multiple instructional sites and a strong virtual presence. UWG supports students in their efforts to complete degrees in relevant programs, valuing liberal arts and professional preparation. Through effective and innovative teaching, experiential learning, scholarship, research, creative endeavor, and public service, UWG equips graduates to engage with and discover knowledge. UWG is dedicated to building on existing strengths and developing distinctive academic, research, and co-curricular programs and services that respond to economic development and identified regional, state, and global needs, thus empowering alumni curricular programs and services that respond to economic development and to community engagement, offering high-quality undergraduates, graduates, and community programs on-campus, off-campus, and online.

Values

The value of achievement is evident in our commitment to the academic and social success of our students, staff, and faculty.

The value of caring is evident in our consistent concern and regard for our students, staff, and faculty as well as the larger communities where we live and whom we serve.

The value of collaboration is evident in our commitment to shared governance, teamwork, and a cooperative spirit that shape our interactions with students, staff and faculty, and the communities we serve.

The value of inclusiveness is evident in our commitment to celebrating our diversity, our collaborative spirit, and creating a welcoming campus that is emotionally and physically safe for all.

The value of innovation is evident in our commitment to fostering a learning atmosphere in which new methods and ideas consistent with our vision and mission are respected and rewarded.

The value of integrity is evident in our commitment to rigorous ethical standards in our classrooms and offices, in our conduct toward each other, and in service to our communities.

The value of sustainability is evident in our obligation to maintaining ecological balance in our planning and operations that make possible for future generations the same or better quality of opportunities for success available to present employees and students.

The value of wisdom is evident in our commitment to teaching and learning that emphasizes knowledge for the purpose of positively transforming the lives of our employees and students, as well as improving the world in which we live.

UWG Bucket List

- Snap a selfie with President Marrero.
- Take a picture with the Wolf at the Stadium.
- Tailgate for a game on “The Hill”.
- Try the pizza lunch buffet at American Pie.
- Get ice cream at the Marathon on Maple Street.
- Have a picnic/study in Love Valley.
- Make it in time for breakfast at the 26.
- Visit 10 tables at the Student Organization Fair.
- Attend fried chicken Wednesday at the 26.
- Catch a baseball game at Cole Stadium.
- Watch the homecoming parade.
- Turn in your I-20 passport to CSI.
- Watch the homecoming parade.
- Catch a band at the AMP in the Square.
- Keep on your feet during Relay for Life.
- Pig out on some J-Bo’s BBQ (it’s Dr. Lingrell’s favorite).
- Reuse a water bottle for a week.
- Learn something from someone tabling at the UCC.
- Explore your artsy side and attend a Townsend Center presentation.
- Try the Spinach Dip at the Corner Cafe.
- Take a date to dinner and a movie at Carrollton Cinemas.
- Climb the rock wall in the Campus Center.
- Visit the Carrollton Farmer’s Market.
- Go out of your way to help a stranger.
- Feel the burn in a group exercise class in the Campus Center.
- Rock out at the annual Homecoming Step Show.
- Snap a selfie with Wolfie.
- Write an influential professor a thank you note.
- Join a student organization.
- Attend an event at UWG.
- Stargaze in the observatory.
- Play a game of pool in the game room.
- Travel with the convoy to an away football game.
- Say “thank you” to a university employee.
- Catch up on your laundry.
- Celebrate the holidays by attending the tree lighting on the Square.
- Paint up for an athletic game.
- Convince a professor to hold class outside.
- Win a coveted intramural sport t-shirt.
- If you see a campus tour, stop and tell them how awesome UWG is.
- Ride the bus route around campus.
- Cast your vote for Student Government elections.
- Attend a Greek philanthropy event.
- Sit in a class that you aren’t taking.
- Learn the words to our fight song and alma mater.
- Sing your heart out at Loco Max’s Karaoke Night.
- Write a letter to the editor of the Times Georgian.
- Deactivate your social media outlets for a week.
- Plan a weekend excursion to Atlanta.
- Apply for a leadership position within a student organization.
- Cross the Graduation stage and receive your diploma.
UWG History

From its humble beginnings as an agricultural and mechanical school in 1906 to its current status as a leading university, the University of West Georgia’s history is rich with knowledge and growth.

The Fourth District Agricultural and Mechanical School in Carrollton opened its doors in response to a call for “more realistic educational programs for rural youth” aged 13 to 21. The site of the former Bonner Plantation was chosen as a location, and 110 pupils enrolled in 1908.

As society changed, so did the educational priorities of Georgia and the nation. By 1933, seven of the A&M schools had abandoned their missions, and a decision was made to abolish the remaining A&M schools. Despite the change, the Fourth District Agricultural and Mechanical School was chosen later that year to become West Georgia College, a two-year institution of higher learning.

The evolution continued when West Georgia College became a four-year institution in 1957. At that time, 589 students were enrolled. By 1971, enrollment had increased to more than 6,000 students. In fall 1996, the college became a university, the State University of West Georgia. It became simply the University of West Georgia in 2005 and conferred its first Ph.D. in 2012.

The university’s physical environment has grown as well. Recent additions include a state-of-the-art nursing building, Center Pointe Suites, and the East Commons residence and dining complex. Ingram Library has been recently renovated and, in 2015, UWG Newnan moved to its new location in the historic Newnan Hospital building.

Today, UWG enrolls more than 12,800 students and offers more than 85 programs of study through the College of Arts and Humanities, the College of Social Sciences, the College of Science and Mathematics, the Richards College of Business, the College of Education, and the School of Nursing. The Honors College continues to provide intensive study options for high-achieving students. The Advanced Academy of Georgia allows exceptional high school juniors and seniors to study on campus while completing their high school graduation requirements. UWG Newnan offers core classes, full bachelor’s degrees, and graduate study. Graduate study in business is available in Douglasville. Courses are also available for students near and far through UWG Online. The University grants degrees at the bachelor’s, master’s, specialist, and doctoral levels.

The West Georgia Foundation, and programs such as the Annual Fund, benefit scholarships, faculty development, advanced technology, and more. The strategic plan, developed in 2014, provides a structure and roadmap for reaching student success, academic success, partnership success, and operational success – and allows the university to measure its effectiveness in each critical area. The mission and values guide the institutional culture. UWG aspires to become the best comprehensive university in the nation, sought after as the best place to work, learn, and succeed.
Welcome West!

We are so excited to have you here and for you to start your college journey with us. This chapter is dedicated to helping you get involved on campus, in whatever way that interests you. We are here to help you as you delve into each aspect of college life, both inside and outside the classroom.

The Center for Student Involvement aspires to actively engage every student in the University and greater community. CSI enhances the student experience and provides leadership development through a student in the University and greater community. CSI also advises the Student Activities Council, which coordinates many fun cultural and educational events—everything from Wallcome Week activities to Homecoming to Comedy shows to Spring Ring. CSI also manages Weekends West Georgia and Stay West Weekends. Weekends West Georgia hosts weekend events such as Screen on the Green (movies over the weekend), laser tag, casino nights, and more. Stay West Weekends is a grant program where organizations can apply for funding to coordinate their own creative events on a designated weekend. This gives organizations a great opportunity to create and manage their own event on campus. CSI also holds one or two major concerts a year, a great opportunity to bring together the whole campus (and community) to enjoy some fun entertainment. CSI has welcomed to campus artists such as Ludacris, The Band Perry, Neon Trees with Phillip Phillips, Panic! At the Disco with Third Eye Blind, and T.I. with B.o.B. The Center for Student Involvement also has Volunteer Programs in the office, which coordinates opportunities for students to volunteer and give back to the community. This includes opportunities for students to volunteer and give back to the community. They provide many opportunities for students to volunteer and give back to the community.

The Center for Student Involvement is also a place to come to gain new leadership skills. Leadership-to-Go series is a great 30-minute per week session where you can choose your own track (e.g. organization leadership, personal leadership, Greek leadership) and learn about your strengths and weaknesses, budgeting, group dynamics, and more. There are also Lead Lunches once a month, where you can sign up to have a general lunch meeting with President Manns. Other CSI events include Leadership in the Wildness, Lead Day, and Lead Weekend, all of which are great opportunities to expand your leadership skills.

CSI also prints monthly calendars to put in residence halls and in several offices on campus. These posters and flyers can be printed through the Publications and Printing office on campus. Students can also use yard signs, chalk around campus (for approved, designated spots—see Student Handbook).

OrgSync is our online community for campus involvement and activities. In OrgSync, you can explore and join our student organizations, connect with campus departments, see upcoming events on the Student Life calendar, and track your community service hours. Joining our OrgSync community is easy! Go to westga.edu/orgsync and log in using your UWG email username and password.

You can also register or create your student organization in the CSI office if none of the 150+ student organizations in 11 different categories appeal to you. To start an organization, you will need four other students, a faculty or staff advisor, and a constitution for your organization. If you have these items, you can come by the Center for Student Involvement and they will help guide you through the process of registering your organization. CSI also has resources on their website to help you start your organization: www.westga.edu/csi. There are plenty of categories of organizations including departmental, educational, political, honorary, cultural, recreational, religious, and special interest. You can search UWG’s student organizations by category or keyword by logging into OrgSync with your UWG username and password: westga.edu/orgsync. Contact information and descriptions can be found on each organization’s page in their profile. Before joining an organization, make sure you check out any criteria they may have such as GPA requirements, membership fees or costs, time commitment per year/credit hours minimum, and more.

The CSI Office, in coordination with First-Year Experience, also provides an I-20 passport program, which is a great opportunity to get involved and get accustomed to campus. Most UWG 1101 classes will provide it as an assignment, and it has proven itself as a great stepping stone to feeling more comfortable at UWG. In the passport, there are opportunities to attend events, meet your Resident Assistant (RA), introduce yourself to a professor, attend an aerobics class, and more—all within the first few weeks of school.

Why Get Involved?

Getting involved you can:
- Join a professional organization in your major
- Become a Resident Assistant (RA) on campus
- Work in an office on campus as a student assistant
- Be a senator on the Student Government Association
- Do research with a professor
- Play on an athletic team at UWG
- Join the climbing or running club

UWG has so much to offer and we are excited for you to get involved and take full advantage of it all!

How to Get Involved

The Center for Student Involvement (CSI) is your one-stop place to get involved. This office houses provides advisement for the Student Government Association, the Student Activity Fee Allocation (SAFA) Committee, and the Office of Fraternity and Sorority Life. CSI also advises the Student Activities Council, which coordinates many fun cultural and educational events—everything from Wallcome Week activities to Homecoming to Comedy shows to Spring Ring. CSI also manages Weekends West Georgia and Stay West Weekends. Weekends West Georgia hosts weekend events such as Screen on the Green (movies over the weekend), laser tag, casino nights, and more. Stay West Weekends is a grant program where organizations can apply for funding to coordinate their own creative events on a designated weekend. This gives organizations a great opportunity to create and manage their own event on campus. CSI also holds one or two major concerts a year, a great opportunity to bring together the whole campus (and community) to enjoy some fun entertainment. CSI has welcomed to campus artists such as Ludacris, The Band Perry, Neon Trees with Phillip Phillips, Panic! At the Disco with Third Eye Blind, and T.I. with B.o.B. The Center for Student Involvement also has Volunteer Programs in the office, which coordinates opportunities for students to volunteer and give back to the community. They provide many opportunities for students to volunteer and give back to the community.

The Center for Student Involvement is also a place to come to gain new leadership skills. Leadership-to-Go series is a great 30-minute per week session where you can choose your own track (e.g. organization leadership, personal leadership, Greek leadership) and learn about your strengths and weaknesses, budgeting, group dynamics, and more. There are also Lead Lunches once a month, where you can sign up to have a general lunch meeting with President Manns. Other CSI events include Leadership in the Wildness, Lead Day, and Lead Weekend, all of which are great opportunities to expand your leadership skills.

You can also register or create your student organization in the CSI office if none of the 150+ student organizations in 11 different categories appeal to you. To start an organization, you will need four other students, a faculty or staff advisor, and a constitution for your organization. After you have these items, you can come by the Center for Student Involvement and they will help guide you through the process of registering your organization. CSI also has resources on their website to help you start your organization: www.westga.edu/csi. There are plenty of categories of organizations including departmental, educational, political, honorary, cultural, recreational, religious, and special interest. You can search UWG’s student organizations by category or keyword by logging into OrgSync with your UWG username and password: westga.edu/orgsync. Contact information and descriptions can be found on each organization’s page in their profile. Before joining an organization, make sure you check out any criteria they may have such as GPA requirements, membership fees or costs, time commitment per year/credit hours minimum, and more.

The CSI Office, in coordination with First-Year Experience, also provides an I-20 passport program, which is a great opportunity to get involved and get accustomed to campus. Most UWG 1101 classes will provide it as an assignment, and it has proven itself as a great stepping stone to feeling more comfortable at UWG. In the passport, there are opportunities to attend events, meet your Resident Assistant (RA), introduce yourself to a professor, attend an aerobics class, and more—all within the first few weeks of school.

Event Marketing

- Posters and flyers are often displayed throughout campus on bulletin boards. These posters and flyers can be printed through the Publications and Printing office on campus. Students can also use yard signs, chalk around campus (for approved, designated spots—see Student Handbook).

- OrgSync is our online community for campus involvement and activities. In OrgSync, you can explore and join our student organizations, connect with campus departments, see upcoming events on the Student Life calendar, and track your community service hours. Joining our OrgSync community is easy! Go to westga.edu/orgsync and log in using your UWG email username and password.

- Plenty of events and programs are added to the UWG online calendar.

- Events are sent to the student portal online as well as many social media outlets, so make sure you “follow” or “like” pages to find out the latest happenings!

- The West Georgian is the student-run school newsletter that comes out weekly in print and online during the academic year.

- Check postings on classroom chalkboards or dry-erase boards for upcoming events and information on meetings.

- Information tables are set up by different organizations to advertise their upcoming events, fundraisers, etc. These tables are often outside the TLC, Campus Center, or in between the UCC and Library in the “grassy triangle.”

- CSI also prints monthly calendars to put in residence halls and in several offices on campus. These calendars highlight the main events and programs that are occurring during each specific month.
How to Decide

Now that you have all of the information and tools you need, on how to get involved, where do you begin? It is up to YOU to decide what you are most interested in, what you have time for (in between school, work, volunteerism, family and friend duties, etc). No one here is telling you what you “have” to do, so now it is up to YOU to find out what you want to do! Do you want to be on an intramural team? Do you love politics and want to join a political organization? Are you religious and would like to go that route? Do you want to join a social fraternity/sorority or would you like to join an academic honor society? Do you already know your major and want to join a departmental/educational group that goes with your major? Do you want to join a social group that puts on events on campus? Or were you in student government in high school and would like to help govern again at college? These questions, only you can answer. However, we at CSI are here to help you sort through it all and are always happy to meet and discuss options further.

Student Organizations

The following list can provide you with information on the many ways you can get involved on campus. The list provides examples of some organizations in each specific category but for the complete list as well as thorough descriptions and contact information for each, check out the CSI website at westga.edu/JoinThePack. Each year new organizations and clubs are formed.

Departmental/Educational – These organizations are supported by University departments and promote development in a particular academic area. Examples: History Club, American Marketing Association, We Teach West, The West Georgian, and the Management Club.

Honorary – These organizations recognize levels of academic achievement and require a demonstrated interest in a particular career or academic discipline. Examples: Alpha Lambda Delta, Order of Omega, and Kappa Kappa Pi.

International/Cultural – These organizations foster cultural diversity and support for their members and the University community. Examples: African Student Association, Asian Student Organization, International Students Club, and the Latino Cultural Society.

Political – These organizations support political parties, political issues, and/or candidates seeking office. Examples: College Republicans and the Young Democrats.

Professional – These organizations provide students with a preview of their anticipated professional careers. Examples: American Medical Student Association, Emerging Healthcare Leaders, National Broadcasting Society, and the Pre-Nursing Student Association.

Recreational – These organizations promote sports oriented or recreational opportunities. Examples: Rock Climbing Club, Equestrian Club, Outdoor Adventures Club, and Ultimate Frisbee Club.

Religious – These organizations serve as support for students of a particular religious persuasion, denomination, or belief. Examples: Baptist Collegiate Ministries, Campus Outreach, Catholic Life, and United Voices Gospel Choir.

Service – These organizations provides volunteers for on- and off-campus projects. Examples – Wolves Helping Others (WHO) and Circle K International.


Special Interest – These organizations focus on a specific issue or topic. Examples: B.E.S.T. (Black Men Encouraging Success Today), Commuter Student Association, Student Activities Council, and Student Veterans Association.

Student Governance – These organizations address student needs, express student views, and/or assist the University or departments in decision making. Examples: Residence Hall Association and the Student Government Association.
Dear First-Year Student,

As a first-year college student, you’ve probably set several different goals for yourself, including those related to getting involved on campus, gaining leadership skills, planning for your career, and making new social connections. You should also have some clear academic goals—at least, graduation depends upon successfully completing four years of college coursework. When asked about academic goals, students often state that they hope to earn a certain GPA, or “to pass all my classes.” But “passing” can mean anything from a grade of an A to a D. Your goal shouldn’t be to just get by, but to become an effective learner. Learning how and what to learn in your college classes will help you not only achieve academic success, but to also better manage stress and enjoy your college experience.

Becoming an effective learner is a process. You were a successful high school student, but you may find that you need to put new learning and study strategies into practice in order to achieve academic success in college—and that’s normal. You may also discover that you need to use different strategies in different disciplines, depending on the way you studied in high school. Your math class may not be similar to your English class, or even to your history class. Your instructors expect you to come to class prepared and ready to learn, having already completed readings and assignments. Your instructors expect that you will be an engaged and motivated learner—fully participating in discussions and course activities. They will also expect you to monitor how well you are understanding and keeping up with course material, and to take the initiative to ask questions and seek help when you need it.

Here is what a goal-oriented study plan looks like:

1. Take Notes!
   - Learn each instructor’s name, office location, and office hours. If an instructor’s name is not posted outside the classroom, ask a classmate.
   - Create your own “at a glance” semester calendar. This single page lets you see the entire semester, week by week. Record every test, quiz, paper, presentation, and assignment on it. Include your final exams. Know when your busiest weeks are so you can plan ahead during your lighter weeks.
   - Make a commitment to attend every class. Sit in a place that forces you to pay attention. Leave your phone in your backpack. Always take notes—this means you must have paper and a pen/pencil. Be prepared.

2. Study Strategies
   - Create a time management plan that works for you. This isn’t easy—and it’s something you’ll work on improving every semester. Consider using several tools: an electronic calendar, a paper planner, and daily to-do lists.
   - Learn each instructor’s name, office location, and office hours. If an instructor’s name is not posted outside the classroom, ask a classmate.
   - Set your academic goals. Make them more specific—and higher—than just “passing all my classes.” Revisit your goals regularly and be sure to have at least one “accountability buddy” to help keep you productive.
   - Become familiar with academic support resources. As you’ll see in this chapter, UWG offers free resources to help you succeed in all of your classes.

3. Strategies to Start Strong!

   • Learn each instructor’s name, office location, and office hours. If an instructor’s name is not posted outside the classroom, ask a classmate.
   • Create your own “at a glance” semester calendar. This single page lets you see the entire semester, week by week. Record every test, quiz, paper, presentation, and assignment on it. Include your final exams. Know when your busiest weeks are so you can plan ahead during your lighter weeks.
   • Make a commitment to attend every class. Sit in a place that forces you to pay attention. Leave your phone in your backpack. Always take notes—this means you must have paper and a pen/pencil. Be prepared.

   - Create a time management plan that works for you. This isn’t easy—and it’s something you’ll work on improving every semester. Consider using several tools: an electronic calendar, a paper planner, and daily to-do lists.
   - Learn each instructor’s name, office location, and office hours. If an instructor’s name is not posted outside the classroom, ask a classmate.
   - Set your academic goals. Make them more specific—and higher—than just “passing all my classes.” Revisit your goals regularly and be sure to have at least one “accountability buddy” to help keep you productive.
   - Become familiar with academic support resources. As you’ll see in this chapter, UWG offers free resources to help you succeed in all of your classes.

One common mistake new college students make is failure to take some basic steps to help pave the way for academic success. Be smart! Be proactive! Don’t wait until midterms or until something goes wrong, and then try to play “catch up.” The following tips will make your transition to college much smoother.

Here’s to a successful first year!

Beth Bullock Spencer
Director of the Center for Academic Success

Study Strategies

Goal-Oriented Study

Students often plan to study for “as long as it takes” or until they’re “done.” Such a plan can result in your spending several hours staring at a textbook but ending up with nothing to show for it. A better strategy is to plan to study in short blocks—usually about an hour—and to have a clear goal for what you will accomplish in that period. If your mind wanders when you read or if you get frustrated writing, try committing to a 30-minute block for those tasks; subjects that you enjoy may be doable for more than an hour.

Know where you’ll study, what you’ll need, and what you will accomplish. Here is what a goal-oriented study plan looks like:

What? History 1112
When? 3:00-4:00 pm
Where? On the “quiet” floor of the Ingram Library
Needs? Class notes, pen, extra paper, and map of early European exploration
Goals: To review today’s lecture notes and make an outline for the essay on European expansion

Pace Yourself

Do as much studying as possible during the day. High school teaches us that studying happens at night, but you’ll probably have open hours during the day when you’re not in class or at work, and these hours are often wasted because you’re planning on studying “later” or at night. But things—including unplanned naps and other distractions—are up at night, and your brain is better primed to learn in the day. Read, and especially ineffective if done late at night. Give it a try: 30 minutes of reading in the morning may help you much more than two hours when you’re tired at the end of a long day.

Take breaks! Even if you’re on a “study marathon,” be sure to stop and stretch, walk around, or do something fun or relaxing for a few minutes every hour or so. Remember that a break is NOT a six-hour Netflix binge, but a half-hour TV program or a quick cup of coffee with a friend in between blocks. Every time you take a break you can keep your mind fresh and alert.

Mix it up! You’re probably taking 4-5 classes, and you may need different study strategies for each of them. For example, your approach to writing a paper in English is different than the way you construct an argument in Philosophy, and the way you think about concepts in Psychology is not the same as the way you solve problems in College Algebra or understand a system in Biology. Try reading for a while, then working on PowerPoint slides from a class, and then something else. You’ll feel less burned out and be more productive.

Take Notes!

Much of your individual learning occurs when you make the effort to capture and make sense out of what’s going on in your classes. Don’t rely solely on PowerPoint slides from your instructor. Taking good notes pays off. Here are some tips to get you started:

- Make a commitment to attend every class. Sit in a place that forces you to pay attention. Leave your phone in your backpack. Always take notes—this means you must have paper and a pen/pencil. Be prepared.

- Create a time management plan that works for you. This isn’t easy—and it’s something you’ll work on improving every semester. Consider using several tools: an electronic calendar, a paper planner, and daily to-do lists.

- Learn each instructor’s name, office location, and office hours. If an instructor’s name is not posted outside the classroom, ask a classmate.

- Set your academic goals. Make them more specific—and higher—than just “passing all my classes.” Revisit your goals regularly and be sure to have at least one “accountability buddy” to help keep you productive.

- Become familiar with academic support resources. As you’ll see in this chapter, UWG offers free resources to help you succeed in all of your classes.

- Often wasted because you’re planning on studying “later” or at night. But things—including unplanned naps and other distractions—are up at night, and your brain is better primed to learn in the day. Read, and especially ineffective if done late at night. Give it a try: 30 minutes of reading in the morning may help you much more than two hours when you’re tired at the end of a long day.

- Take breaks! Even if you’re on a “study marathon,” be sure to stop and stretch, walk around, or do something fun or relaxing for a few minutes every hour or so. Remember that a break is NOT a six-hour Netflix binge, but a half-hour TV program or a quick cup of coffee with a friend in between blocks. Every time you take a break you can keep your mind fresh and alert.

- Mix it up! You’re probably taking 4-5 classes, and you may need different study strategies for each of them. For example, your approach to writing a paper in English is different than the way you construct an argument in Philosophy, and the way you think about concepts in Psychology is not the same as the way you solve problems in College Algebra or understand a system in Biology. Try reading for a while, then working on PowerPoint slides from a class, and then something else. You’ll feel less burned out and be more productive.

- Take Notes!

- Much of your individual learning occurs when you make the effort to capture and make sense out of what’s going on in your classes. Don’t rely solely on PowerPoint slides from your instructor. Taking good notes pays off. Here are some tips to get you started:
Be engaged. Arrive on time, prepared for class. Doing some simple things, such as checking your syllabus to see what the day’s topic is, reading over your notes from the last lecture, and even just taking 10 minutes to skim over the assigned reading. Sit where you will pay the most attention—where you make eye contact with the instructor, and where you are far enough from the door so you don’t get on the phone. Capture the most important information. Your goal is not to write down every word your instructor says. The goal is to record what really matters—by preparing for class, you’ll be better able to recognize this. Leave blank spaces on your page so you can go back and fill in details—this is part of the actual studying and learning.

Listen for the “hints” about what’s important. When your professor says something is an example, an exception, a case study, conclusion, theory, rule or even an opinion, pay attention! Listen for the “hints” about what’s important. When your professor says something is an example, an exception, a case study, conclusion, theory, rule or even an opinion, pay attention!

Active Study
If your idea of studying is to look over your notes, or try to memorize the night before a test, you will probably become frustrated and not learn the grades you want in college. Your goal should be to understand, to be able to explain, and to be able to apply what you’re learning—not to merely memorize. Active study means that you push yourself to think critically, to ask questions, and to anticipate ways you could be tested on course materials. Some great ways to study actively include:

- Summarize—in your own words—at the end of each section of reading or each day’s notes.
- Make your own outlines and create your own study guides.
- Reorganize your notes from lectures.
- Answer the study/discussion questions and work the extra problems in your books—even if they aren’t assigned.
- Create concept maps and charts to see how ideas, processes, or systems fit together.
- Look for real-world applications.
- Discuss about what you’re learning with other students, a tutor, or even someone not in your class.
- Go to SI (Supplemental Instruction) sessions—the collaborative, student-led “super study sessions” will help you think, question, and learn, even in your toughest classes.
- Begin by surveying the text. Start by reading the main headings or sections. This means you should try to turn the text into formats that make sense to you, such as creating your own flowcharts, concept maps, and examples.
- Make flash cards to help you learn vocabulary and concepts. If you’re having trouble passing memorization, use flash cards to help you know what’s important and to put those ideas or information in your own words.
- Rather than relying on using a highlighter—which merely lets you mark over other people’s words—try making notes in the margin. This forces you to think about what’s most important and to put those ideas or information in your own words.
- After you’ve at least skimmed the assignment, go back and read more carefully and take notes. Remember to summarize using your own words, and try to make the information meaningful and memorable to you. This means you should try to turn the text into formats that make sense to you, such as reading your own flowcharts, concept maps, and examples.
- Make flash cards to help you learn vocabulary and concepts. If you’re feeling overwhelmed with information, try making your own PowerPoint slides to break down chapters into presentations that are clearer to you.

Reading for Retention
You can spend 6 hours “reading” your textbook—which is a lot of time—and fail to learn anything. That’s not a good use of your time! Your goal is to know that your reading is active study time. Here are some tips and strategies to help you read effectively and efficiently.

Begin by surveying the text. Start by reading the main headings or summary and conclusion to get the “big picture.” Look for discussion questions, new vocabulary or concepts, and be sure to check out any charts, graphs, illustrations, diagrams, spreadsheets, or maps—these visual aids can really help you begin to understand what you are supposed to learn from the text. By first skimming and looking for the main ideas in the assignment, you will then be able to focus and get more out of your own reading.

Rather than relying on using a highlighter—which merely lets you mark over other people’s words—try making notes in the margin. This forces you to think about what’s most important and to put those ideas or information in your own words.

Using your Academic Support Resources
The University of West Georgia offers many resources to help you become a successful learner. They are free and available to all students. Here is a list of resources with information on how they can help you set and achieve your academic goals.

Appointment Based Tutoring
1-to-1 Appointment Peer Tutoring in the Center for Academic Success, located in the UCC. This tutoring is available to help you succeed in your core classes. The tutors are all UWG students who have earned an A in the class and who want to help you do your best. Your tutoring appointment will give you the chance to review concepts and work practice problems with your tutor. Be sure to bring your class notes, your syllabi, assignments, and any graded homework or tests with you. Be ready for your tutor to ask you questions and to encourage you to get to the point where you can teach the tutor.

Appointment Based Tutoring
1-to-1 Appointment Peer Tutoring in the Center for Academic Success, located in the UCC. This tutoring is available to help you succeed in your core classes. The tutors are all UWG students who have earned an A in the class and who want to help you do your best. Your tutoring appointment will give you the chance to review concepts and work practice problems with your tutor. Be sure to bring your class notes, your syllabi, assignments, and any graded homework or tests with you. Be ready for your tutor to ask you questions and to encourage you to get to the point where you can teach the tutor.

Appointment Based Tutoring
1-to-1 Appointment Peer Tutoring in the Center for Academic Success, located in the UCC. This tutoring is available to help you succeed in your core classes. The tutors are all UWG students who have earned an A in the class and who want to help you do your best. Your tutoring appointment will give you the chance to review concepts and work practice problems with your tutor. Be sure to bring your class notes, your syllabi, assignments, and any graded homework or tests with you. Be ready for your tutor to ask you questions and to encourage you to get to the point where you can teach the tutor.

Using your Academic Support Resources
The University of West Georgia offers many resources to help you become a successful learner. They are free and available to all students. Here is a list of resources with information on how they can help you set and achieve your academic goals.

Appointment Based Tutoring
1-to-1 Appointment Peer Tutoring in the Center for Academic Success, located in the UCC. This tutoring is available to help you succeed in your core classes. The tutors are all UWG students who have earned an A in the class and who want to help you do your best. Your tutoring appointment will give you the chance to review concepts and work practice problems with your tutor. Be sure to bring your class notes, your syllabi, assignments, and any graded homework or tests with you. Be ready for your tutor to ask you questions and to encourage you to get to the point where you can teach the tutor.
Drop-in Tutoring
- The Math Tutoring Center, located in 205 Boyd Hall, for all Math courses.
- The csX Lab, located on the first floor of the TLC, offers tutoring and assistance to students enrolled in Computer Sciences classes.
- Biology Tutoring Center, Biology Building, see department for hours.
- Foreign Languages, Cobb Lobby for Spanish, French, and German assistance.
- HARC (Housing Academic Resource Centers) in the evenings Sundays-Wednesdays for many core courses.

The Writing Center
The University Writing Center, located in room TLC 1201, offers tutoring for writing assignments in all subjects—not just your introductory English classes.

Supplemental Instruction (SI)
Supplemental Instruction (SI) provides you with free, voluntary “super study group” sessions in your most challenging classes. SI sessions, led by a current UWG student, are designed to help you learn what to learn and how to learn. In SI sessions, students actively review course material, work on problem solving, test preparation, and engage in activities to compliment the lectures and assignments. SI is guaranteed study time, and students who attend SI sessions tend to earn better grades than those who don’t.

Academic Coaching
If you want to work on goal-setting, time management, overcoming procrastination, motivation, or how to learn and apply study strategies and skills, such as note taking or preparing for tests, Academic Coaching is for you. Students can make appointments to work with either student Peer Academic Coaches or with a CAS staff member. With your coach, you’ll be able to work on designing your own academic success plan and have someone to help keep you accountable.

Academic Success Workshops
The CAS offers several workshops on topics ranging from planning for a 4.0 to preparing for final exams. Workshops last 50 minutes, include activities, and will supply you with tips and strategies to apply what you learned. They are free and do not require registration, so give them a try!

Faculty
Don’t forget about your most valuable academic support resource: your faculty! Although faculty may seem very different than your high school instructors, remember that they are dedicated to your academic success. Make getting to know your instructors one of your primary goals each semester. Introduce yourself after class. Go to office hours or make an appointment to ask questions, discuss the lectures and assignments, to monitor your progress, and to review your notes with the expert!

Activities
Review the study tips and strategies listed in this unit. Choose at least one tip or strategy that will be new for you, and commit to practicing it for the next 2 weeks. For example, you might choose making margin notes instead of using a highlighter, or going to SI sessions, or reviewing your notes after each class. After you’ve tried your new strategy, write a brief journal entry on this experience. Include the following information:
Why did you choose this strategy or tip? How did you expect the new strategy to affect your academic life? What has been hard about starting a new habit? How have you overcome any challenges or barriers that have made it hard to stick to this habit? Have you noticed any unexpected benefits from this new strategy?

Chapter 4
Research Skills
What is Research?

"Research" is a term you've probably heard a lot: "Research shows..." or "In a study by researchers at the university of..." What does it actually mean to do research, and why is it such a vital part of the college experience? Merriam's dictionary defines learning as "the acquisition of knowledge through experience, study, or being taught." Research fits in here because research is learning. Research is the process by which one "acquires knowledge" to revise conclusions or draw new ones. Research often comes in the form of conducting experiments, reading and synthesizing scholarly information, and/or analyzing data. This chapter will discuss research within the context of your college experience, but the truth is that you do research every day. When you see a news story pop up on Twitter or Facebook, you might do research to see if it is real. When you want to buy a new phone or a new car, you do research to find the best, most cost-efficient options. Even something as simple as looking up movie times can be considered research; you identify a gap in your knowledge: "I don't know when this movie is playing" and you utilize resources (Google, usually) to fill in that gap.

As with looking up movie times, most students use Google or other search engines as the starting (and often ending!) point of their research. Librarians hear all the time some version of, "I don't need to worry about research. I can do everything I want on Google." Up until college, this might have been true; Google contains an incredible amount of information. However, you'll quickly find that Google will not work as the sole source of information for your college research. Your professors will hold you to a higher standard and expect you to use things like scholarly articles and books. Google just does not have access to as many of these materials as a library does, and information can actually be pretty difficult to find. Most of the time, your best bet for accessing the scholarly materials (and even things like older newspapers and magazines) that you will need for your classes will be through Ingram Library. Ingram Library has almost 500,000 books in the physical library, and tens of thousands more ebooks online. Through the library, you also have access to more than 67,000 periodicals through library subscriptions to over 250 databases. Let's take a closer look at what's available to you at Ingram Library.

Navigating Ingram Library

There are two main entrances to Ingram Library, both on the main (first) floor. The main entrance is near the library circulation desk, which is where you can check out and return books, DVDs, group study room keys, scanners, and laptops. You can also access course reserves and get help finding materials at the circulation desk. The other entrance to the library will take you through the full-service Starbucks and past the Love Valley Lounge as you move into the library proper.

The main floor is meant for collaboration and conversation, so don’t be afraid to talk at a reasonable volume there. That said, make sure that you are respectful of all people around you regardless of what floor you are on. You’ll find computers, the main printer, the copy room, a Wolf Bucks machine, DVDs, government documents, current magazines and newspapers, maps, and reference materials (atlases, dictionaries, and encyclopedias) on the main floor.

There are also student reference assistants on the main floor who are available to help you with directional and basic research questions whenever the library is open, which is 24/5 when classes are in session. There is a library classroom on the main floor that also serves as a computer lab when not in use by a class. Most of the books in the library that you can check out are in the stacks on the second and third floors. You’ll also find group study rooms that you can check out on both of these floors. You will need two student IDs to check out these rooms, which can comfortably fit 4-6 people.

You can have quieter conversations on the second floor, but the third floor is reserved as a completely quiet floor. If someone is being loud or disruptive on the third floor, look for signs with instructions about how to report these individuals. The third floor also has a quiet Mac computer lab that can be reserved by library faculty and staff for classes. Keep this in mind when you use this lab and the lab on the main floor. If there is a class scheduled in this space, you might be able to relocate the class. There is another classroom on the third floor ("The Aquarium") where many sections of the library course, LIBR 1101: Information Literacy and Research, are held. Ingram Library’s Special Collections department is located on the ground floor. Special Collections holds rare and often fragile items, such as political papers, old maps, and photos. To use these materials in your research, you will need to contact the Special Collections librarian to make an appointment. For more information about Special Collections, including hours, visit westga.edu/special.

Other Library Services

The library homepage (westga.edu/library) is full of useful information, including the library catalog. You can search the library catalog for things like books, ebooks, and government documents. We will delve into more detail about how to use the library catalog later in the chapter. You can also access your library account through the library homepage (library website [My Accounts and Passwords] to see what books you’ve checked out, when your library materials are due, and if you have any fines. Under some circumstances, you may also be able to renew a book through your library account online.

Very often, your professors will put a book or an article that they want the whole class to read on course reserve. Your professor will tell you if these materials are physically at Ingram Library; if they are, you can check them out from the circulation desk on the main floor and use them in the library. These materials might also be online on your class CourseShell site.

The library currently has two printers, one on the first floor and one in the quiet Mac lab on the third floor. You can print and copy using Wolf Bucks (on your UWG ID card) for 8 cents a page. You can add more money to your card by using the Wolf Bucks machine on the main floor of the library.

Now that you understand what is available to you in and through the library, let’s discuss how to use the library for research.

There are also student reference assistants on the first floor who are available to help you with directional and basic research questions whenever the library is open, which is 24/5 when classes are in session. There is a library classroom on the main floor that also serves as a computer lab when not in use by a class.

21
Developing a Topic

Sometimes the most difficult part of the whole research process is choosing what you are going to write about. Your professors might give you a specific topic, or they might leave it up to you. Take time at the beginning of your research process to make sure you understand the assignment. This involves:

- Reading your assignment instructions thoroughly, immediately after you receive them. You can also turn to yourself with an incorrectly done assignment when it is too late to fix.
- Understanding what kind of research you’ll need to do: Do you need to find outside sources? If so, what kinds? Scholarly articles? Books? Reviews? Newspaper articles?
- Asking questions to clarify things you might be confused about

Once you have an understanding of your assignment and are ready to think about what you are going to write, you need to narrow down your topic. Your topic is something narrow enough that you can address it thoughtfully and in-depth within the required length of your paper. For most college papers, a topic like “The Civil War” or “Same-Sex Marriage” is way too broad; you could probably write an encyclopedia about both. Conversely, you want to make sure your topic is not too broad enough that you can actually research. (“Representations of left-handed soldiers in the Battle of Natural Bridge” is probably too narrow.)

One way to make sure your topic is “just right” is through a process called Pre-Searching.

Pre-Searching

Pre-searching is a process where you conduct preliminary research on your topic before choosing a specific topic. Pre-searching will help you focus your topic so that you can turn it into a research question. You can use almost anything at this stage, including Google, but your best bet is to go to the reference materials like encyclopedias, dictionaries, and even Wikipedia. Wikipedia can help you learn more about the different elements of your topic so you have a better idea of something specific to explore. You can also go through the books you have, like Google, and reference sources like encyclopedias give you some background information to help you figure out who is involved, and they can also help you figure out what the most important elements of your topic are. You are essentially looking for the who, what, when, where, and why of each topic. Any of these aspects are great ways to help narrow and focus your topic.

For example, let’s say you’re really interested in video games, and you decide that you are going to use that as the broad topic for a research paper. This topic is, of course, too broad, so you look up “video games” on Wikipedia to help narrow your search.

The Wikipedia page for “video games” helps you break down your topic:

- Who is involved: kids, teenagers, adults, men, and women are all game-playing demographics; several people invented and popularized video games in the ’50s; many people can pay games at once through multiplayer modes
- What main issues are involved: game sales, criticisms with gender and violence, video games as educational tools, cheating, game platforms and moving games online, behavior effects of video games on players, video game ratings
- Where this topic is interesting or relevant: new consoles and technology come out with relative frequency, video games were more or less invented in the ’50s
- Why this topic is important: hundreds of thousands of people (including children) play with frequency, video games can affect behavior for good or bad, video games have been subject to a lot of controversy

Now that you have an understanding of some issues relating to my topic, you can choose what is most interesting to you, or what best fits within the parameters of the assignment. You can also start putting together your research question.

Writing a Research Question

A research question is, very simply, the question you want to answer in your research. It is important to articulate, because it helps you maintain your focus and communicate what the goal of your research project is. It is also important because your thesis statement must sum up your research or position of your paper, should be the answer to your research question. You’ll want to make sure your research topic is not too narrow or too broad (just like you did with your topic). You’ll also want to keep a few other things in mind when you are putting your research question together:

- Is your question something that you can actually research? In other words, is it based on an opinion, so now you have just to think about how you can turn that into a good research question. You should ask yourself, is what you’re researching “interesting” and relevant? Can you answer that question? (Yes, or no?)
- Can your question be answered too easily, with a simple “yes” or “no”? You should also consider: “Is the question too broad or too narrow?”
- Does your question pass the “so what” test? In other words, are you researching something that holds some importance? Something that readers will “care” about? (Yes or “Justin Bieber dating now?”)

So, how can we turn your topic of “video games” into a research question? Let’s start by using what you found in your pre-search to narrow your topic down first to a certain group of people, (let’s say, “teenagers”)? and a related issue that sounds interesting (let’s say, “violence in video games.”)

“You know you want to write about teenagers and video game violence, so now you just have to think about how you can turn that into a good research question. You should ask yourself, is what you’re researching “interesting” and relevant? Can you answer that question? (Yes, or no?)

“Do violent video games have a behavioral effect on teenagers?”

Now, you want to check and make sure your question fulfills the requirements of a good research question. It’s not based on an opinion, so now you have just to think about how you can turn that into a good research question. You should ask yourself, is what you’re researching “interesting” and relevant? Can you answer that question? (Yes, or no?)

“Is the behavioral effect of violent video games on teenagers?”

Or be more specific by identifying a particular behavioral effect, and say:

“More violent video games make teenagers more violent.”

Because if you did some background research, you know this is a topic that people care about, and it is a topic about which there is some controversy, so now shouldn’t be a straightforward “yes” or “no” answer. If there is a simple answer, then you might go back, and reviser your research question further after you’ve found some resources.

Finding Resources

Once you have a research question, you can start finding resources that will help you answer that research question (and write your thesis statement!) Reiter all your assignment directions, and be clear about the kinds of resources your professor wants. Here is an overview of what he/she might want you to do:

- Outside sources can be sources that you haven’t explored as a part of the class (no class readings or textbooks) or sources that aren’t the things you’re looking for (if for example you are reading, you have to read a resource that isn’t that book). These might be scholarly or popular materials (see below)
- Scholarly: Peer-Reviewed/Academic. Scholarly sources are all words that pretty much mean the same thing. Books and articles written by someone who is an expert (usually another professor). Very often, these are real “research” papers, and they are peer-reviewed; this means that they are published; peer-review means that another expert has looked over the book or article and checked it for relevancy, accuracy, and even grammar. When you want to use outside sources, you should be using scholarly works because they are usually more trustworthy. You want to use these resources for the same reasons, and also because they will give whatever position you are taking more weight and credibility.
- Popular: Sources are things like newspaper and magazine articles, television and video shows, and most websites. These are considered “popular” because more often than not, they are written for a popular (as opposed to scholarly) audience. These materials are usually written in “layman’s” terms, and sometimes they have an interest in the subject that certainly have their uses in a research project, but are not considered as credible as scholarly materials.
- Primary sources are things like photos, letters, interviews, and even fictional works. They are first hand sources, and they are analyzed and used to support secondary sources.
- Secondary sources analyze or interpret a primary source, and they are usually things like scholarly articles/books, popular magazine articles, and most of your research papers.

You want to make sure you are finding the right sources through the library catalog or library databases.

Searching for Books and eBooks in the Library Catalog

The search box on the library homepage will allow you to search for books, ebooks, DVDs, and government documents in the library collection. This box is automatically set to search the library catalog, but you can also choose to search for journals, research guides, and course reserves. The search on the left side is your query (or keyword). This is what is called a keyword search, which looks for each of your search terms in the library catalog. On the left side of the page, you can review your search by clicking the “All Fields” dropdown menu and choosing to search by author or title. This will limit your search results.

When you find a book, you’ll see an icon on it. In your results list and get what is called the book record. Here you can see where the book is located in the library (Stacks, Government Documents, Scholarly Collections, etc.) and also access the book if it is an eBook. There is a...
a list of similar items you might explore. To find a book in the library, write down that book's call number and identify what floor it is on if it begins with the letters A-H, it will be on the second floor, J-Z is on the third floor.) If you know the title of the book you want and we don’t have it at Ingram Library, you can check to see if you can find it through a service called GIL Express. GIL Express allows you to request books held in other libraries in the University System of Georgia (USG). Once you request your book, they’ll mail it to Ingram Library and you can pick it up at the circulation desk. GIL Express gives you access to about ten million books on top of the 500,000 volumes in Ingram Library!
You also have access to a service called Interlibrary Loan (ILL), which allows you to request books not in Ingram Library or another USG library. You can also request articles through ILL, and they’ll be sent to your email.
Access to these services means that if there is a book or an article you want, there is a very good chance that you’ll be able to find it if you put in the effort. Be careful, though—both GIL Express and ILL take some time, so don’t wait until the last minute to start your research.

Search Smart Researching Tips and Tricks
Here are some tips for doing a better search:

• The different databases and catalogs you use are going to search for all the words that you type in. Avoid typing in phrases or whole sentences. Look at your research question and thesis statement and pick only out the most important words. Those are going to be your keywords.

• The way that you and I might describe something may be different than the way that, say, a scholar writing an awesome article might describe something. Take a moment to look at your keywords and brainstorm other possible terms. What are some synonyms for your keywords? Some related ideas or issues? Your pre-searching might come in handy here!

• In databases, the search boxes are separated on different lines by a drop-down menu; the options in this menu are “AND”, “OR”, and “NOT”. These are called Boolean operators, and you can use them to narrow or broaden your search. If you separate search terms with “AND” you’ll be narrowing your search to find results that include both your terms (“Teenagers AND video games”). “OR” broadens your search to find all results that include either search term (“Teenagers” OR “Video Games”). “NOT” searches for all your search terms except for a certain word or phrase (“Teenagers” AND “video games” NOT “education”).

• If you want to find only scholarly resources in your database searching, look for a box on the advanced search screen that says “Peer-Reviewed.”

Search Smart Researching Tips and Tricks
Here are some tips for doing a better search:

• The different databases and catalogs you use are going to search for all the words that you type in. Avoid typing in phrases or whole sentences. Look at your research question and thesis statement and pick only out the most important words. Those are going to be your keywords.

• The way that you and I might describe something may be different than the way that, say, a scholar writing an awesome article might describe something. Take a moment to look at your keywords and brainstorm other possible terms. What are some synonyms for your keywords? Some related ideas or issues? Your pre-searching might come in handy here!

• In databases, the search boxes are separated on different lines by a drop-down menu; the options in this menu are “AND”, “OR”, and “NOT”. These are called Boolean operators, and you can use them to narrow or broaden your search. If you separate search terms with “AND” you’ll be narrowing your search to find results that include both your terms (“Teenagers AND video games”). “OR” broadens your search to find all results that include either search term (“Teenagers” OR “Video Games”). “NOT” searches for all your search terms except for a certain word or phrase (“Teenagers” AND “video games” NOT “education”).

• If you want to find only scholarly resources in your database searching, look for a box on the advanced search screen that says “Peer-Reviewed.”

Searching Databases
Also on the library homepage is a link called “GALILEO and Databases”. This link will take you to the list of databases that the library subscribes to through the online library GALILEO. (A note: GALILEO is not a database) These databases are searchable collections of online articles, books, images, and journals. Each department at UWG has a dedicated liaison librarian who knows a lot about how to do research in that subject. Once you do your searching in the databases created by GALILEO, you can direct you to where it is located in another library database, or tell you to request it through Interlibrary Loan. Searching databases can take some time to do well, so don’t hesitate to ask a librarian or student reference assistant for some help.

Evaluating Resources
When you find a resource you want to use, you have to consider more than just how much it has to do with your topic. Evaluating a topic based on relevance is extremely important, but there are also other things you want to keep in mind before you commit to using a resource:

• Who wrote your article or book? Can they speak about your topic with authority, or are they just someone on the internet?

• When was your book written and/or published? Is your source the most recent version of your resource? How important is it for your topic to have the most up-to-date information? (History is less important, but U.S. facts like science, technology, it is incredibly important)

• What is the purpose of your book or article? Is the author trying to sell you a product or an idea? Is your resource biased? (If so, you probably don’t want to use it, unless you are analyzing bias)

• How accurate is your resource? Is the grammar and spelling correct? Are the facts checked? Does the author tell you where she got her information?

• Who is the intended audience of your resource? Was your book or article written for other scholars or for children?

Using Resources
Once you’ve found and evaluated a useful resource, you then have to integrate it into your own work. One thing you should never do is write your paper and then stick your references in after the fact. Research should guide your process, not be an afterthought.

Integrating sources
Harvard’s Guide to Using Sources has a lot of great information about how to integrate other people’s work into your own, including the information below. Start by reading your article or book and marking note of information that fulfills any of the following criteria:

• Does it provide your reader with any needed context or background?

• Does it help shape or inform the development of your position?

• Does it give evidence or authority to support a claim you are trying to make?

• Does it challenge your position or claim?

Once you’ve found something you want to integrate in your paper, there are three main ways to do it:

• Direct quoting: Only use this option when the author phrases something in such a way that you’d be changing the meaning by paraphrasing it.

• Paraphrase: More often than not, you’ll want to put the author’s words or into your own. Make sure you always give them credit, not just for their words, but also for whatever ideas you use that are not yours.

• Summary: Sometimes you might want to refer to a whole work. Do this in only a few sentences, picking out overarching themes or especially important points.
Avoiding Academic Dishonesty

As a student here at UWG, you are responsible for knowing the university’s Academic Honor Code. A brief summary is:

"Students at The University of West Georgia assume responsibility for upholding the Honor Code. UWG students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, set of academic dishonesty, lying, bribery or threats, and stealing."

Types of academic dishonesty to be aware of include:

- Plagiarism, or using someone else’s words or ideas as your own. Stealing words verbatim is just one kind of plagiarism (“word-for-word” plagiarism.) You also commit plagiarism when you paraphrase someone else’s words or ideas without giving them credit. If you pass off someone else’s idea as your own, you are also committing plagiarism.

- Unauthorized Group Work is considered academically dishonest as well. That is, if you collaborate with other people on an assignment or a take-home test without permission from your instructor.

- Cheating, or copying someone else’s answers, is probably the most familiar form of academic dishonesty for students. You are also being academically dishonest if you let someone cheat from you.

- Other forms of dishonesty include falsifying quotes or sources, using the same assignment or work for more than one class without permission, and lying or misrepresenting the reason for a missed class or assignment.

You can avoid most of these situations by simply doing your own work. When you are doing research, however, you are tasked with incorporating outside work into your own. Make sure that you always give credit to the original author(s) when you use words, ideas, or even a particular style of writing in your own work. In other words: when in doubt, cite! And remember, plagiarism in particular is usually a trickier, and more nuanced situation than most people give it credit for. If you are ever uncertain about if you are plagiarizing, or how to use a particular source, ask your professor.

Need Research Help?

Don’t ever hesitate to ask for research help if you need it—that is what library faculty and staff are there for! Here are a few ways to get help:

- Make an appointment with a librarian using our GoPro! Service: westga.edu/library/gopro
- Take advantage of librarian office hours. Librarians are available to work with you without an appointment Monday-Thursday 11-5pm in the library.
- Ask more basic research questions in our 24/7 chat reference service. Westga.edu/library/chat
- Student Reference Assistants are on hand whenever the library is open (24/5)
- Need citation help? Visit our Citation Research guide: libguides. westga.edu/citation

References:
Sullivan S. Ingram Library
678-839-6495, westga.edu/library
Hours:
Sunday 2:00 p.m. - Friday 11:00 p.m.
Saturday 1:00 a.m. - 6:00 p.m.
Citation Research Guide: libguides.westga.edu/citation
Request a research consultation: westga.edu/library/gopro
Introduction to Career and Majors

Choosing a major/career can be challenging on many different levels. Finding the right fit can make you think about your life in unexpected ways, and this can create excitement and anxiety. Some of you feel that you have your life all figured out, while some of you may be on the other end, feeling as if you don’t have a clue. Most of us are in the middle of those two extremes.

Most of us come to college understanding who we were for the past 18 years, and the few careers we know something about. There are literally thousands of professions, well beyond your current life experience would allow you to know about. You will want to explore and choose your best fit major and career. The purpose of this chapter is to start you thinking about a career that gives you the life you imagine for yourself, one in which you love your work, make a good living, and live in your values.

Career Commandments

1. Know thyself
2. Research possible careers to direct you to a major
3. Work with trusted mentors to assist you (Career Services has many of these folks)
4. Talk with people in fields in which you have interest.
5. Talk to professors in majors you are considering
6. Get experience, do an internship, volunteer, have leadership positions on campus
7. Know that you will likely doubt your decision and possibly change your mind at some time in your career.
8. You must decline a major at UWG by 60 hours, but it will assist you in many majors to know well before then.

Self Knowledge in Major and Career Choices

Understanding yourself is key to choosing a major/career that brings satisfaction. You could randomly pick a career, choose one that you’ve seen on television, or make the choice based on the career choices of people you know, but how likely are you to find a good fit that way? A better way to choose a career is to begin by learning as much as you can about yourself and what you hope to accomplish through your chosen career. Four key areas of exploration are values, interests, personality, and skills. In this class and in Career Services, there are tools available to help understand these four areas!

1. Values are essentially principles that you live your life by and characteristics on which you place value. These may come from your culture, family, past experiences, religious beliefs, and other places, and they can be a huge role in dictating both what work means to you and what you want to accomplish through your career. Your values may include anything from helping others to making a large salary to having lots of free time. Values may load an individual to certain careers over others. Activity 1 at the end of this section will help you explore your own values and identify how they may impact your career choice.

2. Interests can be different from favorite academic subjects to hobbies to careers that pique your interest to what you enjoy doing in your spare time. For instance, if you love to travel, you may wish to pursue a career that takes you to different states and countries, and a love of understanding how things work may lead you to a career that requires mechanical or computer skills. One great way to explore your interests is through an assessment called the Strong Interest Inventory®, which provides a list of possible careers. You can take this assessment by setting up career counseling appointments with the Career Services department on campus.

3. Personality describes inherent qualities that make people individuals. These qualities include how you interact with others, take in information, make decisions, and how you organize your world. Learning about personality can provide valuable information on the type of work environment a person will thrive in and what types of careers will make best use of preferred processing and organizational styles. The Myers-Briggs Type Indicator® (MBTI) is a tool that helps you learn more about yourself. This assessment examines a person’s personality preferences, and it will provide a four-letter personality type that is useful in navigating everything from career choice to communication styles to relationships and conflict resolution. You will have a chance to take the MBTI® when working with the Career Services staff, and it can be further utilized in career counseling.

4. Skills and talents are a very important part of the career decision making process. Many individuals in the world have a tremendous interest in being famous singers, but that interest is unlikely to turn into a career in people who are tone deaf. Everyone has skills that they have learned through hobbies, classes, or volunteering. Have you ever stopped to list your skills? You may be surprised at how many you have! They can include an ability to think strategically, starting calm and helpful in a crisis, completing tasks on time, providing a compassionate ear to someone in need, stockpiling knowledge that you can bring to the table when needed, or even texting at the speed of light. One assessment that can help you identify your strengths and describe your skills in a meaningful way is the StrengthsQuest®. This assessment evaluates your strengths, and it may provide a whole new outlook on what kinds of strengths and skills are valuable both personally and in the career development process. This is another assessment that is available to students who take part in career counseling in the Career Services department.

While values, interests, personality, and skills are only a piece of the career decision making process, learning about yourself in these four ways will definitely help you get off on the right foot in finding a career that fits who you are as a person.

Values Exploration Activity

1. Read through the list of values below, and circle the ten values that are the most important to you, personally.
2. Now, go back through the list and underline the five values that you most want to incorporate into your work.
3. What did you learn about yourself through this activity? Does anything you ever stopped to list your skills? You may be surprised at how many you have! They can include an ability to think strategically, starting calm and helpful in a crisis, completing tasks on time, providing a compassionate ear to someone in need, stockpiling knowledge that you can bring to the table when needed, or even texting at the speed of light. One assessment that can help you identify your strengths and describe your skills in a meaningful way is the StrengthsQuest®. This assessment evaluates your strengths, and it may provide a whole new outlook on what kinds of strengths and skills are valuable both personally and in the career development process. This is another assessment that is available to students who take part in career counseling in the Career Services department.

While values, interests, personality, and skills are only a piece of the career decision making process, learning about yourself in these four ways will definitely help you get off on the right foot in finding a career that fits who you are as a person.

“Your work is to discover your work and then with all your heart to give yourself to it.” - Buddha Quote
Career Exploration

Career exploration is a continual process that requires gathering information about yourself and information about careers. Whether you are just beginning to think about a career, or have a good idea of where you are heading, make sure you engage in self-assessment, career research, and experiences that enhance your skills and build upon your strengths. Career decisions will include more than considering which job to take after graduation. Your career is the value of all the work and experiences you develop over time. In making career decisions, the work you choose to pursue will have a direct impact on the way you live your life. Your values, interests, past experiences, and lifestyle choices are all part of career development.

Career Exploration Activity

1. Take the FOCUS262 - A self-assessment that can provide students with possible career options that fit majors offered at the University of West Georgia. It briefly assesses students in areas that include values, personality, skills, interests, and decision making styles. Register for this free assessment on the Career Services website.

2. Begin researching to learn about possible careers, culture, mission, areas of specialization within career areas, current issues, and major accomplishments. Use resources such as; Occupational Outlook Handbook, O*NET Online, Vault Online Library

Answer the following questions:

• What are examples of careers in my major or field of interest?
• What training, education, skills and other requirements are needed?
• What is the employment outlook for this career?
• What job titles interest me? Related occupations?
• What work environments do I like?
• How can I find an internship, externship or work experience?

Career and Advising Resources

Career Services
Provides career counseling to assist with choosing a major, posts part-time, internship and career employment opportunities, assists with resumes, cover letters, interviewing skills and job search strategies, and connects students with potential employers through various events during the year.
Location: Row Hall, West Wing, 3rd Floor
Telephone: 678.839.6431
Email: careers@westga.edu
Website: westga.edu/careerservices

Advising Center
Supports students in their path to graduation by delivering information about advising and registration and provides appropriate course recommendations to keep students on track. Academic advising helps to develop and implement sound educational plans that are consistent with personal values and career goals.

Chapter 6
Healthy Relationships

30
Dear First-Year Student,

People will tell you that this is the “best time of your life,” and while that may be true, it does not happen without some effort on your part. Often in the Counseling Center, the students who come for counseling are experiencing some major relationship problems. Frequent problems include loneliness, conflict, and problems with boyfriends, girlfriends, roommates, and even professors.

To be honest, in high school you typically have relationships that have been in existence since elementary school and take little effort to maintain. This is it! You are now officially an adult and ready to spread your wings and fly on your own. So, off of College is a great time to begin to figure out who you are and who you are going to be as an adult separate and apart from your family. Your relationships are bound to change and you will eventually be exposed to so many different people who are all trying to create new relationships too. This can be confusing, stressful, and exciting all at once. However, the relationships you develop in college will help you to be successful in meeting your academic and vocational goals, or can hinder your success. The most important thing you can do is to first develop a strong relationship with yourself. Take some time to do a self-inventory:

• What do I want out of college?
• What are the values that are important to me?
• What are the qualities I look for in friends?
• What qualities in me make me a good friend to have?
• Where do I see myself in five years?
• What do my Social Media sights reflect about who I am?

This is just to get you started on learning about yourself. And, certainly, as you begin to go to classes, meet friends, and find yourself faced with hard choices, you will have the chance to get to know yourself better. It can be hard to take some time out of your week for self-reflection in order to develop a healthy self-image. This is the cornerstone to creating healthy relationships with others.

Roommate Relationships

You don’t have to be best friends with your roommate! This is one of the most challenging relationships faced by college students because your living environment is crucial to your emotional well-being, so it is important to be very intentional about building and maintaining a positive relationship with your roommate.

Tips for Roommate Success

• Have a conversation in advance about what you are like to live with, what your pet peeves, how clean are you, etc…. Be honest with each other so that you can identify the areas that might be a struggle.
• Have a conversation on a weekly basis to check in and see how it is going. This is sort of like a family meeting. What is going well? What has been irritating? What can I do to be a better roommate? And, be prepared to be honest even if it is difficult.
• Avoid posting on social media those things that irritate you about your roommate. It is always good to think if the shoe were on the other foot, what would I want my roommate to do?
• In today’s world, many people resort to TEXTING to say things that are too difficult to say in person. When you text, you can’t give tone of voice, facial expression, body language, and other non-verbal cues that help you understand what your roommate is saying. And Emojis do NOT make up for what is lost in an actual face to face conversation. So, a general rule of thumb is that if you are too scared to have a conversation in person, then texting is not an easy way out, it is an easy way to create more conflict. Seek the guidance of a friend or an R.A. to help you have a difficult conversation in a healthy way.

Success Suggestions:

• Be patient and understanding. What you perceive as “annoying” or “infrasive, may be your family member’s way of talking to you about your college experiences and maintaining a connection. (This is a tough time for your family too as they adjust to not having you around)
• Spend quality time with your family when you can. This can help with the separation process and make the transition back to school a little easier.
• Stay in touch with family members. Sometimes a quick text will help ease their worries and let them know how you are doing. However, to be successful in college you have to be able to separate from your family, so you might have to set some boundaries and slowly reduce the amount of contact you have with them.
• When you return home for the first extended holiday, anticipate that some tensions may arise around rules (curfew, sleep schedule, amount of time spent at home). Discuss these issues in advance with family members. Respect home rules and remember that your visit is temporary.

Healthy Relationships in College

Relationship to Yourself

You are now officially an adult and ready to spread your wings and fly on your own. So, off of College is a great time to begin to figure out who you are and who you are going to be as an adult separate and apart from your family. Your relationships are bound to change and you will eventually be exposed to so many different people who are all trying to create new relationships too. This can be confusing, stressful, and exciting all at once. However, the relationships you develop in college will help you to be successful in meeting your academic and vocational goals, or can hinder your success. The most important thing you can do is to first develop a strong relationship with yourself.

Relationships with Faculty

Compared to other relationships, romantic relationships can be more difficult to negotiate since they involve intense emotions and issues such as vulnerability, jealousy, and physical intimacy.

Healthy Relationships in College

Relationship to Yourself

You are now officially an adult and ready to spread your wings and fly on your own. So, off of College is a great time to begin to figure out who you are and who you are going to be as an adult separate and apart from your family. Your relationships are bound to change and you will eventually be exposed to so many different people who are all trying to create new relationships too. This can be confusing, stressful, and exciting all at once. However, the relationships you develop in college will help you to be successful in meeting your academic and vocational goals, or can hinder your success. The most important thing you can do is to first develop a strong relationship with yourself.

Relationships with Faculty

You are not in high school anymore. College is a very different learning environment and the professors are not like high school teachers. You will have many different types of professors and many different types of classes, so it can be challenging to understand how you can create positive relationships with faculty, but if you want to be successful in college it is important to learn how to create a healthy relationship with your professor. What can be most helpful is to understand that they are just people…….like you.
Communication and Conflict

The key to any healthy relationship is the ability to communicate even when you have a difference of opinion. Most students struggle when there is a conflict in a relationship, because they have rarely had to manage their own conflict and often teachers and parents don’t teach you how to communicate when you are upset. Again, here are some great tips to help you get through conflict:

- Don’t ignore it! Conflict only grows if you ignore what you are feeling. 
- The hardest part is getting started, so it is good to use a great “I” message. For example: “When you borrowed my shirt without asking, I felt disrespected.” 
- Ask the other person to help you understand what you can do to help alleviate the situation. Again, this sends a message that you are interested in solving the problem, rather than just attacking them. 
- Finally, if somebody is not willing to have a conversation, then go to a quiet place with your phone put away!!

Don’t have a conversation when you are angry. That will just create more conflict. Wait until you have calmed down! (Go to Calm.com to find out ways to calm yourself).

Text and email is NOT a healthy form of communication especially when people’s feelings are involved. About 80% of our communication is non-verbal (tone of voice, facial expressions, body position, gestures, eye contact), so when you cannot see the person you are talking to, you lose all of that. Your partner may think you are kidding when you are actually serious, or the opposite, you may be just teasing and your partner may take it seriously. Call them and set up a time to talk in a quiet place with your phone put away!!

Don’t have a conversation when you are angry. That will just create more conflict. Wait until you have calmed down! (Go to Calm.com to find out ways to calm yourself).

Technology Pitfalls

We live in a world that is increasingly reliant on social media to create, sustain and build relationships. Friends have been replaced by followers, handwritten letters have been usurped by texts and tweets, and while it is easier to make connections with a variety of people, technology can also create barriers in building healthy relationships.

Social Media Dos and Don’ts

- Your profile is your first impression so be intentional about what you want people to see when they find you. This is called your “digital identity”, and college can be a great time to think about what message you want to send the world about yourself. Each time you post, make sure it is in line with your digital identity.
- Think before you post! Seriously, more relationships have been damaged by people posting when angry, drunk, or just being goofy. If it is not something you would say to somebody face to face, don’t post it.
- Privacy settings are important. Use them to make sure that your posts are seen only by the people you want to see them.
- Also, understand that privacy no longer exists. Even if you think your settings are private, friends always let friends look at somebody’s Instagram, so assume your posts can be seen by all and again, think before you post.
- Understand that future employers are likely going to look through your social media to see if you have the qualities they want for an employee. So if you post about shipping class, getting drunk, or have inappropriate pictures, don’t be surprised if you can’t find a job to help pay for school.
- Finally, remember that even the anonymous apps are not anonymous, when law enforcement is investigating illegal activity. Most phones have the ability to track location and you could find yourself in some trouble just because you didn’t think before you posted.

Resources

If you run into trouble, we hope that you will use some of the campus resources to help you.

Counseling Center: westga.edu/counseling
Follow on Facebook, Instagram, and Twitter @WGCounseling

Health Services: westga.edu/health

Wolf Wellness: westga.edu/wolfwellness
Follow on Facebook, Instagram and Twitter @WGWolfwellness

Judicial Affairs: westga.edu/studentconduct
Follow on Facebook @University of West Georgia Student Conduct

University Police: westga.edu/police
Follow on Facebook and Twitter @UGWPD

Ombuds Office: westga.edu/ombuds

UWG Cares: westga.edu/UWGCaress
class! so that you can focus your energy and time on being successful in your topic on Money Management in the UWG 1101 course in an effort to raise the associated with the academic challenge of college courses. And at that financial stress among college students surpassed the stresses about their finances. A 2012 nation-wide research study indicated the topic of money, but let’s save that exploration for your psychology any person. There are many reasons for this wide range of emotions on The topic of money management can evoke a variety of emotions in your student loan, and you just don't know what it all means? have just received notification from your Federal Loan Servicer regarding what comes to mind when you hear the word money? . . . . . Do you Kid' Life "Broke College College and Money Management: Surviving the “Broke College Kid” Life **What is a Financial Aid Refund?** Students who utilize financial aid funds in the form of scholarships, grants, and loans are awarded a financial aid package that is designed to help meet as much of their direct and indirect educational expenses as possible. Direct expenses are those costs which must be paid to the university, i.e., tuition/fees. These show up on the Student Breakdown Bill in BANWEB. Indirect expenses can include items such as transportation expenses, living expenses, etc., but are not billed by the university. Sometimes a student’s financial aid package will exceed the costs that are billed by UWG, thereby creating a credit balance that is due to the student to help cover the indirect expenses. The university cannot keep that credit balance because it belongs to the student. Most of this time, this credit balance is referred to commonly as a “refund.” The UWG WolvesCard office coordinates sending you information about how to access your refund. To see where your refund may be received from the university. Recent federal regulations have changed the way these are managed and delivered to students, and more specific information was shared with you at Orientation. Please contact the UWG WolvesCard office in the University Community Center (UCC) or visit their website at www.westga.edu/ studentemployment.

**Student Employment**

The decision to hold a part-time job while taking college classes can be very tough. On one hand, you definitely want to be a successful student, but the allure of earning your own money and the benefits that go along with that independence can be quite attractive. Working working to go college can carry long-term benefits that will benefit your future, such as acquiring valuable work experience for your resume and making important networking connections with those already in your chosen career field. But as with most things in life, success as a student/ employee comes with moderation and balance. It is possible, consider not holding a job during your first semester so you can focus on adjusting to life as a college student. Mid-term exams, class projects, and final exams in the first semester can coincide at a very busy time in the retail industry as holidays approach.

If you do consider a part-time job while taking college classes, give strong consideration to the number of hours you work. The same 2012 research study that was mentioned at the beginning of this chapter “found that students who work more than 20 hours per week during the academic year are significantly more likely to report that financial stress has had a negative impact on their academic progress or performance.”

Another thing to consider about part-time employment is whether to work on-campus or off-campus. Yes, there are some part-time jobs available for students at UWG. On-campus jobs do provide more opportunities for flexibility and a chance to work while finishing those school work off-campus. Your on-campus work supervisors also must be aware of your class schedule because they cannot permit you to work during your regularly-scheduled class time. Off-campus work supervisors do not always know of your class schedule and might schedule you to work on a day with a very important pop-quizzes in your philosophy class. Uh-oh! Yet, as appealing as they can be, on-campus work opportunities are limited. The UWG Career Services Department coordinates both on-campus and off-campus student employment opportunities. Visit them in Row Hall 3rd floor (west side), or visit their website – www.westga.edu/ studentemployment.

**Family Financial Support**

Family financial resources are not created equal. Some families have more financial resources than others to be able to provide to their children. You may have heard about some of this disparity in high school or college, but it may become more pronounced in college as you spend more of your daily times with roommates and suitemates whose backgrounds are different than yours. Some parents are able to provide their children with weekly or monthly allowances even while in college. Others are not able to do this on a regular basis. But without the financial contribution from your parents, have you given thought to some of the routine expenses that your parents might be paying on your behalf? Things like gas money, car insurance, cell phone (both the cost of the phone and the monthly charges), health insurance, cable television, internet connection, etc., etc., etc. can still be considered family financial support even if you never see the money paid for these items. It is quite easy for new college students to think that their parents make LOTS of money and just don't want to share. But have you taken the opportunity to have a conversation with your parents about their income and where it all goes? Many two-income families struggle similarly with the balance of income and expenses as college students do. Conversations about money should be family conversations, not just parent to parent conversations. Engage your parents in a conversation about the family financial resources in your home. You may be surprised what you will learn about where all the money goes!

**Financial Aid Refund**

At this point in the semester, the Financial Aid Office or Bursar’s Office may have notified you that you have a refund. What is a refund? Is it now time to PARTY??!

Hold on there. Wait a minute. What is a Financial Aid Refund? Students who utilize financial aid funds in the form of scholarships, grants, and loans are awarded a financial aid package that is designed to help meet as much of their direct and indirect educational expenses as possible. Direct expenses are those costs which must be paid to the university, i.e., tuition/fees. These show up on the Student Breakdown Bill in BANWEB. Indirect expenses can include items such as transportation expenses, living expenses, etc., but are not billed by the university. Sometimes a student’s financial aid package will exceed the costs that are billed by UWG, thereby creating a credit balance that is due to the student to help cover the indirect expenses. The university cannot keep that credit balance because it belongs to the student. Most of this time, this credit balance is referred to commonly as a “refund.”

The UWG WolvesCard office coordinates sending you information about how to access your refund. To see where your refund may be received from the university. Recent federal regulations have changed the way these are managed and delivered to students, and more specific information was shared with you at Orientation. Please contact the UWG WolvesCard office in the University Community Center (UCC) or visit their website at www.westga.edu/ studentemployment.

The most important thing to consider when you receive a credit balance refund is to know the source of the refund. Most of the time, the refund is made up of loan funds that you have borrowed to help fund your educational expenses. As a loan, these funds must eventually be repaid. So, you are faced with a significant choice every time you decide to spend a portion of that refund that may be funded by student loans – do I spend this money now only to have to repay it later? Which brings us quite conveniently to the next topic!
Understanding College Costs

If you attended a public school for your K-12 years, the idea of paying for your education may not be very familiar to you. Again, let’s save the conversation about “why” that is the case for other courses, such as a course in public policy. The reality is – colleges cost money. And it is important to keep a balance between the money you earn and the money you spend. It can be a very difficult situation to overcome whenever your expenses exceed your earnings. Sometimes the decisions about what to spend or what to invest is understanding how you define NEEDS and WANTS. You need a vehicle for your basic transportation needs to and from campus, but you may want a Jaguar convertible. Based on your current financial status, how do you balance your need and your want in this decision?

Yes, this scenario may be far-fetched (or not!), but perhaps it gives you an idea of how to determine the difference between needs and wants. Sometimes the difference between needs and wants is not as clear as this example about vehicles. So let’s consider this example: in preparing for a job interview, you need a business suit. So, do you purchase a pair of pants, a shirt, a tie, a pair of shoes, or do you spend a little extra to have a suit tailored to fit you? This may not be an easy decision, and it may be influenced by many realistic factors related to the job/career for which you are interviewing!

Learning to budget your money is an important skill to learn in college. In addition to the “needs vs. wants” discussion above, here are useful tips to help keep your spending under control:

• Set goals for your earnings and spending – What are your short-term and long-term goals? How does money management impact how you reach those goals? How will you achieve those goals?
• Know your income and expenses! Track both for a while to get an idea of how much you are spending. 
• By developing self-control and prioritizing what is important, you can stretch a small amount of money a long way!
• Know your income and expenses! Track both for a while to get an idea of how much you are spending.
• Form a “spending plan” – Try using a spreadsheet to stay organized.
• Stick to the plan! – None of this works if you do not keep to it!
• Form a “spending plan” – Try using a spreadsheet to stay organized.
• Know your income and expenses! Track both for a while to get an idea of how much you are spending.
• Stick to the plan! – None of this works if you do not keep to it!

Let’s try it out: Imagine you have $600 for the month. Consider the following expenses:

1. Gas
2. Social Activities – Going to the movies, eating out with friends
3. Laundry
4. Student Organization Monthly Dues
5. Groceries
6. Books
7. Personal Expenses – Clothes, Haircut, Toiletries, Medications, etc.

Now, how would you budget your $600 across these expenses for the month?

Some folks use an envelope system where they actually divide their cash into different envelopes for each category. When the money is gone from one envelope, they do not take money from another envelope to help cover that month’s expenses. They just do without that item for the rest of the month.
The current average outstanding credit card balance for undergraduate students is over $3,000! Do! Credit cards may have sky-high interest rates, so beware! If you use or want to start using a credit card, try these tips for keeping your spending within reason.

1. Credit cards may have sky-high interest rates, so beware! If you use or want to start using a credit card, try these tips for keeping your spending within reason.

- **Fixed Payments**: Set a fixed payment amount and stick to it. This can help prevent you from overspending.

- **Use the CashBACK Feature**: Many credit cards offer cashback rewards for certain purchases. Use this feature to get back some of what you spend.

- **Track Your Spending**: Keep track of your spending and review your statements regularly. This can help you see where you are overspending and make adjustments as needed.

- **Limit Your Credit Availability**: If you have multiple credit cards, consider closing some of them to limit your available credit and reduce the temptation to overspend.

- **Set Up Automatic Payments**: If you have a credit card payment due, consider setting up automatic payments. This can help ensure that you don’t miss a payment due date.

- **Avoid High-Interest Credit Cards**: Be cautious of credit cards with high interest rates. If you have a credit card with a high interest rate, consider transferring your balance to a card with a lower rate or paying it off in full each month.

- **Maintain a Good Credit Score**: A good credit score can help you get better interest rates and terms on your credit cards. Make sure to pay your bills on time and keep your credit utilization rate low.

- **Use a Credit Card for Emergencies Only**: If you do need to use a credit card, make sure it is for emergencies only. This can help you avoid overspending.

- **Beware of Annual Fees**: Some credit cards come with annual fees. If you don’t plan to use the card frequently, the annual fee may not be worth it.

- **Choose Wisely**: Before applying for a credit card, research the card thoroughly and make sure it fits your spending needs and financial goals.

- **Know Your Interest Rates**: Make sure you know the interest rate on your credit cards and what it means for your finances.

- **Pay Your Bills on Time**: Paying your bills on time can help you avoid late fees and improve your credit score.

- **Limit Your Debt**: Make sure you have enough money in your budget to pay off your debts and avoid taking on too much debt.

- **Use Credit Cards Wisely**: Use credit cards wisely and avoid overspending.

- **Avoid Cash Advances**: Cash advances can be very expensive and can lead to debt.

- **Know Your Rights**: If you are having trouble with your credit card, know your rights and options for resolving disputes.

- **Set Up Alerts**: Set up alerts for your credit cards so you can quickly monitor your spending and keep track of your limits.

- **Close Unused Cards**: If you have credit cards that you no longer use, consider closing them.

- **Consider a Secured Card**: If you have bad credit, consider getting a secured credit card. This can help you build your credit score over time.

- **Use Cash When Possible**: If you can, use cash instead of a credit card to avoid overspending and keep track of your spending.

- **Create a Budget**: Create a budget and stick to it. This can help you avoid overspending and manage your finances more effectively.

- **Stay Informed**: Stay informed about the latest credit card offers and deals. This can help you find the best options for your needs.

**Student Loans**

Although we strongly suggest exercising caution and controlling financial aid, too much student debt is a problem. Here are some basic definitions of terms used in discussing student loans:

- **Subsidized Loans**: These loans are in which the student does not bear the responsibility for the accruing interest while enrolled at least half-time (interest is still accruing, but the federal government pays it). The student becomes responsible for the accruing interest during repayment, which begins six-months after the student no longer-enclosed half-time. Eligibility for Subsidized Loans is based on remaining financial need after all other aid is awarded.

- **Unsubsidized Loans**: Those are loans on which the student does bear the responsibility for the accruing interest while enrolled and throughout repayment. Interest payments can be made throughout enrollment, or may accrue and be capitalized through enrollment and be added to the loan during repayment.

- **Interest Rate**: Interest is money paid to the lender in exchange for borrowing money. It is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. The US Department of Education sets the student loan interest rates each year in mid-May. At the time of writing this chapter, the 2016-2017 interest rates are not yet known. For 2015-2016, the interest rate on undergraduate student loans disbursed between July 1, 2015 and June 30, 2016 was 4.29%. This interest rate will remain on that specific loan throughout repayment.

- **Origination Fee**: An origination fee is a processing fee that is withheld from the loan before it is disbursed. The US Department of Education sets the loan origination fee each year, and it is also subject to change with federal sequestration on October 1st of each year. The current loan origination fee is 1.068%, meaning that before your student loan disburses to your LWSU account, 1.068% of the disbursement will be withheld by the US Department of Education.

- **Federal Student Loan Servicer**: A loan servicer is a company that handles the billing and other services on your federal student loan. The loan servicer will work with you on repayment plans and loan consolidation options and will assist you with other tasks related to your federal student loan. It is important to maintain contact with your loan servicer. Your loan servicer will be assigned to you when you take a federal student loan, and you may stay with your loan servicer as your loan servicer at the National Student Loan Data System, www.nslds.ed.gov. The current Federal Student Loan Servicers include:

- **Aspire Resources Inc.**
  - 1-855-475-3335
- **CorStone**
  - 1-800-663-1662
- **EBA/EfficientFin**
  - 1-877-378-6884
- **Fleet Loan Servicing (FHEAA)**
  - 1-800-699-2908
- **Granite State**
  - 1-866-534-4422
- **Great Lakes Educational Loan Services, Inc.**
  - 1-800-213-5530
- **MOHELCA**
  - 1-888-466-4352
- **Navient**
  - 1-800-888-1230
- **Nelnet**
  - 1-888-466-4722
- **OASFA Servicing**
  - 1-866-254-9762
- **VSAC Federal Loans**
  - 1-888-486-3311

**Loan Servicer**

- **Contact**
- **Aspire Resources Inc.**: 1-855-475-3335
- **CorStone**: 1-800-663-1662
- **EBA/EfficientFin**: 1-877-378-6884
- **Fleet Loan Servicing (FHEAA)**: 1-800-699-2908
- **Granite State**: 1-866-534-4422
- **Great Lakes Educational Loan Services, Inc.**: 1-800-213-5530
- **MOHELCA**: 1-888-466-4352
- **Navient**: 1-800-888-1230
- **Nelnet**: 1-888-466-4722
- **OASFA Servicing**: 1-866-254-9762
- **VSAC Federal Loans**: 1-888-486-3311

There are other topics associated with repayment of your student loans that will be covered in your Loan Exit Counseling Session. If you ever have questions about your student loans prior to entering repayment, please contact your Federal Student Loan Servicer.

Here are some tips for understanding and limiting your student loan debt:

- **Know your current level of student loan debt**: The National Student Loan Data System (NSLDS) stores all of this information and is available for you any time at www.nslds.ed.gov. You should check your student loan records regularly!

- **Keep ALL loan documentation**: Place a copy of your Master Promissory Note (MPN), Loan Entrance Counseling Session, and your student loan records regularly!

**Reminders**

We in the WGU Financial Aid Office want to do everything we possibly can to help you succeed in your college career. Federal financial aid regulations are developed by the US Department of Education and the Georgia Student Finance Commission and are indeed very complicated. For a taste of the level of complication, visit the Code of Federal Regulations (CFR) section 41.41

- **Make payments on time or early**: You have to pay the full amount required by your payment plan. You can also make payments early so your interest does not compound.

- **Keep in touch with your Federal Loan Servicer**: Keep this servicer updated with your current contact information at all times – including mailing addresses, email addresses, phone numbers, etc. 41
Parts 600 through 679 (formally written as 34 CFR Part 600 to Part 679). We try very hard to reduce the level of complexity for you, but sometimes you do get caught in the middle of these very complex and sometimes competing regulations. Thank you for your patience as we help you through this process!

Payment Deadlines
You have already made it through your first UWG payment deadline for the Fall 2016 semester. Congratulations! As a reminder, there are payment deadlines for each semester. In order to be able to keep the classes that you register for each semester, you must be sure that your account has been fully paid or credited with authorized financial aid funds by the published payment deadlines. As was mentioned earlier in this chapter, always be sure to check the Student Breakdown Bill in BANWEB for the status of your UWG account for each semester in which you enroll. Payment deadlines are contained in the academic calendar information contained in The SCOOP on the Registrar’s Office webpage.

Satisfactory Academic Progress
As all financial aid is someone else’s money (mostly taxpayer money, including funding for student loans), you have a significant level of accountability to remain eligible to receive financial aid funds. This accountability is called Satisfactory Academic Progress and will be checked at the conclusion of each semester. To continue to receive financial aid, you must meet the following requirements:
• Grade-Point-Average (GPA) consistent with the university’s academic progress requirements
• Pace of Progression greater than or equal to 67%, measured cumulatively over your entire UWG academic program.

Payment Deadlines
You have already made it through your first UWG payment deadline for the Fall 2016 semester. Congratulations! As a reminder, there are payment deadlines for each semester. In order to be able to keep the classes that you register for each semester, you must be sure that your account has been fully paid or credited with authorized financial aid funds by the published payment deadlines. As was mentioned earlier in this chapter, always be sure to check the Student Breakdown Bill in BANWEB for the status of your UWG account for each semester in which you enroll. Payment deadlines are contained in the academic calendar information contained in The SCOOP on the Registrar’s Office webpage.

Satisfactory Academic Progress
As all financial aid is someone else’s money (mostly taxpayer money, including funding for student loans), you have a significant level of accountability to remain eligible to receive financial aid funds. This accountability is called Satisfactory Academic Progress and will be checked at the conclusion of each semester. To continue to receive financial aid, you must meet the following requirements:
• Grade-Point-Average (GPA) consistent with the university’s academic progress requirements
• Pace of Progression greater than or equal to 67%, measured cumulatively over your entire UWG academic program.

FAFSA
The Free Application for Federal Student Aid (FAFSA) must be renewed each year. The FAFSA renewal is now available on October 1st each year.

Contact Us
We want to be able to help you with your Financial Aid questions. Please contact us in Parker Hall, finaid@westga.edu, or 678-839-6421.

Go West! Go Wolves!

Chapter 8

Time Management

42
Dear First-Year Student,

My name is Will Evans and if you’re reading this then I hope by the time you finish I can help you think differently about time management and how it can affect your college experience.

If you’re finding it hard to balance your schedule, here are some of the things I have found to be most helpful.

One, you’re not as fast or as good as you think you are. Brutal, I know, but this is really helpful to remember. Psychology has found that we often overestimate our ability to do something to the point where we hurt ourselves. For instance, you may have found it takes you longer to write a paper or read a chapter than you thought it would. This can really hurt the way you schedule your time. If you’re always overestimating your ability to get work done, you will always schedule tasks in time slots that are too short. Then, when you don’t finish a task on time, you will start to feel like you’re a failure. But you’re not a failure, you’re just doing what everyone else is doing—thinking you’re better at something than you really are. Everyone does this. From professors who have to skip PowerPoint slides to finish the lecture on time to the person who said he would be somewhere an hour ago. It’s easy to call someone else out on their skills, but if you take the time to honestly schedule tasks in realistic time frames you will be less stressed and feel way better. So, tip number one: if anything, allow yourself more time to do something.

Two, know your priorities, and if you’re in college then paying thousands of dollars for classes makes those classes a big priority. This is so simple to understand but almost impossible to do. I can’t tell you how many times I opted to go to out with friends when I knew I had work to do. Your time will be spent on what’s most important to you, whether that’s earning an education. Personally, looking back, some of the biggest lessons I gained when in college came from just living life with friends. You have to know what can be sacrificed when the time comes and knowing your priorities can help. Tip number two: cut the crap to make room for what’s important.

Finally, number three. Schedule free time. College is so much more than school and not finding the perfect job. That will all come later. That stuff is incredibly important, but this is really helpful to remember. Psychology has found that we often overestimate our ability to do something to the point where we hurt ourselves. For instance, you may have found it takes you longer to write a paper or read a chapter than you thought it would. This can really hurt the way you schedule your time. If you’re always overestimating your ability to get work done, you will always schedule tasks in time slots that are too short. Then, when you don’t finish a task on time, you will start to feel like you’re a failure. But you’re not a failure, you’re just doing what everyone else is doing—thinking you’re better at something than you really are. Everyone does this. From professors who have to skip PowerPoint slides to finish the lecture on time to the person who said he would be somewhere an hour ago. It’s easy to call someone else out on their skills, but if you take the time to honestly schedule tasks in realistic time frames you will be less stressed and feel way better. So, tip number one: if anything, allow yourself more time to do something.

Know How to Use Your Time

1. Calculate how you use your 168 hours in a week. Use the example above, but put in the time YOU spend time each week on activities. Include anything you typically do; time spent working if you work, time spent exercising, commuting, etc. Do not include study time yet. This will give you the total number of hours in a week you typically have free.

2. Now, from the number of hours of free time, subtract the number of hours you need to study in order to do well in your course work. A general rule of thumb is for every hour in class (12-15, depending on your schedule), you need to study at least 2 hours, so 24-30 study hours a week.

Time Tips

Set clear starting and stopping times for studying. This will help keep you focused on the task at hand. Don’t overdo the studying, but don’t under-do it either. Pace yourself.

Studying is always a priority. Students who do well in college study. It’s plain and simple. To be one of these students, you will need to study AT LEAST 3-4 hours daily. Build this time into your daily routine and do not compromise your sleep. Stay in mind that all the fun things and great friends you experience in college happen because you are a student at The University of West Georgia. Staying a student means you must study!
Balance your time. Make sure you have a variety of activities throughout your day. Include exercise and fun, time to relax, time to study, time for yourself, time with friends, etc. All work and no play makes for a very dull and frustrating college life! But again, keep studying and doing well in classes as your number one priority.

Plan for the unplanned. Give yourself enough flexibility in your day to attend to things as they pop up. Don’t forget to ask yourself if whatever it is that came up requires your immediate attention, if it can be effectively handled during your free time, if it fits in your priorities, or if it can be left unattended. Keep your priorities straight, but don’t panic if something occasionally messes up.

Power Down! Turn off your cell phone and avoid social networking. Believe it or not, no one has ever died from a few hours without Twitter or Instagram. Many college students spend more time in a week texting and using various forms of social media than they do studying. When you set your goal for each study session, be sure it is focused on studying with as few distractions as possible.

Try to maintain a “normal” schedule. Do your best to keep your life as normal and sane as possible. Don’t stay up all night and sleep all day. Try to get up in the morning at about the same time. Don’t sleep too much or too little. You need 7-8 hours of sleep at least 3 nights a week to keep your brain functioning well. A continued lack of sleep, a crazy schedule and growing frustration lead to getting sick. Remember to eat well and exercise, too!
The world changes everyday with possibilities to travel to unknown places, opportunities to taste world cuisines, and new advancements in various industries. We communicate with people everyday that have different backgrounds, races, and sexual orientations. Although you may not identify yourself with their culture, it is important to recognize the value each individual brings to the world. In the world we live in today, it may not seem relevant to ask ourselves why diversity is important since we have an African-American President or a transgender actress in sitcoms. Understanding diversity in this decade is as important today as it was in the era of the Civil Rights Movement of the 1950’s and 1960’s and the women’s movement.

Think of diversity as a taco salad that has the ability to come in three different forms: individual salad ingredients, a taco salad smoothie, and a traditional taco salad. The first form, consisting of individual ingredients such as a block of cheese, a head of lettuce, and a whole tomato. Eating each item separately probably would not be the preference for enjoying a taco salad. The second option, a taco salad smoothie, would result in a brownish-green drink with little ways to identify what initial ingredients are present. The final choice, a traditional taco salad, is comprised of all of the ingredients such as chips, shredded cheese, diced tomatoes, sour cream, meat, and chopped lettuce. A traditional taco salad has easily identifiable ingredients, but relies on their individuality to make the taco salad compete. Understanding diversity is just like the traditional taco salad choice. Each of us bring various levels of experiences, tolerances, and open mindedness to college, and must work to value and appreciate all the unique identities we will encounter in our college experience.

Elisa Velasquez-Audrade, Ph.D. (8/2012), Sonoma State University-Rohnert, CA


Diversity and Inclusion

The world changes everyday with possibilities to travel to unknown places, opportunities to taste world cuisines, and new advancements in various industries. We communicate with people everyday that have different backgrounds, races, and sexual orientations. Although you may not identify yourself with their culture, it is important to recognize the value each individual brings to the world. In the world we live in today, it may not seem relevant to ask ourselves why diversity is important since we have an African-American President or a transgender actress in sitcoms. Understanding diversity in this decade is as important today as it was in the era of the Civil Rights Movement of the 1950’s and 1960’s and the women’s movement.

Think of diversity as a taco salad that has the ability to come in three different forms: individual salad ingredients, a taco salad smoothie, and a traditional taco salad. The first form, consisting of individual ingredients such as a block of cheese, a head of lettuce, and a whole tomato. Eating each item separately probably would not be the preference for enjoying a taco salad. The second option, a taco salad smoothie, would result in a brownish-green drink with little ways to identify what initial ingredients are present. The final choice, a traditional taco salad, is comprised of all of the ingredients such as chips, shredded cheese, diced tomatoes, sour cream, meat, and chopped lettuce. A traditional taco salad has easily identifiable ingredients, but relies on their individuality to make the taco salad compete. Understanding diversity is just like the traditional taco salad choice. Each of us bring various levels of experiences, tolerances, and open mindedness to college, and must work to value and appreciate all the unique identities we will encounter in our college experience.

Elisa Velasquez-Audrade, Ph.D. (8/2012), Sonoma State University-Rohnert, CA


Diversity and Inclusion

The world changes everyday with possibilities to travel to unknown places, opportunities to taste world cuisines, and new advancements in various industries. We communicate with people everyday that have different backgrounds, races, and sexual orientations. Although you may not identify yourself with their culture, it is important to recognize the value each individual brings to the world. In the world we live in today, it may not seem relevant to ask ourselves why diversity is important since we have an African-American President or a transgender actress in sitcoms. Understanding diversity in this decade is as important today as it was in the era of the Civil Rights Movement of the 1950’s and 1960’s and the women’s movement.

Think of diversity as a taco salad that has the ability to come in three different forms: individual salad ingredients, a taco salad smoothie, and a traditional taco salad. The first form, consisting of individual ingredients such as a block of cheese, a head of lettuce, and a whole tomato. Eating each item separately probably would not be the preference for enjoying a taco salad. The second option, a taco salad smoothie, would result in a brownish-green drink with little ways to identify what initial ingredients are present. The final choice, a traditional taco salad, is comprised of all of the ingredients such as chips, shredded cheese, diced tomatoes, sour cream, meat, and chopped lettuce. A traditional taco salad has easily identifiable ingredients, but relies on their individuality to make the taco salad compete. Understanding diversity is just like the traditional taco salad choice. Each of us bring various levels of experiences, tolerances, and open mindedness to college, and must work to value and appreciate all the unique identities we will encounter in our college experience.

Elisa Velasquez-Audrade, Ph.D. (8/2012), Sonoma State University-Rohnert, CA

Understanding the Importance of Inclusion

It may sound simple, but allow your mind to return to physical education (PE) class or gym. The PE teacher has decided today’s class will involve a “friendly game of kickball.” Two persons have been designated as captains. Team selections begin. Your strengths tend to lean toward music and you are a fair kicker and runner. Reluctantly, you are chosen last. Do you recall the comments, and behaviors towards classmates who were usually chosen last? The individuals were a member of the team, but were not made to feel welcome.

Inclusion involves supporting the development of all individuals and providing an environment that is welcoming. Inclusion is fighting against exclusion and ensuring that appropriate support systems are in place to assist those in need. Inclusion also attempts to aid in the development of an attitude, mindset, or behavior. It requires a person to alter their innate beliefs, customs, and actions toward individuals, groups, or organizations. Inclusion shares, creates, and uses resources available so that all are included.

For instance, on a track and field relay team, there is one baton per team. Relay members must understand the strengths and challenges of each teammate. Once a better understanding is gained, through constructive dialogue and other measures, teammates are able to thrive and operate as a “friendly game of kickball.” Two persons have been designated as captains. Team selections begin. Your strengths tend to lean toward music and you are a fair kicker and runner. Reluctantly, you are chosen last. Do you recall the comments, and behaviors towards classmates who were usually chosen last? The individuals were a member of the team, but were not made to feel welcome.

Inclusion involves supporting the development of all individuals and providing an environment that is welcoming. Inclusion is fighting against exclusion and ensuring that appropriate support systems are in place to assist those in need. Inclusion also attempts to aid in the development of an attitude, mindset, or behavior. It requires a person to alter their innate beliefs, customs, and values. Inclusion shares, creates, and uses resources available so that all are included.

In the Uniform Crime Reporting Program, the victim of a hate crime may be an individual, a business, an institution, or society as a whole. In 2012, there were 1,764 victims of hate crimes in the United States. Additionally, the Federal Bureau of Investigations (FBI) understands the importance of having supportive allies in the fight against hate crimes. They have developed relationships with the following organizations: the NAACP, the Southern Poverty Law Center, the Anti-Defamation League, the National Asian Pacific American Legal Consortium, the NAACP, the Southern Poverty Law Center, the Anti-Defamation League, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network.

Hate Crimes

For the purposes of collecting statistics, Congress has defined a hate crime as a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, ethnic origin or sexual orientation.”

In the Uniform Crime Reporting Program, the victim of a hate crime may be an individual, a business, an institution, or society as a whole. In 2012, there were 1,764 victims of hate crimes in the United States. Additionally, the Federal Bureau of Investigations (FBI) understands the importance of having supportive allies in the fight against hate crimes. They have developed relationships with the following organizations: the NAACP, the Southern Poverty Law Center, the Anti-Defamation League, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network. For example, The Southern Poverty Law Center, the National Asian Pacific American Legal Consortium, the National Organization for Women, the Human Rights Campaign, and the National Disability Rights Network.

Cultural Competency

Are you culturally competent? We are all culturally competent to a certain degree! Do you and your family have certain traditions such as special celebrations (graduations, cookouts, graduations, births), do you speak another language other than your native tongue? Have you had the opportunity to experience other cultures through travel, making new friends, involvement in school or community activities? If so, you are well on your way to becoming more culturally competent.

Cultural competency entails:

- Personal identification
- Language
- Thoughts
- Communications
- Actions
- Customs, beliefs, and values
- Institutions that are often specific to ethnic, racial, religious, geographic, or social groups

Cultural competence comprises four components:

1. Awareness of one’s own cultural worldview
2. Attitude towards cultural differences
3. Knowledge of different cultural practices and worldviews
4. Cross-cultural skills

Developing cultural competence results in an ability to understand, communicate, and effectively interact with people across cultures. Remember that cultural competence is a continuum, indicating growth of one’s knowledge and skills. As you matriculate through UNAV and life, you may encounter situations that test your cultural competence and cause you to adapt and hopefully flourish even more. Cultural competence provides a stimulus for collaborating with others, students, faculty, staff, and the community.


50

51
College Campuses

According to the Bureau of Justice Assistance, hate crimes have increased on college campuses in the past five years. On college campuses the hate crimes are usually related to bias difficulties and prejudice. Hate crimes, unfortunately, occur on all types of college campuses ranging from large to small and from private to public.

Some examples of possible hate crime situations that could occur on a college campus:

- A piece of artwork was vandalized with gender-related obscenities.
- Two women who identify within the LGBTQ community are roommates in a residence hall. There were signs placed in the residence hall that said, "dykes not welcome here."
- A faculty member had swastikas sprayed on his/her office door after mentoring two African-American pre-med students.
- A group of women distributed materials and posted "Stop Rape & Sexual Assault" posters after participating in the Vagina Monologues. Some males destroyed the above mentioned materials and verbally abused the women.

"Hatred paralyzes life; love releases it. Hatred confuses life; love harmonizes it. Hatred darkens life, love illuminates it." - Martin Luther King, Jr.

Listed below are a few examples of hate crimes or incidents in the United States.

Springfield, TX
Brice Johnson, 19, was indicted on federal hate crime charges for allegedly assaulting a man in September due to his sexual orientation.

United States v. Machado
A former student was convicted of disseminating an e-mail containing racially derogatory comments and threats to 59 college students, nearly all of whom were of Asian descent.

State v. Tozier
A student at a small college in Maine yelled anti-gay slurs and threats at a fellow student who was working in a student lounge and, in three consecutive attacks, violently choked the student. The defendant signed a con-sent decree in a civil rights case brought by Maine’s attorney general.

After reading this information you may ask what can I do combat hate:

"It is amazing what you can accomplish if you do not care who gets the credit." - Harry Truman


Ten Ways to Fight Hate
1. Act
2. Unite
3. Support the Victims
4. Do Your Homework
5. Create An Alternative
6. Speak Up
7. Lobby Leaders
8. Look Long Range
9. Teach Tolerance
10. Dig Deeper

Ways to Engage in Diversity
- Stretch your boundaries
- Try a new food
- Join a new student organization
- Take a virtual field trip
- Volunteer or take part in community service
- Attend cultural events
- Engage in conversation with people of different backgrounds
- Investigate alternative spring break opportunities
- Engage your professors

Diversity Campus Resources
Center for Diversity and Inclusion
Location: Row Hall, East Wing, 2nd Floor
Telephone: 678-839-5400
Website: westga.edu/diversity
Facebook: UWG Center of Diversity and Inclusion

Ombuds Office
Telephone: 678-839-4165 or 678-839-4165
Website: westga.edu/ombuds

Safe Zone Training
Responsible Sexuality Committee Dr. Ryan Bronkema
rbronkem@westga.edu

Searching for Diversity Organizations
Center for Student Involvement
Location: Campus Center
Telephone: 678-839-5256
westga.edu/csi

Social Equity Officer/Title IX Coordinator
Location: Aycock Hall
Telephone: 678-839-5344
Website: westga.edu/hr/pay/index.php

Institutional Effectiveness and Assessment
Telephone: 678-839-5443

Regional and National Resources
American Civil Liberties Union
Telephone: 212-969-2500
Website: aclu.org

Southern Poverty Law Center
Telephone: 834-956-6200 or Toll-Free at 888-414-7752
Website: splcenter.org

Hate Crime Resources
Stop the Hate campaign: campuspride.org/stop-the-hate/
Anti-Defamation League 823 United Nations Plaza New York, NY 10017 212-490-2525 Website: adl.org

Human Rights Campaign 919 18th Street NW., Suite 800 Washington, DC 20006 202-628-4160

"It does not require many words to speak the truth." - Chief Joseph Nez Perce
Diversity Glossary Terms

Advocacy
Someone who speaks up for him/herself and members of his/her identity group; e.g., a woman who lobbies for equal pay for women.

Alienation
A person of one social identity group who stands up in support of members of another group; typically a member of the dominant group standing beside a member(s) of targeted group; e.g., a male arguing for equal pay for women.

Accessibility
The extent to which a facility is readily approachable and usable by individuals with disabilities, particularly such areas as the personnel office, work-site and public areas.

Coalition
A collection of different people or groups, working toward a common goal.

Cultural Competency
Cultural competency is a set of academic and interpersonal skills that allow individuals to increase their understanding, sensitivity, appreciation, and responsiveness to cultural differences and the interactions resulting from them. The particulars of acquiring cultural competency vary among different groups, and they involve an ongoing relational process tending to include trust-building and the expansion of cultural understanding.

Disability
Disability is a physical, mental, or cognitive impairment or condition that qualifies under federal and state disability nondiscrimination laws for special accommodations to ensure programmatic and physical access.

Diversity
Diversity includes all the differences in which people differ, and it encompasses all the differences that make one individual or group different from another. It is a dynamic and recognizes everyone and every aspect of all individuals and groups as a part of the diversity that can be valued. A broad definition includes not only race, ethnicity, and gender — the groups that most often come to mind when the term “diversity” is used — but also age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. It also involves different ideas, perspectives, and values.

Equity
Equity is the guarantee of fair treatment, access, opportunity, and advancement for all students, faculty, and staff, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically underserved and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist equity in the provision of effective opportunities to all groups.

Gender
Gender is a socially constructed system of classification that assigns qualities of masculinity and femininity to people. Gender characteristics can change over time and are different between cultures. Words that refer to gender include man, woman, transgender, masculine, feminine, and gender queer.

Inclusion
Inclusion is the act of creating environments in which any individual or group can be and feel respected, welcomed, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

Multiculturalism
Multiculturalism is an acknowledgment that, as people, we are culturally diverse and multifaceted, and a process through which the sharing and transforming of cultural experiences allows us to rearticulate and redefine new spaces, possibilities, and positions for ourselves and others.

Social Capital
Social capital is a resource that provides economic and social benefits to individuals or communities. It is created through social networks and relationships within a community.

Service Learning
Service learning is a teaching and learning strategy in which students engage in activities that address a community need while gaining academic benefit.

References


http://reportstop.hate.ucsc.edu/resources/10-ways.html

Center for the Prevention of Hate Violence University of Southern Maine 96 Falmouth Street P.O. Box 9300 Portland, ME 04104 207–780–4756 Fax: 207–780–5698 Web site: www.cphv.usm.maine.edu

Stop the hate campaign: http://www.campuspride.org/stop-the-hate/


Teaching tolerance - SPLC http://www.splicercenter.org/what-we-do/teaching-tolerance

https://www.umi.edu/docs/Glossary/term18-55041.pdf
Volunteering and Service Learning

Being a university student can be very demanding, but it also offers you many opportunities. If you are like most students, you will be much richer if you give back, and philanthropy.

What does Volunteering Mean?

Volunteering means giving your time, effort and talent to a need or cause without being compensated for it. Other words and phrases that describe these kinds of activities include community service, community engagement, civic engagement, doing good, paying it forward, giving back, and philanthropy.

Why Should you Consider Volunteering?

• It is a good way to meet new people and make friends.
• It feels good to do something meaningful.
• By helping others, you can honor the people who helped you get where you are going to class and doing your academic work, participating in extracurricular activities on campus, and getting to know new people. Maybe you are also working on or off campus.
• It can be a great way to relieve stress by taking a break from all of the things you have to do.
• You can develop skills that you can add to your resume, and you can discover career opportunities you didn’t know existed.
• You can make the world a better place.
• You can learn about people who are different than you.
• You can learn by reviewing the activities that do volunteer projects; as you explore what organizations you want to join (chapter 2), you might want to learn more about that.

Volunteering at an event sponsored by an academic department or college can offer you.

• Service Learning

Some classes may include "service learning," a concept that is similar to volunteering. Service learning means doing community service as part of a class for which you receive academic credit. UWG’s guidelines for service learning are that the service should be meaningful, related to the class objectives, and require you to reflect on it as a part of your learning experience.

If you are in a class with a service learning component, pay careful attention to the specific guidelines and requirements established by your instructor. The service learning requirement should be treated with the same seriousness as you treat papers and tests. Prepare for it. Think about it. And do not wait until the last week of the semester to start on it!

Steps to a Good Volunteer Experience

1. Show up. If you sign up to volunteer for a specific activity, add the date, time, and place to your planning calendar. The non-profit agency is depending on you to be there. If you don’t show up, it not only creates a problem for the agency, but it also makes all UWG students look unreliable. While you may have to occasionally miss a commitment you signed up for, be sure and let the agency know well in advance that you will not be able to make it.
2. Treat the activity like you would a regular job. Show up on time, listen carefully and follow instructions, and ask questions if you don’t understand something. One of the most important things you can do while volunteering in college is building your professional network. You want to be able to list volunteer experiences on your resume when you graduate, and you want to know that the people in charge of the activity will give you a good reference.
3. Learn more about the event and organization for which you are volunteering. Learning does not happen only in the classroom. You will get more out of your experience if you know what the organization does and why the work is important. You can learn by reviewing the organization’s website, reading their printed materials, and asking questions.
4. Think about your experience afterward. Ask yourself what you learned about the organization, the community, the world, a specific topic, and yourself as a volunteer. Not all academic departments or colleges have regular community service opportunities for students. For example, Geosciences has River Cleanup Days every year, and the College of Social Sciences has a Service of Fall early each Fall. You will hear about these from your faculty.

Volunteer Opportunities

There are many different ways to volunteer, depending on your personality and interests, your type of campus involvement, and your major. Some volunteer opportunities are one-time events (like picking up trash, collecting donated items, or helping with children’s Halloween activities in downtown Carrollton), while others ask for more regular involvement (like serving as a mentor, helping at a food pantry or soup kitchen, or volunteering at the hospital). Some opportunities require special skills (like helping a non-profit manage their social media), while others just require that you show up and follow instructions.

Individual Volunteer Opportunities: The Center for Student Involvement is the office that helps students find volunteer opportunities.

• Visit their website westga.edu/csi or drop by their office (Campus Center Room 123) to learn more. You can sign up for Facebook and e-mail notifications from them.

• You will also want to register with OrgSync, the website that lists volunteer opportunities and gives information about local non-profit agencies. go to westga.edu/orgsync and log in using your UWG username and password. On this site you can find information about many local non-profit organizations and opportunities.

At the beginning of Fall semester, the Center for Student Involvement hosts a Community Involvement Fair on the sidewalk between the TLC and the UCC. Non-profit agencies and churches set up tables where you can visit and learn more about their needs and what they can offer you.

And, if you are looking for something more adventurous, you will want to check out the Alternative Spring Break, a program that immerses students into populations in need for one week with the goal of creating positive social change.

Volunteering as part of a student organization: Several student organizations have community service as their main purpose. To see a list of those organizations, log into OrgSync using your UWG username and password. On this site you can find information about many local non-profit organizations and agencies: go to westga.edu/orgsync and log in using your UWG username and password (westga.edu/orgsync), select Organizations, and search by the Service category or by keyword. Many other student organizations also do volunteer projects; as you explore what organizations you want to join (chapter 2), you might want to learn more about that.

Volunteering at an event sponsored by an academic department or college:

Not all academic departments or colleges have regular service learning experiences will be good ones – sometimes you have to try more than one to find the right “fit” for you. Once you find a “fit,” your life will be much richer and more meaningful.

5. Spread the word! Word of mouth is the most effective way to spread information and to reach others. If you enjoyed your volunteer experience, tell your friends and fellow students. If one event is able to have such an impact on you, imagine what it could do for others. By inviting others, it allows for you to have familiar faces with you during these volunteer experiences and can help you hold each other accountable for showing up and giving each opportunity your very best!
**Attending Class**

Best advice: attend classes every time they meet, be sure to attend the first class day each semester, log in to your online classes right away and 3-5 times a week thereafter. Students may be dropped from a course for failing to attend, including logging in to online courses. Since classes and professions differ greatly, you should be certain you understand the attendance and participation requirements for each course you’re taking.

**The Catalog**

UWG’s Undergraduate Catalog contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and many more essential forms of information for the successful student. Students are evaluated for graduation based on the requirements in the catalog of the year they begin their studies if less than six years ago or any year thereafter if they so choose.

**The Scoop**

Get “The Scoop” on key dates, tips, and instructions for the upcoming term! The Scoop is a student, faculty, staff, and visitors’ guide to each semester’s most important information. It contains calendars, exam schedules, registration schedules, advisement, and instructional information. westga.edu/scoop.

**Registration for Classes**

Registration is the process of selecting the courses you wish to take, arranging those into a schedule to fit available time slots, signing up for those classes according to the prescribed procedure, and paying fees. The Scoop, the student guide to each semester, gives step-by-step instructions for completing all registration procedures. See The Scoop for complete details on how to register, when to register and pay fees, or contact the Enrollment Services Center for answers to particular questions.

**Withdrawals from Class**

A student is allowed to withdraw from a maximum of six courses throughout their entire enrollment at UWG as an undergraduate. After this add/drop period, if a student must withdraw from a class, this course will remain on the student’s record for the semester, and a grade of W, indicating withdrawal without penalty, or a grade of WF, indicating the student was failing at the time of withdrawal, will be entered on the record. A grace period up to the midpoint of each semester is provided, and the student who withdraws during this time automatically receives a W for the course. After the midpoint of the semester, the grade of WF is automatically assigned unless the college dean approves an exception based on unusual or emergency circumstances beyond the student’s control. No refund is generated when a student withdraws from a single course. A student can withdraw from a course on Banweb or in the Enrollment Services Center (ESC). Online core courses that are part of the eCore program may have a different midpoint and withdrawal deadline than other UWG courses. UWG eCore students must use the eCore withdrawal form found at ecore.usg.edu.

**Withdrawals from the University**

Withdrawing from a course will delay progress toward graduation. Students who attempt to withdraw from a course after reaching their maximum of six withdrawals will continue to be enrolled and will receive a grade at the end of the term, unless the dean (or dean’s designee) approves the exception. See Petition for Exceptions below.

**Semesters and Credit Hours**

An undergraduate student is considered full-time if they are enrolled in 12 or more credit hours per semester. However, most students need to enroll in 15 or more credit hours per semester to graduate within four years. The University of West Georgia grants academic credit based on the following credit-hour definition:

- UWG grants one semester hour of credit for work equivalent to a credit hour definition:
  - University of West Georgia grants academic credit based on the following
  - in 15 or more credit hours per semester to graduate within four years. The
  - or more credit hours per semester. However, most students need to enroll
  - An undergraduate student is considered full-time if they are enrolled in 12
  - Semesters and Credit Hours

- Each course, the course syllabus will document the amount of
  - out-of-class work will include all forms of credit-bearing activity, including
  - Where available, the university grants academic credit for
    - Where available, the university grants academic credit for
      - For each course, the course syllabus will document the amount of
        - UWG’s Undergraduate Catalog contains a complete statement of
        - UWG’s Undergraduate Catalog contains a complete statement of
          - UWG’s Undergraduate Catalog contains a complete statement of
            - UWG’s Undergraduate Catalog contains a complete statement of
Center for Academic Success offers free tutoring, peer mentoring, and course, but you may also want to talk with your academic advisor. The first person to turn to is your professor in a particular you are getting behind in your work or are having problems studying, ask suspension or academic dismissal from the university can only be academic standing for most graduate programs. Appeals of academic must maintain a grade point average of 3.0 or higher to remain in good An undergraduate student must maintain a grade point average of 2.0 suspensions or withdrawals:

1. Automatic Exceptions
   - has reached the maximum number of withdrawals allowed.
   - documentation, if applicable. Appeals are not heard unless the student request (typewritten) should include the following: (1) description of the exact nature of the appeal, (2) reason for the appeal, and (3) supporting that houses their major. Undeclared students should appeal in writing to the dean of the Honors College (or dean's designee). The written that houses their major. Undeclared students should appeal in writing to the dean of the Honors College (or dean's designee). The written request (typewritten) should include the following: (1) description of the exact nature of the appeal, (2) reason for the appeal, and (3) supporting documentation, if applicable. Appeals are not heard unless the student has reached the maximum number of withdrawals allowed.

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. eCore students’ grade appeal forms can be found on the eCore website in the area addressing student services. There are two types of grade appeals:

Dishonesty Grade Appeal – This appeal is used if the faculty member believes that the final course grade is lower than it should be, due to an alleged claim that the instructor did not follow a policy in the course syllabus. The student must wait for the final course grade to be assigned at the end of the semester before filing a grade determination appeal. Regardless of the nature of the grade appeal, the student must begin the appeal process no later than the following semester after the reason for the appeal occurred. Further, the appeal process must finish no later than one year (12 calendar months) after the grade is assigned.

Credit By Exam

The Advanced Placement (AP) program is available through many high schools and enables a high school student to earn college credit in a variety of subjects. Usually, these courses are equivalent to college freshmen/sophomore-level courses, such as American government, American history, composition, etc. College credit will be awarded based on standardized exams administered at the high schools. High school students who earn AP exam scores of 3 or higher on most exams and who submit official score reports to the Registrar’s Office receive credit for coursework.

The College Level Examination Program (CLEP) is offered at UWG by appointment and allows students to earn college credit by achieving appropriate cut-off scores on nationally standardized exams. Exams available cover a range of courses including math, history, government, literature, and sciences. Test registration information is available through the Testing Office.

Departmental exams are offered by a few of the academic departments at UWG as an opportunity for credit. The Department of English, for example, offers four different types of exams that allow students to earn college credit in a variety of subjects. Usually, these courses are equivalent to college freshmen/sophomore-level courses, such as American government, composition, etc. College credit will be awarded based on the passing of the exams. The exams are available to all UWG students who have completed the necessary requirements.

The Academic Record or Transcript

The Registrar’s Office permanently maintains an academic record for every student who has ever been enrolled at UWG. A printed record is commonly known as a “transcript,” and it is a copy of this academic record that is sent to other institutions, agencies, and employers when the student requests that a transcript of his/her record be sent. The ESC can assist students with requesting a copy of their transcript to be printed or sent. You have the right to review your educational records maintained by UWG, except for certain types of confidential information that are defined by law and by institutional regulations.

Academic Requirements for Receiving Financial Aid

In addition to completing the Free Application for Federal Student Aid, students must meet several primary academic requirements to remain eligible for aid. After attending UWG for four semesters, students must maintain a minimum of 2.0 institutional GPA. Also, students must complete annually 67 percent of their attempted hours with satisfactory grades in order to obtain aid the following year. There is also a limit on the total number of hours for which students may receive financial aid. All programs of study have specified course requirements and total number of hours for completion. You may contact the Financial Aid Office in Aycock Hall or call (770) 839-6421 should you have questions.

Credit By Exam

The Advanced Placement (AP) program is available through many high schools and enables a high school student to earn college credit in a variety of subjects. Usually, these courses are equivalent to college freshmen/sophomore-level courses, such as American government, American history, composition, etc. College credit will be awarded based on standardized exams administered at the high schools. High school students who earn AP exam scores of 3 or higher on most exams and who submit official score reports to the Registrar’s Office receive credit for coursework.

The College Level Examination Program (CLEP) is offered at UWG by appointment and allows students to earn college credit by achieving appropriate cut-off scores on nationally standardized exams. Exams available cover a range of courses including math, history, government, literature, and sciences. Test registration information is available through the Testing Office.

Departmental exams are offered by a few of the academic departments at UWG as an opportunity for credit. The Department of English, for example, offers four different types of exams that allow students to earn college credit in a variety of subjects. Usually, these courses are equivalent to college freshmen/sophomore-level courses, such as American government, composition, etc. College credit will be awarded based on the passing of the exams. The exams are available to all UWG students who have completed the necessary requirements.

The Academic Record or Transcript

The Registrar’s Office permanently maintains an academic record for every student who has ever been enrolled at UWG. A printed record is commonly known as a “transcript,” and it is a copy of this academic record that is sent to other institutions, agencies, and employers when the student requests that a transcript of his/her record be sent. The ESC can assist students with requesting a copy of their transcript to be printed or sent. You have the right to review your educational records maintained by UWG, except for certain types of confidential information that are defined by law and by institutional regulations.

Academic Requirements for Receiving Financial Aid

In addition to completing the Free Application for Federal Student Aid, students must meet several primary academic requirements to remain eligible for aid. After attending UWG for four semesters, students must maintain a minimum of 2.0 institutional GPA. Also, students must complete annually 67 percent of their attempted hours with satisfactory grades in order to obtain aid the following year. There is also a limit on the total number of hours for which students may receive financial aid. All programs of study have specified course requirements and total number of hours for completion. You may contact the Financial Aid Office in Aycock Hall or call (770) 839-6421 should you have questions.
Advising

Students are assigned to different departments for advising based on their majors or programs of study. Departments will direct students to the appropriate advisor within the major or program, depending on program requirements and areas of faculty expertise.

Visit westga.edu/advising to find out where these majors are advised:

Anthropology
Art
Biology
Chemistry
Computer Science
Criminology
English & Philosophy
Foreign Languages & Literatures
Geosciences
History
Mass Communications
Mathematics
Music
Philosophy
Physics
Political Science
Pre-Nursing
Psychology
RN-BSN
Sociology
Theatre

These majors will be advised by the College of Education Advisement Center:

Early Childhood Education
Physical Education
Special Education
Speech Language Pathology
Sport Management

These departments will be advised by the Richards College of Business Student Success Center:

Accounting & Finance
Economics
Management
Marketing & Real Estate

Honors College students will be advised in the Honors House.
eCore students (those taking online core courses that are part of the eCore program) may seek additional information about the eCore program from the UWG eCore advisor by contacting the UWG Online help desk at 678-839-6248 or online@westga.edu. Students may also contact the state-wide eCore help desk at 678-839-5320 or ecore@westga.edu.

Advising Center

The Advising Center is comprised of four distinct functions: informing students about deadlines, registration, and considerations for their majors; providing course recommendations; teaching students to use self-advisement tools; and teaching students to create their own schedules at Orientation. Students receive individualized service based on their progress toward graduation. Advisors guide new students through the process of using the tools for self-advisement offered by the university, providing them with a developmental experience combined with the safety of a caring and vigilant professional staff.

Majors Advised:

Undecided Majors
We’ll help you find your path!

All other Majors
Visit our website to find out if you are advised here.

westga.edu/advising

UWG Athletics

Are you ready to howl with the Wolves? College athletics produce a unique and special kind of excitement. At UWG, the drive and determination of our athletes and the fervor and enthusiasm of our spectators give the field of play an incredible energy we call Pack Pride. No matter the sport, the spirit is awesome. On game day, students, faculty, staff, and community members flood the stands with a sea of red and blue.

Men’s Teams

Baseball
Basketball
Cross Country
Football
Golf
Cheerleading

Women’s Teams

Basketball
Cross Country
Golf
Softball
Tennis
Track and Field

Cheerleading
UCA Division II
All-girl Team
Coed Team

Together we are a pack.
Together we are unstoppable.
Together we are Wolves.

Visit westga.edu/advising to find out where these majors are advised:

Early Childhood Education
Physical Education
Special Education
Speech Language Pathology
Sport Management

Accounting & Finance
Economics
Management
Marketing & Real Estate

Contact

UCCC 208
678-839-5342

Honors College students will be advised in the Honors House.
eCore students (those taking online core courses that are part of the eCore program) may seek additional information about the eCore program from the UWG eCore advisor by contacting the UWG Online help desk at 678-839-6248 or online@westga.edu. Students may also contact the state-wide eCore help desk at 678-839-5320 or ecore@westga.edu.

Advising Center

The Advising Center is comprised of four distinct functions: informing students about deadlines, registration, and considerations for their majors; providing course recommendations; teaching students to use self-advisement tools; and teaching students to create their own schedules at Orientation. Students receive individualized service based on their progress toward graduation. Advisors guide new students through the process of using the tools for self-advisement offered by the university, providing them with a developmental experience combined with the safety of a caring and vigilant professional staff.

Majors Advised:

Undecided Majors
We’ll help you find your path!

All other Majors
Visit our website to find out if you are advised here.

westga.edu/advising

UWG Athletics

Are you ready to howl with the Wolves? College athletics produce a unique and special kind of excitement. At UWG, the drive and determination of our athletes and the fervor and enthusiasm of our spectators give the field of play an incredible energy we call Pack Pride. No matter the sport, the spirit is awesome. On game day, students, faculty, staff, and community members flood the stands with a sea of red and blue.

Men’s Teams

Baseball
Basketball
Cross Country
Football
Golf
Cheerleading

Women’s Teams

Basketball
Cross Country
Golf
Softball
Tennis
Track and Field

Cheerleading
UCA Division II
All-girl Team
Coed Team

Together we are a pack.
Together we are unstoppable.
Together we are Wolves.

Visit westga.edu/advising to find out where these majors are advised:

Early Childhood Education
Physical Education
Special Education
Speech Language Pathology
Sport Management

Accounting & Finance
Economics
Management
Marketing & Real Estate

Contact

UCCC 208
678-839-5342

Honors College students will be advised in the Honors House.
eCore students (those taking online core courses that are part of the eCore program) may seek additional information about the eCore program from the UWG eCore advisor by contacting the UWG Online help desk at 678-839-6248 or online@westga.edu. Students may also contact the state-wide eCore help desk at 678-839-5320 or ecore@westga.edu.

Advising Center

The Advising Center is comprised of four distinct functions: informing students about deadlines, registration, and considerations for their majors; providing course recommendations; teaching students to use self-advisement tools; and teaching students to create their own schedules at Orientation. Students receive individualized service based on their progress toward graduation. Advisors guide new students through the process of using the tools for self-advisement offered by the university, providing them with a developmental experience combined with the safety of a caring and vigilant professional staff.

Majors Advised:

Undecided Majors
We’ll help you find your path!

All other Majors
Visit our website to find out if you are advised here.

westga.edu/advising

UWG Athletics

Are you ready to howl with the Wolves? College athletics produce a unique and special kind of excitement. At UWG, the drive and determination of our athletes and the fervor and enthusiasm of our spectators give the field of play an incredible energy we call Pack Pride. No matter the sport, the spirit is awesome. On game day, students, faculty, staff, and community members flood the stands with a sea of red and blue.

Men’s Teams

Baseball
Basketball
Cross Country
Football
Golf
Cheerleading

Women’s Teams

Basketball
Cross Country
Golf
Softball
Tennis
Track and Field

Cheerleading
UCA Division II
All-girl Team
Coed Team

Together we are a pack.
Together we are unstoppable.
Together we are Wolves.

Visit westga.edu/advising to find out where these majors are advised:

Early Childhood Education
Physical Education
Special Education
Speech Language Pathology
Sport Management

Accounting & Finance
Economics
Management
Marketing & Real Estate

Contact

UCCC 208
678-839-5342

Honors College students will be advised in the Honors House.
eCore students (those taking online core courses that are part of the eCore program) may seek additional information about the eCore program from the UWG eCore advisor by contacting the UWG Online help desk at 678-839-6248 or online@westga.edu. Students may also contact the state-wide eCore help desk at 678-839-5320 or ecore@westga.edu.

Advising Center

The Advising Center is comprised of four distinct functions: informing students about deadlines, registration, and considerations for their majors; providing course recommendations; teaching students to use self-advisement tools; and teaching students to create their own schedules at Orientation. Students receive individualized service based on their progress toward graduation. Advisors guide new students through the process of using the tools for self-advisement offered by the university, providing them with a developmental experience combined with the safety of a caring and vigilant professional staff.

Majors Advised:

Undecided Majors
We’ll help you find your path!

All other Majors
Visit our website to find out if you are advised here.

westga.edu/advising

UWG Athletics

Are you ready to howl with the Wolves? College athletics produce a unique and special kind of excitement. At UWG, the drive and determination of our athletes and the fervor and enthusiasm of our spectators give the field of play an incredible energy we call Pack Pride. No matter the sport, the spirit is awesome. On game day, students, faculty, staff, and community members flood the stands with a sea of red and blue.

Men’s Teams

Baseball
Basketball
Cross Country
Football
Golf
Cheerleading

Women’s Teams

Basketball
Cross Country
Golf
Softball
Tennis
Track and Field

Cheerleading
UCA Division II
All-girl Team
Coed Team

Together we are a pack.
Together we are unstoppable.
Together we are Wolves.

Visit westga.edu/advising to find out where these majors are advised:

Early Childhood Education
Physical Education
Special Education
Speech Language Pathology
Sport Management

Accounting & Finance
Economics
Management
Marketing & Real Estate

Contact

UCCC 208
678-839-5342

Honors College students will be advised in the Honors House.
eCore students (those taking online core courses that are part of the eCore program) may seek additional information about the eCore program from the UWG eCore advisor by contacting the UWG Online help desk at 678-839-6248 or online@westga.edu. Students may also contact the state-wide eCore help desk at 678-839-5320 or ecore@westga.edu.

Advising Center

The Advising Center is comprised of four distinct functions: informing students about deadlines, registration, and considerations for their majors; providing course recommendations; teaching students to use self-advisement tools; and teaching students to create their own schedules at Orientation. Students receive individualized service based on their progress toward graduation. Advisors guide new students through the process of using the tools for self-advisement offered by the university, providing them with a developmental experience combined with the safety of a caring and vigilant professional staff.

Majors Advised:

Undecided Majors
We’ll help you find your path!

All other Majors
Visit our website to find out if you are advised here.

westga.edu/advising

UWG Athletics

Are you ready to howl with the Wolves? College athletics produce a unique and special kind of excitement. At UWG, the drive and determination of our athletes and the fervor and enthusiasm of our spectators give the field of play an incredible energy we call Pack Pride. No matter the sport, the spirit is awesome. On game day, students, faculty, staff, and community members flood the stands with a sea of red and blue.

Men’s Teams

Baseball
Basketball
Cross Country
Football
Golf
Cheerleading

Women’s Teams

Basketball
Cross Country
Golf
Softball
Tennis
Track and Field

Cheerleading
UCA Division II
All-girl Team
Coed Team

Together we are a pack.
Together we are unstoppable.
Together we are Wolves.

Visit westga.edu/advising to find out where these majors are advised:

Early Childhood Education
Physical Education
Special Education
Speech Language Pathology
Sport Management

Accounting & Finance
Economics
Management
Marketing & Real Estate

Contact

UCCC 208
678-839-5342

Honors College students will be advised in the Honors House.
eCore students (those taking online core courses that are part of the eCore program) may seek additional information about the eCore program from the UWG eCore advisor by contacting the UWG Online help desk at 678-839-6248 or online@westga.edu. Students may also contact the state-wide eCore help desk at 678-839-5320 or ecore@westga.edu.
Dine West

Dining at UWG is about quality, value, and convenience. The University of West Georgia has two dining facilities, East Commons and Z-6, conveniently located near the residence halls. They are state-of-the-art facilities, each with a distinct flair. Z-6 has a traditional feel with home-style food, grill, pizza, soup, salad, Mexican stations, a dessert/soufflé station, as well as 100+ beverage selections with the Coca-Cola Freestyle machines. East Commons is open 24 hours/7 days per week and has a contemporary dining feel with a Mongolian Grill, Wok Station, Hearth Oven Pizza Station, home style cooking, grill, vegetarian, exhibition, and much more.

Dining Hall Hours

Z-6...........................................M-F, 7:30 a.m. – 8:30 p.m.
East Commons............................24/7, except certain holidays

Sign Up for a Meal Plan

There are three ways to sign up for a meal plan: in person via the Wolves Card Office on the 3rd floor of the UCC, by phone at (678) 839-6525, or online via your Banweb account. All freshmen living on campus with less than 30 completed credit hours are required to have a meal plan. Residential freshmen can choose from the Wolves, the All-Access, or the Basic Memberships. If freshmen students do not choose a meal plan by the end of the drop/add period, the Wolves Membership will be added to the students’ accounts by default.

Dining Dollars

Dining Dollars can be added to your student account at any time in the semester. Never worry about running low! Contact the Wolves Card Office to add more. Dining Dollars are accepted at all campus dining locations and convenience markets. Balances left in Dining Dollars accounts are transferable at the end of the semester. Member’s membership will be canceled if the wolves membership is not renewed for the next consecutive semester. Dining Dollars are tied to a meal plan and cannot be transferred to another student. Any member on campus must participate in the All Access, Wolves, or Basic Memberships.

Dining Dollars may be added to your student account at any time in the semester. Never worry about running low! Contact the Wolves Card Office to add more. Dining Dollars are accepted at all campus dining locations and convenience markets. Balances left in Dining Dollars accounts are transferable at the end of the semester unless the student is enrolled for the next consecutive semester. Dining Dollars are tied to a meal plan and cannot be transferred to another student. Any member on campus must participate in the All Access, Wolves, or Basic Memberships.

Sign Up for a Meal Plan

There are three ways to sign up for a meal plan: in person via the Wolves Card Office on the 3rd floor of the UCC, by phone at (678) 839-6525, or online via your Banweb account. All freshmen living on campus with less than 30 credit hours must participate in the All-Access, Wolves, or Basic Memberships. If freshmen students do not choose a meal plan by the end of the drop/add period, the Wolves Membership will be added to the students’ accounts by default.

Dining Dollar Upgrade

• Add Dining Dollars in increments of $20 to any plan, ANY time!
• $20 Dining Dollars
• Block 20 Membership

Dining Dollars Upgrade

• Add Dining Dollars in increments of $20 to any plan, ANY time!
• $20 Dining Dollars
• Block 20 Membership

Contact

For more information about dining locations and hours of operation, visit: westga.edu/dinewest

UWG Payment Plan can Include Your Meal Plan

The University of West Georgia has partnered with Nelnet Business Solutions (NBS) to allow students to pay tuition and fees, in installments, helping make college more affordable. The Nelnet payment plan is a flexible payment option that allows payments with either credit/debit card, or automatic withdrawal from a checking or savings account. The payment plan is not a loan, and has no credit checks, interest, or finance charges associated with this option. This plan can cover any tuition, student fees, meal plan, and on-campus housing charges up to $5,500.00. For more information, contact the Bursars Office at (678) 839-4737.

Retail Dining

Wolves Den Food Court

Retail dining at the UCC is home to the Wolves Den Food Court where you will find Chick-fil-A, Gotta Works, Taglio’s Pizza, and AFC Sushi & Rice Bowls. Hours are typically Monday through Friday during Fall and Spring semesters.

Market Fresh Dell

Market Fresh Dell is located on the top floor of the UCC and offers quality made-to-order sandwiches, wraps, and salads. With plenty of fresh, filling options to choose, you will definitely leave satisfied.

Starbucks

A full service Starbucks is located in the Ingram Library. Stop by for a great selection of drinks and pastries from one of the world’s most recognized brands.

Java City

Java City offers a great variety of coffee blends, flavored coffees, ice-cold smoothies, fresh baked pastries, grab and go salads, and sandwiches.

Suites Market & Commons Market

The Suites and Commons Markets are located in Center Pointe Suites and East Commons. From a toothbrush to microwaveable meals, both locations have everything you need to live on campus and more.

Wolves Xpress

Wolves Xpress, located in the atrium of the TLC, is the perfect stop for students heading in and out of campus. With plenty of food, snack, and beverage options, we know you will find something you like.

Market Fresh Deli

Market Fresh Deli is located on the top floor of the UCC and offers quality made-to-order sandwiches, wraps, and salads. With plenty of fresh, filling options to choose, you will definitely leave satisfied.

Starbucks

A full service Starbucks is located in the Ingram Library. Stop by for a great selection of drinks and pastries from one of the world’s most recognized brands.

Java City

Java City offers a great variety of coffee blends, flavored coffees, ice-cold smoothies, fresh baked pastries, grab and go salads, and sandwiches.

Suites Market & Commons Market

The Suites and Commons Markets are located in Center Pointe Suites and East Commons. From a toothbrush to microwaveable meals, both locations have everything you need to live on campus and more.

Wolves Xpress

Wolves Xpress, located in the atrium of the TLC, is the perfect stop for students heading in and out of campus. With plenty of food, snack, and beverage options, we know you will find something you like.

Market Fresh Deli

Market Fresh Deli is located on the top floor of the UCC and offers quality made-to-order sandwiches, wraps, and salads. With plenty of fresh, filling options to choose, you will definitely leave satisfied.

Starbucks

A full service Starbucks is located in the Ingram Library. Stop by for a great selection of drinks and pastries from one of the world’s most recognized brands.

Java City

Java City offers a great variety of coffee blends, flavored coffees, ice-cold smoothies, fresh baked pastries, grab and go salads, and sandwiches.

Suites Market & Commons Market

The Suites and Commons Markets are located in Center Pointe Suites and East Commons. From a toothbrush to microwaveable meals, both locations have everything you need to live on campus and more.

Wolves Xpress

Wolves Xpress, located in the atrium of the TLC, is the perfect stop for students heading in and out of campus. With plenty of food, snack, and beverage options, we know you will find something you like.

Market Fresh Deli

Market Fresh Deli is located on the top floor of the UCC and offers quality made-to-order sandwiches, wraps, and salads. With plenty of fresh, filling options to choose, you will definitely leave satisfied.

Starbucks

A full service Starbucks is located in the Ingram Library. Stop by for a great selection of drinks and pastries from one of the world’s most recognized brands.

Java City

Java City offers a great variety of coffee blends, flavored coffees, ice-cold smoothies, fresh baked pastries, grab and go salads, and sandwiches.

Suites Market & Commons Market

The Suites and Commons Markets are located in Center Pointe Suites and East Commons. From a toothbrush to microwaveable meals, both locations have everything you need to live on campus and more.

Wolves Xpress

Wolves Xpress, located in the atrium of the TLC, is the perfect stop for students heading in and out of campus. With plenty of food, snack, and beverage options, we know you will find something you like.

Market Fresh Deli

Market Fresh Deli is located on the top floor of the UCC and offers quality made-to-order sandwiches, wraps, and salads. With plenty of fresh, filling options to choose, you will definitely leave satisfied.

Starbucks

A full service Starbucks is located in the Ingram Library. Stop by for a great selection of drinks and pastries from one of the world’s most recognized brands.

Java City

Java City offers a great variety of coffee blends, flavored coffees, ice-cold smoothies, fresh baked pastries, grab and go salads, and sandwiches.

Suites Market & Commons Market

The Suites and Commons Markets are located in Center Pointe Suites and East Commons. From a toothbrush to microwaveable meals, both locations have everything you need to live on campus and more.

Wolves Xpress

Wolves Xpress, located in the atrium of the TLC, is the perfect stop for students heading in and out of campus. With plenty of food, snack, and beverage options, we know you will find something you like.

Market Fresh Deli

Market Fresh Deli is located on the top floor of the UCC and offers quality made-to-order sandwiches, wraps, and salads. With plenty of fresh, filling options to choose, you will definitely leave satisfied.

Starbucks

A full service Starbucks is located in the Ingram Library. Stop by for a great selection of drinks and pastries from one of the world’s most recognized brands.

Java City

Java City offers a great variety of coffee blends, flavored coffees, ice-cold smoothies, fresh baked pastries, grab and go salads, and sandwiches.

Suites Market & Commons Market

The Suites and Commons Markets are located in Center Pointe Suites and East Commons. From a toothbrush to microwaveable meals, both locations have everything you need to live on campus and more.

Wolves Xpress

Wolves Xpress, located in the atrium of the TLC, is the perfect stop for students heading in and out of campus. With plenty of food, snack, and beverage options, we know you will find something you like.

Meal Plan Options

All Access Meal Membership®

• Unlimited meals per week at the Z-6 or East Commons
• $200 Dining Dollars
• Lunch-time meal exchange at participating on-campus locations
• 2 Guest Passes to the Z-6 or East Commons for family or friends
• Grads access to late night dining at East Commons

Wolves Meal Membership®

• 14 meals per week at the Z-6 or East Commons
• $150 Dining Dollars
• Lunch-time meal exchange at participating on-campus locations
• 2 Guest Passes to the Z-6 or East Commons for family or friends

Basic Membership®

• 14 meals per week at the Z-6 or East Commons
• Residential freshmen only

Cub Membership

• 10 meals per week at the Z-6 or East Commons
• $150 Dining Dollars
• Lunch-time meal exchange at participating on-campus locations
• 2 Guest Passes to the Z-6 or East Commons for family or friends

Pop Membership

• 7 meals per week at the Z-6 or East Commons
• $150 Dining Dollars
• 2 Guest Passes to the Z-6 or East Commons for family or friends

Budget Membership

• 5 meals per week at the Z-6 or East Commons
• $100 Dining Dollars
• 2 Guest Passes to the Z-6 or East Commons for family or friends

Block 50 Membership

• 50 meals per semester at the Z-6 or East Commons

Block 20 Membership

• 20 meals per semester at the Z-6 or East Commons

Dine West

Dine West

Dine West

Dine West

Dine West

Dine West
Mail Services
Mail Services is located on the main floor of the University Community Center (UCC). Students living on-campus are assigned a post office box to receive all mail/packages. Students are encouraged to check their boxes weekly. Deliveries are accepted from USPS, DHL, UPS, and FEDEX. The following USPS services are offered:
- Express, Priority, First Class, Media, Standard, International, Delivery Confirmation, Registered, Certified and Insured Mail
- Stamps
- Notary Services
- Money Orders (cash only)
Wolf Bucks can be used to purchase postage. Cash or checks are accepted for other payments.

Contact
Mail Services, 2nd floor UCC
678-839-6522
westga.edu/mailServices

Monday - Friday: 8:00 a.m. - 4:30 p.m.
Collections must be received by 3:30 p.m.

Townsend Center for the Performing Arts
The Maurice K. Townsend Center for the Performing Arts supports the academic departments of Music and Theatre throughout their various performance and educational endeavors, supports the academic mission of the University of West Georgia as a whole, and advocates the Arts and Arts Education to the university and surrounding communities. Both the university and the West Georgia region benefit from the cultural enrichment and educational opportunities provided by the variety of events presented at the Townsend Center.

The Townsend Center is equipped with two performance venues, a 459-seat theatre with proscenium stage and orchestra pit, and the "black box" Richard L. Dangle Theatre which can be staged and set up in a variety of ways, seating up to 170 for experimental theatre, chamber music, receptions, and other small-scale events.

Contact
For information on reservation requests:
(678) 839-4722
Box Office – boxoff@westga.edu
www.townsendcenter.org
Monday - Friday: 10:00 a.m. - 4:00 p.m.

Publications and Printing
Publications and Printing, Your On-Campus Copy Center, is located on Pub & Print Drive, off Back Campus Drive, across from East Commons dining facility. P&P offers copying, printing, laminating, signs, banners, large format posters and more for students, faculty and staff. Prices are reasonable, turn-around times are fast, and the staff is always ready to assist you with your projects. Printing can be done from your design file, or we can design it for you. The following are some of the products available at P&P:
- Banners
- Book Binding
- Bumper Stickers
- Brochures
- Calendars
- Course Packets
- Graduation Announcements
- Magnets
- Post Cards
- Posters
- Wall Art
- Yard Signs
Publications and Printing accepts Wolf Bucks along with cash or check. For more information and our list of prices please call or visit our website.

Contact
678-839-4083
westga.edu/pubprint
pubprint@westga.edu
Monday - Friday: 8:00 a.m. - 5:00 p.m.

UWG Bookstore
The UWG Bookstore is your one stop shop for all things UWG! Located at the corner of West Georgia Drive and University Drive, the UWG Bookstore carries new and used books at affordable prices, along with rentable textbooks for even greater savings. With a huge assortment of school supplies and course packs available, we have everything you need to be ready for your courses. To make sure you are prepared outside of the classroom as well, we have a great selection of UWG spirit wear and accessories. Jansport backpacks, top-quality Nike apparel, and $9.99 tees available all year long. You will have plenty of ways to show off your school pride and Wolves spirit. The UWG Bookstore also carries a wide assortment of electronics and UWG branded accessories. Graduation regalia and alumni apparel are also sold year round.

Bookstore to the Rescue
Bookstore to the Rescue is a program offered to students receiving financial aid refunds who need to purchase textbooks before refunds are awarded. This program allows students to use up to $750 of their financial aid refund to purchase their textbooks and school supplies.

Enabling Bookstore to the Rescue
- Log on to your MyUWG account
- From the BanWeb tab, click on Student Services & Financial Aid
- Go to Financial Aid and click on Bookstore Permission
- Approve the use of Bookstore to the Rescue funds. It takes 24 hours after your permission to load so remember to sign up early.
- Stop by the UWG Bookstore with your Wolves ID card and purchase your textbooks and school supplies with your financial aid allowance.

Contact
678-839-6523
bookstore.westga.edu, bookstore@westga.edu
Monday-Thursday: 9:00 a.m. – 6:00 p.m. | Friday: 9:00 a.m. – 5:00 p.m.
**Parking & Transportation**

All students, faculty and staff who operate a motor vehicle on campus must register their vehicle with Parking Services. The campus has been divided into zones which are assigned to residential and commuter students along with faculty/staff members. When a vehicle is registered, a zone will be assigned and a hangtag or faculty/staff decal will be issued. All hangtags and/or decals must be visible any time the vehicle is parked on campus. Residential freshmen with less than 30 completed credit hours are assigned designated parking zones, primarily at the Athletic Complex.

**Shuttle Services**

Parking Services operates the campus shuttle system which provides a safe and reliable means of transportation around campus. During the academic semester, the shuttle service transports riders to various locations on campus including transporting residential freshmen to and from their designated lots at the Athletic Complex. Parking Services also offers a shuttle to the UWG Newnan campus. The Apartment Shuttle and Shopper Shuttle are also available to students during the Fall and Spring semesters. A copy of the Parking Code, campus parking map, vehicle registration, and shuttle information can be found at the Parking Services website.

**Contact**

Parking Services, 1st floor Row Hall
678-839-6629
westga.edu/parking
parking@westga.edu
Monday - Friday: 7:00 a.m. – 5:00 p.m.

---

**Wolf Bucks**

Wolf Bucks is an account on your Wolves Card that gives you access to on-campus purchases without having to carry cash, credit cards, or checks around campus. Wolf Bucks can be deposited onto your Wolves Card for easy spending at campus food outlets, the UWS Bookstore, vending, printing locations, and other services on campus. Wolf Bucks are transferable to on-campus purchases and you can access your balance at any time.

There are three convenient ways to load Wolf Bucks onto your ID Card:

- Online: westga.edu/wolvescard/
- In Person: At the Wolves Card Office, 3rd floor of the UCC
  Monday – Friday: 8:00 a.m. – 4:30 p.m.

**Wolf Bucks Deposit Stations Around Campus**

- Library
- UCC
- TLC
- Arbor View Building
- University Suites Common Building
- Nursing Building
- East Commons
- UWG Newnan Campus

---

**Refund Selection Kit**

When you receive your Refund Selection Kit with a personal access code via your home address or on-campus P.O. Box prior to or within the first week of classes. In addition to the bright green envelope in the mail, you will also receive this access code via your UWG email. After logging on to RefundSelection.com, you will be able to select your refund preference. You may choose one of the following options: The BankMobile Vibe debit card and account or Electronic Deposit to a personal account. Your residual financial aid refund will be deposited to the selected account.

The BankMobile Vibe is a pre-approved debit card that allows you to make purchases anywhere MasterCard is accepted. This debit card strives to be student friendly and also provides strong student protections put in place by the FDIC. You can withdraw money from the BankMobile ATM, located on campus in the University Community Center (UCC), free of charge. When BankMobile, you may bank via your mobile device, order free checks, access your funds free at more than 43,000 ATMs in the US with no overdraft fees and use the free Money Meter budgeting tool. There are no monthly fees and no minimum monthly balance requirements, but there is a $10.00 fee. For personal information, visit our Wolves Card Office in the UCC or RefundSelection.com.

Please, don’t discard, destroy, or delete your BankMobile access code. Replacement of the BankMobile Vibe Debit Card does incur a fee of $10.00. For personal information, visit our Wolves Card Office in the UCC or RefundSelection.com.

---

**Campus Bus Shelters**

<table>
<thead>
<tr>
<th>Shuttle</th>
<th>Route</th>
<th>Service Times</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey</td>
<td>Travels to the Athletic Complex Bus Shelters and East Side Campus Bus Shelters</td>
<td>Monday-Thursday: 7:15 a.m. – 3:15 p.m.</td>
<td>westga.edu/parking</td>
</tr>
<tr>
<td>Blue</td>
<td>Travels counter clockwise on the outside perimeter of campus.</td>
<td>Monday-Thursday: 7:15 a.m. – 11:00 p.m. and Friday, 7:15 a.m. – 3:15 p.m.</td>
<td><a href="mailto:parking@westga.edu">parking@westga.edu</a></td>
</tr>
<tr>
<td>Red</td>
<td>Travels clockwise on the inside perimeter of campus.</td>
<td>Monday-Thursday: 7:15 a.m. – 3:15 p.m.</td>
<td>westga.edu/parking</td>
</tr>
<tr>
<td>Shopper</td>
<td>Travels to local apartment complexes and stops on campus at the TLC Bus Shelter and the Cole Field Bus Stop.</td>
<td>Monday-Thursday: 7:00 a.m. – 7:30 p.m.</td>
<td>westga.edu/parking</td>
</tr>
</tbody>
</table>

---

**Shuttle Details**

Red Route: Travels clockwise on the inside perimeter of campus. Monday-Thursday: 7:15 a.m. – 8:00 p.m. and Friday, 7:15 a.m. – 3:15 p.m.
Blue Route: Travels counter clockwise on the outside perimeter of campus. Monday-Thursday: 7:15 a.m. – 11:00 p.m. and Friday, 7:15 a.m. – 3:15 p.m.
Grey Route: Travels to the Athletic Complex Bus Shelters and East Side Campus Bus Shelters. Monday-Thursday: 7:15 a.m. – 3:15 p.m.
Extended Grey Route: Travels clockwise on the inside perimeter and includes the Athletic Complex Bus Shelters.

---

**HigherOne/BankMobile Contact**

Customer Service – (866) 894-1141
RefundSelection.com

**Shuttle Services**

Red Route: Travels clockwise on the inside perimeter of campus. Monday-Thursday: 7:15 a.m. – 8:00 p.m. and Friday, 7:15 a.m. – 3:15 p.m.
Blue Route: Travels counter clockwise on the outside perimeter of campus. Monday-Thursday: 7:15 a.m. – 11:00 p.m. and Friday, 7:15 a.m. – 3:15 p.m.
Grey Route: Travels to the Athletic Complex Bus Shelters and East Side Campus Bus Shelters.

---

**Parking Services**

Parking Services operates the campus shuttle system which provides a safe and reliable means of transportation around campus. During the academic semester, the shuttle service transports riders to various locations on campus including transporting residential freshmen to and from their designated lots at the Athletic Complex. Parking Services also offers a shuttle to the UWG Newnan campus. The Apartment Shuttle and Shopper Shuttle are also available to students during the Fall and Spring semesters.

A copy of the Parking Code, campus parking map, vehicle registration, and shuttle information can be found at the Parking Services website.
Recycle UWG

The University of West Georgia is committed to facilitating recycling and other sustainability initiatives across campus. Sorting receptacles for paper, plastic, and aluminum are located on each floor of the residence halls. Individual recycling containers are present in a majority of academic and administrative buildings across campus. Coca-Cola recycle containers across campus are used for collecting plastic bottles and aluminum cans. Five single stream (any recyclable material) roll-off containers are also located across campus.

The following items can be placed in our recycling containers:
- Mixed Papers, Newspapers, Magazines, Phone Books, etc
- Cardboard Boxes and Containers
- Plastic Bottles and Containers
- Aluminum Cans and Containers
- Waxed Paper and Cardboard

The following items cannot be placed in our recycling containers:
- Foil Lined Wrappers and Papers
- Carbon Copy Paper
- Adhesive Labels and Tape
- Polyethylene/Thyretran Cups
- Paper Towels and Tissues
- Waxed Paper and Cardboard

Contact

For more information on recycling at UWG, small.aurw@westga.edu.

Bike West

In an effort to encourage healthy lifestyles and sustainability on campus, Auxiliary Services now offers bicycle rentals. Students may check out bicycles at the Wolves Card Office on the third floor of the UCC. Bicycles may be checked out during office hours, Monday-Friday 8 a.m.–4:30 p.m. We even provide a bike lock so students can keep the bicycle secure. The following rules apply to utilizing the bicycles:

- Students must check out the bicycle in person
- Bicycles may be checked out for a maximum of 24 hours before being returned
- Students must present their student ID and a valid driver’s license – Staff will make a copy of both
- Students must have paid their student activity fee for the current semester in order to check out a bicycle
- Student is required to abide by all GA laws regarding bicycle use

Beverage & Snack Vending

Auxiliary Services is pleased to offer many soft drink and snack vending machines on the University of West Georgia campus. Our soft drink machines are serviced by our local Coca-Cola bottler, and our snack machines are serviced by Buffalo Rock. Many of our vending machines are equipped with card readers, allowing you to use your Wolf Bucks, debit or credit cards to purchase drinks and snacks.

On-Campus ATM

As a student convenience, there are two United Community Bank ATMs on campus. One is located in the parking lot of Tyus Hall. The other is located inside the Technology Learning Center (TLC).

Copy & Print Services

Auxiliary Services manages the many print labs across campus. Wolf Bucks are used for all copy and print transactions in both the labs across campus and the printers in the Ingram Library. To report issues with a copier/printer, refer to the reporting label posted on the machine.

Laundry Services

Laundry rooms are located in residence halls across campus. Students can use LaundryView.com to check real-time status of machines in each hall. Wolf Bucks are the only tender used for all laundry transactions. To report issues with a laundry machine, refer to the reporting label posted on the machine.

Reservation Services

There are many locations across campus available for use by student organizations. Requests to use a space must be made at least 5 business days in advance of the event. The following locations may be reserved through Auxiliary Services:
- Kennedy Chapel
- Love Valley
- Lower Level Z-6 (for non-catered events)
- UCC Meeting Room (Room 308)
- Student Recreation Center (Hanger Gym)
- Tennis Courts
- Grassy Triangle
- Track/Fields
- Bookstore Sidewalk
- Front of the UCC (Outside)
- Other Outdoor Spaces

For more information on reserving these spaces, please visit the Auxiliary Services website at westga.edu/aux/ and click on "Reserve Facilities" or call 678-839-6525.

Additional Auxiliary Services

Auxiliary Services offers many student services on campus. For more information on the services offered by Auxiliary Services, please visit the Auxiliary Services website at westga.edu/aux/ or contact us at westga.edu/aux/.

Auxiliary Services has the following offerings to help you with your employment and career needs:

- **Student employment** assists students and employers in meeting temporary, seasonal, and part-time employment needs. Learn about federal work study and student assistant positions; both on and off campus positions are available.

- **Career counseling** can help you learn more about yourself, explore the possibilities of the career world, and put the pieces together to either make or confirm an informed decision about your future.

- **Career development** provides you with the tools to market yourself while conducting an effective job search through resume writing, interview preparation, job and internship strategies, and networking skills.

- **Experiential learning** enables students to enhance their knowledge, personal development, and professional preparation through internship and externship opportunities.

- **Career fairs and seminars** provide the opportunity for students and recent alumni to visit with the employers who come to campus each term for career fairs, company information sessions, on-campus interviews, and networking events.

Contact

3rd floor, Row Hall “West Wing”
678-839-6431, careers@westga.edu
westga.edu/careerservices

Monday - Friday: 8:00 a.m. - 5:00 p.m.
The Center for Adult Learners and Veterans offers a dedicated space where adult learners (25 or older) and veterans or dependents of veterans are provided a concierge service with a modern study lounge, conference room, private meeting space, computers, Wi-Fi access, and staff to assist with providing resources and referrals for advising, counseling, financial aid, registration, and veterans service/certification.

Commuter Programs & Services

If you are commuting to UWG or are planning to commute, you aren’t alone. Commuter students make up about 75 percent of the undergraduate UWG student body (about 35 percent of the freshmen class are commuters). We understand that you don’t only have to deal with the daily commute, but often you have to balance home, social, and academic responsibilities.

Commuter Lounge
The Commuter Lounge is your home away from home. This is a great place to relax, study, and connect with other UWG commuters. In the Commuter Lounge you have access to computers and a printer, comfy couches, a television, a fridge, and microwave area. The lounge is located in the basement of Strozier Main and is open Monday–Friday during the fall and spring semesters.

Commuter Assistants
Commuter assistants are here to help with all of your commuting needs.

Commuter Student Association
- Great way to get involved
- Commuter Student Association monthly newsletter
- Monthly meetings

The Counseling Center provides individual, in person, and online counseling and group counseling free of charge for all enrolled students. Caring, competent, and licensed professional counselors are prepared to assist with any issues. Counselors are experienced in working with college students of all ages and backgrounds.

Academic Counseling
- Adjustment to college study
- Test anxiety
- Time management

Personal Counseling
- Adjustment to college
- Relationships
- Alcohol and other drugs
- Psychotherapy for general or specific concerns: anxiety, stress or excessive worry, depression or motivation issues, abuse or other personal violations, eating disorders

Contact
123 Row Hall
678-839-6428, westga.edu/counseling
Monday - Friday: 8:00 a.m. - 5:00 p.m.

Remember...
Students who ask for help when they have problems or issues are more successful than students who do not.

Drug Free Campus
The University of West Georgia prohibits the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug-Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990. westga.edu/health/index_4669.php

Accessibility Services
Accommodations are very different in college than they were in high school. Accessibility counselors can assist students with disabilities in making the best plan for them. To receive classroom accommodations, a student must provide recent documentation of test evaluations from a certified medical provider, stating clearly that a physical, psychological, or learning disorder is present. Incoming students with disabilities are highly encouraged to attend AccessWest prior to Fall term. More information on documentation and accommodation is available at westga.edu/accessibility.

Accommodations may include
- Early registration for all students with a disability
- A written, individualized student accommodations report for professors
- Extended time on tests
- Tutoring
- Special test administrations
- Preferred seating in classrooms

Commuter Programs & Services

If you are commuting to UWG or are planning to commute, you aren’t alone. Commuter students make up about 75 percent of the undergraduate UWG student body (about 35 percent of the freshmen class are commuters). We understand that you don’t only have to deal with the daily commute, but often you have to balance home, social, and academic responsibilities.

Commuter Lounge
The Commuter Lounge is your home away from home. This is a great place to relax, study, and connect with other UWG commuters. In the Commuter Lounge you have access to computers and a printer, comfy couches, a television, a fridge, and microwave area. The lounge is located in the basement of Strozier Main and is open Monday–Friday during the fall and spring semesters.

Commuter Assistants
Commuter assistants are here to help with all of your commuting needs.

Commuter Student Association
- Great way to get involved
- Commuter Student Association monthly newsletter
- Monthly meetings

The Counseling Center provides individual, in person, and online counseling and group counseling free of charge for all enrolled students. Caring, competent, and licensed professional counselors are prepared to assist with any issues. Counselors are experienced in working with college students of all ages and backgrounds.

Academic Counseling
- Adjustment to college study
- Test anxiety
- Time management

Personal Counseling
- Adjustment to college
- Relationships
- Alcohol and other drugs
- Psychotherapy for general or specific concerns: anxiety, stress or excessive worry, depression or motivation issues, abuse or other personal violations, eating disorders

Contact
123 Row Hall
678-839-6428, westga.edu/counseling
Monday - Friday: 8:00 a.m. - 5:00 p.m.

Remember...
Students who ask for help when they have problems or issues are more successful than students who do not.

Drug Free Campus
The University of West Georgia prohibits the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug-Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990. westga.edu/health/index_4669.php

Accessibility Services
Accommodations are very different in college than they were in high school. Accessibility counselors can assist students with disabilities in making the best plan for them. To receive classroom accommodations, a student must provide recent documentation of test evaluations from a certified medical provider, stating clearly that a physical, psychological, or learning disorder is present. Incoming students with disabilities are highly encouraged to attend AccessWest prior to Fall term. More information on documentation and accommodation is available at westga.edu/accessibility.

Accommodations may include
- Early registration for all students with a disability
- A written, individualized student accommodations report for professors
- Extended time on tests
- Tutoring
- Special test administrations
- Preferred seating in classrooms

Commuter Programs & Services

If you are commuting to UWG or are planning to commute, you aren’t alone. Commuter students make up about 75 percent of the undergraduate UWG student body (about 35 percent of the freshmen class are commuters). We understand that you don’t only have to deal with the daily commute, but often you have to balance home, social, and academic responsibilities.

Commuter Lounge
The Commuter Lounge is your home away from home. This is a great place to relax, study, and connect with other UWG commuters. In the Commuter Lounge you have access to computers and a printer, comfy couches, a television, a fridge, and microwave area. The lounge is located in the basement of Strozier Main and is open Monday–Friday during the fall and spring semesters.

Commuter Assistants
Commuter assistants are here to help with all of your commuting needs.

Commuter Student Association
- Great way to get involved
- Commuter Student Association monthly newsletter
- Monthly meetings

The Counseling Center provides individual, in person, and online counseling and group counseling free of charge for all enrolled students. Caring, competent, and licensed professional counselors are prepared to assist with any issues. Counselors are experienced in working with college students of all ages and backgrounds.

Academic Counseling
- Adjustment to college study
- Test anxiety
- Time management

Personal Counseling
- Adjustment to college
- Relationships
- Alcohol and other drugs
- Psychotherapy for general or specific concerns: anxiety, stress or excessive worry, depression or motivation issues, abuse or other personal violations, eating disorders

Contact
123 Row Hall
678-839-6428, westga.edu/counseling
Monday - Friday: 8:00 a.m. - 5:00 p.m.

Remember...
Students who ask for help when they have problems or issues are more successful than students who do not.

Drug Free Campus
The University of West Georgia prohibits the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug-Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990. westga.edu/health/index_4669.php

Accessibility Services
Accommodations are very different in college than they were in high school. Accessibility counselors can assist students with disabilities in making the best plan for them. To receive classroom accommodations, a student must provide recent documentation of test evaluations from a certified medical provider, stating clearly that a physical, psychological, or learning disorder is present. Incoming students with disabilities are highly encouraged to attend AccessWest prior to Fall term. More information on documentation and accommodation is available at westga.edu/accessibility.

Accommodations may include
- Early registration for all students with a disability
- A written, individualized student accommodations report for professors
- Extended time on tests
- Tutoring
- Special test administrations
- Preferred seating in classrooms
Enrollment Services Center

The Registrar, Financial Aid, & Bursar’s Office

Enrollment Services Center (ESC) is your first-stop customer service center for:

Registrar’s Office – Registration, UWG Transcripts, and Readmission

The Registrar’s Office processes transfer evaluations in the order they are received for students who have received acceptance notification from Admissions. Priority consideration is given to students who register for Orientation before the registration deadline. Students who do not register before the registration deadline should bring copies of their transcripts for advisement. For questions regarding transfer criteria, please visit westga.edu/registration.

Financial Aid Office – The Financial Aid Office processes federal and state aid to help pay for your education. This office also manages satisfactory academic progress, which consists of your academic requirements to receive aid (see the policy on our website). The steps to the right outline how to receive financial aid. We advise that you create a folder at home to store all information you receive during this process. The ESC strives to help you understand the registration and financial aid process as well as answer questions you have about how charges and financial aid impact your UWG bill.

Bursar’s Office and Cashier – Your final destination for paying your tuition and fees is the Bursar’s Office. Please visit their website to see when the fee payment deadline is for the semester you are about to start. Your bill and online payment options are available in your Banweb account. If financial aid does not cover your entire bill, the Bursar also accepts payments made out of pocket and direct funding from private account. If financial aid does not cover your entire bill, the Bursar’s Office works closely with the Financial Aid Office as its financial counterpart - once you have been awarded financial aid, the bursar receives that money for you, if eligible.

UWG offers the broadest range of first-year programs in Georgia. Students have an exceptional opportunity to select the style of program that best suits their needs. All of UWG’s first-year programs have the same goals:

• Connect students with fellow peers and the university
• Improve academic performance and student GPAs
• Clarify college expectations for academic and personal success

For a complete list of the LCs offered, visit westga.edu/fyp.

UWG 1101 is a 2-credit hour, graded course offered to first-year students to ease the transition into college life. This course covers topics, including:

• How do I balance classes, homework, friends, work, and family?
• Maintaining emotional, mental, and physical health
• Where/how do I get involved on campus?

Some sections of UWG 1101 are specialized to support specific populations of students. Specialized sections include:

• Emerging Leaders*
• Multicultural Achievement Program (MAP) – mentoring for minority students*
• Science and math majors
• Students interested in LGBTQ topics
• Student athletes and more!

*These first-year programs are part of a larger university program that offers continued support and opportunities for students throughout their UWG career.

Living-Learning Communities are specialized living environments for small groups of residential students.*

• Foreign Languages and International Relations (FLAIR) is for students planning to study French, German, and/or Spanish;
• Men’s Adventure, Leadership, and Excellence Society (MALES) is a wellness-based leadership-oriented community for men interested in outdoor adventures;
• Well Women of West Georgia (WWW) is a wellness-oriented community for women interested in health and fitness;
• Residential Academic Partnerships (RAP) pairs students with a residential mentor for one-on-one academic coaching and peer group programming;
• Honors College Community is an intellectual community living and studying together in a supportive environment. For more information about LLCs, visit westga.edu/housing.

Financial Aid Checklist

1. Application Process: First, complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov (applicable for all federal and state aid). In addition, you may also complete a GeorgiaPAPS online at www.gaccollege411.org (applicable for state aid only). The ESC can provide personal assistance in the completion of both applications. Following submission of your FAFSA, you’ll be contacted via your new MyUWG account with further instructions, your award letter, and other periodic information. Remember, you must re-apply for financial aid each year.

2. Verification: You will be notified if this step applies to you upon completion of your FAFSA. Check your Banweb account to view the items you will need to submit. The sooner you submit the required documents, the sooner you will receive your financial aid.

3. Awarding, Acceptance of Aid, & Additional Requirements: After completion of the application process and verification (if applicable), you will receive a financial aid award. Student loans must be accepted in order to apply to your bill. If you have never borrowed loans before, you must also complete a master promissory note and entrance counseling session on studentloans.gov. Gift (free) aid like the Pell Grant and HOPE are automatically accepted and applied to your bill for you, if eligible.

4. Pay Your Balance: The Bursar’s Office works closely with the Financial Aid Office as its financial counterpart – once you have been awarded financial aid, the bursar receives that money for you, if eligible. The Bursar also accepts payments made out of pocket and direct funding from private account, such as one provided by an employer, church, or other organization. Please visit their website listed below to see when the fee payment deadline is for the semester you are about to start.

If you have questions about what you owe or have issues making payments, the ESC is the office you should contact. When viewing your student breakdown bill, an easy way to remember which office you should contact for questions is by looking at the columns separately. Items in the left column of your bill are charges added by the bursar, while items in the right column of your bill are financial aid funds added by the Financial Aid Office.

Contact

Enrollment Services Center
Parker Hall, 1st floor
678-839-6142
enroll@westga.edu
westga.edu/esc

Registrar’s Office
Parker Hall
678-839-6438
registrar@westga.edu
westga.edu/registrar

Financial Aid
Parker Hall, 3rd floor
678-839-6421
finaid@westga.edu
westga.edu/finaid

Bursar’s Office
Aycock Hall, 1st floor
678-839-4737
bursar@westga.edu
westga.edu/bursar

76
Located across the street from the University Community Center 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. 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.

Students may be referred by the Health Services staff to the emergency room at Tanner Medical Center, the local hospital. Students are responsible for all medical expenses related to treatment off campus, including ambulance transportation.

Students who may attend UWG solely online and do not pay the health fee are not eligible for Health Services.

Features
• Treatment for common health concerns and minor accidents
• Pharmacy
• Prescriptions are available at little or no additional cost. Prescriptions for physicians outside the university are filled as well as those from Health Services.
• Gynecology clinic
• Examinations and testing for STDs, vaginitis, and pregnancy
• Short Stay Unit available for students who need to be monitored while receiving IV fluids
• Health education programs
• Offer seminars and programs on many health issues

Services
• Asthma inhaler
• Attention Deficit Disorder
• Psychological services
• Contraceptives
• Rape intervention

For a full list of features and services, visit westga.edu/health

Clinic Hours
Fall and Spring semesters
Monday - Thursday: 8:00 a.m. - 6:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.

May and Summer sessions
Monday - Friday: 8:00 a.m. - 4:00 p.m.

Contact
Dr. Leslie Cottrell, Director, 678-839-6452
The University of West Georgia provides the students with several labs that each student have ready access to a printer. A laser or inkjet printer will work fine. A color printer, while nice, is not necessary. Optional System Requirements: A removable storage device such as a USB memory key, or flashdrive, is recommended. You do not need to already own one.

What type of computer do I need? Remember, you are NOT REQUIRED to purchase or lease a computer. However, if you do decide you do want your own computer, the computer recommendations website, 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.

Optional System Requirements: A removable storage device such as a USB memory key, or flashdrive, is recommended. You do not need to already own one.

What type of computer do I need? Remember, you are NOT REQUIRED to purchase or lease a computer. However, if you do decide you do want your own computer, the computer recommendations website, 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.

Optional System Requirements: A removable storage device such as a USB memory key, or flashdrive, is recommended. You do not need to already own one.

What type of computer do I need? Remember, you are NOT REQUIRED to purchase or lease a computer. However, if you do decide you do want your own computer, the computer recommendations website, 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.

Optional System Requirements: A removable storage device such as a USB memory key, or flashdrive, is recommended. You do not need to already own one.
What does it take to succeed?

You must be prepared to take on greater responsibility than those engaged in traditional learning. You will need to discipline yourself to stay actively engaged in learning activities to be completed by a particular date.

Be self-motivated, and disciplined. You must be able to access a computer and be able to use basic computer software. You must also have reliable internet access and be able to travel to the main campus or other sites for an orientation, exams, or meetings. Some instructors may require students to take proctored exams, which can be taken at any approved testing center worldwide. Additional proctored testing site fees may apply, and tuition rates for online courses may be different. Be sure to read the special instructions noted in the online course bulletin and reference your bill carefully for each course that you register.

Check with the department or instructor if you have any questions about required meeting dates or times.

Getting Started With eCore

First time eCore students must complete the eCore introduction quiz before registering. Students will encounter an error message when trying to register for an eCore class if the introduction quiz has not been completed. Twenty-four hours after completing the Introduction quiz, students may register for eCore courses through Banweb.

Issues with a “closed section” message during registration may be due to a statewide seat balancer. Students should wait 10 minutes and try to register again. If registration issues continue, they should contact the UWG eCore advisor or the eCore help desk.

Technical Assistance for eCore Students

eCore Help Desk: 678-839-5300 or 1-855-93ECORE ecore.westga.edu Monday - Friday 8:00 a.m. - 5:00 p.m. EST

After hours support: 24/7/365 D2L Help Center Knowledge Base & Live Support D2Lhelp.view.usrg.us or 1-855-772-0423

Technical Assistance for Online Students

CourseDen Support: UWG Online Student Support 678-839-6248 or 1-855-933-UWGO (8946) online@westga.edu Live Chat at uwgonline.westga.edu Monday - Friday 8:00 a.m. - 5:00 p.m. EST After hours support: 24/7/365 D2L Help Center Knowledge Base & Live Support D2Lhelp.view.usrg.us or 1-855-772-0423

 UWG Online

An online course is web-based and allows students to interact with the instructor and other students through various online resources. Course notes, assignments, projects, and grades are delivered using an online course management tool referred to as CourseDen.

Many of our courses are fully online and do not require students to travel to our campus or instructional sites. However, some courses listed may actually only be partially online and may require you to travel to the main campus or other sites for an orientation, exams, or meetings. Some instructors may require students to take proctored exams, which can be taken at any approved testing center worldwide. Additional proctored testing site fees may apply, and tuition rates for online courses may be different. Be sure to read the special instructions noted in the online course bulletin and reference your bill carefully for each course that you register.

Check with the department or instructor if you have any questions about required meeting dates or times.

Social Media

While at UWG, please note that the wireless network is open and free to students, staff, faculty, and guests. Using your mobile device to access sensitive data could result in identity theft or theft of your personal information and photos.

Also, please keep in mind that use of the university’s networks, while often required to complete classwork, is a privilege. UWG supports all students’ rights to express themselves; however, using UWG platforms to post threatening, profane, obscene, or libelous language will not be tolerated. These actions can lead to civic charges and possible expulsion from the university.

Students should be aware that when posting “anonymously” to a site, such as “Yik Yak or SnapChat, your presence is not truly anonymous. Your identification can and will be turned over to police if you make threatening statements to another person, violate someone’s privacy by posting explicit photos of them, make terrorist threats, etc.

Also, while some images or text may not be illegal, UWG urges students to use sound judgment when posting to the web. These images and text will be on the web for the rest of your life, and a post you thought was funny your freshman year may come back to haunt you when you are looking for a job after graduation.

Please remember: “anonymous” is not truly anonymous, and the images and messages you post NEVER disappear. Once they are on the web, they are there forever. If you wouldn’t want a future employer or your grandchildren to see it, you probably shouldn’t post it.

Not sure if online learning is right for you? To help you decide, visit uwgonline.westga.edu/readiness.php and then take the SmarterMeasure Online Readiness Assessment at westga.smartermeasure.com (user name: uwg and password: student).
MyUWG

MyUWG is your gateway to many of the web-based accounts or services you’ll use here at UWG, including your email, Banweb, and Wolf Watch. MyUWG is the email that you will be provided with when you enroll at the University of West Georgia. Along with your new email address, you must create a password that only you have access to. Remember, email is an official means of communication for UWG. Be sure you understand how to access MyUWG, which provides access to your email center.

When you first log in to MyUWG, you will notice a series of “tabs” near the top of the screen. Each tab contains a specific family of information and channels, the most common of which are outlined below.

- **Main tab:** The main tab is designed for quick and easy access to the most basic online tools at UWG. Under this tab, you will receive announcements, news, events, and weather. You will also be able to preview email and your calendar.
- **Banweb tab:** The Banweb tab provides automatic access to Banweb. Banweb is a secure, online tool used to manage student information. Through Banweb, students can register and perform typical student tasks from the comfort of their own homes or residence halls.
- **My Courses tab:** This tab contains links and information regarding the individual courses you are registered for, including distance education courses.
- **My Resources tab:** This tab contains links and information pertaining to the physical campus. You will find information here regarding dorms, parking, dining, etc.
- **My Campus tab:** This tab contains links and information pertaining to the physical campus. You will find information here regarding dorms, parking, dining, etc.
- **Support/Help tab:** The support/help tab is designed to direct students directly appropriately if they need support or assistance. You will find information here regarding academic support, academic support, and more.
- **Email tab:** The email tab is designed to direct students appropriately if they need support or assistance. You will find information here regarding academic support, academic support, and more.

On each tab, you will notice a series of boxes similar to windows. Some tabs and channels can be moved, closed, or minimized allowing you to customize your view of MyUWG. For help customizing MyUWG, click the “help” icon near the top right of your screen.

Wolf Watch

Wolf Watch is a web-based tool designed to help students and advisors monitor students’ progression toward degree completion. Wolf Watch tracks degree progress, prepares for registration, and plans for graduation. This degree audit system combines UWG’s degree requirements and students’ completed coursework in a user-friendly worksheet. In addition, it maintains a record of advisement notes and schedules. Wolf Watch is an effective tool that aids academic advising, but it is not intended to replace face-to-face advising sessions.

Wolf Watch allows students and advisors the ability to develop long-range degree completion plans. Wolf Watch also streamlines the graduation process, and it helps students spend less time deciphering degree requirements and more time pursuing their academic goals.

### Accessing Wolf Watch

1. Start by logging in to MyUWG, found on UWG’s homepage.
2. After logging in, choose the Banweb tab.
3. Choose the Wolf Watch link at the bottom of the screen.

### Reviewing Your Degree Audit

To view an online tutorial on how to interpret your degree audit, visit westga.edu/assetsSA/registrar/DegreeWorks3.pdf

### GradesFirst

GradesFirst is an easy way to schedule an advising appointment with many advisors on campus, to request a tutor, or email all of your professors in just a couple of clicks. For details, read the GradesFirst Guide for UWG Students on the registrar website. Students, faculty, and staff can log in to GradesFirst via the MyUWG portal.

### Log in to MyUWG

1. Go to myuwg.westga.edu
2. Change your Password
3. Password Recovery

### Schedule Builder

Schedule Builder is a web-based class scheduling system for students to build optimized class schedules that take into account their personal needs. This is an easy way for students to build their schedule around their other obligations like work, athletics, or leisure activities. To access Schedule Builder, log into your MyUWG, click Student Services and Financial Aid, and follow the steps from there.
Schools and Colleges

College of Arts and Humanities

The College of Arts and Humanities (COAH) offers undergraduate degrees in art, English, foreign languages, history, music, philosophy, and theatre, as well as graduate degrees in English, history, music education and music performance. At COAH, our programs contain a deep capacity to call our students to action, to inspire, to entertain, and to provoke. We provide students with a shared space of creative energy wherein they cultivate valuable skills as researchers, artists, performers, writers, and thinkers.

A highly trained and motivated staff – as well as support services, such as the University Writing Center and the Foreign Languages Laboratory – contributes to an environment geared toward success in our rigorous academic programs. Partnerships with other colleges within the university, external supporters, local businesses, a number of study abroad sites, and organizations such as the Georgia Humanities Council creates numerous opportunities for students to take their studies beyond the classroom and into the field.

COAH majors develop higher reasoning skills, become powerful communicators in a variety of media, and increase their cultural awareness as students. In art, English, foreign languages, history, music, philosophy, and theatre, our students are called to action, to inspire, to entertain, and to provoke. We provide students with a shared space of creative energy wherein they cultivate valuable skills as researchers, artists, performers, writers, and thinkers.

Contact
Professor & Interim Dean: Paulino D. Gagnon
678-839-5450, TLC 3rd Floor, 3226
westga.edu/coah
Advisement
For information on your advisor, go to westga.edu/advising.

College of Education

The College of Education is the largest producer of school counselors, school leaders, I.T. specialists, and speech-language pathologists in Georgia, and the fourth largest producer of teachers. Preparing our students to tackle educational challenges and produce a well-educated population is critical for the success of the region, state, and nation. To do this, the College of Education incorporates the newest methods in technology and pedagogy. We were the first university in Georgia, for example, to provide a mixed-reality classroom simulator, which provides opportunities for students to practice their skills prior to working with real-life students. The College of Education prepares more than teachers, however. With 61 programs, we have students actively pursuing traditional educator roles at all levels, clinical roles, and health/fitness roles – all of which have opportunities for internships in a variety of settings.

Housed in the college’s Academic Advisement Center, a team of six full-time academic advisors help to guide education majors through their programs. In addition, the faculty are actively engaged in student success through modeling best practices in pedagogy and through their applied research. Advising information, such as program sheets, advisement appointment tutorials, and program testing requirements, can be found at westga.edu/coeadvisement. All of these efforts are part of our commitment to leading a new world of learning for a digital age.

Contact
Dean: Dr. Dianne Hoff
678-839-6570, Education Building, 1st Floor. Contact (678) 839-6050 to schedule an appointment.
Advisement
College of Education Academic Advisement Center located in the Education Center, 1st Floor. Contact (678) 839-6050 to schedule an appointment.

College of Science and Mathematics

The University of West Georgia’s College of Science and Mathematics is home to six departments that offer programs in the traditional science and mathematics disciplines. In addition, the college supports the science and mathematics general education component through extensive offerings in the core curriculum. The college’s nationally recognized and competitive programs prepare science and mathematics students for a variety of rewarding careers in the sciences, teaching, industry, and business. Pre-engineering programs are also available to students through the Regents Engineering Transfer Program and the Dual Degree Program. Students in these programs transfer to a cooperating engineering institution after completing preparatory courses at UWG.

The faculty of the college is dedicated to providing a premier education. This is done by offering a challenging curriculum that exposes students to innovative teaching and faculty-directed research experiences. Students have ample opportunity to be part of a vibrant science and mathematics community through involvement in departmental student organizations and mentoring relationships with faculty. There are also many excellent scholarship opportunities for outstanding students.

Students, staff, and faculty are proud to be a part of the College of Science and Mathematics, where we learn from the past and prepare for the future.

Contact
Dean: Dr. Lok Yew Yan Voon
678-839-5190, TLC 3rd Floor, 3226
westga.edu/cosm
Advisement
For information on your advisor, go to westga.edu/advising.

College of Social Sciences

Building on a foundation in communication, culture, psychology, politics, criminality, and society, College of Social Sciences graduates are qualified-oriented, ready to embrace leadership opportunities and pursue fulfilling careers who contribute to and transform their local and global communities.

College of Social Sciences students gain project management skills and produce award-winning research and creative projects that shape knowledge and do public good. Students learn in partnership with accomplished faculty and skilled staff in the college’s academic and applied laboratories and centers:

• Antonio J. Waring, Jr. Anthropology Laboratory
• Biological and Forensic Anthropology Laboratory
• Bluestone – The Student Public Relations Firm at UWG
• Center for the Study of Social Dynamics
• Data Analysis and Visualization Laboratory
• Survey Research Center
• The West Georgian (newspaper)
• The WOLF Internet Radio
• WUTV (television)

Innovative certificate and minor programs encourage students to tailor their academic experiences, while face-to-face, evening, and online courses meet the dynamic needs of diverse and engaged learners.

Contact
Dean: Dr. N. Jane McCandless
678-839-5170, Pafford Building 336
westga.edu/coss
Advisement
For information on your advisor, go to westga.edu/advising.
Richards College of Business

Not all business schools are created alike.

At the Richards College of Business, we are in the business of transforming lives through education, engagement, and experiences. We believe that experiential learning starts on day one. We encourage students to collaborate on projects, perform original research, and seek out internships and other work experiences that will provide resume-worthy, real-life experience. We partner with a number of local, regional, and national organizations and offer international experience opportunities to help you prepare for the global marketplace.

Award-winning faculty and staff, courses that emphasize ethical behavior and professional core values, and programs that have achieved external accreditation at the highest level—all they combine to offer students an exceptional educational experience.

Our main goal is your success, both in the classroom and beyond it. You’ll see what makes us different and find out how we can prepare you to be successful and make a meaningful difference in the world.

Not all business schools are created alike.

Tanner Health System
School of Nursing

The Tanner Health System School of Nursing is committed to offering high quality undergraduate and graduate education that prepares registered nurses for basic and advanced practice roles in diverse health care settings in Georgia and the surrounding regions.

To review degree and admission information for all nursing programs, visit: nursing.westga.edu/administrativeinfo

Contact
Dr. Jerry Schweitzer
678-839-6552, Tanner Health System School Nursing Building
nursing.westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

IDS and XIDS: Interdisciplinary Programs and Core Courses

IDS and XIDS refer to the cross-disciplinary and inter-disciplinary nature of courses in various programs and across the UWG curriculum. IDS programs include one major degree: a B.A. in Global Studies. It also includes programs in African Studies, Canadian Studies, classical studies, film studies, gender and sexuality studies, Latin American studies, and women’s studies. Each of these programs includes courses from a range of academic departments and disciplines. XIDS courses can be taught by a team or by a single professor. The purpose is to offer through special topics, an integrative learning experience that results in a new and enhanced perspective on issues, conditions, and challenges of the world.

Contact
Dr. Andy Walter
678-839-4070, awalter@westga.edu

Title IX

In accordance with federal, state, and local law, as well as USG Board of Regents policy, it is the policy of the University of West Georgia to prohibit discrimination on the basis of race, color, creed, national origin, sex (including sexual harassment and sexual misconduct), gender identity, sexual orientation, age, disability, veteran status, or any other protected characteristic. Students, faculty, staff, and third party visitors may contact the Social Equity Officer/Title IX Coordinator to file complaint pursuant to the university’s nondiscrimination grievance protocol.

678-839-6403

UWG Cares

No matter the issue, if you or someone you know is in crisis or distress, remember…. UWG Cares. westga.edu/UWGcares

Wolf Alert

The service allows you to be notified in the event of an emergency via your cell phone, text message, landline, or email. 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 non-important information or to ensure that when you receive an alert that it is important information you need to know. Sign up for Wolf Alert on MyUWG.

Contact
Dr. Tanya Laws-Tyson
678-839-6200, westgacares@westga.edu

Contact
Dean: Dr. Andy Walter
678-839-4070, awalter@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

AlcoholEdu and Haven

The University of West Georgia is one of hundreds of institutions nationwide requiring every member of their first year class, transfer students, and Greek Life students to complete AlcoholEdu— a non-opinionated, science-based course taken by hundreds of thousands of students each year. Whether or not you drink, AlcoholEdu empowers students to make well-informed decisions and provides some simple strategies to help keep you and your friends safe. We also promote student health and safety through the use of Haven, a program that educates students about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities.

AlcoholEdu and Haven offer a confidential, personalized experience for each student.

This online experience includes:
• Alcohol-related content featuring videos and hands-on activities
• Helpful tools, like a Blood Alcohol Concentration (BAC) calculator and map of US laws
• Tools and scenarios to define and promote healthy relationships and help spot the warning signs of abuse
• Skill building exercises and strategies
• Concise, accessible, engaging (and private) educational platform

What are other students saying?
• 72% reported AlcoholEdu provided them with helpful information
• 85% said it helped them learn new facts about alcohol
• 84% said the information provided about BAC would help guide them in creating a plan for making safe and healthy decisions

IDS and XIDS: Interdisciplinary Programs and Core Courses

IDS and XIDS refer to the cross-disciplinary and inter-disciplinary nature of courses in various programs and across the UWG curriculum. IDS programs include one major degree: a B.A. in Global Studies. It also includes programs in African studies, Canadian studies, classical studies, film studies, gender and sexuality studies, Latin American studies, and women's studies. Each of these programs includes courses from a range of academic departments and disciplines. XIDS courses can be taught by a team or by a single professor. The purpose is to offer through special topics, an integrative learning experience that results in a new and enhanced perspective on issues, conditions, and challenges of the world.

Contact
Dean: Dr. Faye S. McIntyre
Assistant Dean: Diane R. Williamson
678-839-6467, Contact 678-839-6467 to schedule an appointment.

Richards College Student Success Center located in Miller Hall
Advisement
westga.edu/business

678-839-6467, Adamson and Miller Halls
Assistant Dean: Diane R. Williamson
Dean: Dr. Faye S. McIntyre

For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the sex (including sexual harassment and sexual misconduct), gender identity, sexual orientation, age, disability, veteran status, or any other

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Alabama, and Wisconsin.

University Police 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.

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

Contact
Dr. Andy Walter
678-839-4070, awalter@westga.edu

AlcoholEdu and Haven

The University of West Georgia is one of hundreds of institutions nationwide requiring every member of their first year class, transfer students, and Greek Life students to complete AlcoholEdu—a non-opinionated, science-based course taken by hundreds of thousands of students each year. Whether or not you drink, AlcoholEdu empowers students to make well-informed decisions and provides some simple strategies to help keep you and your friends safe. We also promote student health and safety through the use of Haven, a program that educates students about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities.

AlcoholEdu and Haven offer a confidential, personalized experience for each student.

This online experience includes:
• Alcohol-related content featuring videos and hands-on activities
• Helpful tools, like a Blood Alcohol Concentration (BAC) calculator and map of US laws
• Tools and scenarios to define and promote healthy relationships and help spot the warning signs of abuse
• Skill building exercises and strategies
• Concise, accessible, engaging (and private) educational platform

What are other students saying?
• 72% reported AlcoholEdu provided them with helpful information
• 85% said it helped them learn new facts about alcohol
• 84% said the information provided about BAC would help guide them in creating a plan for making safe and healthy decisions

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the

Contact
Dr. Jenny Schuessler
678-839-6403, jensue55@westga.edu

Advisement
For information on your advisor, go to westga.edu/advising.

Lawrence E. Adams, Vice President for Enrollment Management for disciplinary action.

Unlawful activities that may result in a hearing before the Student Conduct Hearing Board include: but not limited to:
• Violation of the
University Recreation (UREC) inspires, empowers, and educates the university community through comprehensive, quality, student-focused facilities and programs. We create community and connectivity by developing exceptional leaders who value healthy lifestyles.

Intramural Sports

Intramural Sports offers a wide variety of individual and team sports each semester. Some of our most popular sports include softball, flag football, and basketball. Sign up with a team or as a free agent. Whether you’re an all-star athlete or you’ve never played before, we’ve got something for you!

Club Sports

Club Sports are student organizations designed to promote team competition, good sportsmanship, and group development. Clubs are given the ability to travel and participate in competitions, tournaments, and league games across the Southeast. Additionally, they offer students competitive opportunities, leadership skills, personal development, and the ability to create lifelong friends.

Group Exercise

Group Exercise classes are designed to encourage a healthy and active lifestyle through a variety of class formats such as Zumba, yoga, and spin. Check out the latest class schedule on the UREC website. Classes are free to the university community.

Personal Training

Personal Training can add the extra motivation and expertise to help you achieve your fitness goals. Our qualified trainers will educate you in proper exercise technique and help you create a fun, comprehensive program. Whether you are new to working out or you want to improve your strength and performance, we will create a training program to meet your fitness needs.

Outdoor Recreation

From whitewater rafting to day hikes, Outdoor Recreation offers a broad range of outdoor trips for students at UWG. No experience is necessary for most of our trips. All trips are planned and led by our trained student staff, with oversight by UREC professional staff.

Outdoor Recreation also has an indoor climbing wall and a gear rental shop in the Campus Center. Climbing is free and no experience is necessary. All equipment is provided, and our experienced staff will show you the ropes. Check us out for your next adventure!

Campus Center

University Recreation is located in the Campus Center, which opened in 2006. University Recreation features the following facility amenities:

Campus Center Amenities
- 13,000 square-foot fitness facility with over 200 pieces of strength and cardiovascular equipment
- Two 1,500 square-foot aerobics rooms fully equipped with the latest workout equipment ready to house group exercise classes
- 1/8-mile walking/jogging track
- Four basketball courts
- Outdoor Rental Center offering equipment rentals, from tents to mountain bikes
- 50-ft. and 25-ft. climbing walls with routes to accommodate all experience levels
- Game room equipped with pool tables, table tennis, air hockey, and video games
- Locker rooms with showers and daily-use lockers
- 9,000 square-foot balcony with A/V capabilities for any large-scale campus event
- Four meeting rooms, in addition to the ballroom, for smaller events

Contact

Building Hours
Monday - Thursday: 6:00 a.m. - 11:30 p.m.
Friday: 6:00 a.m. - 9:00 p.m.
Saturday: 10:00 a.m. - 7:00 p.m.
Sunday: 2:00 p.m. - 11:30 p.m.
UREC Office: 678-839-5500
urec@westga.edu

Writing Center

Designed to serve the entire campus community, the Writing Center offers a full range of tutoring services for writers in all courses in the university curriculum. Staffed by full-time instructors from the Department of English and assisted by graduate students in their discipline, the Writing Center seeks to help all writers feel more confident about each element of the writing process, from drafting through revision to the final product.

The staff works with students referred by faculty and students who come on their own. In addition, the center offers an electronic tutorial service at quickfixwc@gmail.com to assist students and faculty with writing questions that can be responded to briefly when they don’t have time to come by the center in person.

Contact

TLC 1201, 678-839-6513
writing@westga.edu, westga.edu/writing

West Georgia Cheer

Let’s Get Rowdy,
Let’s Get Loud
Show ‘Em that We’re
Strong and Proud
W-O-L-V-E-S
Red and Blue is the Best
West Georgia! West Georgia!
West Georgia! Go West!
Midnight Breakfast

Typically held the week prior to finals each fall and spring semester, Midnight Breakfast is a bi-annual student tradition at UWG. This event provides a fun atmosphere for students to relax, unwind and meet many of your University Administrators. Don’t miss having the President serve you pancakes, scrambled eggs, bacon and more! Bring your fellow Wolves to enjoy music, door prizes and socialize with the rest of campus.

westga.edu/dinewest

Advanced Registration Meal Plan Sign Up

While at UWG a student can feed their mind along with their body. Dine West offers delicious food on campus specifically to contribute to the success of our students. During Fall or Spring Advanced Class Registration you can sign up early for your next semester plan. By signing up early students qualify for coupons that include free food in that next term of classes. Our dedication is to bring added value to your meal plan. For all meal plan questions, please visit our Wolves Card Office, located inside the UCC.
Parking & Transportation

Each week students can catch a ride to local shopping locations in Carrollton via the Shopper Shuttle. This service was originally suggested by the Student Government Association. Parking & Transportation provides twice a week shopping routes with stops at area shopping centers where a student can pick up groceries, personal essentials and more. The Shopping Shuttle is a great way for students without a car to have access to local stores.

Mail Services

The University of West Georgia operates a full service US Post Office. Mail Services has the latest selection of stamps, envelopes, and even boxes to mail those letters home or ship packages all over the world. To assist students with postage purchases, Mail Services accepts Wolf Bucks which are loaded directly on your student ID.
Your UWG Bookstore is a convenient and efficient source for textbooks, school supplies, and other services and merchandise related to campus life. We understand the cost of obtaining a degree, so we strive to bring you savings with our Used and Rental book programs.

Used books typically save students around 40% off a new textbook price. We work specifically with your instructors and professors to keep the cost of books as low as possible. Each semester we look for new and innovative ways to bring more savings to our students by researching latest trends, obtaining feedback from students and meeting with faculty on campus.

The Bookstore also offers a Rental program. We are aware that publications change often, so in an effort to bring you savings we have a large selection of textbooks available to rent each semester. The program is hassle free and right here on campus. Renting brings you a savings of up to 70% off the new book price.

bookstore.westga.edu

We support our Wolves both on and off the playing fields! The UWG Bookstore operates a Stadium Spirit Store during each home football game.

Your UWG Bookstore actively researches and interacts with students to be ahead of new trends and clothing styles. Students provide feedback each year regarding the merchandise they want which determines our store inventory. One item specifically requested by students is our wide selection of $9.99 T-shirts. The styles change constantly to provide you with new UWG and Wolves fashion apparel to sport in the class or at any sporting event on campus.
Recycle UWG

The University of West Georgia is committed to reducing its impact on the environment. We have a Bronze AASHE STARS certification for our efforts in recycling and promoting sustainable practices.

Each year the University participates in RecycleMania. This is a friendly competition held with other colleges and universities promoting waste reduction activities. Over an 8-week period each spring, colleges across the United States and Canada report the amount of recycling and trash collected each week and are in turn ranked in various categories based on who recycles the most, as well as which schools have the best recycling rate and which schools generate the least amount of combined trash and recycling.

Please help us by doing your part to keep our campus beautiful and reduce the waste we send to the landfills. Recycle containers are located around campus, inside buildings and residential halls. Pitch in!

Publications and Printing

Your On-Campus Copy Center!

Email your file or come visit us in person. We are located across from East Commons Dining Hall.

678-839-6483
pubprint@westga.edu
westga.edu/pubprint
Fall 2017/Spring 2018 Room Selection Event: November 16

Come to the Campus Center Ballroom with your roommates to select your room for 2017/2018. First come/first serve. If your roommate cannot be in attendance we will have proxy documentation that may be filled out prior to the event in the Housing office in East Commons. Please note that your roommate will need to have completed a housing application by following the directions above before you will be able to select a room. Fill out your contract before you arrive to streamline the process at the event.

1. You have a Resident Assistant (RA) who is here to help! He/she is there to help you get acclimated to UWG and learn about all the great resources around you. The RA will put on awesome programs to make sure you participate in them. The RA will also have one-on-one conversations with you to discuss life, academics and whatever else you want to share. They are a listening ear for you and one of the best resources on campus for you to know.

2. If you can’t find your RA call ResSTAR. One of the most important campus phone numbers you need to know is 678-839-4718. Housing and Residence Life has a staff member on duty 24 hours a day, 7 days a week to answer your call. You might be locked out or have a facilities related issue within your room. Call ResSTAR, they will happily assist you.

3. Every residence hall has a Resident Director (RD) and a Residence Life Coordinator (RLC) who is there to help you! Your RD is a graduate student currently pursuing their master’s degree in College Student Affairs and they may live in the same or the neighboring residence hall to you. Typically they directly supervise the RAs. The RLC supervises the entire building(s) and all the staff that live/work within it. The RLC also lives on campus. Bottom line, we have staff here to help you regardless of the time of day. Their office is typically located in the front office within your community or within the neighboring building to your community.

4. Every residential community has a front office/desk. Typically you will find a staff member (student or professional) who is there to help you when issues arise. Stop by and say hello. There are typically games, vacuum cleaners and multiple other things you can check out, in some areas there is pool table equipment for use. Go find out all the awesome resources we have.

5. Get out of your room and have fun! While it’s fun to be home it’s even more fun when you leave your room and fully immerse yourself within your community. Say hi to everyone. Make a new friend. Remember everyone didn’t come to college with a group of friends. So make some new ones.

6. Communication is KEY! Chances are you may have a roommate or suitemate that shares the living space with you. If you do it’s important that you both practice effective communication skills. When communication breaks down, roommate conflicts can occur. Have a face-to-face conversation with your roommate and hear each other out. Take the roommate agreement you’ll get at the beginning of the year seriously and fill it out honestly. Talk through any early challenges and put a plan in place to deal with conflicts that arise. Typically around guest, personal property and other hot button issues. If communication breaks down from there please involve your RA and let them help you with the conversation. They are here to assist you…we really mean that!

7. Living on Campus makes you a part of our community! Your residence hall room is your home away from home and we want you to treat it as such. We want you to feel comfortable to kick back and relax but also be mindful that you have neighbors and you must respect their rights to live in a comfortable environment as well.

8. Get involved with RHA and your Hall Council. RHA stands for the Residence Hall Association. They are the governing body for all residential student needs. The leadership of this organization are your advocates to help better your on campus living experience. You can get involved and attend their meetings and potentially attend some awesome student leadership conferences (for free). You can get involved within your hall through Hall Council which is the governing board for your particular residence hall. Let your RA know if you’re interested in serving as your floor rep. Be on the lookout for elections for hall council executive positions during the first weeks of class?

9. Lock your door! Pretty self-explanatory. Our community is only as safe as we all make it!

10. Get involved where you live and work. Through hall council, RA programs, just on your floor in general. Make the most of your first year at UWG. Make friends, have fun and enjoy the benefits of living on campus!

Top 10 Things Every First Year Residential Student Needs to Know… From UWG Housing and Residence Life
Undergraduate Degrees

College of Arts and Humanities
Bachelor of Arts (BA)
Art* (including art history, studio and art)
English**
Foreign Languages and Literatures (including French*, German, and Spanish*)
History**
Philosophy (including Religion & Pre-Law)
Theatre
Bachelor of Fine Arts (BFA)
Art* (including ceramics, education, graphic design, painting, photography, printmaking & sculpture)
Bachelor of Music (BM)
Composition
Music Education*
Performance (with emphasis in Jazz Studies or Piano Pedagogy)

College of Education
Bachelor of Science in Education (BSED)
Early Childhood Education (P-5)
Physical Education (P-12)
Special Education (P-12)
Speech-Language Pathology (P-12)
Bachelor of Science (BS)
Sport Management
Teacher certification obtainable in:
* Grades P-12
** Grades P-5, P-12

College of Science and Mathematics
Bachelor of Arts (BA)
Global Studies
Bachelor of Science (BS)
Biology**
Chemistry**
Computer Science
Geography
Geology
Mathematics**
Physics**
Minors
Biology, Chemistry, Computer Science, Geography, Geology, Mathematics, Physics

College of Social Sciences
Bachelor of Arts (BA)
Political Science
Psychology
Bachelor of Science (BS)
Anthropology
Criminology
Mass Communications
Political Science
Sociology
Minors
Anthropology, Criminology, Film & Video Production, Mass Communications, Political Science, Psychology, Sociology, Women's Studies

Certificates
Cultural Studies, Cultural Resource Management, Data Analysis, Global and Comparative Studies, Research Methods, Social Services

Richards College of Business
Bachelor of Business Administration (BBA)
Accounting
Economics
Finance
Management
Management Information Systems
Marketing
Real Estate
Bachelor of Arts (BA)
International Economic Affairs
Bachelor of Science (BS)
Economics**
Minors
Accounting, Business Administration, Economics, Finance, Management, Management Information Systems, Marketing, Real Estate

Certificates

Tanner Health System School of Nursing
Bachelor of Science (BS)
Nursing
Pre-Professional Programs
Engineering Studies (Dual Degree)
Pre-Engineering
Pre-Forestry
Pre-Law
Pre-Medical Professions:
Medicine, Dentistry, Dental Hygiene, Occupational Therapy, Physical Therapy, Physician Assistant, Pharmacy
Pre-Veterinary Medicine

Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Services</td>
<td>Counseling Center</td>
<td>839-6428</td>
</tr>
<tr>
<td>Add or Drop Courses</td>
<td>Registrar's Office</td>
<td>839-6438</td>
</tr>
<tr>
<td>Address Changes</td>
<td>Registrar's Office</td>
<td>839-6438</td>
</tr>
<tr>
<td>Bills, Fee Charges</td>
<td>Bursar's Office</td>
<td>839-4737</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>University Bookstore</td>
<td>839-6523</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Career Services</td>
<td>839-6431</td>
</tr>
<tr>
<td>Copies, Printing</td>
<td>Publications and Printing</td>
<td>839-6443</td>
</tr>
<tr>
<td>Credit by Examinations</td>
<td>Testing Office</td>
<td>839-6435</td>
</tr>
<tr>
<td>Crime Reporting</td>
<td>University Police</td>
<td>839-6000</td>
</tr>
<tr>
<td>Depression</td>
<td>Counseling Center</td>
<td>839-6428</td>
</tr>
<tr>
<td>Distance Ed</td>
<td>Distance Ed Center</td>
<td>839-6248</td>
</tr>
<tr>
<td>eCore</td>
<td>Extended Learning</td>
<td>839-5300</td>
</tr>
<tr>
<td>Fees and Payments</td>
<td>Bursar's Office</td>
<td>839-4737</td>
</tr>
<tr>
<td>Enrollments Centers Credit card or online</td>
<td>839-6438</td>
<td></td>
</tr>
<tr>
<td>Final Exam Schedule</td>
<td>Registrar's Office</td>
<td>839-6438</td>
</tr>
<tr>
<td>Financial Aid Awards</td>
<td>Financial Aid Office</td>
<td>839-6421</td>
</tr>
<tr>
<td>Financial Aid Refunds</td>
<td>Bursar's Office</td>
<td>839-4737</td>
</tr>
<tr>
<td>Grades</td>
<td>Professor or Registrar's Office</td>
<td>839-6438</td>
</tr>
<tr>
<td>HigherOne Card</td>
<td>Wolves Card Office, UCC</td>
<td>839-6525</td>
</tr>
<tr>
<td>Honors College</td>
<td>Honors Office</td>
<td>839-6428</td>
</tr>
<tr>
<td>I.D. Cards</td>
<td>Wolves Card Office, UCC</td>
<td>839-6525</td>
</tr>
<tr>
<td>International Student Advising</td>
<td>International Services and Programs</td>
<td>839-4790</td>
</tr>
<tr>
<td>Internships</td>
<td>Career Services</td>
<td>839-6431</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>University Police</td>
<td>839-6000</td>
</tr>
<tr>
<td>Mail Services</td>
<td>Campus Mail Services</td>
<td>839-6522</td>
</tr>
<tr>
<td>Meal Plans</td>
<td>Auxiliary Services, UCC</td>
<td>839-6525</td>
</tr>
<tr>
<td>Medical Services</td>
<td>Health Services</td>
<td>839-6452</td>
</tr>
<tr>
<td>Online Courses &amp; Programs</td>
<td>Distance Ed Center</td>
<td>839-6248</td>
</tr>
<tr>
<td>Campus Parking</td>
<td>Parking and Transportation</td>
<td>839-6629</td>
</tr>
<tr>
<td>Police, Campus</td>
<td>University Police</td>
<td>839-6000</td>
</tr>
<tr>
<td>Registration</td>
<td>Enrollment Services Center</td>
<td>839-6438</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Residence Life Office</td>
<td>839-6426</td>
</tr>
<tr>
<td>Residency Classification</td>
<td>Registrar's Office</td>
<td>839-6438</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Financial Aid Office</td>
<td>839-6421</td>
</tr>
<tr>
<td>Student Employment</td>
<td>Career Services</td>
<td>839-6433</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>Student Affairs and Enrollment Management</td>
<td>839-6423</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Enrollment Services Center</td>
<td>839-6438</td>
</tr>
<tr>
<td>Transfer Credit Evaluation</td>
<td>Registrar's Office</td>
<td>839-6438</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>Admissions Office</td>
<td>839-6000</td>
</tr>
<tr>
<td>Veterans' Benefits</td>
<td>Enrollment Services Center</td>
<td>839-6438</td>
</tr>
<tr>
<td>Withdrawal (from course or university)</td>
<td>Enrollment Services Center</td>
<td>839-6438</td>
</tr>
<tr>
<td>Work/Study Program</td>
<td>Financial Aid Office</td>
<td>839-6421</td>
</tr>
</tbody>
</table>
This handbook is for informational purposes only. Nothing in this handbook is intended to be a contract between the student and the university. The University of West Georgia may update and revise policies and information after the publication of this handbook, so please refer to westga.edu/~handbook for possible changes.

Printed by Publications and Printing