Dear Students:

We are delighted that you have chosen to Go West and become part of the dynamic community at the University of West Georgia.

There are many reasons why one might choose UWG; among them are great academics, vibrant students life, tremendous value and wonderful location.

But whatever your reason, you can be sure that you are getting an outstanding opportunity to explore, discover and learn – about yourself and the world around you.

We have a faculty and staff who work every day to provide a caring environment for all students. That commitment sets us apart from most other institutions and creates an excellent setting for learning. In fact, the university’s senior faculty and top administrators, including deans and me, teach courses every year, demonstrating our personal dedication to our students.

UWG is a strong, diverse institution that values independent perspective and growth. You’ll be challenged and you’ll be given many opportunities for success.

In this handbook, you’ll find a description of policies and procedures that are intended to protect and assist all students.

Please make yourself familiar with these policies so that you may have a productive stay at UWG. In closing, I suggest that you fully immerse yourself in the academic community we have built, and help us develop the student goals and aspirations we can attain.

The many curricular and extracurricular activities at UWG will allow you to connect with people and do amazing things.

That’s what happens when you Go West.

We wish you great success at the University of West Georgia.

Sincerely,

Beheruz N. Sethna
Professor of Business and
President of the University
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The University of West Georgia reserves the right to update and revise policies and information after the publication of this handbook. Updates and revisions will be available at http://www.westga.edu/~handbook/.

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Set your course wisely. Go West.
Phase II—Transitions Orientation

As part of your UWG Orientation requirement, all new freshmen will attend Transitions Orientation. This fun and informative event is held on the afternoon of August 21, 2011— the day before classes start. You’ve already paid for this program during orientation registration so all you have to do is come to Transitions with an open mind!

At Transitions Orientation you will have an opportunity to:
• Be officially welcomed into the UWG Community
• Re-acquaint yourself with UWG services, policies, faculty, staff, and campus buildings
• Meet other new freshmen
• Learn what it takes to be a successful college student
• Meet your professors, advisors, and other students in your major
• Get the real scoop on what is happening on campus and in Carrollton
• Get your 2011-2012 Planner
• Participate in the 2011 convocation ceremony and traditional lighting of the UWG flame
• Participate in the Welcome Back Celebration (complete with Fireworks)

Watch your UWG E-mail box after your Phase I Orientation Connections days for more information about Phase II—Transitions Orientation.
Academics

Departments and Professors

Most students quickly become familiar with the classroom buildings as they find their way to classes and labs, but they may be less aware of how to find faculty and departmental offices. Printed in the directory section of this handbook are the building and room number, telephone number, and chair's name for each academic department on campus.

Usually, other faculty offices within the department will be located in the same building and general vicinity as the departmental office, but there are some exceptions. Inquire in the departmental office about the location of a specific faculty member's office if you have difficulty finding it.

Normally, faculty members post on their office doors regular hours when they are available to see students, and most are willing to schedule additional times if the student is unable to come during the posted hours. **You should feel free to contact faculty members in their offices to discuss progress, any particular problems you're having in one of their classes, your concerns about career and professional plans, or any matters of mutual concern.**

Semesters and Credit Hours

The University of West Georgia, along with the rest of the University System of Georgia, moved to the semester system effective Fall of 1998. A normal academic year of study consists of two semesters plus a shortened summer semester.

The credit value of a course is determined by the number of hours it meets each week. For example, a course with three 1-hour lecture sessions per week is a three-semester-hour course. As a rule of thumb in accounting for credit hours, it takes two hours of laboratory to equal one hour of lecture, as is the case with a 4-hour science course which has three 1-hour lectures and one 2-hour lab each week.

A full course load for undergraduates is considered to be 15 or more hours, but since most of the classes at UWG are worth 3 credit hours, a typical first semester freshman takes a course load of 12 hours giving the student the first semester to adjust to the demands of college level courses. Often a second semester freshman then feels ready to attempt 15 hours of course work.

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 items of information for the successful student. It is a very important book to have, study and follow.

The Undergraduate Catalog can be viewed on the University Admissions web page at www.westga.edu/~admiss. New students should keep a copy of this year's catalog for reference during their entire stay at UWG. Students are evaluated for graduation based on the requirements in the catalog of the year they begin their studies (provided it is not more than six years ago) or any year thereafter if they so choose.

Attending Class

Best advice: Attend class every time it meets, and be sure to attend the first class day each semester. If students don't attend the first day and haven't been in touch with the professor to explain why, they may be dropped to make room for others who need it. **Since classes and professors differ greatly, you should be certain you understand the attendance requirements for each course you're taking.** Some professors lower grades for excessive absences, and they may even drop a student who cuts frequently.

Academic Advising

Students who have declared majors are advised by faculty in that department. Contact your academic department to determine specific advisement procedures in your area. All academic departments are listed in the directory section of this handbook.

Those who have not declared a major are advised by faculty volunteers and professional staff in the EXCEL Center. Students with Learning Support requirements or College Preparatory Curriculum deficiencies are advised by members of the Learning Support department. Advanced Academy students and joint-enrolled high school students are advised by the coordinator of the Advanced Academy. Honors students may be advised by a member of the Honors Program Committee. eCore students may seek advisement from the eCore Advisor.

Students should see their advisors prior to registration each semester. In fact, most undergraduates are required to see their advisors each registration period in order to remove advising holds and allow them to register.

Registration for Classes

Registration for classes is the process of selecting the courses you wish to take, arranging these into a schedule to fit available time slots, signing up for these classes according to the prescribed procedure and paying fees. You should see your advisor several weeks before registration begins. The Class Bulletin, under public access on Banweb, lists all courses being offered. The Scoop, the student guide to each semester, gives step-by-step instructions for completing all registration procedures.

Continuing students are given the opportunity to select courses two weeks before registration is opened to all others. Those who have financial aid, athletic grants, and scholarships normally have to pay only what is owed after these awards are credited to their accounts. Registration schedules are canceled if the advance payment deadline isn't met, and those affected must register during late registration when a late registration fee of $75 is charged.

See The Scoop for complete details on how to register, and pay fees, or contact the Enrollment Services Center (ESC) at (678) 839-6438, for answers to particular questions.

Add/Drop

You may change your class schedule or register during the drop/add period for each semester, but this is not a particularly easy thing to do. Class availability is usually limited. A fee of $75 is charged to anyone who waits
until the drop/add period to register. See The Scoop for complete details on how to drop or add courses and register.

**Banweb**

Students can use Banweb rather than going to the Enrollment Services Center (ESC) for many services. Students can register for courses, adjust their schedules, change their addresses, print copies of their class schedules and transcripts, and view their grades. See The Scoop for information on accessing Banweb.

**Withdrawals from Class**

After the 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. **Up to the midpoint of each semester is a sort of grace period, 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. At any rate, be certain to withdraw officially if you cannot complete a course because otherwise you may be given an F. A student can withdraw from a course on Banweb or in the Enrollment Services Center (ESC).

**Withdrawals from The University**

If you find that you must completely withdraw from the university during the course of a semester, you can either withdraw from all your courses on Banweb or contact the ESC in Parker Hall (telephone (678) 839-6438, campus ext. 96438). If your reason for leaving is lack of funds, check with the Financial Aid Office in Aycock Hall first. They may be able to help.

Just don’t stop attending class. You must officially withdraw or you will have all Fs for the semester. Who knows? You might even be due a refund. (The undergraduate catalog explains the refund policy in detail.)

**Staying in School**

Here’s hoping it will never happen to you, but those whose academic performance falls below standards prescribed in the catalog are placed on “Academic Probation,” or may receive notice of “Suspension” or “Dismissal.” See your catalog (Undergraduate Academic Policies) for complete information on requirements for staying in good standing.

**By all means, if you realize you are getting behind in your work or are having problems studying, ask for assistance.** The first person to turn to is your professor in a particular course, but you may also want to talk with your faculty advisor. If you are a first year student, seek assistance from the EXCEL Center, in the UCC. The EXCEL Center offers free tutoring, academic advising, peer mentoring and referrals to other departments at the university, if needed. You also should pay a visit to the Student Development Center in Row Hall. Here you will find computerized assistance in building study skills and professional counselors who may be able to help you individually or in a small group to develop better study skills and habits. The EXCEL Center staff can also help you get connected to other resources on campus.

**The Academic Record or Transcript**

The Registrar’s Office permanently maintains an academic record for every student who has ever been enrolled at UWG. This includes personally identifying information about the student, every course the student has taken and the grade earned, semester and cumulative grade point averages, and a few special notations such as Learning Support requirements, degrees earned, etc.

A printed record is commonly known as a “transcript,” and it is a copy of this academic record which is sent to other institutions, agencies and employers when the student requests that a transcript of his/her record be sent.

**You have the right to review your educational records maintained by UWG, except for certain types of confidential information which are defined by law and by institutional regulations. For a listing of what records are kept where and by whom, as well as a full explanation of how to review these records, see Appendix H in this handbook.** You’ll also find in this section how to “challenge the content” of your records as well as safeguards built into the record-keeping system to ensure the privacy and confidentiality of your records.

**Grade Appeals**

If, after getting your grades, you’re not satisfied and believe that the professor made a mistake, go to the professor immediately. It may have been a simple clerical error. If there is a dispute, try and work it out with the professor. If that fails, see the department chair and, if necessary, the college dean. After following these steps, if you are not able to resolve the issue, you may appeal the grade to a faculty committee. See Appendix E for details of the appeals procedure. All grade appeals must be in writing and follow the appropriate channels.

eCore students’ grade appeal form can be found at: http://ecore.usg.edu/students/grade_appeal.php

**Academic Requirements for Receiving Financial Aid**

In addition to completing the Free Application for Federal Student Aid, students must meet several major academic requirements to remain eligible for aid. For example, after attending UWG for four semesters students must maintain a minimum of 2.0 institutional GPA. Also, students must com-
complete annually 67% 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.

See Appendix G for specific details of how all of these policies may apply. You may contact the Financial Aid Office in Aycock Hall or call (678) 839-6421 (campus extension 96421) 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 and so forth. College credit will be awarded based on standardized exams administered at the high schools in mid to late May.

High school students who earn AP exam scores of 3 or higher (on a scale of 1-5) on most exams and who submit official score reports to UWG’s Office of Admissions will automatically receive credit for coursework. Scores of 4 or higher are required to receive credit for some courses.

The College Level Examination Program (CLEP) is offered at UWG by appointment and allows students to earn college credit by achieving appropriate cutoff 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 ((678) 839-6435).

As with AP testing, CLEP is a great way to earn college credit. Not only will students save time by not having to take a course containing material they already know, but they will also save money by not having to pay for a college class. Thus, CLEP enables students to move through their freshman and sophomore years at a faster pace.

Departmental Exams. A few of the academic departments at UWG also offer the opportunity for credit by examination. The Department of English, for example, allows students who feel confident about their writing skills to write an essay evaluated by a departmental committee. If a passing credential is earned, the student will be allowed to exempt English 1101 and/or 1102, depending on the score. The Department of Foreign Languages and Literatures also allows students to exempt certain introductory foreign language courses. To receive credit by examination, the student must pay a fee of $6/credit hour.

Test dates vary, so interested students should contact the departments (English (678) 839-6512; Foreign Language (678) 839-6515) for details.

Where Do You Go for Advisement?

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 experience.

All students who have declared a major or have a specific field of interest, with exceptions noted below, will be advised in the department of their major or area of interest. Academic departments may assign advisees to individual faculty members based upon the student’s plan of study.

Social Sciences majors will be advised by a faculty member in their academic department. For more information (including a list of academic departments) visit http://www.westga.edu/coah/.

Arts and Humanities majors will be advised by a faculty member in their academic department. For more information (including a list of academic departments) visit http://www.westga.edu/rcob for more information.

Science and Mathematics majors will be advised by a faculty member in their academic department. For more information (including a list of academic departments) visit http://www.westga.edu/coss/.

Richards College of Business majors will be advised by the pre-major advisor. Please visit their website at http://www.westga.edu/rcob for more information.

College of Education majors will be advised by the College of Education Advisement Center. It is located in the Education Center and can be reached at (678) 839-6050. Please visit the site at http://coe.westga.edu/advisement/ for more information. Please note that Secondary Education majors should see their subject (math, history, etc.) advisor for all core/subject classes and then see the Secondary Education advisor for all education classes.

School of Nursing pre-majors will be advised by the EXCEL Center or School of Nursing. See below for information on the EXCEL center. Nursing majors will be advised by Faculty in the School of Nursing. Contact the School of Nursing at (678) 839-6552 for advisement hours.

All freshmen who are undecided about a major will be advised in the EXCEL Center. To make an advisement appointment, call or stop by the EXCEL Center in room 200 of the UCC. You may call for an appointment at (678) 839-6280, and if you have questions about advisement, e-mail them at helpme@westga.edu.

Honors College students will be advised in the Honors House by the dean of the Honors College, staff members of the Honors College, or a member of the Honors College Committee.
College of Social Sciences

The College of Social Sciences is committed to providing quality instruction in our majors and in the core. The college is home to six departments, eight undergraduate programs, five graduate programs and one doctoral program.

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

**Anthropology** - Bachelor of Science in Anthropology.

**Criminology** - Bachelor of Science in Criminology (completion of Core Areas A-E required to declare. Pre-majors advised in EXCEL Center).

**Mass Communications** - Bachelor of Arts in Mass Communications offered with emphases in Broadcast Journalism, Mass Media Studies, Print Journalism, Public Relations, and Telecommunication and Electronic Media Production (2.5 GPA and completion of Core Areas A-E required to declare. Pre-majors advised in EXCEL Center).

**Political Science** - Bachelor of Arts in Political Science. Bachelor of Science in Political Science offered with concentrations in general Political Science, Planning, or Pre-Law.

**Psychology** - Bachelor of Arts in General Psychology (2.5 GPA and completion of no less than 15 credit hours and no more than 90 credit hours required to declare. Pre-majors advised in EXCEL Center).

**Sociology** - Bachelor of Science in General Sociology (2.0 GPA and completion of 40 hours of classes required to declare. Pre-majors advised in EXCEL Center).

**Minors**

Minors are offered in Anthropology, Criminology, Mass Communications, Political Science, Psychology, and Sociology.

**Contact Information:**

Phone: (678) 839-5170
Fax: (678) 839-5171
Location: 3rd floor, Pafford
Interim Dean: Dr. N. Jane McCandless
Associate Dean: Dr. Heather A.D. Mbaye
Assistant Dean: Dr. Todd Matthews

College of Arts and Humanities

The College of Arts and Humanities is charged with the responsibility of providing instruction not only to students majoring in traditional arts and humanities disciplines, but also for providing general education component of business and education programs. It does so with the realization that in order to prepare students to face the ever-changing, complex society in which we live, it is necessary to do more than teach them a number of facts and train them in a variety of skills. The faculty of the College of Arts and Humanities is dedicated to providing an education that will enable students to meet the future, not merely to live in the present.

University of West Georgia's College of Arts and Humanities is committed to the academic success of our students.

Phone: (678) 839-5450
Fax: (678) 839-5451
Location: 3rd floor, TLC
Interim Dean: Dr. Randy Hendricks
Associate Dean: Dr. Denise Overfield

**Departments**
Art
English and Philosophy
Foreign Languages and Literatures
History
Music
Theatre

In addition, the College of Arts and Humanities participates in a number of interdisciplinary programs.

**Undergraduate Degrees**
Art, B.A.
Art, Bachelor of Fine Arts
Art Education, Bachelor of Fine Arts

English, B.A.

Foreign Languages, B.A. in Foreign Languages with tracks in French, German and Spanish
Foreign Languages, B.A. in Foreign Languages with P-12 certification in French and Spanish

Global Studies, B.A.

History, B.A.

Music, B.M. in Music Education
Music, B.M. in Performance
Music, B.M. in Performance with Emphasis in Jazz Studies
Music, B.M. in Piano Performance with Emphasis in Piano Pedagogy

Music, B.M. with Elective Studies in Business

Philosophy, B.A.

Theatre, B.A.

For more information please visit http://www.westga.edu/coah/index.php
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. Engineering programs are also available to students through the Regents Engineering Transfer Program and the Dual Degree Program. In addition, our college supports the science and mathematics general education component through extensive offerings in the Core Curriculum.

The faculty of our 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.

All our 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 information
Dean: Dr. Bruce Landman
Phone: (678) 839-5190
Fax: (678) 839-5191
Web: http://www.westga.edu/cosm

Departments
Biology
Chemistry
Computer Science
Geosciences
Mathematics
Physics

Undergraduate Science & Mathematics degrees
Biology – BS offered with concentrations in General Biology, Secondary Education (2.7 GPA required), Allied Health, and Pre-Professional. Allied Health students are advised in EXCEL Center.

Chemistry – BS offered with concentrations in General Chemistry (ACS Certified), Biochemistry (ACS Certified), and Chemical Engineering. BA offered with concentrations in General Chemistry, Secondary Education (2.7 GPA required), Pre-Pharmacy, and Pre-Professional.

Computer Science – BS in Computer Science.

Engineering Studies – Joint program with Engineering Schools. BS Degrees offered in the departments of Chemistry, Geology, and Physics.

Environmental Science – BS in Environmental Science. For information, see Dr. Farooq Khan (Chemistry) or Dr. James Mayer (Geology).

Geography – BS offered with concentrations in Environmental Geography and Geographic Technology. BA with concentration in Human Geography.

Geology – BS with concentrations in General Geology, Environmental Geology, Pre-Professional, Pre-Graduate School, Earth Science (Secondary Education – 2.7 GPA required), and Geologic Engineering.

Global Studies – BA offered with concentrations in Humanities/Social Sciences, Area Studies, Science, and Special Topics. For information, see Dr. Andy Walter (Geosciences).


Physics – BS with concentrations in General Physics, Engineering Studies, and Secondary Education (2.7 GPA required).

Minors
Minors are offered in: Biology, Chemistry, Computer Science, Geography, Geology, Mathematics, and Physics.
IDS and XIDS: Interdisciplinary Programs and Core Courses

IDS and XIDS refer to the cross-disciplinary and interdisciplinary nature of courses in various programs and across the UWG curriculum. IDS programs include three major degrees: A B.S. in Environmental Studies (Course prefix ENST), A B.S. in Environmental Sciences (Course prefix ENVS) and a B.A. in Global Studies (Course prefix GLOB); it also includes programs in Africana Studies, American Studies, Canadian Studies, Film Studies, Latin American Studies and Women’s Studies. Each of these programs includes courses from a range of academic departments and disciplines. See the related links for program requirements and course offerings. XIDS courses can be team-taught 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. Three XIDS courses in the core are templates for creating a variety of new, topic-driven sections.

For more information please contact:
Dr. Aran MacKinnon
Professor of History and Director of the Center for Interdisciplinary Studies
E-mail: amackinn@westga.edu, Phone. (678) 839-6038

Majors and Minors

**Major Degree Programs**

**Environmental Sciences (B.S.)**
Coordinator(s): Dr. Farooq Khan (Chemistry), Dr. James Mayer (Geosciences)

**Environmental Studies (B.S.)**
Coordinator(s): Dr. Hannes Gerhardt (Geography)

**Global Studies (B.A.)**
Coordinator: Dr. Andy Walter (Geosciences)

**Minor Degree Programs**

**Africana Studies**
Coordinator: Dr. Stacey Boyd (English)

**American Studies**
Coordinator: Dr. Ann McCleary (History)

**Canadian Studies**
Coordinator: Dr. Charles Lipp (History)

**Film**
Coordinator: Dr. Barbara Brickman (English)

**Latin American Studies**
Coordinator: Dr. Marjorie Snipes (Anthropology)

**Women’s Studies**
Coordinator: Tiffany Parsons (Sociology and Criminology)
In the College of Education, we are committed to fostering an innovative learning community that prepares exemplary practitioners to make a positive impact in their chosen fields. Our undergraduate programs include:

**Bachelor of Science in Education**
- Early Childhood Education (P-5)
- Middle Grades Education (4-8)
- Physical Education (P-12)
- Speech-Language Pathology (P-12)
- Special Education – General Curriculum (P-12)

**Bachelor of Science in Sport Management**

**Bachelor of Science in Education**
- Bachelor of Science in Education (last names E-J)
  - Mrs. Sabra Broome, Phone: (678) 839-6052, shall@westga.edu
  - (last names K-Q)
  - Mrs. Kim Rajczyk, Phone: (678) 839-6051, krajczyk@westga.edu
  - (last names R-Z)
  - Ms. Beth Freeman, Phone: (678) 839-6054, efreeman@westga.edu

**Early Childhood Education—Georgia Highlands**
- Ms. Beth Freeman, Phone: (678) 839-6054, efreeman@westga.edu

**Middle Grades Education**
- Middle Grades Education (last names A-I)
  - Mrs. Elaine Heath-Ward, Phone: (678) 839-6055, eheath@westga.edu
  - (last names J-Z)
  - Ms. Beth Freeman, Phone: (678) 839-6054, efreeman@westga.edu

**Physical Education**
- Physical Education (last names A-I)
  - Mrs. Sabra Broome, Phone: (678) 839-6052, shall@westga.edu
  - (last names J-Z)
  - Mrs. Kim Rajczyk, Phone: (678) 839-6051, krajczyk@westga.edu

**Secondary Education**
- Secondary Education (last names A-L)
  - Mrs. Elaine Heath-Ward, Phone: (678) 839-6055, eheath@westga.edu
  - (last names M-Z)
  - Ms. Beth Freeman, Phone: (678) 839-6054, efreeman@westga.edu

**Special Education**
- Special Education (last names A-J)
  - Mrs. Elaine Heath-Ward, Phone: (678) 839-6055, eheath@westga.edu
  - (last names K-Z)
  - Ms. Beth Freeman, Phone: (678) 839-6054, efreeman@westga.edu

**Speech-Language Pathology**
- Speech-Language Pathology (last names A-H)
  - Mrs. Sabra Broome, Phone: (678) 839-6052, shall@westga.edu
  - (last names I-Z)
  - Mrs. Kim Rajczyk, Phone: (678) 839-6051, krajczyk@westga.edu

**Sport Management**
- Sport Management (last names A-J)
  - Mrs. Sabra Broome, Phone: (678) 839-6052, shall@westga.edu
  - (last names K-Z)
  - Mrs. Kim Rajczyk, Phone: (678) 839-6051, krajczyk@westga.edu
The mission of the Richards College of Business is to educate and prepare students for positions of responsibility in business and society.

**Bachelor of Business Administration (BBA) degrees** offered in the following areas:
- Accounting
- Economics
- Finance
- Management
- Management Information Systems
- Marketing
- Real Estate

**Additional Degrees:**
- Bachelor of Science (B.S.) in Economics
- Bachelor of Science (B.S.) in Economics with a secondary education emphasis
  *(For students who want to be certified to teach economics)*
- Bachelor of Arts (B.A.) in International Economic Affairs

**Minors (for non-business majors)** are offered in the following areas:
- Accounting
- Business Administration
- Management Information Systems
- Economics
- Finance
- Management
- Marketing
- Real Estate

**Minors for business majors** are offered in all major subject areas.

**Certificate Programs:**
- **Certificate in Sales** program (offered by the Marketing department and is open to students with any major)
- **International Business Certificate** (offered only to business majors and must accompany a business degree).

**International Study Programs:**
- China, France, Japan, United Kingdom
- Other study abroad opportunities

**RCOB Student Major Status Information:**
Entering students are typically classified as business pre-majors.

Upon completion of the following requirements, students are eligible to be selected as **full business majors** and will be eligible to enroll in upper division (3000/4000) business courses:
- ENGL 1101 – with a C or higher
- MATH 1111 – with a C or higher
- MATH 1413
- ACCT 2101
- ECON 2105 or 2106
- Completed 45 hours
- 2.0 GPA (institutional or overall)

**RCOB Advising:**
- Ms. Kasey Hannah – Management (pre-majors and majors), Phone: (678) 839-5038
- Ms. Christy Rabern – Marketing and Real Estate (pre-majors and majors), Phone: (678) 839-5045
- Ms. Tracy Richardson – Undecided Business, Business Education (pre-majors and majors), Management Information Systems (pre-majors and majors), Pre-Accounting and Pre-Finance, Phone: (678) 839-4838

Accounting and Finance Majors are advised by a faculty member in the Department of Accounting and Finance, Phone: (678) 839-6469

Students majoring in Economics, including BBA Economics (pre-majors and majors), BS Economics, and International Economic Affairs are advised by Dr. David Boldt, chair of the Department of Economics.

**RCOB Involvement Opportunities:**
- SIFE – Students in Free Enterprise
- Beta Gamma Sigma – honor society for seniors – by invitation only
- Marketing Club
- Management Club
- Real Estate Club
- Management Information Systems Club
- Accounting Club
- Finance Club
- Economics Club
- Alpha Kappa Psi
- Omicron Delta Epsilon
- Delta Pi Epsilon
- Association for IT Professional
- Georgia Council on Business Education

**Location:**
The Richards College of Business is located in the following buildings on the UWG Campus:
- The Richards College of Business Building – (on Back Campus Drive between Calloway and Anthropology)
- Adamson Hall – on Front Campus Drive near the flagpole and next to Mandeville Hall
The 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.

**Degrees:**
- **BSN** (initial licensure – referred to as the “generic” program)
- **RN-BSN** (already licensed)
- **MSN** (Role options in either education or health systems leadership)

**Requirements for Unlicensed Students**

**Traditional BSN**

Entering unlicensed students are classified as pre-nursing majors.

The following are admissions requirements to the School of Nursing for pre-nursing majors:

1. Overall University of West Georgia minimum grade point average of 2.75, on a 4.0 scale.
2. Deadline for application is January 15 prior to the summer that the student wishes to start (The generic program only begins in June of each year).
3. Thirty-six semester hours of prerequisite coursework must be completed by the semester that ends in December prior to the January 15 deadline.
4. Prerequisite nursing coursework includes:
   - A. English 1101 and English 1102
   - B. Math 1001 or Math 1111, and Math 2063
   - Note: At the time of application, three of the five required sciences must be completed.
   - C. Lab Science Sequence (Biology 1107/1108 with labs or Chemistry 1211/1212 with labs or Chemistry 1151/1152 with labs or Physics 1111/1112 with labs)
   - D. Additional Science Courses
     - Biology 2021 with lab; Biology 2022 with lab; Biology 2030 with lab
     - E. Twelve additional hours in Areas B, C, E and/or F
5. The TEAS test must be completed with a score at or above the national mean. TEAS version and national mean is subject to change annually.

For a complete list of requirements for all programs, go to www.westga.edu/nurs and follow the link for “prospective students.”

**Advisement:** www.westga.edu/nurs/advising.htm

**Location:** The Nursing School is located in Room 264 of the Education Annex.
Core Curriculum and Academic Advising

The core curriculum provides a foundation for the knowledge and intellectual skills constituting the university’s judgment of what is essential to being an educated person. These general education courses are required of all students. The Core is divided into the five areas of Essential Skills; Institutional Priorities; Humanities and Fine Arts; Mathematics, Science and Quantitative Technology; and Social Sciences, plus a sixth area specifically related to your major.

When deciding on a schedule, most students who do not work take a full schedule of five academic courses (15 hours). Each semester you and your advisor will decide on the combination of classes which is best for you.

Listed inside are the areas of the Core and specific suggestions/descriptions which may help you choose the ideal combination of classes for you.

Academic advising is a joint responsibility: yours and your advisor’s. It is a continuous process that begins with your freshman orientation and culminates at your graduation.

Be aware that some departments may put a hold on your registration until you have seen an advisor. Be sure to make an appointment for advising well in advance of your day to register. With a few exceptions, you will register yourself on a computer using Banweb. When you may register is determined by the last two (2) digits of your social security number and is noted in the Scoop online each semester.

What You Can Expect From Your Advisor

1. General information about university policies, programs available at UWG, the Core Curriculum, degree requirements for your major and career possibilities.
2. Assistance in planning and scheduling each semester’s program of study.
3. Awareness of the services and persons available to offer assistance when you are experiencing academic difficulties.
4. Knowledge of university regulations regarding grades and grade point averages relating to required academic progress as well as other university requirements.
5. Confidentiality of your academic record and any personal concerns/questions that may be discussed.

What Your Advisor Expects From You

1. An appointment made early, well before your registration date. Promptness at all your scheduled advising appointments.
2. Preparation for your advising appointment. Always have with you a pen, curriculum guide, transfer evaluation and have reviewed Wolf Watch. Have tentative schedules worked out.
3. Basic knowledge of the Core Curriculum and your academic record to date so that you can provide your advisor with the information needed to reach your goals.
4. Basic knowledge about the academic requirements and policies in the UWG Undergraduate Catalog.
5. Acceptance of responsibility for your choices and your decisions.
6. A willingness to ask questions and be an active participant in your educational career.

For help achieving academic success call the EXCEL Center at (678) 839-6280.
ESSENTIAL SKILLS and LEARNING OUTCOMES

Demonstrate the ability to:
- Recognize and identify appropriate topics for presentation in writing
- Synthesize and logically arrange written presentations
- Adapt written communication to specific purposes and audiences
- Utilize appropriate technologies for written presentations
- Recognize and identify principles of mathematics
- Apply principles of mathematics to problems in the discipline
- Apply principles of mathematics to “real world” circumstances

Category 1
Both English courses are required. You must earn a C or higher in ENGL 1101 and ENGL 1102 to complete the requirement.

Semester Earned

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101 Basic Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102 Basic Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Category 2
Choose ONE math course from the appropriate group:

Business Majors:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113 Pre-calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisite: Four years of high school math including algebra and trigonometry, or consent of department

Engineering Majors:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1634 Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

Nursing Majors:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1001 Quantitative Skills and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113 Pre-calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisite: Four years of high school math including algebra and trigonometry, or consent of department

Science, Science Education, Math, Math Education, Computer Science Majors:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1113 Pre-calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisite: Four years of high school math including algebra and trigonometry, or consent of department

All Other Majors:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1001 Quantitative Skills and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended for Education majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1113 Pre-calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisite: Four years of high school math including algebra and trigonometry, or consent of department
ESSENTIAL SKILLS and LEARNING OUTCOMES

Demonstrate the ability to:
- Recognize and identify appropriate topics for oral presentations
- Synthesize and logically arrange oral presentations
- Adapt oral communication to specific purposes and audiences
- Utilize appropriate technologies for oral communication

Develop:
- Students better prepared for career demands in 21st century
- Increased awareness of diverse sources of info and tradition
- Enhanced problem solving and critical thinking skills

Students may take any combination of courses as long as ONE is from SECTION 1 and the total number of hours is at least 4 hours for science majors and 5 hours for non-science majors.

Category 1 – Oral Communication
Semester Earned
ONE course must be chosen from the following:

- ART 2000 Oral Communication and the Visual Arts (3)
  Recommended for Art majors
- COMM 1110 Public Speaking (3)
  Recommended for Education and Business majors
- ENGL 2000 American Speech (3)*
- ENGL/THEA 2050 Self Staging: Oral Communication in Daily Life (3)
  Recommended for Education and Business majors
- PHIL 2110 Critical Thinking (3)
- XIDS 1004 Oral and Technological Communication (4)*

Any 3 credits of foreign language 1001, 1002 (3)
You must earn a C or higher at each level to continue on in the language sequence.

Category 2 – Other Institutional Priorities
ONE course may be chosen from the following:

- ANTH 1100 Faces of Culture (2)
- BUSA 1900 Surfing the Internet for Success (2)*
- CS 1000 Practical Computing (1)*
- CS 1020 Computers and Society (2)*
- LIBR 1101 Academic Research and the Library (2)
- MUSC 1110 Survey of World Music (2)*
- XIDS 2001 What Do You Really Know About (1) Topics in this course vary each semester.
- XIDS 2002 What Do You Really Know About (2) Topics in this course vary each semester.
- Any 3 credits of foreign language 1001, 1002 (3)
  You must earn a C or higher at each level to continue on in the language sequence.

*Please note that not all courses in Area B are taught each semester.
HUMANITIES AND FINE ARTS LEARNING OUTCOMES

- Develop the ability to make informed judgements about art forms from various cultures including one's own culture;
- Develop the ability to recognize the fine, literary and performing arts as expressions of human experience;
- Develop the ability to discern the impact and role of artistic and literary achievement in society and one's personal life.

Category 1 – Fine Arts

Choose ONE of the following:

- XIDS 2100 Arts and Ideas: Special Topics (3)* (Topics in this course vary each semester)
- ART 1201 Introduction to Art (3)
- ART 2201 History of Western Art I (3)
- ART 2202 History of Western Art II (3)
- ENGL 2060 Introduction to Creative Writing
- MUSC 1100 Music Appreciation (3)
- MUSC 1120 Survey of Jazz, Rock, and Popular Music (3)
- THEA 1100 Theatre Appreciation (3)

Category 2 – Humanities

Choose ONE of the following:

- XIDS 2100 Arts and Ideas: Special Topics (3)* (Topics in this course vary each semester)
- COMM 1154 Introduction to Mass Communications (3)
- ENGL 2110 World Literature (3)*
- ENGL 2120 British Literature (3)*
- ENGL 2130 American Literature (3)*
- ENGL 2160 Philosophy and Literature (3)*
- ENGL 2180 Studies in African-American Literature (3)*
- ENGL 2190 Studies in Literature by Women (3)*
- FORL 2200 Survey of National Literatures (3)
- FORL 2300 Topics in National Literatures (3)
- PHIL 2100 Introduction to Philosophy (3)
- PHIL 2120 Introduction to Ethics (3)
- Any 3 credits of foreign language 1001, 1002, 2001, 2002

*Before you register for these classes, you must have successfully completed ENGL 1101 AND ENGL 1102.
XIDS 2100 is listed in both categories, but it may be counted only once.
**AREA D - MATHEMATICS, SCIENCE and QUANTITATIVE TECHNOLOGY**

**SCIENCE, MATHEMATICS AND TECHNOLOGY LEARNING OUTCOMES**

- Develop the ability to understand basic scientific principles, theories, laws as they apply to all scientific disciplines;
- Develop the ability to demonstrate knowledge in at least one area of science;
- Develop the ability to discern the role in and impact to science on society;
- Develop the ability to identify and properly use appropriate technologies for scientific inquiry and communication including collecting and analyzing scientific data;
- Develop the ability to understand the physical universe and science's relationship to it;
- Develop the ability to understand the changing nature of science;
- Develop the ability to understand the scope and limits on the appropriateness of scientific inquiry to physical phenomena;
- Develop the ability to demonstrate critical observation and analysis;
- Develop the ability to apply mathematical principles to scientific inquiry, including the use of statistics and formulae to understand quantitative date.

**OPTION I - NON-SCIENCE MAJORS – Choose THREE from this page**

**Category I – Science Courses**

<table>
<thead>
<tr>
<th>Semester Earned</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASTR 2313</td>
<td>Astronomy (3+1)*</td>
</tr>
<tr>
<td></td>
<td>BIOL 1010</td>
<td>Fundamentals of Biology (3+1)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1011</td>
<td>Biology of Human Reproduction (3)</td>
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<tr>
<td></td>
<td>BIOL 1012</td>
<td>Ecology and Environmental Biology (3)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1013</td>
<td>Biology of AIDS and Infectious Disease (3)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1014</td>
<td>Nutrition (3)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1015</td>
<td>Unseen World of Microorganisms (3)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1107</td>
<td>Principles of Biology I (3+1)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1108</td>
<td>Principles of Biology II (3+1)</td>
</tr>
<tr>
<td></td>
<td>CHEM 1100</td>
<td>Introductory Chemistry (3)</td>
</tr>
<tr>
<td></td>
<td>CHEM 1151</td>
<td>Survey of Chemistry I (4)</td>
</tr>
<tr>
<td></td>
<td>CHEM 1152</td>
<td>Survey of Chemistry II (4)</td>
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<tr>
<td></td>
<td>CHEM 1211</td>
<td>Principles of Chemistry I (4)</td>
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<tr>
<td></td>
<td>CHEM 1212</td>
<td>Principles of Chemistry II (4)</td>
</tr>
<tr>
<td></td>
<td>CHEM 1230</td>
<td>Accelerated General Chemistry (4)</td>
</tr>
</tbody>
</table>

Choose TWO from the following science courses, at least one of which must be a course with a lab.

<table>
<thead>
<tr>
<th>Semester Earned</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 1111</td>
<td>College Algebra (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 1413</td>
<td>Survey of Calculus (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 1634</td>
<td>Calculus I (4)</td>
</tr>
<tr>
<td></td>
<td>MATH 2063</td>
<td>Introductory Statistics (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 2644</td>
<td>Calculus II (4)</td>
</tr>
</tbody>
</table>

**Category 2 – Mathematics, Science and Quantitative Technology**

Choose ONE from BELOW OR ABOVE as long as no more than two of three courses in Area D are from the same discipline.

*Note: With some exceptions (Biology and Physics), a course listed as a 3+1 can be taken without the lab component and used as a non-lab option.*

<table>
<thead>
<tr>
<th>Semester Earned</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CS 1030</td>
<td>Introduction to Computer Concepts (3)</td>
</tr>
<tr>
<td></td>
<td>CS 1300</td>
<td>Introduction to Computer Science (4)</td>
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<tr>
<td></td>
<td>CS 1301</td>
<td>Computer Science I (3)</td>
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<tr>
<td></td>
<td>CS 1302</td>
<td>Computer Science II (3)</td>
</tr>
<tr>
<td></td>
<td>CS 2000</td>
<td>Applied Computing for the Sciences (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 1111</td>
<td>College Algebra (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 1413</td>
<td>Survey of Calculus (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 1634</td>
<td>Calculus I (4)</td>
</tr>
<tr>
<td></td>
<td>MATH 2063</td>
<td>Introductory Statistics (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 2644</td>
<td>Calculus II (4)</td>
</tr>
<tr>
<td></td>
<td>MATH 2008</td>
<td>Foundations of Numbers and Operations (4)</td>
</tr>
</tbody>
</table>

*Prerequisite: MATH 1111 or 1113 with grade of C or higher*
OPTION II - SCIENCE MAJORS

1. Laboratory Science Courses

Take any TWO lab science courses from the list below.

<table>
<thead>
<tr>
<th>Semester Earned</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 1107 Principles of Biology I (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 1108 Principles of Biology II (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 1211K Principles of Chemistry I (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 1212K Principles of Chemistry II (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 1230K Accelerated Principles of Chemistry (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEOG 1112 Weather and Climate (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEOG 1113 Landform Geography (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEOL 1121 Introductory Geosciences I: Physical Geology (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEOL 1122 Introductory Geosciences II: Historical Geology (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 1111 Introductory Physics I (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 1112 Introductory Physics II (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 2211 Principles of Physics I (3+1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 2212 Principles of Physics II (3+1)</td>
<td></td>
</tr>
</tbody>
</table>

2. Mathematics, Science and Quantitative Technology

Students may take ONE from either the list below or from the list above as long as no more than two courses are from the same discipline

*A course listed 3+1 above may be taken without the lab component to be used as a non-lab option here.

Mathematics, computer science and most science majors must take MATH 1634. Engineer majors must take MATH 2644.

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 1634 Calculus I (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 2063 Applied Statistics (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 2644 Calculus II (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CS 2000 Applied Computing for the Sciences (3)</td>
<td></td>
</tr>
</tbody>
</table>
AREA E - SOCIAL SCIENCES
12 hours

SOCIAL SCIENCE LEARNING OUTCOMES

• Develop the ability to relate local, national and global social policy;
• Develop the ability to describe how historical, economical, political, social and spatial relationships develop, persist and change;
• Develop the ability to articulate the complexity of human behavior as functions of the commonality and diversity within groups;
• Develop the ability to appreciate and respect diversity among people and recognize the roles various peoples played in their culture;
• Develop the ability to identify and analyze both contemporary and historical perspectives on contemporary issues;
• Develop the ability to relate the contributions of groups and individuals to the history of ideas and belief systems;
• Develop the ability to critically analyze one’s own culture,

Category 1 – World History

Choose ONE of the following:

Semester Earned

HIST 1111 Survey of World History/Civilization I (3)
HIST 1112 Survey of World History/Civilization II (3)

Category 2 – American/ Georgia History

Choose ONE of the following:

HIST 2111 *United States History I (to 1865) (3)
HIST 2112 *United States History II (since 1865) (3)

Category 3 – American/ Georgia Government

POLS 1101 American Government (3) – Required for everyone

Category 4 – Social Science Elective

Choose ONE of the following social science electives:

ANTH 1102 Introduction to Anthropology (3)
ECON 2100 Economics for Everyone (3)
ECON 2105 Principles of Macroeconomics (3)
Prerequisite: 2.0 GPA
ECON 2106 Principles of Microeconomics (3)
Prerequisite: 2.0 GPA
GEOG 1013 World Geography (3)
Recommended for Early Childhood and Middle Grades Education majors
GEOG 2503 Cultural Geography (3)
PHIL 2130 Introduction to World Religions
POLS 2201 State and Local Government (3)
PSYC 1101 Introduction to General Psychology (3)
SOCI 1101 Introduction to Sociology (3)
SOCI 1160 Introduction to Social Problems (3)
XIDS 2300 Interdisciplinary Studies in the Social Sciences (3)
XIDS 2301 Introduction to Global Studies (3)

*Student may exempt HIST 2111 or HIST 2112 by examination. If the course is exempted, however, an additional 3 hours is to be taken from Category 4 of Area E.

AREA F
Courses Applicable to Major
(18 hours)
Physical Education Requirements by College

The College of Arts and Humanities – none
The College of Education – 3 hours (must include 2 hours of Health and Wellness and 1 hour of activity)
The College of Science and Mathematics – none
The College of Social Sciences – none
Richards College of Business – 3 hours
School of Nursing – none

All students must satisfy the physical education requirements of the college from which they graduate.

Discipline – Specific Writing (for Arts and Sciences Majors only)

Some majors require students to take at least two 3000/4000 level W courses (courses approved as Writing Intensive courses and marked in the semester bulletin with a “W”) for a total of six hours. At least three hours must be in the major. Consult with your advisor to determine if you have this requirement.

ENGL 1101 and 1102 (or the equivalent of) are prerequisites to all “W” courses.

Majors

Some majors may have specific core course requirements. Be sure to check the course requirements for your major as well as seek advisement from a faculty member in that department or a professional academic advisor prior to registering for classes.

Minors

Minors are offered in the following fields: Accounting, Africana Studies, American Studies, Anthropology, Art, Art History, Biology, Business Administration, Chemistry, Computer Science, Creative Writing, Criminology, Economics, Environmental Studies, Film, Finance, French, Geography, Geographic Information Systems, Geology, German, History, Latin American Studies, Literature, Management, Management Information Systems, Marketing, Mass Communications, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Real Estate, Religion, Sociology, Spanish, Theatre and Women’s Studies.
First Year Programs

The transition into college life, including meeting new academic expectations, becoming involved on campus and feeling connected to your new environment, is one of the most challenging aspects of any college career. For that reason, the University of West Georgia has implemented a set of programs to assist students in that transition.

These programs engage students in the intellectual, social and cultural dimensions of learning while challenging them to develop the skills and sense of responsibility needed to become successful college students. UWG’s first-year programs provide a foundational experience that meets the diverse needs of our students. First-Year for Everyone allows students to choose the program that best fits their needs. All incoming first-year students enroll in one of these programs.

Classroom-Based Programs

Learning Communities

Learning Communities are first-year classes of 24 students who share a common interest. Each class schedule has a thematic “keystone” course plus other courses that count towards Core Curriculum requirements. These students do not live together, however they do take courses together.

The following Learning Communities are offered during the 2011-2012 academic year: African-American Male Initiative, African-American Women, Art, Chemistry, Creative Writing, Film, Global Environments, Global Legacies, Global Social Change, North American Communities, Pre-Engineering.

Living-Learning Communities

Living-learning communities are similar to learning communities. However, these students will reside together on one floor of a residence hall. The following Living-Learning Communities are offered during the 2011-2012 academic year:

Foreign Languages and International Relations (FLAIR) is a living-learning community for students with an interest in French, German, Spanish and/or international relations. With mentorship from faculty and peers, FLAIR students will learn about foreign languages, cultures and people. FLAIR will combine class lectures, mentorship and speakers and will live in the University Suites.

MALES is an outdoor adventure living-learning community for men living on a floor in Strozier Hall. These students will take the course PWLA 2611 (06): Backpacking/Camping and have an opportunity to participate in outdoor adventure trips.

Well Women of West is a living-learning community for women interested in dance. They will live on a floor in Watson Hall. These students will take PWLA 1639 (01): Social Dance.

UWG 1101: The University Experience

UWG 110, a graded 2-credit elective course offered only to first-year students, teaches the skills and habits necessary to succeed in all aspects of college life.

Emerging Leaders

This program combines UWG 1101 with leadership-building activities and opportunities, such as retreats, workshops, service learning and participation in student organizations.

Honors College

The Honors College offers special courses, activities and a residence hall option to students who are Honors-eligible.

Mentor-Based Programs

iServe Mentoring

iServe pairs upper-class peer mentors with first-year students to help ease their transition to college life academically and socially. Student and mentor together complete a service project.

Multicultural Achievement Program (MAP) Mentoring

MAP Mentoring provides trained peer mentors to guide first-year minority students through UWG’s academics and social life.

The Freshman Commuter

Each student in the Freshman Commuter is assigned a commuter mentor who acts as a UWG resource to connect students with UWG.

Residential Peer Mentoring (RPM)

RPM integrates learning opportunities in the residence hall with those of the greater UWG community. In-hall programs include Student Academic Mentors (SAMs), Resident Assistants (RAs), certified tutors and more.

Contact Information:
First-Year Experience
www.westga.edu/fyp
e-mail: fye@westga.edu
(678) 839-5227
Phone Directory

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(phone (678) 839-6445 fax (678) 839-4766)

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Ganttner, Myrna
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June 1  Undergraduate application and document deadline  
July 7  Graduation application deadline (graduate students) for Fall 2011  
July 13  Graduate School application deadline for Fall 2011  
Aug. 8  Fall contract begin date for Faculty  
Aug. 15  New Faculty Orientation-VPAA  
Aug. 16  New Faculty Orientation-ITS Sessions  
Aug. 17  eCore classes begin  
Aug. 22  Classes begin  
Aug. 22 -Aug 28  Drop/add and late registration  
Sept. 3  No Saturday classes  
Sept. 5  Labor Day (no classes, offices closed)  
Oct. 1  Undergraduate graduation application deadline for Spring 2012  
Oct. 5  Last day to withdraw with a grade of W from eCore courses  
Oct. 12  Graduation application deadline (graduate students) for Spring 2012  
Oct. 14  Last day to withdraw with a grade of W  
Nov. 15  Undergraduate application and document deadline for Spring 2012  
Nov. 16  Graduate School application deadline for Spring 2012  
Nov. 17  Last day to submit theses, Ed.S. research projects and dissertations for Fall 2011  
Nov. 21 -Nov. 23  Thanksgiving recess (no classes, offices open)  
Nov. 24 -Nov. 25  Thanksgiving Holiday (no classes, offices closed)  
Nov. 29  eCore classes end  
Nov. 30 -Dec. 2  eCore final examinations  
Dec. 9  Final instruction/exam date  
Dec. 10  Graduation (Saturday, times to be announced)  
Dec. 12  Grades Due by 8:30 a.m.  
Dec. 19 -Jan. 2  Offices closed (TBD)  
Dec. 19 -Jan. 6  Winter Break  

For other calendars, please visit the website at http://www.westga.edu/index_calendar.php
Introduction to MyUWG

MyUWG is your gateway to many of the web based accounts or services you'll use here at UWG. Services like your Email, BanWeb and WebCT are simply clicks away after logging into MyUWG. This orientation exercise is designed to guide you through your first access.

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.

STEP 1. To access MyUWG, your browser should be directed to http://myuwg.westga.edu.

STEP 2. Click on “How do I get a user name and password?”

STEP 3. At the resulting page, Enter your STUDENT ID NUMBER then click “Search”.

The results will display your correct user id and provide the formula* for your password. You may wish to write down your user name. This is also the prefix for your email address.

STEP 4. Once you have your login information, click “Return to Portal” to return to the login page.

STEP 5. Log in by entering your user id and password and clicking “Log In”.

STEP 6. After successfully logging into myUWG, follow the instructions below to print your schedule.

1) Click the BanWeb Tab.
2) Click Student Services & Financial Aid.
3) Click Registration and Fee Payment.
4) Click Student Detail Schedule.
5) The Term “Fall Semester 2011 (View Only)” should be shown. If it is not, select it from the pulldown menu.
6) Click Submit.
7) Your schedule should be displayed. To print a copy, go to the File menu & select Print.
8) At the bottom of the Schedule page, click View Fee Assessment.
9) A copy of your bill is displayed. To print a copy, go to the File menu & select Print.

(*SOMEONE WILL BRING YOUR PRINT OUTS TO YOU AS WE MOVE ON TO STEP 7.)

STEP 7. Be sure to explore the many tabs and channels that MyUWG has to offer. You’ll notice at the top left there is a link called “My Account”. Use this link to change your password and your session time out properties.

The Main tab is your entry page. This is where you’ll find important announcements, quick access to email, as well as news and campus events.

The My Campus tab contains campus information including library access, policies, student resources, and a helpful department search.

The News & Events channel is your source for the latest campus headlines and details on campus events.

The My Courses tab will contain a list of the courses you are taking as well as important course related information and links to distance education information.

The BanWeb tab is a key area for MyUWG. BanWeb allows you register and drop classes (at specific times), manage your payments or financial aid as well as many other vital tasks.

The Support tab contains technical support information and resources for the general technology used on campus. This includes email, web publishing, ResNet, etc.

STEP 8. Be sure to exit MyUWG by clicking ‘Log Out” near the top right.
Banweb

Secure Access Login

User Name: 
Password: 

Login  Cancel

Having problems logging in? Click here.

Click on Student & Financial Aid

Click on Registration & Fee Payment

Click on Add/Drop Classes

Use the Pull Down to Select Term

Then Click Submit
Click on Add/Drop Classes

If You Already Know the CRN(s)

If Everything Went Well

If You Don’t Know The CRN

Class Search

Check the Section You Want
What is Wolf Watch?

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

WolfWatch allows students and advisors the ability to develop long-range degree completion plans. WolfWatch also streamlines the graduation process, and it helps students spend less time deciphering degree requirements and more time pursuing their academic goals. In addition, WolfWatch contains several features which allow students to make informed decisions about their future schedule. These include the following tools:

- “What if?” feature which enables students to pick a different major and view this modified degree audit
- “Look Ahead” feature that will apply future courses to a student’s audit to view their affect
- “GPA Calculator” for term calculation, advice calculation and graduation calculation
- “Planner” feature that will allow students and their advisors to plan for upcoming semesters

All currently enrolled undergraduate students who first attended UWG in Fall 1998 or later can utilize WolfWatch.

How to run a “What if” Scenario

Look Ahead Feature

Met Requirement Details
Amazing things happen when you Go West.
At UWG, you're encouraged to think in a whole different direction. Our more than 940 faculty and staff members are dedicated to helping you make your mark in your own way. This includes helping you achieve in the classroom and succeed in chosen career fields after graduation, but it also means cheering you toward personal and team victories on the athletic field, in artistic endeavors, in academic competitions and in the many leadership roles available in student clubs and organizations.

More than 10,000 students pursuing undergraduate and graduate degrees enroll at UWG each year. Students enjoy a complete college life experience on the Carrollton campus, a life that includes residence hall living, intercollegiate athletics competitions and opportunities to explore more than 150 student organizations. The university offers a variety of educational services, developmental programs and student activities designed to enrich the student's university life. We encourage students to utilize the services available to them to have the most fulfilling college experience possible. For more information on each service, please contact the individual department.
## Solutions Guide

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Area Code (678)
UWG Computer Access:
What You Need to Know

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

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

Your computer needs the following software:
- Word processor*
- Spreadsheet
- E-mail
- Web browser
*Free Microsoft Office copies are distributed to students.

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

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

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

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

NOTE: A modem is only necessary if you are not residing on campus in one of the residence halls. Students residing in the residence halls need a 10/100 Ethernet card and Ethernet cable to be able to connect to ResNet.

For more information about ResNet:
http://www.westga.edu/resnet
Why now?

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

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

Do I have to go out and buy a new computer?

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

ITS–Student Services

myUWG (Portal)

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Find answers at http://my.westga.edu

Computer Use Policy

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

Student E-mail Policy

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

Web Page Policy

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

Computer Labs

UWG provides access to a large number of general and specialized labs for student use. For more information on these labs, please visit uwglabs.westga.edu/
Career Services

Need a part-time job while in college? Do you need assistance determining your skills and strengths, or deciding on a career field? Want to gain practical experience in your major field of study? What about giving back to the community through volunteer work? Are you ready to look for career employment? If you answered yes to any of these questions, come to the Department of Career Services located on the top floor of Parker Hall. We can assist with resume development, interviewing skills, researching career fields, developing contacts for jobs and other issues relating to the job search process.

Career Services has five primary functions: student employment, career development/coaching, professional practice, special programs, and career employment.

Student Employment assists students and employers in meeting temporary, seasonal and part-time employment needs. A variety of employers use these services to obtain part-time employees - from large corporations to individuals needing help with babysitting and yard work.

Career development/coaching offers students career exploration, decision making skills, personal inventory assessments, and world-of-work exposure in a step-by-step process from first year to graduation.

Professional practice programs allow students to gain practical experience in their fields while providing employers a highly motivated and educated employee.

Career employment is responsible for working with seniors and recent alumni who are involved in job/career searches.

Throughout the year, each department within Career Services conducts special on-campus and off-campus events for students and employers: Job Expo, Volunteer Fair, Education Career Fair, and GACE College-to-Career Fair. Students are encouraged to take advantage of these special programs.

For more information about Career Services contact (678) 839-6431 or visit the website at http://careerweb.westga.edu.

University Bookstore

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

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

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

**Bookstore Hours**

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<th>Days</th>
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<td>Mon.-Thurs.</td>
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<td>Friday</td>
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<tr>
<td>Sat.</td>
<td>10:00 a.m. – 2:00 p.m.</td>
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*Extended hours are offered at the start of each semester, and hours may be reduced when classes are not in session.

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

Tutoring  FREE one-on-one tutoring in all core courses. Use us often and early.

First Year Support Resource center for all first year students and your parents. We're your trouble shooter.

Peer Mentoring Paired with incoming students, upper class students serve as your big brother/sister. Just contact us to sign up.

Academic Advisement Holistic academic advisement and personal assistance with course/major selection for undeclared students and certain pre-majors.

Major Exploration Explore major/career options compatible with your strengths/interests. Decide on the best major/career for you!

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

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

Multicultural Achievement Academic support for minority students that includes mentoring and academic study skills sessions.

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

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

Remember, EXCEL’s services are available to all students, regardless of the first year experience program with which you are involved.

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

Cheryl Rice, Director, crice@westga.edu
DeLandra Hunter, Associate Director, dhunter@westga.edu
Ashley Lewis, Assistant Director, alewis@westga.edu
William Etheredge, Academic Advisor, wethered@westga.edu
Arlene Pace, Senior Secretary, apace@westga.edu
Wes Kirkbride, Academic Advisor, wkirkbri@westga.edu
Pamela Maxey, Academic Advisor, pmaxey@westga.edu
Emily Hall, Academic Advisor, ehall@westga.edu
Dave Haase, Athletic Academic Coordinator, dhaase@westga.edu
The Multicultural Achievement Program
The academic resource center for all minority students

**Study Skills Sessions**
Seminars focused to strengthen academic deficiencies and provide study techniques.

**Peer Mentoring**
Minority freshmen are assigned upper classmen as mentors to assist them in adjusting to the University of West Georgia.

**Academic Awards Program**
Awards program recognizing the academic achievement of UWG students and area high school minority students.

**Grade Monitoring/Early Intervention**
One-on-one academic assistance offered to minority students to achieve academic success.

**Minority Academic Advising**
Minority students receive supplemental academic advising in addition to departmental advising.

**The Legacy**
Monthly newsletter distributed showcasing academic seminars/events and providing information pertinent to minority students.

**MP2U**
More Power to You is a second year program for minority students that guides sophomores through the exploration of majors and careers.

**Latino Student Success**
A community of support for Latino students through study groups, Latino peer mentoring and the Latino Cultural Society student organization.

We Help Minority Students Achieve Academic Success
Students are encouraged to seek the assistance of the MAP Coordinator for any questions or concerns in relation to college adjustment or academic success.

**Contact us**
Visit us in the EXCEL Center *(located in the UCC 200)*
Call us at (678) 839-6280
E-mail us at map@westga.edu

Ashley Lewis, Coordinator
Multicultural Achievement Program
University Writing Center

Role Of The University Writing Center

Designed to serve the entire campus community, the Writing Center, housed in the College of Arts and Humanities and administered by the Department of English, 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 Writing Center is designed to support and supplement instruction in all disciplines. The staff works with students referred by faculty and students who come on their own. Class visits can be arranged, and the staff can assist faculty in preparing writing-related materials for classroom use and houses an extensive library of writing-related research and resource materials that patrons may use. 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.

Regarding Faculty

The Writing Center promotes the university’s mission of academic excellence in a personal environment by offering students innovative, individualized writing assistance that nurtures independent learning. Students and faculty are welcome to call, drop by or contact us for help with any kind of writing project or assignment.

LOCATION: Technology-Enhanced Learning Center (TLC) 1201, Parkman Room

Contact us at (678) 839-6513, writing@westga.edu (for information, appointments), quickfixwc@gmail.com (for online tutoring) or visit us at www.westga.edu/~writing.

Math Tutoring Center

The Department of Mathematics operates a free tutoring service called the Math Tutoring Center. The tutoring center is staffed by faculty and students who have demonstrated an understanding of the mathematics courses offered at this institution. The tutoring center is open to anyone who needs help in MATH 1001, MATH 1111, MATH 1112, MATH 1113, MATH 1413, MATH 1634, etc.

The Math Tutoring Center is located in room 205 of the Boyd Building. If you have any questions or comments about the math tutoring center, please contact Jim Bellon at (678) 839-4140 or visit online at http://www.westga.edu/~math/mtc.htm.
How am I going to pay for all this?

You made it into the University of West Georgia. Congratulations! Now the reality sets in. There’s tuition, books, room and board. Oh, and you’re supposed to eat, right?

The Enrollment Services Center (ESC) is your first stop for financial aid and registration customer service. The ESC is here to help you understand and qualify for any state and/or federal funding that is available to you. You may utilize the services of the ESC via the Internet, by phone or in person. Your newly created BanWeb account contains your MyUWG e-mail account, and is your portal to important information from us about your financial aid, documents required to complete processing, and other important communication from Financial Aid as well as other departments on campus.

The Enrollment Services Center helps you:
• Find the best sources to pay for your expenses
• Apply for the aid that best suits your needs
• Sort through all the requirements so you receive your money ASAP
• Teach you what you need to know about the aid you get

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

Following submission of your FAFSA form, you’ll be contacted via your new MyUWG account with further instructions, your award letter and other periodic information. For information on academic requirements for financial aid and HOPE requirements, please see Appendix G.

Which Office Do I Need?

Enrollment Services Center or the Bursar’s Office

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

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

1. **GET ORGANIZED!** Create a personal financial aid file, notebook or envelope for all of your financial aid information. Make a copy of everything you submit to our office, to the federal government and to any private scholarship foundations and keep your copies in this file.

2. **COMPLETE THE FAFSA (Free Application for Federal Student Aid) ONLINE.**
   
   [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is a federal government application, so have the most recent tax returns – yours and your parents’ – in hand when you are ready to complete this form. You will need a new FAFSA each year. When you complete the FAFSA, you will be given a **Personal Identification Number**. You will use this number every time you apply for financial aid. **Keep this PIN in your records.** MY PIN IS: _______________

   **NOTE:** to apply for HOPE, you must complete the GSFAPPS at www.gacollege411.org. Once complete, it is on file with the Georgia Student Finance Commission for the duration of your enrollment.

3. **BE ADMITTED WEST.** Contact our admissions office with questions regarding your status.

4. **SUBMIT ALL VERIFICATION DOCUMENTS REQUESTED BY OUR OFFICE.**
   
   Some students do not need to take this step. If you have to complete this step, we will send you a letter telling you which documents to submit and which forms to complete. You can also check BanWeb to see if we need any additional information. Examples of verification documents include copies of your tax returns, birth certificate or marriage certificate. The sooner you get this information to us, the quicker you will get to Step 5!

5. **WATCH YOUR MAIL.** This year only, we’ll send you a paper award letter in the mail. The letter will tell you what types of financial aid you may receive. Some forms of aid require you to take additional steps. This will be outlined in the award letter. If you receive an award that includes a student loan and you do not wish to take it, you may cancel this on our website [http://www.westga.edu/financialAid/index_2774.php](http://www.westga.edu/financialAid/index_2774.php).

6. **FORD DIRECT SUBSIDIZED OR UN-SUBSIDIZED LOAN.** You will be sent an e-mail with instructions on completing the entrance counseling session online.

7. **FORD DIRECT SUBSIDIZED OR UN-SUBSIDIZED LOAN.** You will need to complete an Electronic Master Promissory Note. You will receive an e-mail when it is time for you to complete this step. You will need your Federal Pin from Step 2.

8. **FEDERAL WORK STUDY.** During the first week of classes, go to Career Services (in Parker Hall) and seek assistance. The Federal Work Study jobs are posted in the Career Services office.

9. **PERKINS LOAN.** If you have been awarded this loan, complete the Perkins P & C form that will be mailed to you. The Bursar’s office will notify you when your Master Promissory Note is available for you to sign.

10. **EVALUATE YOU AWARD PACKAGE:** If you see that you still need assistance in paying for your education, your parents can take out a Parent Plus loan. This application is available on our website at [http://www.westga.edu/financialAid/index_2774.php](http://www.westga.edu/financialAid/index_2774.php).

   Contact the Department of Financial Aid at (678) 839-6421 or finaid@westga.edu with questions. Our office will contact you via the U.S. Postal Service until you have attended Orientation. After your Orientation, we will then contact you only through your new UWG e-mail account.

   **Remember, you must re-apply for financial aid each year.**

   **Enrollment Services Center**
   University of West Georgia, Parker Hall
   Carrollton, GA 30118
   (678) 839-6421
Standards of Conduct

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. Applicable Legal Sanctions for Unlawful use of Illicit Drugs or Alcohol

The Georgia Penal Code defines “Controlled Substances” in Drug Schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39, covering 14 pages of text, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers and other materials. The State Board of pharmacy may add new material to the list as required.

An even broader category of dangerous drugs is defined in O.C.G.A. Section 16-13-71, covering 41 pages of text describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

• Criminal Punishment
  – State of Georgia:
    “First Offender”: A person never before convicted of possession of a small amount of controlled substance may, at the discretion of the judge, be afforded the first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2 (a)). Possession of one ounce or less of marijuana may result in imprisonment not to exceed 12 months and/or a fine not to exceed $1,000, or “public works” not to exceed 12 months (O.C.G.A. 16-13-2 (b)).
  
    Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30j (2)).
  
    Trafficking in marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from $25,000 to $200,000 (O.C.G.A. 16-13-31-(c)).
  
    The penalty for violation of the dangerous drug section is as for a misdemeanor (O.C.G.A. 16-13-79).
  
    The penalty for violation of the “controlled substances” provision are numerous and they vary, depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of trafficking narcotics (Schedule II).
  
    Possession of an alcoholic beverage by any person under age 21 may result in confinement not to exceed 30 days or a fine of not more than $300, or both.

    Georgia law specifies property which is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation.

• Federal Sanctions for Drug Offenders:
  – Title 21, United States Code, Sections 841-858 describes the acts and criminal penalties and civil and criminal forfeiture provisions established by Congress, covering 28 pages of text.
  – Title 21, U.S.C., Section 812, contains five schedules of controlled substances.” Schedule I describes certain opiates; Schedule II contains opium, cocaine and other addictive substances; Schedule III lists amphetamines, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Schedule V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules.

    The manufacture or distribution of various controlled substances, depending upon their schedule sequence and the amount of substance involved, is punishable by confinement ranging from not less than 5 nor more than 40 years and fines from $2,000,000 to $10,000,000.

    The penalty for “simple possession” of illegal drugs ranges from 1 to 20 years, depending upon the substance schedule, amount possessed, and the number of convictions (Title 21, Section 844).

    The distribution, manufacture, or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in Section 841 (b) (not less than 10 nor more than 80 years, depending upon the schedule and amount), where such offense was performed on or within one thousand feet of a college or university. Section (a) denies certain “federal benefits” to drug traffickers and possessors, such as federal grants, contracts, loans and professional licenses.

    Section 853 provides for forfeiture of possession and title to the federal government of any property used in drug offenses.

Health Risks Associated with the use of Illicit Drugs and Alcohol

Drug and alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace not only contributes to lost productivity, but also causes tremendous costs related to absenteeism, accidents, health care, loss of trained personnel and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence. Users may develop a craving for these drugs or alcohol and their bodies
may respond to the presence of drugs in ways that lead to increased drug and alcohol use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user’s life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation and perception. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

The University Health Service has other information as to the effects of drugs and alcohol.

Drug and Alcohol Educational Counseling, Treatment and Rehabilitation Programs Available to Students and Employees:

The University Health Service, Department of Residence Life, Student Development Center, University Police and the Department of Student Activities have many ongoing programs that specifically address alcohol and drug abuse problems. For example, the University Health Service provides numerous pamphlets on the facts of alcohol and drugs, and utilizes Student Development Center resources for counseling services.

Programs are provided promoting healthy lifestyles with emphasis on awareness of the dangers of drug and alcohol abuse. Employees with substance abuse problems are encouraged to seek professional assistance within the parameters of the institutional personnel policies and procedures.

Sanctions:

Faculty, staff and students are expected to adhere to the policies of the university and observe the basic standards of good conduct, meet acceptable performance standards, and observe all local, state and federal laws relative to unlawful use of drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion and termination of employment. Detailed sanctions are defined in the student handbook, board of regents policy manual, faculty handbook, and classified employee handbook.

University Police follows a policy of zero tolerance for violation of all laws involving alcohol and drugs. All persons found in violation of these laws are arrested and prosecuted to the fullest extent of the law.
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. Hours are Monday through Thursday from 8:00 a.m. until 6:00 p.m., and 8:00 until 5:00 on Fridays during fall and spring semesters. During the May and summer sessions, we close at 4:00 p.m. Students who need transportation assistance in reaching the infirmary can call University Police at (678) 839-6000. Patient information is treated with the strictest confidence. As university students are legally adults, no patient information or records can be discussed or released without the patient’s written permission.

Features

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

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

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

• Gynecology Clinic
Offers examinations and testing for sexually transmitted diseases and vaginitis. Pap smears and some STD screenings are offered at a minimal charge. Colposcopy and cryotherapy are available on site if needed due to an abnormal pap smear. Pregnancy tests are available.

Contraceptives are available. Following the exam, the first month of most birth control pills is free. The remaining prescription is offered at cost. Condoms are free, while the morning-after pill is offered at cost. Appointments for gynecological or breast exams may be made by calling (678) 839-6452.

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

• Website www.westga.edu/~health
Have questions? We have answers. Visit our website at www.westga.edu/~health to get answers to many questions, including general health, wellness, depression, eating disorders, sexually transmitted diseases and contraceptives. To verify the immunization information received by UWG, check our website using your student ID at “Check Your Immunization Status.”
**Health Education**
Want to learn more? Our health educator, the “peer educators” and the men’s “One in Four” (Men Taking a Stand against Sexual Assault) group offer seminars and programs on many health issues throughout the year. Watch for flyers, public service announcements or log onto our website at www.westga.edu/~health. Groups may request seminars on specific topics by contacting Debra Dugan at (678) 839-0642 (ddugan@westga.edu) or Ron King at (678) 839-4164 (rking@westga.edu).

**Services**

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

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

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

**Contraceptives** (see section on gynecology also)
Condoms are free of charge. A wide array of birth control pills, as well as diaphragm rings, injections and patches are available. The provider counsels with the patient to select a contraceptive.

The morning after pill is available for a price at the pharmacy.

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

**Available Testing**

- Pregnancy
- AIDS
- Other sexually transmitted diseases
- Urinalysis
- Mono
- Hemoglobin (for anemia)
- Strep swab
- Accu-check (for glucose)
- Flu swab
- Hearing test
- Pulmonary function
- Burn treatment
- Pulse oximetry
- EKGs
- Cultures
- Biopsies (tissue analysis)

**Procedures**

- Nebulizer treatments
- Vaccinations
- Freezing (or Cryo) of warts on hands, feet, genitals
- Sutures
- Mole removal
- Allergy injections
- Prednisone and antibiotic Injections
- Oxygen
- Intravenous fluids and medicines

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

Students should remember that, if they are covered by personal or parent’s insurance, it is essential that an insurance policy number be in their possession.

The university does not provide insurance to students. However, the University System of Georgia has contracted with a company which will sell insurance to students. Information can be found at http://www.usg.edu/student_affairs/faq/health/.

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

The Student Development Center provides career, academic and mental-health counseling, as well as educational and developmental programs for all University of West Georgia students. Additional support services for disabled and non-traditional students are coordinated through the center.

Counseling Services

Career Counseling
- Career interest and personality measures
- Individual counseling
- Career information

When it comes to careers or college majors, some students don’t have a clue, while others simply want to confirm that the choices they have already made are sound. Most students fall somewhere between the extremes. The Student Development Center’s career counseling program offers all students help in selecting a career or college major.

Academic Counseling
- Adjustment to college study
- Note-taking
- Reading textbooks
- Test anxiety
- Time management

For students trying to make the jump from high school to a university, hang on to a HOPE scholarship, or raise their GPA, the PASS Program (Promoting Academic Success for Students) will make a difference. PASS offers individual or group help for reading textbooks, note-taking, time management, taking tests, etc. The program also helps students to meet the expectations of professors.

Personal Counseling
- Adjustment to college
- Relationships
- General personal concerns
- Substance abuse (including alcohol)
- Psychotherapy for general or specific concerns:
  - Depression
  - Anxiety or excessive worry
  - Rape, incest, abuse and other personal violations
  - Eating disorders

The Student Development Center provides individual and group counseling for all personal concerns. The service is successful and popular – over the years, the center has helped thousands of students with personal counseling.

Caring, competent and professional counselors are prepared to listen to any issues. Counselors are experienced in working with college students of all ages and backgrounds, and are appropriately trained and licensed.

Developmental Services

- Classroom presentations
- Programs for residence halls, Greeks and other student groups
- Workshops for human relations skills
- Cooperative programs with faculty and staff

To reach the widest possible audience, prevent student issues from becoming problems and encourage student success, the Student Development Center provides a wide offering of educational programs. Each year more than 1,000 students participate in groups, presentations and developmental programs offered by the center. Counselors go into classrooms, residence halls and other facilities for presentations, workshops and staff training sessions. These programs are free and can focus on any problem or human relations skill that is related to counseling or student development.

Disability Services For Students

The Student Development Center coordinates special services for students with a temporary or permanent physical or psychological disability or learning disorder (learning disorders include attention deficit disorder, acquired brain injury and learning disability). To receive the services, a student must provide recent documentation test evaluations that say clearly that a physical, psychological or learning disorder is present.

For all types of disability, certain accommodations are provided in order to diminish as far as is possible the effect the disability may have on learning, performance in class, and testing. These accommodations are determined and developed on a case-by-case basis by the Coordinators of Disability Services for Students, based on the student’s documentation and on a personal interview with the student, as well as with the student’s parents when appropriate.

Accommodations may include but are not limited to the following:
- Early bird registration for all students with a disability
- A written, individualized Student Accommodations Report for professors, if desired
- Modification of test format
- Substitution of English language courses for a foreign language requirement
- Tutoring
- Special test administrations
- Extended test times
- Preferred seating in classrooms
- Help in locating and acquiring necessary classroom assistance for students with a disability is provided by the Coordinators of Disability Services and includes such aids as notetakers, captioning, books on tape, readers, special furniture, student aides, assistive technology and other such assistance as is needed.
How to See Us

- 123 Row Hall
- (678) 839-6428
- 8:00 a.m. – 7:00 p.m. Monday – Tuesday
- 8:00 a.m. – 5:00 p.m. Wednesday – Friday

The Student Development Center is located in Row Hall, across from Parking Services. Students may call or come by from 8:00 a.m. to 5:00 p.m. to schedule an appointment, or to inquire about programs or services. Although some services may be available on the day they are requested, counseling sessions are held by appointment only, usually within a few days of the request.

Remember!

- The Student Development Center is your counseling service while you are enrolled at University of West Georgia.
- The services of the center are free while you are a student at the university.
- We don’t tell others what you discuss with us.
With so many great places to eat on campus, we just had to give you a map!

WE ACCEPT

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

Does food prepared to order, in front of your eyes, just moments before serving sound good? Real Food on Campus (RFoC) gives you a chance to be part of what's happening. You can watch the chef prepare and present your meal in a colorful, appetizing, exciting setting.

The atmosphere and environment change with the seasons or seasoning, whichever you like. Bring your friends, enjoy a meal and get pleasure from a place that is truly yours, the RFoC at the Z–6 Dining Hall.

**Hours of Operation Z–6:**

- **Monday–Thursday**
  - Breakfast: 7:00 a.m.–10:59 a.m.
  - Lunch: 11:00 a.m.–2:30 p.m.
  - Lite Fare: 2:30 p.m.–4:30 p.m.
  - Dinner: 4:30 p.m.–8:00 p.m.
  - Friday: 7:00 a.m.–4:30 p.m.
  - Saturday: 10:00 a.m.–7:00 p.m.
  - Sunday: 10:00 a.m.–8:00 p.m.

**Join Us Now!**

*Resident freshmen must select one of these three membership plans:*

- **Pack Unlimited Membership** $1,634 per semester
  - Unlimited meals per week + $200 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z–6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Wolves Membership** $1,516 per semester
  - 14 meals per week + $250 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z–6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Basic Membership** $1,266 per semester
  - 14 meals per week.
  - Restricted to freshmen only

*Freshmen living on campus with less than 30 credit hours must participate in the Pack Unlimited, Wolves, or the Basic Membership.

**Upperclassmen and commuters may purchase the Pack Unlimited or the Wolves Membership, and also have the following meal plan choices:**

- **NEW Cub Membership** $1,245 per semester
  - 10 meals per week + $300 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z–6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Pup Membership** $831 per semester
  - 7 meals per week + $150 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z–6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Budget Membership** $604 per semester
  - 5 meals per week + $100 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z–6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Block 50 Membership** $340 per semester
  - 50 meals to be used anytime during the semester.

- **Block 20 Membership** $140 per semester
  - 20 meals to be used anytime during the semester.

- **WestGA Debit Membership** $200 per semester
  - WestGA Debit reload: $50 per semester

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Dining Dollars are accepted at all dining locations on campus and can be used tax free.

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**The Wolves Den Food Court**

The Wolves Den Food Court, located on the bottom floor of the UCC offers many of your favorites, such as Chick-fil-A, Topios Pizza, Burger Studio, Tortilla Fresca, and Fresh and Healthy. For a quick pick-me-up or meals on the go, this is the place for you. Pay cash for the item you purchase or use Wolf Bucks, Credit/Debit or the Dining Dollars portion of your meal membership. The Wolves Den is open Monday through Friday, during the fall and spring semesters.

**Hours of Operation**

- **Monday–Thursday** 7:00 a.m.–10:00 p.m.
- **Friday** 7:00 a.m.–6:00 p.m.

**The Centre Café**

The Centre Café, located on the top floor of the University Community Center, is open from 7:30 a.m. until 7:00 p.m. Monday through Thursday and has limited Friday and weekend hours. The Café features Starbucks Coffee, Quiznos, sushi, gourmet sandwiches and desserts. You can pay cash for the items purchased here or use Wolf Bucks, Credit/Debit or the Dining Dollars portion of your meal membership.

**Hours of Operation**

- **Monday–Thursday** 7:00 a.m.–7:00 p.m.
- **Friday** 7:00 a.m.–4:30 p.m.
- **Sunday** 6:00 p.m.–10:00 p.m.

**C3 Convenience Store**

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

**Hours of Operation**

- **Monday–Thursday** 7:00 a.m.–10:00 p.m.
- **Friday** 7:00 a.m.–4:30 p.m.
- **Sunday** 6:00 p.m.–10:00 p.m.

**The Java City Kiosks**

Java City offers a variety of coffee blends, flavored coffees and specialty products. Java City roasts only the highest quality 100% Arabic Beans, and offers several flavored beans in addition to its light, medium and dark roasts, appealing to a variety of taste preferences. In addition to coffee, these kiosks offer ice-cold smoothies, freshly baked pastries, grab’n go sandwiches and salads. The Java City kiosks, in the Education Center and the TLC building, provide convenient, trendy satellite retail locations during regularly scheduled class days.

**Java City – TLC, and Ed Center**

- **Monday–Thursday** 8:00 a.m.–6:00 p.m.
- **Friday** 8:00 a.m.–2:00 p.m.
- **Saturday–Sunday** Closed
The University Community Center

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

**The EXCEL Center of Academic Success** (see page 46 for information.)

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

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

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

**The Wolves Card Office** - The Wolves Card Office, located next door to the Auxiliary Office on the top floor of the UCC, is your UWG ID card headquarters. In addition to making the campus ID card, the Wolves Card Office will reserve campus space for student organizations, accept Wolf Bucks deposits, send and receive faxes, and offer assistance with HigherOne accounts. Office hours are Monday – Friday, 8 a.m. – 5 p.m., open first two weeks of Fall and Spring semester until 7:00 p.m. Monday – Thursday. Deposits to Wolf Bucks are received until 4:30 p.m. Monday – Friday.

**Commuter Lounge** - Located on the third floor of the UCC room 311 and open to all commuter students Monday – Friday, 9 a.m. – 5 p.m. in the fall and spring semesters. Available for your use are computers, a printer, tables, refrigerator, microwave and lots of comfy couches that are perfect for an afternoon nap. The lounge is monitored by a Commuter Assistant who is there to answer any questions you may have concerning commuting or life at UWG. Feel free to stop by and enjoy all the wonderful things the commuter lounge has to offer you.

**UCC Centre Café Lounge** - Centre Café Lounge is the television lounge located on the third floor of the University Community Center. This space features comfortable seating, a big screen TV for student use and numerous computer surf stations. This area has the same hours as the C3 convenience store.

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

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

We accept delivery from UPS and Federal Express.

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

The Campus Mail Services Center is a USPS Contract Postal Unit. We offer most window services (i.e. express, global priority, registered, certified and insured mail). A variety of stamps are available. Money orders (international and domestic) may be purchased for cash only. Mail Services does not accept credit cards for payment. The window schedule is Monday – Friday from 8 a.m. – 4:30 p.m.

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

**Quiznos** - Quiznos is located on the third floor of the UCC. It is open Monday – Thursday 10:30 a.m. – 10:00 p.m., Friday 10:30 a.m. – 4:30 p.m., closed Saturday, Sunday 7:00 p.m. – 10:00 p.m.
Many of a student’s financial transactions on campus are now cashless. Every student will receive two very important cards while at UWG. One is your official UWG ID card and the other is your HigherOne card. Treat these cards as you would real cash in your pocket or any other debit card you may carry. Visit our office at UCC third floor or call (678) 839-6525.

Your official UWG Wolves ID Card will be made after you register for classes. This card does the following:
• Allows card access to your residence hall and Campus Center
• Allows access to athletic and student activities
• Serves as your library checkout card
• Serves as your dining card if you have a meal plan

You may add additional cash to this card, called Wolf Bucks, which allows you to use the following cashless services.
• Purchase food at the following campus locations: Quiznos, Food Court, Centre Café, C-store, Starbucks, Java City Coffee, Z-6, C3 Express
• Purchase snacks and beverages from selected vending machines
• Pay for computer lab printing and photo copies in the library and the UCC
• Pay for laundry in residence halls [all washers and dryers are cashless]
• University Bookstore

You can add money to your ID card at the Wolves Card Office using cash, check or credit card. You may add cash to your ID card at any of the five value transfer stations located on campus, or you can add money to the ID card over the Web in a secure manner, (https://services.jsatech.com/index.php?cid=75). It is important to spend your Wolf Bucks balance while you are a student. Otherwise, a processing fee is taken before a refund is processed.

Soon after you register, you will receive your HigherOne card in the mail. Do not throw this away! You must activate this card in order to receive the following financial disbursements from UWG:
• Any financial aid balance refunds
• Refunds from dropped classes
• Refunds from early withdrawals
• Scholarships
• Other refunds

The HigherOne card is a true debit card in that any funds that reside on this card can be spent at any worldwide merchant that accepts MasterCard debit cards. The locations currently on campus where you can use the funds on this card are:
• University Bookstore
• Pay fees at Office of the Controller
• All food locations
• The Wolves Card Office
• C3 Store

HigherOne ATM:
• Lower level-Z-6
• UCC

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

http://www.westga.edu/wolvesCard
University Police

The University of West Georgia Police Department is certified by the State of Georgia as a full service police agency with authority to enforce all state laws, city ordinances and the university's conduct. It operates 24 hours a day, including weekends and all holidays. The department is located in two facilities on campus. The administrative offices, uniform and criminal investigation divisions are located in Row Hall off University Drive at Aycock Drive. The communications center is located on the ground floor of Aycock Hall off Aycock Drive. The emergency number is (678) 839-6000. All students are encouraged to program this number into their cell phones.

Emergency phones are located throughout campus and will provide direct access to the communications center. They may be used for both emergencies and requests for service. University Police should be called to report criminal activity, fires, psychological and medical emergencies. The department investigates all crimes which occur on campus and prosecutes its cases in city, state and superior court. University Police also refers cases to Student Affairs and Enrollment Management for disciplinary action.

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

The department operates a website (www.westga.edu/police) which provides information about the department personnel, current crime information (Clery Act), application for, and a “warning section” where current information about issues relevant to the safety of the students can be found.

For Assistance:
University Police – (678) 839-6000 (24 hours)
Administration – (678) 839-6252 (Monday – Friday)
Criminal Investigations – (678) 839-4974 (Monday – Friday)
Carroll County Emergency – 911 (8+911 from a campus phone)

Parking Services

All students, faculty and staff who operate a motor vehicle on campus must register their vehicle with Parking Services, regardless of the time or number of classes taken. The campus has been divided into zones which are assigned to residential and commuter students and faculty/staff members. When a vehicle is registered, a zone will be assigned and a hangtag issued. The hangtag must be hung from the mirror and visible any time the vehicle is parked on campus. A copy of the Parking Code may be found on the Parking Services website (www.westga.edu/parking/) under Parking Services. All drivers are responsible for reading, understanding and complying with the code.

A vehicle parked in violation of the Parking Code will be issued a citation and assessed a fine. An appeals process exists and is described in the Parking Code. The person to whom the vehicle is registered is responsible for all citations received on the vehicle, even if the registered person was not driving when the violations occurred.

All assessed fines must be paid prior to registration for the following semester. Any student with an outstanding balance will not be allowed to register until payment has been received.

If a primary registered vehicle is unavailable and another is driven to campus, the owner should use the hangtag for the day or until the primary vehicle is available again. If the owner does not have the hangtag with them, he/she MUST call Parking Services ((678) 839-6629) and provide vehicle information to staff or leave it on the voice recorder. If a citation is issued and this call has been made, the citation will be voided.

Campus Shuttle Bus

Parking Services and Transportation operates the campus shuttle system, which provides a safe and reliable means of transportation around campus. The shuttle service operates Monday through Friday, transporting riders to various locations on campus. For shuttle information please go to our website (www.westga.edu/Parking/index_2937.php).
Commuter Services

We are a part of the Student Affairs division, in the Office of First Year Experience. The sole purpose of our services is to serve you, current or future UWG commuter students, so you can make the most of your UWG experience.

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 freshman 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.

Amenities Commuter Services provides:

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 UCC Room 311 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. If you have a question, e-mail commuter@westga.edu, call the commuter lounge at (678) 839-5307, or stop by the commuter lounge to say hello.

Commuter Student Association -
To join, e-mail commuter@westga.edu
Great way to get involved.
Commuter Student Association Monthly News Letter
Monthly Meetings
To reach us, call (678) 839-5227, visit our website at www.westga.edu/commuter, or e-mail commuter@westga.edu.

International Students

The International Student advisor, in International Services and Programs, is a real friend to all international students. If you’re from another country, be sure to look her up and get to know her. This office provides assistance and advice about a wide range of concerns and will do everything possible to help international students adjust to their new environment. The office is in 228 Row Hall ((678) 839-4780), e-mail sshortt@westga.edu, or visit www.westga.edu/isp.

Study Abroad

Would you like to see the world as part of your education? Then come by the International Programs Office. There are summer, semester and year-long study abroad programs available across all disciplines and all academic classes. A majority of programs are quite economical and well within the student budget. Scholarships received on campus, including HOPE, may be applied to study abroad costs. STARS and West Georgia Foundation scholarships for study abroad are also available. In addition, many programs have scholarships available for UWG students. Experience a global education through UWG’s International Programs. Come by the office and discover the wide range of programs available. The office is located in 223 Row Hall. (Telephone: (678) 839-4780, www.westga.edu/isp).

Residence Halls

Housing and Residence Life is responsible for the daily operations, including programming and staffing, for all 10 residential communities. Approximately 2,700 UWG students are living on campus. All freshmen students are required to live on campus. Exceptions to the requirement can be requested by married freshmen students or freshmen students who live at home with a parent (at their permanent address) within a 30-mile radius of campus.

Each residential community has a live-in staff member, known as a Resident Director or Residence Life Coordinator who supervises the Resident Assistants (RA) that live in that specific building/area. RAs live on each of the residential floors/areas and serve as a resource for students about campus programming and services. Additionally, RAs provide regular in-hall programming, including opportunities to learn about campus services, to enhance academic performance and social events. Residents can also get involved in their hall’s council (similar to Student Government).

The “Res Life” student handbook contains residence hall policies and regulations, and can be found by visiting the Housing and Residence Life website at www.westga.edu/housing.

Irvine Sullivan Ingram Library
http://www.westga.edu/~library/

The Irvine Sullivan Ingram Library, a four-story building of some 85,000

Additional Student Services
square feet, has electronic classrooms, conference rooms, small group study rooms, computers and other equipment for accessing materials retained in print, online, recorded and micro formats. Wireless access to internet resources is available throughout the building. Study tables and casual seating can be rearranged so students can work individually or in small groups. New books, current newspapers, DVDs and periodicals are on display near the Circulation Desk, which also has laptops available for checkout.

Library collections include over 400,000 cataloged volumes, over 1,000,000 microforms, more than 20,000 maps and charts, as well as audiovisual items, archival materials and government documents. The library provides access to some 50,000 print and electronic serials, including magazines, scholarly journals, and newspapers, and to an extensive array of online databases and research tools to facilitate access to materials. The library conducts classes and sign-up sessions to help students use information resources, and provides assistance at the reference desk, via telephone, and through 24/7 chat service available through the library website. Through the library's web-based catalog GIL Express and interlibrary loan system, students can locate and request materials from state, national, and international library collections. UWG students also have borrowing privileges at libraries in the University System.

The Annie Belle Weaver Special Collections contains information about the history of the university and the geographic area it serves. The Thomas B. Murphy Holocaust Teacher Education Training and Resource Center, on the second floor of Ingram Library, is the only Holocaust center in the United States devoted to teacher training located in a state-supported institution.

Hours are listed on the library website, along with links to information about services and access points for materials available in online formats. The university ID card allows students to check out and request materials.

Weather/Emergency Closing

Because of the difficulty of making up lost time, classes or examinations are cancelled only in extreme circumstances. In the event of emergency university closing, announcements will be made over radio stations in Carrollton, Newnan, Bremen and Douglasville, as well as radio and television stations in Atlanta.

At times of bad weather or other emergencies, university officials make decisions on whether or not to close the campus based on public safety reports and other considerations. In such cases, the safety and security of the majority of students is a prime consideration. However, we recognize that there may be special circumstances that pertain to individual students that are more serious than those that apply to the majority. So, students are advised to use their best judgment about their safety and that of their families in those situations and to consult with individual faculty members about making up lost time.

Official announcements about class/examination cancellations will be made only by the president and/or University Communications and Marketing.

The university reserves the right to schedule additional class or examinations sessions should some be cancelled.

Information on cancelled or rescheduled class or examination sessions may also be obtained by calling the University Police Weather Hotline, (678) 839-6200 (day and night); University Communications and Marketing, (678) 839-6464 (daytime only); or visiting the university website: www.westga.edu.

Department of Publications & Printing

Publications and Printing offers low-cost copying and printing for students, faculty and staff. Located on Pub and Print Drive, off Back Campus Drive behind the Art Annex, the full-service shop offers both color and black-and-white quick copies, flyers and posters for your campus event, postcard invitations for your senior art show, brochures, business cards, letterhead, envelopes, course packets, multi-part forms, hardback and soft bound book binding, self-mailers, resumes and more. Design services are available, or your project can be printed from electronic files. E-mail your PDF to pubprint@westga.edu or bring your material on CD or USB. Staff specialists are available for consultation if you need help with your printing needs. Fax service is also available. The office is open Monday – Friday 8 a.m. to 5 p.m. Phone: (678) 839-6483. FAX (678) 839-4083.
No matter the issue, if you or someone you know is in crisis or distress, remember....

The University of West Georgia announces the launch of UWG Cares, a webpage supporting students, staff and faculty in times of distress. Log on to:

www.westga.edu/UWGCaress
for helpful resources on a variety of issues including:

- Emergency or crisis situations
- Safety concerns
- Medical concerns
- Psychological and personal issues
- Interpersonal conflict (workplace and student concerns)

REMEMBER: UWG CARES!
www.westga.edu/UWGCaress

UWG Emergency Alert

Go to www.westga.edu/police/
and click on UWG Emergency Alert System Sign-Up

This service allows you to be notified in the event of an emergency via your cell phone, text message, landline or e-mail. You may register as many phone numbers and e-mail addresses that you want and may include your parents’ numbers. There is no charge for this service and everyone is encouraged to enroll. Once registered, please make sure that you keep you information current.

This system will only be used when there is imminent danger to campus. Examples would include tornado warnings, chemical spills, orders to evacuate or shelter in place, and active shooters. We will not use the system to distribute information that can be found through other outlets. This is being done to ensure that you know if you receive an UWG Emergency Alert that it is important information you need to know about.
Ombuds staff operate informally, independent of the formal organizational structure of the university. Professional staff in the University Ombuds office are appointed by, and report to, the president of the university. They work to resolve concerns, complaints and questions about university policies, procedures and practices.

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

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

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

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

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

Words by FELTON DUNN

Music by BRUCE BORTON

In the western pines of Georgia standing strong and true,

Our wise Alma Mater beckons to the Red and Blue,

Though you be in learning founded youthful yet you be,

While thus guided by tradition yet you still breathe free,

Dear West Georgia Dear West Georgia standing strong and true,

Our wise Alma Mater beckons to the Red and the Blue.

Officially Adopted Spring, 1984
Extracurricular and Sports

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University Recreation (UREC)

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

UREC is housed within and operates the state-of-the-art Campus Center which opened in August 2006. The Campus Center has wireless internet throughout, allowing everyone to stay connected at all times, and features the following amenities that provide students with a place to play, learn, relax and engage:

- 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 provide many group exercise classes
- 1/8 mile walking/jogging track
- Four basketball courts
- 50 ft. and 25 ft. climbing walls with routes to accommodate all experience levels
- Outdoor Recreation Center where you can check out canoes, bikes, and other outdoor equipment (some items may require a fee/deposit)
- Game room equipped with pool tables, table tennis, video games and much more
- Locker rooms equipped with showers and daily-use lockers
- 9,000 sq. ft. ballroom with A/V capabilities for any large-scale campus event
- Four meeting rooms in addition to the ballroom

Living a healthy lifestyle doesn’t have to mean lapping the track or lifting weights on a daily basis; take a canoe out on the lake, try a group exercise class, or compete for the title of intramural champion in one of the many sports offered by University Recreation — these are all great examples of ways to vary your workout with one of UREC’s inspiring programs:

Fitness/Wellness

Group Exercise: GroupX classes are fitness classes conducted in a group setting that cover every type of exercise from yoga and Pilates to Zumba and Spinning. Taught by trained and skilled instructors, GroupX classes offer a targeted workout typically lasting between 30 and 60 minutes.

Personal Training: UREC personal trainers can add the extra motivation and expertise to help you achieve your fitness goals, whatever they may be. All UREC personal trainers hold nationally recognized certifications and can design a personalized workout using the latest fitness equipment and functional fitness techniques.

Specialty Programs: UREC conducts many specialty fitness programs such as UWG’s Biggest Loser, and brings many nationally-known fitness certifying bodies to campus throughout the year. This gives students the opportunity to vastly expand their knowledge base in fitness/wellness.

Intramural Sports

UREC Intramural Sports are competitive, yet fun, and are offered in individual and team sport varieties. Activities such as flag football, soccer, basketball, softball, table tennis, billiards and many more make up our intramural calendar throughout the year. Each team or individual competes against others within the UWG community throughout the course of the semester for the chance to be crowned as one of the UWG intramural champions. UREC typically sends on-campus champions to compete against teams from other schools in state, regional and sometimes national tournaments.

Outdoor Recreation

Bridging the gap between nature and fitness, Outdoor Recreation offers students the opportunity for indoor rock climbing, adventure trips such as whitewater rafting, hiking, climbing, canoeing and sea kayaking, as well as rents all the equipment needed through the Outdoor Recreation Center to do any of our trips or conduct a trip of your own.

Other On-Campus Recreational Facilities

The Student Recreation Center: Known as “the pavilion” or “hanger” because it was once an open pavilion. This facility is scheduled for open recreation, club activities and upon request for student organizations’ programs. It is used for classes in the mornings, early afternoons and evenings. Check with Auxiliary Services for availability each semester. (Telephone (678) 839-6525).

Tennis Courts: Located adjacent to the Campus Center are six tennis courts which are open to students on a first-come, first-served basis. As with other athletic facilities, classes and official team activities do have priority for use of the courts, which remain lighted until midnight.
Fitness Trail/Disc Golf Course: A 1.5 mile fitness trail and 9-hole disc golf course is located in the area around the track and behind the Food Services Building. Look behind Food Services for the starting point of the trail, which is open year round to all members of the campus community.

University Recreation facilities, programs and services are student-run with professional guidance. Using that model, UREC is one of the largest employers of students on campus, hiring anywhere from 100-125 students per year depending on what programs occur simultaneously. Our student positions are extremely competitive and equally rewarding, with our employees learning essential job duties, but also lifelong skills such as customer service, conflict resolution, peer supervision, and leadership. UREC typically hosts recruitment sessions for our student positions at the beginning of each new semester.

For more information about UREC facilities, programs and services, call (678)839-5500 or check out our website at http://www.westga.edu/urec/

Center for Student Involvement

The Center for Student Involvement facilitates student engagement, leadership and involvement through a variety of programs and services. The CSI office is where you go to do anything that has to do with getting involved with student life. Feel free to stop by to learn about the variety of programs and activities at UWG – the office is located in the Campus Center, Room 304.

Student Organizations at West Georgia

In 2011-2012, there are 150 registered student organizations at UWG. This includes departmental, honorary, international/cultural, professional, political, recreational, religious, social, social Greek, special interest and student governance organizations. A complete list and additional information is available in the Center for Student Involvement, or at www.westga.edu/csi.

If you are interested in starting a new organization, please also visit the website. A number of advantages come with registration as a student organization. For example, groups can reserve university facilities for meetings and special events, have material printed at cost at the print shop, post information on designated bulletin boards, use the university mail service, invite speakers to campus and sponsor fundraising projects.

Student Government Association

Any full time undergraduate or graduate student is eligible to participate in Student Government Association (SGA). SGA promotes the general welfare of the students. It receives student complaints, investigates student problems and participates in decisions affecting students.

SGA is composed of an executive, legislative and judicial branch. The student body elects a president, vice-president, judicial chairman, treasurer and 17 senators each spring semester. There are three freshman senators and one graduate senator chosen in the fall semester.

Student Activity Fee

Every semester each student is required to pay a Student Activity Fee. This fee allows students free admission to student drama and fine arts productions, free copies of the weekly campus newspaper, the West Georgian, and free admission to all Student Activities Council events. Activity money is also used to fund intramural sports, debate, musical and fine arts programs, student organizations and many other university activities. For more information on the student activity fee go to www.westga.edu/safba.

Auxiliary Student Groups

It’s important that the leaders and members of all student organizations know that auxiliary groups are not allowed at UWG. These include such groups as little sisters, big brothers, favorites, friends of the chapter, rush hostesses, and the like. See Appendix M for the complete policy statement regarding auxiliary groups and contact the Center for Student Involvement at (678) 839-6526 if you have questions.

Student Activities Council

The Student Activities Council (SAC) provides a variety of social, cultural and educational programs for the students of West Georgia. In addition to providing several monthly activities, SAC plans major events each semester such as Welcome Back Week, Homecoming and Spring Fling.

SAC is coordinated by an executive board composed of a president, vice-president for recruitment, vice-president for administrative affairs and eight committee chair people. You are encouraged to offer suggestions and join the various committees which make up the SAC. The committees include live music, comedy presentations, special events, public relations, multicultural programs, homecoming and university traditions and issues and ideas.

Religious Groups

There are a wide variety of religious organizations affiliated with UWG. Some of these groups include the Baptist
Collegiate Ministries, Campus Outreach, Christian Campus Fellowship, Wesley Foundation and Canterbury Club.

**Black Student Alliance**

The Black Student Alliance (BSA) is committed to heightening awareness about the African-American culture. This organization is open to all UWG students and provides a variety of activities ranging from community service projects to lectures and socials.

**Student Publications**

The West Georgian is the student edited and managed campus newspaper; distributed free at various campus locations on Wednesdays. All students are invited to work on the staff in news, sports, arts and photography. The office is located on the lower level of the University Community Center and the phone number is (678) 839-6527, campus ext. 96527.

_The Eclectic_ is a literary magazine published each spring semester. It contains poetry, prose, art and photography. Material should be submitted to The Eclectic in care of the Department of English. A brief biographical publication sketch is requested.

**Wolf Internet Radio and UTV**

The WOLF Internet Radio is the University of West Georgia’s very own radio station run “For Students, By Students.” The WOLF also provides hands-on experience for any student interested in radio broadcasting. UTV, which airs programs on the local cable TV network, provides similar opportunities for those students interested in television production.

**Art Exhibitions**

The Department of Art houses three galleries in the Humanities Building. Generally, the First Floor Gallery hosts works by international, national and regional artists. The duration of most exhibitions is one month and includes an opening or closing reception complete with artist lecture when possible. The Second Floor Gallery is reserved for solo exhibitions of graduating B.F.A. candidates/art majors.

The Third Floor Atrium Gallery houses the world’s only hand-painted replica of the famous Bayeux Tapestry. This gallery is also an occasional venue for special exhibitions and lectures. In addition to the department’s traditional gallery spaces, the university as a whole displays art from the Department of Art’s Permanent Collection comprised of art work purchased from professional artists and promising students. This work is exhibited across campus in lobbies and offices and occasionally in local venues such as banks, restaurants, the public library and Gallery 118, to name a few.

**Theatre**

Accredited through the National Association of Schools of Theatre, the UWG Theatre Company presents a season of diverse performances designed for the education and entertainment of the community. Each semester, the Theatre Company presents five productions in the Townsend Center for the Performing Arts. Newly equipped with state-of-the-art equipment and software in all design areas, the UWG Theatre Company provides students the opportunity to work collaboratively on both seasonal productions and classroom projects. It is the aim of the Theatre Company to produce the best quality work while addressing both the humorous and serious issues vital to society. All events are free to UWG students. Students, faculty and staff are invited to audition and participate either on stage or in technical positions.

**Debate**

The West Georgia Debate Team is one of the top programs in the country. In 2009-2010, the debate squad qualified for the National Debate Tournament for the 38th consecutive year, the fifth longest streak in the nation.

**Greeks**

As at many other American colleges and universities, fraternities and sororities play a distinctive role in the University of West Georgia’s campus culture. They offer opportunities for students to succeed academically, develop lasting friendships, contribute to the broader community through service and participate in social, cultural and athletic activities. Twenty-two Greek letter social organizations are represented on the university campus.

A National Pan-Hellenic Greek Council, Interfraternity Council and Panhellenic Council exist to govern the fraternities and sororities. Among other responsibilities, the three councils coordinate membership selection process standards (Recruitment/Intake) and plan various activities such as educational programs, service projects, and scholarship recognition banquets. The Greek Council is a cross-council leadership organization that exists to provide a forum to discuss ideas and issues that face the entire Greek system. The Greek Council coordinates Greek Week, the Greek Week Variety Show, and provides guidelines for fraternity and sorority participation in major university events, such as homecoming.

Panhellenic and Interfraternity Council formal recruitment is held during the first part of Fall Semester. During the summer, registration is available to all women and men accepted to UWG for the fall semester. Panhellenic Council has a minimal charge to cover the cost of activities for the week. The Panhellenic and Interfraternity Councils also hold “open” recruitment functions during the spring semester. Recruitment for National Pan-Hellenic Council fraternities and sororities takes place at different times throughout the
Extracurricular/sports information can be obtained from announcements on bulletin boards, individual fraternity or sorority members, or from the Center for Student Involvement.

UWG Greek social organizations are listed below:

**National Pan-Hellenic Council** (as of May 2009)

**Fraternities**
- Alpha Phi Alpha
- Delta Sigma Theta
- Sigma Gamma Rho
- Zeta Phi Beta
- Alpha Kappa Alpha

**Sororities**
- Iota Phi Theta
- Phi Beta Sigma
- Omega Psi Phi

**Interfraternity Council—Fraternities**
- Alpha Tau Omega
- Chi Phi
- Kappa Alpha Order
- Pi Kappa Alpha
- Delta Chi

**Panhellenic Council—Sororities**
- Alpha Gamma Delta
- Delta Delta Delta
- Alpha Xi Delta
- Kappa Delta
- Chi Omega
- Phi Mu
- Sigma Kappa

**Academic Requirement for Greeks**

In order to participate in Recruitment or Intake, a first-time college student must have a 2.0 UWG adjusted GPA from high school, and UWG (or transfer) students must have a 2.0 university GPA based on a minimum of 12 hours of non-developmental university work. However, both the Interfraternity and Panhellenic Councils suggest that a student have a minimum of a 2.20 GPA because some fraternities and sororities cannot extend bids to students who have below a 2.20 UWG adjusted GPA. Each chapter has their own guidelines however, and some have requirements as high as a 2.9 GPA. The average GPA required by NPHC chapters is a 2.5; however, some also require higher. No one placed in Learning Support Classes is eligible to pledge until they successfully complete all Learning Support Classes and earn a 2.00 based on 12 hours or more in non-learning support classes. A student must maintain full-time student status (minimum of 12 credit hours) during his/her new member period. Transient students are not eligible nor are students enrolled as Georgia Highlands students.

If a Greek organization’s semester chapter GPA drops below a 2.2, the chapter will be placed on probation until the semester GPA reaches the requirement. The first semester the chapter GPA falls below the standard, the chapter will be placed on social probation. If this happens a second consecutive semester, the chapter may not participate in any social functions or intramurals. If the chapter continues to fail below the standard, it runs the risk of being removed from campus or receiving other sanctions.

The Center for Student Involvement administers these policies. If you have questions about them or would like to receive a copy of the complete policy governing Greek organizations, contact the Center for Student Involvement.

**Departmental Organizations and Professional Fraternities**

There are many departmental organizations and professional groups at UWG. These groups are connected to the various majors on campus and provide networking opportunities for students with the same major or career interest. Stop by your department or the Center for Student Involvement and see what groups have been established in your major area. Check the website at www.westga.edu/csi.

**Music**

The Department of Music offers numerous opportunities for participation in large and small ensembles open to all UWG students.

The Wind Symphony and Wind Ensemble are the university’s superb concert bands. The Jazz Ensemble consists of a big band and combos that perform on campus and on tour, and hosts the annual Sunbelt Jazz Festival featuring world-class artists. The marching band and colorguard contribute to the excitement and pageantry of sports and university life at home and away football games, parades, festivals and high school marching band exhibitions. The Basketball Band provides entertainment at home games. Small ensembles include flute, clarinet, trumpet, and trombone choirs, as well as keyboard, percussion, guitar, horn, tuba/euphonium and saxophone ensembles. Singers enjoy participating in Concert Choir, Chamber Singers, and Opera Workshop. Chamber Singers is a select ensemble that performs madrigals, choral chamber music and popular music; and Opera Workshop provides opportunities for soloists, chorus members and support staff in full-scale opera productions and scenes.
Our Mission

UWG LEAD is part of the Center for Student Involvement at the University of West Georgia. We strive to provide students with a broad range of leadership theory and personal development opportunities, through a variety of programs and co-curricular experiences. Our goal is to support and educate students on becoming leaders in their academic, co-curricular and social lives.

What We Offer?

UWG LEAD serves three major functions for students. First, we are an involvement center for students to become engaged in campus activities. Second, we provide leadership training programs. And finally, we offer resources on a wide range of leadership development topics.

Programs and Services

What We Offer?

UWG LEAD serves three major functions for students. First, we are an involvement center for students to become engaged in campus activities. Second, we provide leadership training programs. And finally, we offer resources on a wide range of leadership development topics.

Interested in Student Leadership Development?

Then apply to be part of the Emerging Leaders Program

The Emerging Leader Program engages student leaders in learning the foundations of leadership development. This program is designed to give you an instant connection to student life here at UWG. Emerging Leader students will commit to responsible leadership on campus and in the community and develop skills to be successful leaders in their academic, co-curricular, and social lives.

Participant Eligibility

• Incoming freshman
• Minimum high school GPA of 2.75
• Completed application and interview

Participant Responsibilities

• UWG 1101: Leadership Course
• Membership in one or more student organizations
• I-20 Passport Program
• Service learning project
• Leadership To Go

Benefits

• Leadership experiences and new skills
• Engagement in campus activities and programs
• An instant connection to campus life
• Certificate of completion
• FUN!

How to Apply

• Get accepted to UWG
• Complete the Emerging Leaders Program application by logging into your PREP account at www.westga.edu/prep
• Once your application is received, you will be contacted to set up an interview

For more information or questions about the Emerging Leaders Program call (678) 839-6526.
West Georgia Athletics

UWG Athletics is a member of the NCAA, Division II, and the Gulf South Conference (GSC). The university currently fields 11 NCAA varsity teams: baseball, men’s and women’s basketball, men’s and women’s cross country, football, men’s and women’s golf, men’s soccer, women’s softball, and women’s volleyball. UWG athletic teams have earned numerous conference, regional and national rankings and titles, including a 1974 Men’s Basketball National Championship and a 1982 Football Championship. Both teams have continued winning traditions in recent years, with men’s basketball participating in seven NCAA regional tournaments and 12 GSC tournaments since 1994. In 2002 the team won their GSC Tournament, the NCAA Men’s Basketball Regional and advanced to the NCAA Elite Eight. UWG Football won GSC titles in 1997, 1998 and 2000, and advanced to four NCAA regional tournaments.

Two of UWG’s newest sports, women’s soccer and women’s golf, have made strong starts, with women’s soccer advancing to GSC tournaments its first two conference seasons in 2005 and 2006. Women’s basketball won the 1994 GSC tournament, hosted two NCAA Regional Tournaments in the 1990s, and has become a regular GSC tournament participant (2002, 2004, 2005, 2006). Women’s volleyball is developing into a GSC tournament contender; with tournament appearances in 2004, 2005, and 2006. UWG softball made GSC tournament appearances in 2002 and 2006.

Both men’s and women’s cross country teams have strong competitive records in the GSC, having won eight conference titles since the mid-1990’s. The women’s cross country team won the NCAA Regional in 2000, and a female runner was the 2003 NCAA Regional Individual Champion. UWG baseball won both the GSC tournament and the NCAA Regional in 1998 before advancing to the College World Series.


If you are interested in finding out more information about a specific program, including tryouts, we encourage you to contact the coach listed below. Also, visit www.uwgsports.com to get updated information about sports schedules, and about your UWG Wolves sports teams!

**BASEBALL**
Skip Fite
(678) 839-3956

**BASKETBALL - MEN**
Michael Cooney
(678) 839-6974

**BASKETBALL - WOMEN**
Scott Groninger
(678) 839-3967

**CHEERLEADING**
Sherry Cooney
(678) 839-6533

**CROSS COUNTRY - MEN’S & WOMEN’S**
Tim Brooks
(678) 839-6193

**GOLF - MEN & WOMEN**
Mike Horn
(678) 839-6533

**FOOTBALL**
Main Office
(678) 839-6539
Head Coach Daryl Dickey
(678) 839-6534

**VOLLEYBALL**
Gary Lee
(678) 839-3955

**SOCCER (WOMEN’S)**
Marisa Kovacs
(678) 839-6545

**SOFTBALL**
Erika Swanson
(678) 839-3963
2011-12 Athletic Schedules

For the 2011-2012 athletic schedules, please visit our website at www.uwgsports.com

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!
Especially for Parents

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Amazing things happen when you Go West.
April 1, 2011

Dear Parent:

As the Director of Health Services at the University of West Georgia, I am writing to inform families about two health issues parents may want to prepare for prior to sending your freshman to campus.

Immunization requirements for admission to the University System of Georgia’s 34 institutions changed on January 1, 2005. BOR Policy 408.02 was updated to insure that students are protected against communicable diseases that are preventable and to reduce the likelihood of an epidemic on a USG campus. This policy and the chart of required/recommended immunizations can be found at http://www.usg.edu/student_services/immun/. The Certificate of Immunization for UWG can be reviewed at the Admissions or Health Services website. Immunizations I through VII must be obtained before admission is complete. To facilitate this process, UWG Health Services will offer vaccines (at cost) to all admitted students during the summer orientation sessions. Please see the pharmacy listing at www.westga.edu/~health for estimated vaccine costs.

Secondly, the University System of Georgia recommends all incoming freshmen receive the Meningiococcal vaccine. On October 20, 1999, the CDC’s Advisory Committee on Immunization Practices (ACIP) voted to recommend that college students, particularly freshmen living in residence halls, be educated about meningitis and the benefits of vaccination. The panel based its recommendation on recent studies showing that college students, particularly students in residence halls, have a six fold increased risk of meningitis. In May 2003, the Georgia Legislature passed a bill stating all college students in residence halls will either have the vaccine or sign a waiver stating they know about meningiococcal meningitis and do not want to be vaccinated.

Meningitis is rare; the last case of Meningiococcal meningitis at UWG was in 1993. However, meningitis presents with flu-like symptoms, which makes diagnosis difficult. If not treated very quickly, meningitis can lead to swelling of the fluid surrounding the brain and spinal cord which can lead to severe, permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death. The population of affected people, which have doubled since 1991, are young adults 15 to 24 years of age. Between 100 and 125 meningitis cases occur on college campuses each year with as many as 15 students dying from the disease.

Fortunately, the Menectra vaccine was developed to protect individuals against the four types of Meningococcus that cause meningitis in the United States—types A, C, Y and W-135. These types cause two thirds of the Meningococcal meningitis among students. Please become informed about this vaccine: two good websites are the CDC at www.cdc.gov/ncidod/dbmd/diseaseinfo or the American College Health Association at www.acha.org.

Our expectations are that students will be immunized before starting classes at the University of West Georgia. To verify the vaccine information received by UWG, please go to www.westga.edu/~health and enter “Check Your Immunization Status” using your student ID.

Sincerely,

Leslie T. Cottrell, MD FAAFP
The TOP 10 items to discuss with your student...

1. **What is the main reason you are in college?**
   The main reason for going to college is to earn an academic degree. In order to successfully achieve that goal, it is important to choose classes carefully and to heed the advice of advisors, attend class, pay attention in class, stay up-to-date on assignments, read and study for each class each day, do your best and ask for help when you need it.

2. **Do you know what free resources you get just for being a UWG student?**
   Make a point to find out what kind of help is available in regard to academic support and how to get it when you need it. Take advantage of all the services the university has to offer. If you don’t remember all that is available to you, ASK someone whether it’s your professor, your RA, the Excel Center or your orientation leader.

3. **What is responsible drinking?**
   - being 21
   - not driving if you have been drinking
   - no more than one drink
   - don’t leave your drink unattended
   - recognize that regular alcohol consumption has negative impact on your grades

4. **Do you know the signs of alcohol poisoning?**
   - vomiting
   - mental confusion
   - slow or irregular breathing pattern
   - inability to stand without assistance
   - unconsciousness; inability to be aroused with stimulation

5. **How are we going to cover the initial expenses due in August?**
   - books
   - tuition
   - fees
   - room and board
   - miscellaneous supplies

6. **How are we going to cover expenses after you are enrolled?**
   - laundry
   - eating out
   - entertainment
   - credit cards
   - cell phone
   - gas for car / car insurance

7. **Do you know about personal safety?**
   - always lock your room
   - lock your car door after you get in
   - never walk alone after dark and use caution walking alone during the day
   - always tell a friend where you are going

8. **Do you know about the university’s alcohol policy?**
   - zero tolerance at UWG
   - jail time in city facilities
   - expensive fines and court dates
   - possible suspension from university

9. **What are the traveling expectations?**
   - coming home
   - out of town trips with friends

10. **What are the minimal grade expectations for you to stay in college?**
    While the university has its own policy on minimal grades to stay in school (found in the undergraduate catalog under Academic Probation), you may have different expectations of your student. Set these expectations up early. Most professors will tell students, if asked, what their course grade is at mid-term of each semester and ALL students have access to final grades on Banweb after the semester has ended.

...on the ride home.
Parenting A College Freshman

From A Student’s Perspective

Your student, along with two million others, is about to enter a time that’s exciting and frightening; a period of joy, pain, discovery and disappointment. These students are beginning four years of their lives which they’ll leave as much different persons than they began.

And, like it or not, you’re entering this period with your son or daughter. You’ll experience the same happiness and defeats as they do - secondhand, but just as vividly or achingly.

If you don’t believe me, ask my Mom. She watched and waited and worried through four years of ups and downs and mediocres. She patiently accepted my progression and my regressions. She tried, and sometimes failed, to understand my way of thinking and doing and being.

And, maybe because of her, maybe in spite of her, I left college after four years a much different person than I’d begun - a much happier person.

So, my advice is: watch and wait and worry and accept and understand. Your children will be happier for your efforts. So will you.

Of course, no one can insure that you’ll completely survive your child’s first year at college, but there are some guidelines that might help you make it with minimum loss of sanity and a maximum strengthening of your new relationship.

The suggestions on the following pages are:
A. Purposely subjective;
B. Written by a just-graduated student who, therefore, thinks she knows everything about college and, therefore, doesn’t;
C. Based mostly on careful observations of mistakes and/or breakthroughs made by her parents and the parents of her friends.

At most, they’ll prepare you to deal effectively with some predictable first year conflicts. At least, they’ll make you think about your reactions to them and that can’t hurt you.

Bits and Pieces

RULE # 1
Don’t ask them if they’re homesick

The power of association can be a dangerous thing (A friend once told me, “the idea of being homesick didn’t even occur to me, what with all the new things that were going on, until my mom called one of the first weekends and asked, ‘are you homesick?’ Then it hit me.”)

The first few days/weeks of school are activity-packed and friend-jammed and the challenge of meeting new people and adjusting to new situations takes a majority of a freshman’s time and concentration. So, unless they’re reminded of it (by a well-meaning parent), they’ll probably be able to escape the loneliness and frustration of homesickness.

And, even if they don’t tell you during those first few weeks, they do miss you.

RULE # 2
Write (even if they don’t write back)

Although freshman are typically eager to experience all the away-from-home independence they can in those first few weeks, most are still anxious for family ties and the security those ties bring. This surge of independence may be misinterpreted by sensitive parents as rejection, but I’d bet that most freshmen (although 99 percent won’t ever admit it) would give anything for some news of home and family, however mundane it may seem to you.

There’s nothing more depressing than a week of empty mailboxes. (Warning: don’t expect a reply to every letter you write - one sequence isn’t always followed by college students, so get set for some unanswered correspondence.)

RULE # 3
Ask questions (but not too many)

College freshmen are “cool” (or so they think) and have a tendency to resent interference with their newfound lifestyle, but most still desire the security of knowing that someone is still interested in them. Parental curiosity can be obnoxious and alienating or relief-giving and supportive depending on the attitudes of the persons involved. “I-have-a-right-to-know” tinged questions, with ulterior motives or nagging, should be avoided. However, honest inquiries and other “between friends” communication and discussion will do much to further the parent-freshman relationship.

RULE # 4
Expect change (but not too much)

Your student will change (either drastically within the first months, slowly over four years or somewhere in between that pace). It’s natural, inevitable and it can be inspiring and beautiful. Often, it’s a pain in the neck.

College and the experiences associated with it can effect changes in social, vocational and personal behavior and choices. An up-to-now wallflower may become a fraternity sweetheart, a pre-med student may discover that biology’s not her thing after all, or a high school radical may become a college egghead.

You can’t stop change, you may not ever understand it, but it is within your power (to you and your student’s advantage) to accept it.

Remember that your freshman will be basically the same person that you sent away to school, aside from such interest changes and personality revisions. Don’t expect too much, too soon. Maturation is not an instantaneous or overnight process and you might well discover your freshman returning home with some of the habits and hang-ups, however unsophisticated, that you thought he/she had “grown out of.” Be patient.

RULE # 5
Don’t worry (too much) about manic-depressive phone calls or letters

Parenting can be a thankless job, especially during the college years. It’s a lot of give and only a little take.

Often when troubles become too much for a freshman to handle (a flunked test, ended relationship and shrunk T-shirt all in one day) the only place to turn, write or dial is home. Often, unfortunately, this is the only time that urge to communicate is felt so strongly, so you never get to hear about the “A” paper; the new boyfriend or the domestic triumph.

In these “crisis” times, your student can unload troubles or tears and, after the catharsis, return to routine, relieved and lightened, while you inherit the burden of worry.
Be patient with those “nothing-is-going-right-I-hate-this-place” phone calls or letters. You’re providing real service as an advice dispenser, sympathetic ear or punching bag. Granted, it’s a service that makes you feel lousy, but it works wonders for a frustrated student. Like I said before, parenting can be a thankless job.

**RULE # 6**

**Visit (but not too often)**

Visits by parents (especially when accompanied by shopping sprees and/or dinners out) are another part of the first-year events that freshmen are reluctant to admit liking, but would appreciate greatly. And, pretended disdain of those visits is just another part of the first year syndrome.

These visits give the students a chance to introduce some of the important people in both of his/her now-important worlds (home and school) to each other. Additionally, it’s a way for parents to become familiar with (and, hopefully, more understanding of) their students’ new activities, commitments and friends.

Spur-of-the-moment “surprises” are usually not appreciated, lest they pre-empt a planned weekend of studying, etc. It’s usually best to wait for Parent’s weekend to see your student and the school; that way you may even get to see a clean room.

**RULE # 7**

**Do not tell your students that “these are the best years of their lives”**

Freshman year (and the other three as well) can be full of indecisions, insecurities, disappointments and, most of all, mistakes. They’re also full of discovery, inspiration, good times and people, but, except in retrospect, it’s not the good that stands out. It took some time (and the help of some good friends) for me to realize that I was normal and that my afternoon movie/paperback novel perceptions of what college were all about were inaccurate. It took a while for me to accept that being unhappy, afraid, confused, disliking people and making mistakes (in other words, accepting me) were all part of the show, all part of this new reality, all part of growing up.

It took a while longer for my parents to accept it. Any parent who believes that all college students get good grades, know what they want to major in, always have activity-packed weekends, thousands of close friends and lead carefree, worry-free lives, are wrong. So are the many parents that think that “college-educated” means “mistake-proof.” Parents that perpetrate the “best years” stereotype is working against their child’s already difficult self-development. Those that accept and understand the highs and lows of their student’s reality are providing support and encouragement where it’s needed most.

**RULE # 8**

**Trust them**

Finding oneself is a difficult enough process without feeling that the people whose opinion you respect most are second-guessing your own second-guessing.

One of the most important things my mom ever wrote me in my four years at college was this: “I love you and I want for you all the things that make you the happiest; and I guess you, not I, are the one who knows best what those things are.”

She wrote that during my senior year. If you’re smart you’ll believe it, mean it and say it now.
The UWG Parent Association was created in 2008 to reach out to students and their families in a more influential way. We look forward to developing the Parent Association through additions like a Parent Board and activities such as Family Day.

**How Do I Join the Parent Association?**

It’s simple! Just e-mail parents@westga.edu with the following information:

- Your name
- Your student’s name and student ID number
- Your e-mail address

We will send you a confirmation e-mail that will let you know when you have been added to the Parent Association listserv. Through the listserv you will receive newsletters, articles, Parent Association announcements and surveys. By joining the Parent Association you can stay connected with your student and events going on at UWG.

If you have questions, please feel free to call (678) 839-5227 or e-mail parents@westga.edu.
Run with the wolves. Go West.
Living in Carrollton, Georgia offers the best of two worlds. This progressive city with a Southern flavor offers plenty of shopping, diverse restaurants and nightlife opportunities, cultural and entertainment venues (including a new 10-screen theatre complex), and much more. For those needing a taste of big city life, Atlanta is only 45 minutes away.

Named a City of Excellence in Georgia in 2002 and listed in The 50 Best Small Southern Towns (Peachtree Publishers, 2001), Carrollton is the cultural, educational, health care and commercial center for the west Georgia region.

The city's population of about 20,000 embraces UWG students, faculty and staff, and welcomes the diversity the university contributes to the vibrancy of life in Carroll County.

Residents enjoy a variety of cultural activities and entertainment in Carrollton, one of Georgia’s Main Street cities. Shops, galleries and restaurants line the recently revitalized downtown square, and the city offers movies, dancing, theatrical productions and dining that ranges from Southern to gourmet and international cuisine.

A new $6 million Cultural Arts Center showcases the arts, and recreational activities abound through an award-winning parks and recreation program and the county’s 33,421 acres of state, public and private recreational parks and facilities.

Each season offers unique local events such as Mayfest in the spring, the People’s Parade on July 4th, the Off the Square Arts and Crafts Show in the fall, and the Christmas Tree Parade in the winter. Opportunities for year-round recreation include such local attractions as John Tanner State Park or McIntosh Reserve Park.

For more information about Carrollton, please visit www.visitcarrollton.com.

### Carrollton Local Merchant Guide

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<td>Wachovia Bank</td>
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**Movie Theaters**

Carrollton Stadium Cinemas 1135 Bankhead Highway (770) 830-9830

**Parks**

John Tanner State Park 6 miles west of Carrollton off GA Hwy 16 (770)-830-2222
McIntosh Reserve Park 1046 McIntosh Circle, Whitesburg (770)-830-5879

**Entertainment**

309 Adamson Square Downtown Carrollton (770)-832-6901
Carrollton Cultural Arts Center 251 Alabama St. (770)-838-1083
Gallery Row 309 Adamson Square (770)-832-1455
Maple Street Mansion 401 Maple St. (770)-834-2657
Oak Mountain Championship Golf 409 Birkdale Blvd., Carrollton (770)-834-7065

*All information subject to change—please contact local business before visiting*
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The University of West Georgia reserves the right to update and revise policies in this section after the publication of this handbook. Updates and revisions will be available at http://www.westga.edu/~handbook/
UWG Students and Alcohol

Get Smart, Get Help, Or Get Out

Get Smart!
- It is illegal for anyone under the age of 21 to purchase, consume or possess alcohol; if caught violating the law or university policy, you will be referred to through the university judicial system. You may also face arrest and prosecution through the court system.
- If it is apparent that you have been drinking (due to behavior, the smell of alcohol, etc.) those observations constitute sufficient grounds for charges of underage consumption or other alcohol conduct code violations.

Below are the minimum sanction for students found responsible for a first alcohol violation:

**First Violation:**
- Disciplinary Probation for six months.
- An Alcohol Education activity and reflection paper
- No less than 5 and no more than 10 hours of a community service activity assigned by the Judicial Hearing Officer.

*Parental notification - Parents of students under 21 years of age will be notified by mail when the student is found responsible for a violation of the alcohol policy.*

Additional sanctions may be assigned at the discretion of the Judicial Hearing Officer.

- If you are 21 or older and choose to drink alcohol, it is your responsibility to learn how to make educated, informed decisions regarding alcohol consumption and its potential impact. Useful information is available from links found on the following website:
  - www.westga.edu/~stusrvc/adapt.htm

The University of West Georgia will present a variety of alcohol and drug education programs throughout each year.

Get Help!
If someone you know has a problem with alcohol or other drugs, the university can provide free confidential services including assessment, medical and psychological services as well as referrals to outside community resources.

You can get help by contacting either of these university departments:

- Student Development Center (counseling), (678) 839-6428
- Health Services, (678) 839-6542

Below are the minimum sanctions for students found responsible for a second alcohol violation:

**Second Violation:**
- Disciplinary Probation for one calendar year
- Complete an alcohol assessment with a Licensed Substance Abuse counselor. The student will be responsible for assuming the cost of this assessment.
- No fewer than 1 and no more than 3 probationary review meetings with the ADS or her designee.

Additional sanctions may be assigned at the discretion of the Judicial Hearing Officer.

Get Out!
If you choose to break the law, or if you choose to use alcohol irresponsibly, the University of West Georgia may suspend you.

**Third Violation**
- Students found responsible for violating the university's alcohol policy for a third time (regardless of the time elapsed between violations) will be suspended for a minimum of one semester.
- Additional requirements pertaining to substance abuse may be required as a condition for readmission.

UWG Students and Drugs
- Use or possession of any drug or controlled substance is strictly prohibited. Students who choose to violate the drug policies will be referred to Judicial Affairs and are subject to a formal hearing with strict judicial sanctions including but not limited to mandatory substance abuse assessments, counseling or suspension.

The UWG Conduct Code regarding alcohol and other drugs can be found in Appendix A.

UWG Medical Amnesty Policy

**Purpose of the Policy**
- UWG encourages the responsible use of alcohol. The Medical Amnesty Policy encourages all students to make responsible decisions in life-threatening situations that result from alcohol or other drug use, and to seek medical attention for anyone who is in danger due to intoxication or blood alcohol poisoning.
- Medical Amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other situations, which also include prohibited conduct such as assault, property damage or distribution of illegal substances.
- In cases where an individual or organization fails to seek emergency medical assistance when risk of harm is clearly indicated, formal judicial action may be taken against the individual(s) or organization.
- The University of West Georgia enforces state law prohibiting the possession and consumption of alcoholic beverages by persons under the age of 21. The Medical Amnesty applies only to the UWG Student Conduct Code and does not in any way prohibit law enforcement personnel from enforcing the laws of the State of Georgia. However, in cases where law enforcement personnel are involved, an act of responsibility may be considered favorably and may mitigate possible consequences.

**Students in need of medical assistance**
- When an individual student receives emergency medical attention that is directly related to the consumption of alcohol, the assistant dean of students has the discretion to refer the student for an alcohol assessment or substance abuse related counseling in lieu of charging the student with a violation of the Conduct Code.
- Parents of students under the legal drinking be may be notified in accordance with the university's alcohol and substance abuse policy.

**Students seeking assistance for others**
- UWG students are encouraged to look safeguard their own health and welfare, as well as that of fellow students. Students are sometimes reluctant to request assistance due to possible disciplinary action. To remove this barrier and to encourage students to make responsible decisions regarding
Students who are concerned that they may have violated the honor code are expected to report their behavior to the instructor or academic advisor. Self-reporting does not signify admission of guilt, but does provide the opportunity for dialogue to clear up misunderstandings and miscommunication. A student who observes potential violation of the honor code by another student is expected to confront that student with their behavior and engage in discussion to determine if an actual violation has occurred. If it is determined that a violation has occurred, the student observed is expected to self-report the incident to the instructor or academic adviser. The instructor or academic adviser will review the situation. If it is then determined by the instructor or adviser that a violation has taken place, appropriate referral will be made.

Faculty or Advisor

The instructor or advisor should meet with the student who has self-reported potential violation of academic integrity. During this meeting, the instructor/advisor should inform the student of the penalty s/he intends to institute (failing the individual assignment, failing the class, sending the case forward for further sanctions from the university).

After meeting with the student, the instructor should send a brief report of the case, including the breach of academic integrity and supporting documentation to the Office of the Vice President for Academic Affairs (VPAA) requesting that this case become a permanent part of the student's record at UWG. THIS REPORT SHOULD BE FORWARD EVEN IF THE INSTRUCTOR DOES NOT WANT THE UNIVERSITY TO SANCTION THE STUDENT. It is important to create a record of students’ infringement of academic integrity to create a mechanism for identifying patterns of dishonesty. This will enable the university to take appropriate actions to suspend or expel the students with repeated incidents.

Honor Code

Introduction

An honor code is essential to the University of West Georgia as an agreement between students and the university to promote commitment to academic integrity. Academic and personal integrity is based upon values such as honesty, trust, fairness, respect and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students. It is the responsibility of the community of UWG, including all students, faculty and staff, to uphold the inherent values of the Honor Code.

Each student is given a copy of the Honor Code upon enrollment in the university. By signing the pledge, a student is making a commitment to honor the principles of academic and personal integrity, refuse to condone violation of the honor code by other students, and support imposition of penalties against those who commit violations.

The Honor Code

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.

Students at UWG 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, aid of academic dishonesty, lying, bribery or threats, and stealing.

Definitions:

*Cheat*: using or attempting to use unauthorized materials, information or study aids

*Fabrication*: falsification or unauthorized invention of any information or citation

*Plagiarize*: representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged

Further details regarding Student Conduct can be found in Appendix A of the UWG Connection and Student Handbook.

Penalties for Breach of Academic Integrity

Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including but not limited to failing the assignment, failing the course and referral to the Office of the Vice President for Academic Affairs and/or referral to the assistant dean of students for judicial penalties.

Responsibility for Reporting Violations of Academic Integrity

Students

Students who are concerned that they may have violated the
The university has formulated a number of policies and standards of which you will need to become aware. Many of these are included in this section of the handbook and in the Appendices. Read these at least once so that you’ll know where to look in the future.

If you’re unsure about any policies mentioned here, there are some places to go for information. For example if you’re planning an event and need assistance, stop by the Student Activities Office in the Campus Center or call (678) 839-6526, campus ext. 96526. Problems with academic standards should be taken to your department chair’s office or to the appropriate college dean.

Other university publications containing rules and regulations with which students should become familiar are the Residence Hall Handbook (available from the Office of Residence Life), the Parking Code (a pamphlet distributed by the Parking and Transportation Services), the university catalog (free from Admissions) and The Scoop (free from the Registrar).

**Personal Conduct**

The following passage comes from the introduction to the Student Conduct Code of the university and should be taken to heart: “Students are admitted to the University of West Georgia with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the university, and the laws of the community, state and nation, and to respect the standards of their fellow students.”

“University regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. In completing the application for admission to the University of West Georgia, the student agrees to abide by the rules and regulations of the university. Students should realize that they may be held accountable through the university discipline system for their behavior, whether on or off campus, when an offense is directed at the university or a member of the university community and is a violation of the Student Conduct Code.”

A complete statement of the Student Conduct Code, its rules, procedures, guarantees of students’ rights, disciplinary measures, and appeal procedure is given in Appendix A of this handbook.

**Freedom of Expression**

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the university supports the right of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

In order to assure equal opportunity for all, preserve order on campus, and provide a secure, safe environment, the university has established a set of regulations governing the time, place and manner of expression. See Appendix L for the full text of this policy and be sure to check with the appropriate office if you have questions about approved procedures or what is acceptable behavior.

**Electronic Communication Policy**

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Facebook, MySpace, and Yahoo360, and Internet message boards, forums, web pages and blogs are public in nature. When such information and communications posted in these manners violate the UWG Student Conduct Code, or if such information indicates a violation of the Student Conduct Code, this information or communications may be used in judiciary proceedings. In particular, communications that violate the Student Conduct Code, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet or by any other means.

**Drug Free Campus**

State and federal legislation place specific responsibilities on the university to promote a drug-free campus. Alcohol and drug information programs which address the risks of drug and alcohol abuse are publicized and available. Faculty, staff and students with problems can be referred for appropriate assistance.

Standards of conduct at the University of West Georgia prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at university functions. Penalties for violations of these standards range from warnings and probation to expulsion, referral to the legal system for prosecution, and loss of employment.

A complete statement of the university’s policy regarding the Drug-Free Communities and Schools Act Amendments of 1989 and the Georgia Drug-Free Postsecondary Education Act of 1990 is published annually in the fall semester Schedule of Classes and is distributed to all new students during orientation. Copies of the policy may be obtained in the Human Resources Office, Aycock Hall and the Office of Student Affairs and Enrollment Management, Bonner House.

**Alcoholic Beverage Policy**

Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages. The University of West Georgia enforces this law. For additional information on a student’s personal responsibility regarding alcoholic beverages, see the Student Conduct Code, Appendix A. The university’s complete alcoholic beverage policy is available at www.westga.edu/health/index_4659.php

**Alcoholic Beverage Guidelines For Student Organizations**

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including consumption by persons not 21 years of age or older. The following suggested guidelines should be followed when an organization permits alcoholic beverages to be brought to a function away from the campus. Student organizations planning to sponsor events off campus at which alcoholic beverages will be consumed are asked annually to meet with a member of the Student Activities staff to discuss legal problems and other concerns related to such events.

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and university policies.
2. The organization should emphasize that participants should not drink and drive.
3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (cheese and crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served they should be unsalted.
4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.
Victims of sexual assault are afforded rights that are recognized by the University of West Georgia. These rights include assistance to the victim by university personnel. See Appendix C for a full statement of the rights of victims of sexual assault.

**Sexual Harassment**

**Policy Statement**

The University of West Georgia ("the university") is committed to maintaining a fair and respectful environment for living, working, and studying. To that end, and in accordance with federal and state law and Board of Regents’ policy, the university prohibits any member of the faculty, staff, administration, student body or visitors to campus, whether they be guests, patrons, independent contractors or clients, regardless of the sex of the other party, from sexually harassing any other member of the university community. Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the university.

**Definition of Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, “sexual harassment” is defined as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
  1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
  2. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
  3. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

**Examples of Sexual Harassment**

1. Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
2. Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
3. Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
4. Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
5. Indecent exposure.
6. Invasion of sexual privacy.
7. Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually oriented conduct that is directed towards a specific individual and persists despite its rejection.
8. Conduct, even that not specifically directed at the complainant, which is sufficiently pervasive, severe or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

To obtain a copy of the institution's complete policy statement on sexual harassment or to ask questions concerning sexual harassment, students should contact one of these offices:

- Affirmative Action Office
- Aycock Hall
- Telephone (678) 839-6403
- Campus Extension 96403

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**Hazing**

All hazing is forbidden at UWG by the state of Georgia. Both the Student Conduct Code, which defines acceptable limits on personal conduct, and policies approved for the operation of student organizations strictly prohibit hazing of any kind. The Student Conduct Code prohibits “All rites and ceremonies of induction, initiation or orientation into university life or into the life of any university group which tend to occasion or allow physical or emotional suffering.” All students should also read the much more complete definition of hazing as it relates to the conduct of student organizations. It is quoted in Appendix B.

**Sexual Misconduct**

**Coverage**

As a matter of policy, the faculty, staff and students of the university community will not tolerate sexual misconduct.

**Definition**

Sexual misconduct is defined as sexual contact without consent by an acquaintance or a stranger and includes but is not limited to: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, groin, thighs, buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); aggravated assault; aggravated sodomy (sexual penetration with an object without consent); sodomy (anal or oral intercourse without consent); non-consensual kissing; statutory rape; child molestation; aggravated child molestation; voyeurism; and public indecency. It is a violation of this policy to engage in any form of sexual activity or conduct without the consent of the other person. Such consent may be withdrawn at any time, without regard to activity preceding the withdrawal of consent.

Consent may be found in two forms: actual consent (words, acts, or silence) or apparent consent. Apparent consent must be informed and freely given. Consent induced by fraud, a substantial mistake or duress is not freely given. The person must act voluntarily and with knowledge of what is occurring. Intoxication, drug use or other reasons for incapacity are obstacles to consent. A person cannot freely, voluntarily, and with knowledge of the act, be deemed to have consent if she or he is intoxicated, in a drug-induced state or otherwise incapacitated. The perpetrator's honest but unreasonable belief that the victim has consented does not constitute apparent consent.

**Enforcement Procedures**

Any violation of this policy needs to be reported to:

1. University Police at (678) 839-6000
2. Student Health Services (678) 839-6452
3. Vice President for Student Affairs and Enrollment Management (678) 839-6423
4. Carroll Rape Crisis (770) 834-7273
Students may register to vote and request forms for absentee ballots at www.sos.state.ga.us/elections/.

**Classification of Students for Tuition Purposes**

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that he or she is entitled to be reclassified as in-state may petition the Registrar for a change in status. The petition must be filed no later than midterm in order for the student to be considered for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters. The necessary forms for this purpose are available in the Registrar’s Office.

A student whose reclassification petition is denied by the Registrar may, within five working days or one calendar week, appeal that decision. Complete appeal procedures are available from the Offices of Registrar in Parker Hall and Vice President for Student Affairs and Enrollment Management in the Bonner House.

**Advertising, Solicitation, and Selling**

These policies and procedures have been approved and are applicable to all members of the university community.

**Part I SALES AND SOLICITATION POLICY**

1. Advertising, solicitation and selling of a commercial nature, directly by a vendor or through a campus organization, are not permitted except in campus publications and through contractual arrangements with the University Business Office as stipulated in the policies of the Board of Regents.

2. Non-commercial selling by college related organizations and distribution of non-commercial information such as pamphlets, handbills and other materials protected by the first amendment, are allowed in public areas when approved by the Center for Student Involvement in the Campus Center. The Center for Student Involvement establishes specific procedures for such activities.

The following policy shall apply concerning the solicitation of businesses and individuals on or off the campus for contributions to projects or organizations of the university:

a. There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies or other purposes unless it is approved by and in cooperation with the Office of the Associate Vice President for Development and Alumni Services and/or others expressly authorized by the president.

b. The privilege of selling advertising is restricted to The West Georgian unless a committee consisting of the associate vice president for Development and Alumni Services, director of Auxiliary Services, and the director of Student Activities grants specific authorization. The Center for Student Involvement in the University Center ((678) 839-6526) may be contacted for more information.

c. There shall be no advertisement or other public statement in which the University of West Georgia’s name and wordmark are used in connection with any non-university organization, business or person in any manner or medium that implies that the university supports, approves, or endorses any product, service, interest, position or ideology of that organization, business, or person. The dean or director of the scheduling office may require that approved non-university events or activities include in their advertisements the following disclaimer:

   “This event/activity is not sponsored by the University of West Georgia.”
Part II SALES AND SOLICITATION PROCEDURES
1. Soliciting on campus (door to door or office to office) is expressly prohibited.
2. The following procedures apply to on campus sales and solicitations.

Category I Specific Procedures for Student Organizations
1. Sales or solicitations by a Student Organization must be conducted totally by a recognized student group. Co-sponsoring with a non-university group is prohibited.
2. Student organizations must contact the to request authorization for a sales or solicitation event.
3. A completed Fund Raiser Approval Form is required prior to the initiation of the sales/solicitation event. Student organizations are required to adhere to all Student Activity policies regarding sales and fund raising. Funds raised must be deposited to and accounted for through the student organization’s university revenue account.
4. There are no fees associated with approved Category I activities.

Category II Procedures for Commercially Sponsored Activities
1. Individuals or businesses wishing to do sales or solicitations should contact the Office of Auxiliary Enterprises in the University Community Center ((678) 839-6525).
2. Commercial activities will be limited to the designated area and are subject to space availability and must adhere to the institution’s and the University System of Georgia’s guidelines and policies.
3. Sales or solicitations require the following:
   a. A valid commercial sales, business or other appropriate license.
   b. If direct sales are involved, appropriate sales tax identification number.
4. The Director of Auxiliary Enterprises will grant or deny permission upon documentation of items in #3 and upon confirmation of the availability of appropriate sales space.
5. A fee of $50 per day or 10% of sales, whichever is greater, payable to the University of West Georgia is required. This fee should be paid in the Auxiliary Enterprises office.
6. Groups will be limited to a one day sale or solicitation per semester. The period will be between the hours of 9:00 a.m. and 4:30 p.m. No sales or solicitations are allowed during the first two weeks of each semester.

Administrative Withdrawal
A student may be administratively withdrawn from the university when in the judgment of the vice president for Student Affairs and Enrollment Management, in consultation, when appropriate, with the student’s parents, spouse or designee, the director of the Student Development Center and the university physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the university community or with the exercise of any proper activities or functions of the university or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the university.

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

Civil Rights of Students Assured
It continues to be the policy of the University of West Georgia to provide equal opportunity to all students and applicants for admission without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status or handicap. The university does not discriminate against any student or applicant in regard to any position for which the student is qualified.

For those with physical or mental limitations, the university will provide reasonable accommodations. Handicapped students who have special needs should contact the Student Development Center, Parker Hall (telephone (678) 839-6428, campus extension 96428), to discuss their concerns and needs. They coordinate services for disabled students, including pre-enrollment interviews, counseling and readers.

Any student who believes that he or she has been discriminated against because of race, creed, color, sex, sexual orientation, national origin, religion, age, veteran or handicapped status is encouraged to let appropriate authorities at the university know of this treatment. If the student chooses, he or she may file a grievance through the channels outlined in “Civil Rights Grievance Procedures for Students,” Appendix D of this handbook.

A student who wishes to know more about these procedures or talk with someone about how to proceed with a complaint may wish to contact the director of Human Resources ((678) 839-6403, campus extension 96403); one of the counselors in the Student Development Center ((678) 839-6428, campus extension 96428); or any member of the Division of Student Affairs and Enrollment Management.
Students are admitted to the University of West Georgia with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the university and the laws of the community, state, and nation and to respect the standards of their fellow students.

University regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. In completing the application for admission to the University of West Georgia, the student agrees to abide by the rules and regulations of the university. Students should realize that they may be held accountable through the university discipline system for their behavior, whether on or off campus, when an offense is directed at the university or a member of the university community and is a violation of the Student Conduct Code.

**Conduct Code: Prohibited Conduct**

**Definition of terms used in this conduct code:**

- **Conduct Code:** Prohibited Conduct
- **University premises:** means buildings or grounds owned, leased, operated, controlled or supervised by the university.
- **University sponsored activity:** means any activity on or off campus which is initiated or supervised by the university.
- The following misconduct is subject to disciplinary action. Attempts to commit acts prohibited by this code shall be dealt with in the same manner as completed violations.

### 1.00 LOCAL, STATE, AND FEDERAL LAWS

Failure to abide by local, state and federal laws.

### 2.00 ACADEMIC DISHONESTY

All forms of academic dishonesty, including cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

- **Cheating** means using, attempting to use or aiding others in using unauthorized materials, information or study aids.
- **Fabrication** means falsification or unauthorized invention of any information or citation.
- **Plagiarism** means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

### 3.00 DISRUPTIVE BEHAVIOR

- **.01** Interfering with normal university sponsored activities, including but not limited to, studying, teaching, research, campus events, university administration, disciplinary or public service activity, or police or emergency services.
- **.02** Classroom disruption: Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn. Examples of disruption include, but are not limited to the following: allowing personal electronic communication devices to ring or beep, making or receiving phone calls or pages, or engaging in conduct that causes or provokes a disturbance that disrupts academic pursuits or infringes upon the rights of others.
  - (In relation to this section, instructors may also include in their syllabus specific behaviors they consider to be inappropriate for a particular course.)
- **.03** Other prohibited behavior includes but is not limited to: obstructing the free movement of others, interfering with the use of university facilities, the abuse or unauthorized use of sound amplification equipment, and interfering with the freedom of expression or educational pursuits of others.

### 4.00 DISORDERLY CONDUCT

- **.01** Disorderly or obscene conduct or breach of the peace.
- **.02** Physical assault on any person or persons.
- **.03** Harassment or threat of harm, whether physical, verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words” and likely to cause an immediate breach of peace.
- **.04** Entering or attempting to enter any event sponsored or supervised by the university without credentials for admission; for example, a ticket, identification card, invitation or any reasonable qualifications established for attendance.
- **.05** Interfering with, giving false name to or failing to cooperate with properly identified university officials acting in the performance of their duties.

### 5.00 WEAPONS

Unauthorized use, possession or storage of any weapon on university premises or at university sponsored activities. **Weapon** means any object or substance designed or used to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives and knives designed for the purpose of offense or defense.

### 6.00 HAZING

All rites and ceremonies of induction, initiation or orientation into university life, or into the life of any university groups which tend to occasion or allow physical or emotional suffering.

(See Appendix B for a complete definition of hazing.)

### 7.00 ALCOHOLIC BEVERAGES

- **.01** Consumption, possession or transportation of alcoholic beverages by any student under legal age.
- **.02** Consumption of alcoholic beverages on university premises or at university sponsored activities, except in rooms occupied by students of legal age in residence halls not designated as substance-free, or when authorized at social functions in designated areas.
- **.03** Furnishing alcoholic beverages to any student under legal age.
- **.04** Open display of alcoholic beverages on campus other than in approved areas during authorized functions.
- **.05** Being in an intoxicated condition as made manifest by disorderly, obscene or indecent conduct or appearance.
- **.06** Driving under the influence of alcohol.
- **.07** Concealment of alcoholic beverages for the purpose of bringing them into a university sponsored activity or facility where alcohol is not permitted.

(In relation to this section see the alcoholic beverage policy in the Rules and Regulations section of this handbook)
8.00 DRUGS
.01 The use or possession of any illegal drug or controlled substance including possession of drug paraphernalia. Drug paraphernalia means any legitimate object constructed or modified for the purpose of making, using or concealing any illegal drug or controlled substance.
.02 Any activity or conduct involving drugs that is in violation of local, state or federal law, including but not limited to manufacture, cultivation, distribution, sale and/or misuse of any controlled or illegal substance, including designer drugs; use or possession of prescription drugs without a valid prescription.

9.00 FIRE AND OTHER EMERGENCIES
.01 Intentionally initiating or causing to be initiated any false report or warning of fire, explosion or other emergency on university premises or at university sponsored activities.
.02 Tampering with, misusing or damaging fire safety equipment.
.03 Intentionally setting or causing to be set any unauthorized fire on university premises or at university sponsored activities.
.04 The unauthorized possession, sale, furnishing or use of any incendiary device on university premises or at university sponsored activities.

10.00 EXPLOSIVES/FIREWORKS
Possession, use, furnishing or sale of explosives on university premises or at university sponsored activities, including the unauthorized use or possession of fireworks.

11.00 THEFT
.01 Theft of property or of services (such as unauthorized use of long distance service or a meal ticket) including keeping in one's possession items of stolen, lost or mislaid property.
.02 Selling a book not one's own without written permission of the owner.

12.00 MISUSE OF PROPERTY
Damaging, destroying, removing or otherwise misusing property belonging to the university or another person.

13.00 FORGERY AND FALSE INFORMATION
.01 Forging, unauthorized alteration, or unauthorized use of any university document.
.02 Intentionally furnishing false information to the university.

14.00 IDENTIFICATION CARDS
.01 Altering, or transferring to another, a UWG student identification card.
.02 Misuse of a UWG student identification card, meal card or any other form of identification.
.03 Failure to present and surrender a student identification card when it is requested by university officials, including University Police personnel and residence hall staff, acting in the performance of their duties.

15.00 SMOKING
Smoking is prohibited in or within 25 feet of any university facility including all university residence halls.

16.00 LITTERING
Disposing of any form of litter on university premises or at university sponsored activities other than in designated receptacles.

17.00 ANIMALS
Bringing into university buildings any animal, except for those needed to assist handicapped persons or those required for research or class experiments or presentations.

18.00 UNAUTHORIZED USE OF UNIVERSITY FACILITIES
.01 Unauthorized presence in or use of university premises, facilities or property; remaining without authorization in any university facility after normal closing hours.
.02 Unauthorized use of any university service.
.03 Unauthorized use, duplication or possession of university keys.
.04 Making reservations to use university space in the student's name with the intention of use by outside groups or organizations.

19.00 MISUSE OF THE UNIVERSITY NAME
Unauthorized use of the university's name, seal, logo, mascot or any other words or symbols implying affiliation with the university.

20.00 SOLICITATION
Unauthorized solicitation or selling on university premises or at university sponsored activities.
(See the university policy governing advertising, solicitation and selling.)

21.00 INSTITUTIONAL PROCEDURES
.01 Failure to pay fees, charges and fines within the specified time.
.02 Failure to maintain one's current local address with the Registrar.
.03 Failure to respond to and cooperate with university officials in the carrying out of disciplinary procedures.
.04 Violating the terms of any disciplinary sanction imposed in accordance with this code.
.05 Failure to report for any conference, meeting or appointment when required to do so by any university official acting in the performance of their duties.

22.00 RESIDENCE HALL REGULATIONS
Violation of policies and procedures published by the Office of Residence Life.
23.00 MOTOR VEHICLE REGULATIONS
Violation of campus motor vehicle regulations and the traffic code published by the Parking and Transportation Services.

24.00 OTHER PUBLISHED UNIVERSITY REGULATIONS
Violation of university regulations or policies, as approved and published by various units of the university. These include the university policy prohibiting sexual harassment, sexual misconduct and hazing, as well as policies administered by the Center for Student Involvement or other university entities regarding the use of university facilities, vehicles and amplification equipment, as well as campus demonstrations. (In relation to campus demonstrations, please see Appendix L)

25.00 JOINT RESPONSIBILITY FOR MISCONDUCT
Encouraging others, or conspiring or cooperating with others, in the violation of university rules and regulations. Acting in concert to violate university conduct regulations. Knowingly condoning, encouraging or failing to report behavior that violates university conduct regulations. Allowing, condoning, permitting or providing opportunity for a guest to violate university conduct regulations.

Standards of Due Process
Students subject to expulsion, suspension from the university or disciplinary removal from campus housing will be afforded an opportunity to have a hearing with the Student Judicial Board or a university official or panel of university officials. Students subject to less severe sanctions will have an informal disciplinary conference.

The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations, and decisions shall be based upon the preponderance of all available evidence in each case. Disciplinary hearings are not legalistic and decisions shall be based upon the preponderance of all available evidence in each case. Disciplinary hearings are not legalistic and formal rules of evidence do not apply.

Violations of Law and Disciplinary Regulations
Students may be accountable to both civil authorities and to the university for acts which constitute violations of law and of this code. Disciplinary action at the university will normally proceed regardless of the status of criminal proceedings.

Interpretation of Regulations
Disciplinary regulations at the university are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority
The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Student Participation
Students are asked to assume positions of responsibility in the university judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the university administration and in the Board of Regents.

Parental Notification
Students are expected to notify their parents or guardians of their referral to the discipline system. University officials will assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the student’s parents or guardian of the discipline case.

Advisors
Defendants or complainants participating in a disciplinary hearing may be accompanied by an advisor, who may be an attorney. Those who will be accompanied by an attorney must so inform the appropriate office in writing at least two business days prior to the scheduled date of the hearing. Advisors will participate only as advisors to their clients. Advisors may not appear in lieu of student participants.

Case Referrals
Any person may refer a student suspected of violating this code to the judicial system. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to participate in proceedings conducted to resolve the case.

All complaints of alleged violations by students shall be made in writing to the assistant dean of students. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.

Disciplinary Procedures
When a student is charged with violation of conduct regulations, disposition of the student’s case shall follow the procedures outlined below.

1. Staff members will review case referrals and determine the disciplinary charges to be filed. If they determine at any point during the development of a case that the alleged misconduct might result in expulsion, suspension or disciplinary removal from university housing, the student defendants shall be afforded the opportunity for a hearing. All other cases shall be resolved through informal disciplinary conferences.

2. Students shall be notified in writing of their alleged misconduct and scheduled for a conference to discuss the alleged violations. They shall be apprised of the complaint and the nature of evidence against them, and they shall be asked to plead guilty or not guilty to the charges.

3. Students subject to expulsion, suspension or disciplinary removal from university housing shall be given a choice as to how they wish their cases to be resolved. They may elect to have a hearing before a university official or the Student Judicial Board, or they may waive a hearing and elect to have their case settled through an informal disciplinary conference. If they waive their right to a hearing, the full range of sanctions authorized by this code may be imposed.

4. Students subject to or electing to participate in an informal disciplinary conference, which will be conducted by a staff member, are accorded the following procedural protections:
   a. Written notice of charges prior to the scheduled conference.
   b. An explanation of the evidence against them.
   c. An opportunity to respond to evidence against them and to produce evidence on their behalf.
   d. The right to request administrative review of their case at the next highest level if the sanction includes disciplinary probation.

5. Student defendants in disciplinary hearings are assured the following procedural safeguards:
   a. Adequate written notice of the hearing and the specific charges against them.
b. The right to produce evidence, call and question witnesses, raise questions as to the procedure or remain silent.

c. The right to be present at the hearing without academic action resulting from class absence.

d. The right to have an advisor present.

e. The right of access to an audio tape recording or written summary of the proceedings, which will be made available at the student's expense if requested at least twenty-four hours before the hearing.

f. The right to appeal disciplinary decisions of suspension or expulsion.

g. The right to attend classes and have access to university facilities until the hearing process is completed. An exception may be made in the case of an interim suspension.

6. Decisions reached by the Student Judicial Board shall be communicated in writing as recommendations to the assistant dean of students or a designee. The hearing body will specify the verdict, recommended sanctions, and the rationale for its decision.

7. Students shall be notified in writing of outcomes in the discipline system.

Resolution of Discipline Cases

Disciplinary proceedings as provided in this code may be held in the following ways:

DISCIPLINARY CONFERENCES - Informal disciplinary conferences will be conducted by the assistant dean of students or a designee to resolve cases not referred to a hearing. In complex or contested cases, the administrator may solicit the opinion of a conference panel to be appointed by the administrator.

STUDENT JUDICIAL HEARING - When student defendants chose this option (in cases which may result in expulsion, suspension from the University) the Student Judicial Board conducts disciplinary hearings. This board consists of 5-7 students and is chaired by the SGA Judicial Chair. They recommend outcomes to the assistant dean of students or a designee.

When a case may result in disciplinary removal from campus housing, a Housing and Residence Life Judicial Board may hear the case and recommend an outcome to the director of Housing and Residence Life.

ADMINISTRATIVE HEARINGS - When student defendants choose this option (in cases which may result in expulsion, suspension from the university, or disciplinary removal from campus housing), the assistant dean of students or a designee conducts disciplinary hearings.

AD HOC BOARDS - Such boards may be appointed by the assistant dean of students or a designee when the Judicial Commission is unable to obtain a quorum or is otherwise unable to hear cases in a timely manner. Each ad hoc board shall be composed of three members, including at least one student. Ad hoc boards recommend outcomes to the assistant dean of students or the designee.

Hearing Procedures

The following procedural guidelines shall be applicable in disciplinary hearings:

(a) Unless waived by the student, defendants shall be given two days’ notice of their hearing date, with extensions possible in extenuating circumstances. They shall be apprised of the evidence and the names of the witnesses expected to be present.

(b) The assistant dean of students or a designee may summon witnesses to appear at hearings. University students and employees are expected to comply with summons issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal university activities.

(c) Defendants who fail to appear after proper notice will have their cases heard in absentia.

(d) The presiding officer shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the defendant, who disrupts a hearing or who fails to adhere to the rulings of the presiding officer or judicial advisor may be excluded from the proceedings.

(e) Hearings may be tape recorded. If a recording is not made, the decision of the commission or board must include a summary of the testimony.

(f) Any party may challenge a commission/board member on the grounds of personal bias. Members may be disqualified upon majority vote of the remaining members of the panel, conducted by secret ballot, or by the assistant dean of students or a judicial advisor.

(g) Prospective witnesses, other than the complainant, the defendant and any university staff member who is responsible for the investigation of the case, may be excluded from the hearing during the testimony of other witnesses. All parties except panel members and judicial advisors shall be excluded during deliberations of the panel.

(h) Formal rules of evidence shall not be applicable in disciplinary proceedings. The presiding officer shall admit into evidence any information or testimony deemed relevant to the proceeding. Unduly repetitious or irrelevant evidence may be excluded. Disciplinary outcomes shall be based on a preponderance of all available evidence.

(i) Defendants and complainants shall be accorded an opportunity to question witnesses and to challenge evidence.

(j) Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a university employee, or by a person approved by the assistant dean of students or a designee.

(k) Judicial advisors are staff members appointed by the assistant dean of students. They may comment on questions of procedure and admissibility of evidence and will otherwise assist in the conduct of hearings. Advisors will be accorded all the privileges of commission/board members, but shall not vote. Advisors are responsible to the assistant dean of students and
shall not be excluded from hearings or deliberations of the panel.

(l) A determination of guilt shall call for further deliberation to arrive at a recommendation regarding sanctions to be imposed. The disciplinary record of the defendant shall be made available to the panel after a determination of guilt.

(m) Final decisions of all judicial panels shall be by majority vote and shall be accompanied by a brief written opinion.

**Disciplinary Sanctions**

One or more of the following sanctions may be imposed for violations of the Student Conduct Code.

1. **EXPULSION:** permanent separation of the student from the university. The student will be barred from university premises.

2. **SUSPENSION:** separation of the student from the university for a specified period of time. The student shall not participate in any university sponsored activity and may be barred from university premises.

3. **INDEFINITE SUSPENSION:** separation of the student from the university for an indefinite period of time with two conditions: (1) the student may not return before a specified date and (2) readmission is not automatic. The student shall not participate in any university sponsored activity and may be barred from university premises.

4. **DISCIPLINARY PROBATION:** notice to the student that any further violations of university rules and regulations will likely result in suspension. Disciplinary probation may also include the setting of restrictions on participation in university activities or entry into certain university facilities.

5. **DISCIPLINARY WARNING:** notice to the student that further misconduct may result in more severe disciplinary action.

6. **RESTITUTION:** the student is required to make payment to the university or to other persons or groups for damages incurred as a result of a violation of this code.

7. **FORCED WITHDRAWAL:** from the academic course within which an offense occurred without credit for the course.

8. **CHANGE IN GRADE:** with the concurrence of the instructor for the course in which an academic irregularity occurred.

9. **OTHER SANCTIONS:** other sanctions may be imposed instead of or in addition to those specified above. For example, students may be subject to dismissal from university housing for disciplinary violations which occur in the residence halls. Likewise, students may be subject to restrictions upon driving privileges for disciplinary violations involving the use or registration of motor vehicles. Educational, service or research projects and work also may be assigned.

Georgia law and policies of the Board of Regents of the University System of Georgia specify that students convicted of felony offenses involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall forfeit academic credit and be suspended or permanently expelled from the university.

Repeated or aggravated violations of this conduct code may result in expulsion or suspension.

**Appeals**

Any disciplinary determination resulting in expulsion or suspension may be appealed by the defendant. Requests for appeals must be submitted in writing to the vice president for Student Affairs and Enrollment Management within three business days of the date of the letter notifying the defendant of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

Written requests for appeals must be specific and detailed as to the nature and substance of the defendant's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial findings may be appealed on the following grounds:

- A violation of due process
- The evidence does not support a finding of guilt
- Prejudicial treatment by the original hearing body
- The penalty imposed is too harsh for the violation
- New evidence has become available which was not available at the time of the hearing

Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

The vice president shall consider the appeal and give a decision. If the student is dissatisfied with the decision of the vice president, the student may request in writing that the president consider the appeal, but such a request must be made within two business days or the vice president's decision will be considered final and conclusive. Within five days of receiving the appeal, the president will appoint a committee composed of three members of the faculty of the institution or utilize the services of an appropriate existing committee. This committee will review all facts and circumstances connected with the case and within five days make a report of its findings to the president. After consideration of the committee's report, the president will within five days make a decision which shall be final so far as the institution is concerned. Should the student be dissatisfied with the president's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the president. Additional information regarding procedures for appealing to the board are available from the assistant dean of students. The decision of the board shall be final and binding for all purposes.

**Interim Suspension**

The vice president for Student Affairs and Enrollment Management or a designee may suspend a student for an interim period pending disciplinary proceedings. Such interim suspension may become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the campus poses a substantial threat to the student or to others or to the stability and continuance of normal university functions.

A student suspended on an interim basis shall be given an opportunity to appear personally before the vice president for Student Affairs and Enrollment Management or a designee within five business days from the effective date of the interim suspension. A hearing shall then be held on the following issues only:

(a) the reliability of the information concerning the student's conduct;

(b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat to self or to others or to the stability and continuance of normal university functions.

**Student Organizations**

Student organizations may be charged with violations of the Student Conduct Code and the Conduct Code for Student Organizations. (The term organization means a number of people who have complied with university requirements for registration.) A student organization and its officers may be held collectively or individually responsible when violations of this code by those
associated with the organization have received the tacit or overt consent or encouragement of the organization or of its leaders, officers or spokespersons.

Individuals charged with conduct code violations arising out of their affiliation with student organizations shall have their cases settled according to the procedures outlined in this Student Conduct Code.

The officers or leaders or any identifiable spokespersons for a student organization may be directed by the assistant dean of students or a designee to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in its behalf. Failure to make reasonable efforts to comply with the vice president’s directive shall be considered a violation of this code, both by the officers, leaders or spokespersons for the organization and by the organization itself.

Disciplinary action directed toward student organizations shall be afforded according to procedures published by the Center for Student Involvement and distributed annually to all registered student organizations.

**Appendix B**

**University Hazing Policy**

Any practices, ceremonies, behaviors or rites of introduction which tend to occasion, require or allow mental or physical suffering, are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce emotional or physical discomfort, embarrassment, harassment, ridicule, the violation of university rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state and national laws. All rules and regulations of the University of West Georgia as well as local, state and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total university community.

Activities considered to be hazing shall include one or both of the following elements: coercion, either overt or covert, and production of physical or mental discomfort in either the participant or spectators. Activities will be considered hazing even if the activity is said to be “voluntary.”

It shall be a violation for any person to haze any student in connection with or as a condition of or precondition of gaining acceptance, membership, office or other status in a school organization.

Specific actions and situations which may be considered to be hazing include but are not limited to the following:

1. Use of alcohol
2. Paddling in any form
3. Creation of excessive fatigue, physical exhaustion or physical injury
4. Physical and psychological shocks
5. Quests, treasure hunts, scavenger hunts, road trips or any other such activities carried out on or off campus
6. Wearing of any apparel in public which is conspicuous and not normally in good taste or that is inappropriate to the situation
7. Engaging in public stunts and buffoonery
8. Morally degrading or humiliating games or other activities
9. Nudity at any time
10. Tasks of personal servitude
11. Performances that are hazardous or dangerous in any way
12. Any work sessions or meeting which interfere with scholastic activities or requirements
13. Loud noises or other activities which disturb the neighborhood
14. Temporary or permanent physical disfigurements or cosmetic changes
15. Forcing or requiring the eating of food or any other substance
16. Calisthenics (push-ups, jogging, runs, etc.)
17. Lineups of a noneducational nature
18. Activities or actions that require or include theft or other illegal practices
19. Any action which brings the reputation of the group or organization into public disfavor or disrepute

20. Any activities which are not consistent with laws, rituals, or policies of national organizations or the regulations and policies of the University of West Georgia

All rites, ceremonies or practices of initiation or orientation into university life, or into the life or membership or any university group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at the University of West Georgia.

**Implementation**

Each and every organization has the responsibility for informing its membership, both old and new, of any important university policies including those on hazing. All university organizations are responsible for the actions of all visiting members, friends and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

Student Involvement staff members will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken.

It is possible for either individuals or organizations or both to be held responsible in the event these policies are violated. Violations may result in university disciplinary action and/or legal action through the courts. University disciplinary action may include the withdrawal of university recognition from offending organizations through referral to the Conduct Code and disciplinary procedures for student organizations.

**NOTE:** These policies apply to interest groups, pledges, associate member classes and generally any activity associated with any student group.

Each organization must file with the Center for Student Involvement each year a signed copy of the University Hazing Policy. If a copy is not filed, university disciplinary action may be taken.
Appendix C

Policy For Victims Of Sexual Assaults

It is the policy and practice of the University of West Georgia to provide an environment that is sensitive and responsive to victims of sexual assaults. In accordance with this position, the university has established a policy for students, employees, and others who may become victims of such assaults on its campuses. Victims are entitled to the following rights:

1. To have sexual assaults treated with seriousness.
2. To be treated with dignity.
3. To have sexual assaults investigated and adjudicated by appropriate criminal and civil authorities.
4. To receive the full and prompt cooperation and assistance of university personnel in notifying the proper authorities.
5. To be free from any kind of pressure by university personnel not to report crimes, or to report crimes as lesser offenses than the victims perceive.
6. To have legal assistance, or to have others present, in any campus disciplinary proceedings in the same manner that the institution permits to the accused and to be notified of the outcome of such proceedings.
7. To receive the full and prompt cooperation of campus personnel in obtaining, securing and maintaining evidence as may be necessary to the proof of criminal sexual assaults in legal proceedings.
8. To be made aware of, and assisted in exercising, options regarding mandatory testing of sexual assault suspects for communicable diseases and to be notified of the results of such testing.
9. To receive counseling from mental health services established by the university or from other victim-service agencies.
10. To be protected by campus personnel to the extent reasonably feasible from unnecessary or unwanted contact with alleged assailants.

Campus organizations that assist victims of sexual assaults shall be granted the privileges afforded all organizations registered on campus.

Victims of sexual assault may contact the following offices for assistance:

- University Police (678) 839-6000
- Health Services (678) 839-6452
- Student Development (678) 839-6428
- Carroll Rape Crisis (770) 834-7273
- UWG Patient Advocates
  - Jill Hendricks (678) 839-0641
  - Corey Hindman (678) 839-5338

Appendix D

Civil Rights Grievance Procedures for Students

Any student who believes that he or she has been discriminated against because of race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or handicapped status and who wishes to file a complaint should follow these steps:

1. Discuss the grievance with the dean or director under whose jurisdiction the alleged behavior occurred. This administrative head will as soon as possible consult with those involved and attempt to resolve the student’s grievance.
2. If the matter is not resolved satisfactorily at this level, the student may present a written statement to the vice president (or comparable administrative head) under whose jurisdiction the matter falls, clearly delineating the grievance and supplying appropriate documentation. The vice president will also ask the administrative head who originally reviewed the grievance to present a written statement to justify the action taken. Upon receipt of the written documentation, the vice president will review the grievance in consultation, if necessary, with the people involved and with the university’s affirmative action officer. The vice president may choose to refer the grievance to a committee to review the case for a recommended outcome.
3. If the matter is not resolved satisfactorily at this level, the student may appeal further in writing to the President of the university, who will review all relevant documents and may consult with those who can provide useful information.
4. If the matter is not resolved satisfactorily by the President, the aggrieved student may, within ten days after the President’s decision, appeal in writing to the Board of Regents of the University System of Georgia, citing all reasons for dissatisfaction with the previous decision. (See Appendix J for a more complete statement regarding appeals to the Board of Regents.)
Appendix E

Procedure for Appeals of Grade Determination and Academic Dishonesty

The Academic Policy and Procedures Committee of the Faculty Senate has established the Subcommittee for Academic Dishonesty and Grade Determination Appeals (referred to below as the Grade Appeals Subcommittee).

All academic appeals, regardless of their nature, shall be concluded no later than the following semester after cause for the appeal occurred.

A. Comments. Students have the right to appeal a final course grade. A student must first submit in writing why they are appealing a grade (along with any supporting evidence) through appropriate administrative channels, that is, his or her department chairperson and dean. After consulting with the student and the concerned faculty member, it should be apparent to officials as to why the grade was assigned. If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeals, his or her case should be considered a Dishonesty Grade Appeal. On the other hand, if the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal. The deans of the university’s respective colleges should inform the academic vice president as to their appeals clarification decision in writing when forwarding documentation to that office.

Educational institutions have the responsibility for the establishment and maintenance of high standards of personal conduct and scholarship among all members within the academic community. All parties involved in appeal hearings at University of West Georgia should understand that the process should be considered as fact finding with the intent to demonstrate a preponderance of evidence. The hearings will be conducted in a tone of civility where both parties can present their case with the Appeals Subcommittee considering the presented matter:

1. Academic Dishonesty Appeals. Procedures should be established to deal with those situations where there are allegations of academic improprieties. It is assumed that these cases will be related to the classroom and a professor who has noted improprieties and has, as would be expected, taken some form of corrective action. The purpose of the Grade Appeals Subcommittee in hearing this type of student complaint is (1) to determine if academic improprieties did take place and (2) to review the appropriateness of the faculty members’ corrective action as it relates to final grade assignment.

2. Grade Determination Appeals. Educational institutions have the responsibility for evaluating students by standards and a grading system that is publicized and known to faculty and students. Procedures should be established for students who feel simply unfairly treated by a faculty member in terms of final grade assignment. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. The purpose of the Grade Appeals Subcommittee hearing this type of student complaint is to review the totality of the student’s performance in relationship to his or her final grade.

3. Faculty Availability. At times, the outcome of a grade determination appeal will impact a student’s continued enrollment, financial aid, or similar matter and the involved faculty member is not available (out of country, sick, no longer employed by UWG, etc.) for an appeals hearing. Under such circumstances, the chairperson of the Grade Appeals Subcommittee shall schedule

an appropriately timed hearing with the faculty member’s dean or his or her designee providing representation. Given these circumstances, and in the event of finding for the involved student, the dean or his or her designee is authorized to make the appropriate grade change or other remedies congruent with the appeal finding. Grade appeals that do not impact a student’s continued enrollment, financial aid, or similar matter will be delayed until the return of the involved faculty member. A grade originally assigned by a faculty member to a student can only be changed with the consent of the faculty member responsible for the grade, except as noted in #3 above. However, if finding for the student in either classification of appeals, the subcommittee will attempt to counsel the faculty member, or in his/her absence, the assigned representative, to voluntarily readdress the grievance. In the event counseling is not effective, the subcommittee will refer the matter to appropriate administrative officials. The Student Grade Appeal Form can be found at www.westga.edu/%7Evpsaa/Grade Appeal Form.

B. Membership. The membership of the Grade Appeals Subcommittee will include faculty members, one each from the colleges of the university. These faculty members will be appointed by the chairperson of the Academic Policies and Procedures Committee in May of each year from those members of that committee with remaining time to serve or from newly appointed faculty. In addition, the chairperson will appoint one university official and a student representative to serve. The length of service on this committee shall be for one full year starting with summer semester. Any three members of the subcommittee, at least two of which shall be faculty, shall constitute a quorum.

C. Procedures Governing Cases of Academic Dishonesty

In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

1. The subcommittee will hear a case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college dean.

2. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.

3. The burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

4. The student appearing before the committee shall have the right to be assisted by an advisor of his or her choice.

5. During the hearing the student shall have the opportunity to testify and present evidence and witnesses on his or her behalf. He or she shall have opportunity to hear and question adverse witnesses. In no case shall the subcommittee consider statements against a student unless the student has given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

6. All matters upon which a decision will be based must be introduced at the proceeding before the subcommittee. Any conclusions drawn by the subcommittee shall be based solely upon such evidence.

7. In the absence of a transcript, a tape recording of the hearing shall be made.

8. Appellants who fail to appear after proper notice will have their cases heard in absentia.
9. The chairperson of the subcommittee will submit in writing conclusions and recommendations to the vice president for Academic Affairs.

D. Procedures Governing Grade Determination Appeals. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall guide such hearings:

1. The subcommittee will hear the case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college dean.

2. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.

3. The burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.

4. Both the student and faculty member shall be given an opportunity to present his or her case and to refute the case presented by the other.

5. All matters upon which a recommendation will be based must be introduced during the hearing before the subcommittee. Recommendations shall be based solely upon such evidence.

6. Appellants who fail to appear after proper notice will have their cases heard in absentia.

7. The chairperson of the subcommittee will submit in writing conclusions and recommendations to the vice president for Academic Affairs.

Appendix F

Procedures For Appeals On Undergraduate Admission

The admissions policy of the University of West Georgia is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the university. A student is considered for admission without regard to race, creed, sex or national origin. Admission requirements are those stated in the most current issue of the University of West Georgia Undergraduate Catalog.

Whenever an applicant for admission to the undergraduate school is denied admission or feels that his/her application has not been given due consideration, such applicant shall have the right to appeal in accordance with the following procedure:

1. The applicant shall submit his/her appeal in writing to the director of Admissions. The applicant shall explain the reasons for his/her appeal and enumerate all factors, both personal and academic, which he/she considers to be relevant to the appeal. The director of Admissions will:
   a. reopen consideration on the individual’s application on the basis of the additional factors presented by the applicant; or
   b. refer the appeal to a subcommittee of the Senate Committee on Academic Policies and Procedures, for recommendation regarding the case, to the director of Admissions. The subcommittee will review all facts and circumstances connected with the case and make a recommendation. The subcommittee may request an interview with the appellant before a decision is made.

2. Should the applicant be dissatisfied with the decision regarding his/her appeal, he/she shall have the right to further appeal as specified in the bylaws of the Board of Regents of the University System of Georgia. The procedure in this instance is as follows:
   a. Within five days of the decision the applicant shall appeal in writing to the president of the university, but in the case of new admissions the appeal shall be made first to the vice president for Student Affairs and Enrollment Management.
   b. In making their decision, the president or vice president for Student Affairs and Enrollment Management shall refer to the appeals decision of the subcommittee.
   c. After consideration of the committee’s report, the president or vice president for Student Affairs and Enrollment Management shall refer to the appeals decision of the subcommittee.
   d. Should the applicant be dissatisfied with the decision of the president or vice president for Student Affairs and Enrollment Management, he/she shall have the right to appeal in writing to the Board of Regents. Such an appeal shall be submitted to the executive secretary of the board within twenty days after the president’s or vice president’s decision and shall recite all reasons for dissatisfaction with the previous decision. The board or a committee of the board shall investigate the matter thoroughly and make its decision which shall be final and binding for all purposes.
Appendix H

Family Educational Rights And Privacy Act: Confidentiality Of Student Records:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The hearing body shall be a subcommittee appointed by the chair of the Senate Committee on Student Services.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person, including a student, serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. With no attempt to make this list exhaustive, other types of disclosures which do not require prior consent of the student include these:
   - Upon request, to officials of another school in which the student seeks or intends to enroll,
   - To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986,
   - In case of a health or safety emergency,
   - Results in disciplinary hearings to an alleged victim of a crime of violence,
   - Directory information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of West Georgia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4560.

University officials may provide Directory Information concerning a student unless the student files a Non-Disclosure Form with the Registrar’s Office. This form must be filed annually by September 15 to assure that locator information not be published in the student directory. Directory Information includes name, address, telephone listing, major field of study, dates of attendance, previous institutions attended, degrees and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, photograph, and full- or part-time status.
Appendix I

Confidentiality Of Library Patron Records

The library registration and circulation records of the Irvine Sullivan Ingram Library are confidential. Registration records include any information the library requires the faculty, staff, students and special borrowers to provide in order to become eligible to borrow materials. Circulation records include all information which identifies a faculty or staff member, student or special borrower as borrowing particular materials. Except in accordance with proper judicial order, no person shall make known in any manner any information contained in such records unless written permission from the borrower is given.

Nothing in this statement, however, shall prevent the use of such records by authorized library personnel in the performance of his or her routine duties.

Appendix J

Hardship Withdrawal Policy

1. Students may request a hardship withdrawal after the official withdrawal (“W” date) deadline published in the schedule of classes until the day before the scheduled Reading Day of the term. A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student’s control.

2. A hardship withdrawal may be granted based upon special circumstances. The following conditions apply:
   • The student must initiate a hardship withdrawal through the assistant/associate dean of the college to which the student belongs. The student should be prepared to present documented evidence to substantiate the hardship being claimed. See rule 3 below for examples of documentation. If a psychological assessment is required, the assistant/associate dean may require the student to meet with the director of Student Development (in Room 137, Parker Hall).
   • The student must withdraw from all classes during the current term. He or she may not select only certain classes from which to withdraw. See rule 4 below for exceptions.
   • If recommended for hardship withdrawal by the director of Student Development and approved by the student’s assistant/associate dean, for each course a student will receive a W.
   • Hardship withdrawals requested on or after the scheduled Reading Day will be treated as a retroactive hardship withdrawal. Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final examination and/or a final project. Students seeking a retroactive hardship withdrawal must initiate the withdrawal through the student’s assistant/associate dean. If recommended for a hardship withdrawal, the grade will be changed to W through the official Grade Appeal process for each course taken. (See Grade Appeal process involving a Change of Grade form, http://www.westga.edu/~handbook/ or Student Handbook Appendix E.)

3. Documentation for a hardship withdrawal is based upon the category of hardship being claimed by the student. Examples of documentation might include the following:
   • Medical: Physician’s report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis and recommendation.
   • Psychological: Memo from a Student Development Center counselor, letter from private psychological or psychiatric service, illness, dates.
   • Personal/Familial: Copy of divorce papers, police reports, obituaries, other as relevant.

4. Under unusual circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete other courses being taken concurrently. The student requesting a hardship withdrawal from one course must take all documentation to the assistant/associate dean of the college offering the course.

5. The following do not constitute valid reasons for a hardship withdrawal:
   • Poor performance in one or more courses.
   • Registration for the wrong course.
   • Preference for a different professor or class section.
   • Failure to drop course during the drop/add period.
   • Failure to withdraw by the published deadline using normal procedures.

Appendix K

Appeals To The Board Of Regents

Any person in the University System for whom no other appeal is provided, and who is aggrieved by a final decision of the president of an institution, may apply to the Board of Regents, without prejudice to his position, for a review of the decision, except that the board will not accept or consider appeals based on academic grades, residency status for tuition purposes, parking and other violations of traffic regulations. In such matters the decision of the president shall be final and binding for all purposes.

The application for review of the matter under appeal shall be submitted in writing to the executive secretary of the board within a period of twenty calendar days following the decision of the president. It shall state the decision complained of and the redress desired. A review by the board is not a matter of right, but is within the sound discretion of the board. If the application for review is granted, the board, or a committee of the board, or a hearing officer appointed by the board, shall investigate the matter thoroughly and report their findings and recommendations to the board. The board shall render its decision thereon within sixty days from filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the board shall be final and binding for all purposes.
Appendix L

Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches

No rights are more highly regarded at the University of West Georgia than the First Amendment guarantees of freedom of speech, freedom of expression and the right to assemble peaceably. The university remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the university fulfills its educational mission, the university has the responsibility to regulate the time, place and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve university property and provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply:

A. SPEECHES AND DEMONSTRATIONS. The open areas designated for speeches and demonstrations are the Quad and outside the University Community Center, Library and Food Service Building. Use of these areas will be approved through the Student Activities Office acting on behalf of the vice president for Student Affairs and Enrollment Management. Individuals and groups may use these areas between 9:00 a.m. and 9:00 p.m., Monday - Friday, when school is in session for speaking, demonstrating and other forms of expression. A request for use of these areas must be made forty-eight hours in advance of the event. All structures, signs and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days.

B. DISTRIBUTION OF WRITTEN MATERIAL. Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis on the Quad and outside the University Community Center, Library and the Food Service Building between the hours of 9:00 a.m. - 9:00 p.m., Monday - Friday, when school is in session. In accordance with the University Posting Policy, handbills cannot be placed on cars. Tables must be reserved forty-eight hours in advance with the Office of Student Activities. The university maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

C. MARCHES. Marches may take place on streets and sidewalks of the campus and community between the hours of 10:00 a.m. and 4:00 p.m., Monday - Friday, when school is in session. Plans for an event of this nature must be approved by the vice president for Student Affairs and Enrollment Management, City of Carrollton, and University Police forty-eight hours in advance. Limitations may be placed on the time, place and manner of such an event in order to serve the interests of safety, prevent disruption of the educational process and protect the rights of others. Marches off campus must be approved by appropriate governing bodies.

D. PROVISIONS. In order that the persons exercising freedom of expression not interfere with the operation of the university or rights of others the following shall apply without exception to any form of expression.

1. Events which may obstruct vehicular, pedestrian or other traffic must be approved at least forty-eight hours in advance by the vice president for Student Affairs and Enrollment Management.
2. Use of sound amplification on campus is regulated and must be approved at least forty-eight hours in advance by the vice president for Student Affairs and Enrollment Management.
3. There must be no obstruction of entrances or exits to buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no harassment of passersby or other disruptions of normal activities.
6. There must be no interference with scheduled university ceremonies or events.
7. Malicious or unwarranted damage to, or destruction of property owned or operated by the university or by students, faculty, staff or visitors to the university is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
8. There must be compliance with all applicable state and federal laws and university rules and regulations. Violators will be referred for appropriate legal or disciplinary action.
9. Exceptions to this policy may be appealed to the vice president for Student Affairs and Enrollment Management.
Appendix M

Policy Concerning Auxiliary Groups
1. No student organization may sponsor or support an auxiliary group in any form. An auxiliary group is defined as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of that organization. These include, but are not limited to, the following: little sisters, big brothers, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, Sweethearts, Doves, Rush Hostesses, etc.

2. Student organizations may not give out jerseys, t-shirts, etc. to any non-members that would imply auxiliary membership to that group. This includes the giving of jerseys to sorority women which denote the sorority’s letters but in the fraternity’s colors or vice versa. The following exceptions apply:
   A. T-shirts given that commemorate a specific event (i.e. social, philanthropy, etc.).
   B. The individual was chosen as that organization’s sole sweetheart (i.e. fraternity sweetheart, “Dagger Man,” etc.) or homecoming representative.

3. Composites of an organization may only contain active members, advisors and a sole Sweetheart/Beau. Organizations may not have special composites made featuring non-member of the organization.

4. Under no circumstances will a rush, or recruitment activity, be held to recruit individuals for auxiliary organizations. This includes recruiting non-members to do things for the organization in exchange for some type of honor or recognition.

5. Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the student discipline system.

If a student has a complaint which is not specifically addressed in the Connection and Student Handbook, he or she should initially attempt to resolve that issue with the other person(s) involved. If the student is not satisfied with the outcome of that attempt, then he or she should submit a written description of the problem to the department head or other designated person who has responsibility for the area of concern.

Appendix N

Student Complaints
If a student has a complaint which is not specifically addressed in the Connection and Student Handbook, he or she should submit a written description to the department head who has responsibility for the area of concern. The department head or designee will investigate the complaint, take action if necessary, and respond to the student in writing. If the student is not satisfied with the department head’s resolution, he or she may then complain in writing to that individual’s immediate supervisor. Such appeals, if necessary, may proceed to the department head’s dean of college. In certain circumstances, students may also request mediation to resolve disputes with other students, faculty, and staff, as described in the university’s Alternative Dispute Resolution Policy (available through www.westga.edu/policies/).

Appendix O

Complaints by Distance Learning Students
Students who are enrolled only in distance learning courses should follow the same general procedures for complaints and concerns as students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two-way videoconference site in place of a meeting on the UWG campus.

Online students are also provided with this student complaint form: http://ecore.usg.edu/students/studentComplaint/policy.php Upon submission of the form, the issue is assigned to a DDEC staff person for follow-up as appropriate. For all non-anonymous submissions, surveys of this service are provided.

eCore students have two additional routes that they may pursue, for help with academic and non-academic issues: http://ecore.usg.edu/students/studentComplaint/and http://ecore.usg.edu/students/gradeappeal.php

Online students are also encouraged to consult with their eCore advisors and UWG Distance Ed Helpline, with any issues that they may have.
Tailgating Policies and Procedures

I. Overview
Tailgating has long been a tradition with sporting events, especially on the collegiate level. Nothing is better than gathering with other Wolves fans, fellow classmates, alumni, friends or family before home athletic events.

Tailgating is permitted on campus in parking lots and green space in and around campus buildings. Please follow all guidelines related to food/grilling, clean-up and risk management policies. For the purpose of this policy, consumption of alcohol is governed by procedures described in Section 5 of this policy.

II. Respectful Environment
Tailgating is a lively and family-friendly environment. While we want you to have an exciting experience, we ask that you be respectful of those surrounding you, being mindful of your choice of language and activity. Groups are personally responsible for making sure their guests act appropriately. Individuals are expected to conduct themselves in a manner respectful of the nature and character of the university. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to citation. Students may also be charged with a violation of the Code of Student Conduct. Please keep all music and audio at a volume level that is respectful of your tailgating neighbors. We want the tailgating experience to be enjoyed by all.

III. Tailgating Locations
A. Athletics Complex (Football, Softball, Soccer)
The University of West Georgia invites and encourages our fans to enjoy a great tailgate atmosphere prior to each Wolves’ home intercollegiate game. Tailgating in designated parking spaces, which limit other spaces from being occupied by a vehicle, is not permitted. Tailgating in any traffic lanes or pedestrian pathways is not permitted.
1. Registered Tailgating Events by UWG Student Groups - Football Practice Field Locations (limited to home football games)
The football practice fields have been designated as the primary tailgating area for UWG students. All student groups or organizations must complete a tailgate reservation form no later than 7 days prior to kickoff to secure a desired location in our Student Zone Tailgate Party area. Groups of 25 persons or larger may reserve tailgate “plots” by contacting the UWG Athletic Department at (678) 839-6533. Tents may also be leased from UWG Athletics for $25 per tent per game by completing the Tailgate Reservation Form.
2. Tailgating Captains - Student Groups Only (limited to home football games)
Each student group wishing to participate in the Student Zone Tailgating will designate a minimum of two “Tailgate Captains” to attend each event (being on site at all times). Tailgate Captains will represent their group throughout the season and be responsible for working with their group to uphold university policies. If a group expects more than 100 participants, they must have at least a third captain on site at all times. All tailgate captains will attend an informational/training session prior to each game.
Tailgating by Individuals (Students or Others)
Students, faculty, staff and guests may tailgate even if they are not a part of a registered group. Individuals who choose to do so are responsible for following all parts of this policy.

3. Opening/Closing
Tailgating areas will be open for individuals to enter the Athletic Complex at 9:00 a.m. on the day of the game. Student Zone Tailgating (3, a,ii) will not be open until 3 hours prior to kickoff. All events and activities must end 30 minutes prior to game time. Stadium public bathrooms will not be accessible until the ticket gates open 90 minutes prior to kick-off. A limited number of portable toilets will be on site.

4. Tents
Tents with stakes shorter than 12-inches may be set up at any time prior to kickoff. Permits are required for any tent with stakes that are 12-inches or longer. Tent permit requests may be obtained from UWG Athletics at (678) 839-6533.

5. Special Permits
Special permits are required for outdoor entertainment events with amplified sound. Permit requests must be submitted at least 14 days in advance and must include a list of required information for the request to be approved. Amplified sounds permit requests may be obtained from UWG Athletics at (678) 839-6533. The outdoor entertainment permit will specify the location and other requirements to ensure that the event is conducted in a safe manner. If the event also requires a tent with stakes 12-inches or longer, a tent permit must be obtained first as outlined in the previous section. Special event permits are not site reservations.

B. Coliseum and Cole Field
Tailgating for basketball and baseball is permitted in parking lots and green space in around these facilities. All general policies, procedures and guidelines are to be followed.
IV. General Guidelines that Apply to All Tailgating

A. Clean-Up

Please keep UWG beautiful by placing all trash and recycling in the proper bins located throughout the tailgate areas, RV lots, and facilities for your convenience. All groups are responsible for making sure their assigned tailgating area is cleaned prior to departing for the game. Immediately at the conclusion of tailgating (30 minutes prior to the start of the game):

• All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area. Trash should be closed in bags or trash containers.
• While tobacco use is strongly discouraged, all cigarette butts must be picked up.
• All leftover food/beverages must be placed in proper containers and stored.
• All clean-up procedures must be completed before entering the stadium.

Tailgating spaces not completely cleaned prior to the start of an event could result in the group’s loss of future tailgate privileges.

B. Food/Grilling

Groups may bring their own picnic items and food to their tailgate area. Grilling permitted, but all grills must be elevated. All fires must be contained within grills. Extinguish charcoal fires thoroughly with water before leaving them unattended. Please remove extinguished charcoal from campus for disposal. Do not dump charcoal on the ground or in dumpsters. Please be advised that grilling may be prohibited in a time of drought or extremely dry conditions. Should this be a consideration, proper announcements will be made on university websites and in the local media during the week preceding an affected game date. UWG Athletics is working with its corporate partners to provide food and beverages in the student tailgating area (Stadium Only) for those who do not have a means of providing their own.

C. Risk Management

Groups tailgating must follow these risk management policies:

• Do not transport individuals in the back of trucks. Nor should persons be allowed to stand in or on the vehicles.
• Have food available to avoid the effects of drinking alcoholic beverages on an empty stomach.
• Provide plenty of non-alcoholic beverages. If alcoholic beverages are present, designate at least one member of the group as the “designated tailgater” so they can monitor those who may over indulge.
• Educate all group members and guests about the tailgate policies.
• Contact University Police ((678) 839-6000) for all emergencies.

V. Alcohol Consumption

In accordance with the University of West Georgia’s alcohol policy, tailgating with alcohol is only allowed at major events which are designated by the president on an annual basis. Participants in tailgating parties are expected to follow all relevant laws and policies, including not serving alcohol to anyone under 21 years of age, not giving alcoholic beverages to any obviously intoxicated person and not driving while intoxicated.

Consumption of alcohol outside designated areas and/or time periods constitutes a violation of The University of West Georgia tailgating policy. Violators are subject to prosecution under the University of West Georgia Code of Student Conduct, and/or the laws of the City of Carrollton and Carroll County, and the laws of the State of Georgia. Any participant who consumes alcoholic beverages at such events must be able to produce a valid driver’s license or other photo ID that reflects the person’s age upon request.

Alcohol will be permitted in the tailgating area. Groups are responsible for making sure only those who are 21 years of age or older consume alcohol. All beverages, including alcohol, must be in opaque cups. All alcoholic beverages must remain in coolers or closed containers.

Prohibited Uses:

• Kegs and other common containers are not allowed at any time.
• Glass containers are not allowed except to hold alcohol in its original bottled package in your cooler or closed container.
• Drinking games (included but not limited to beer pong), and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.
• Consumption of alcoholic beverages on any other part of the campus or on public streets that run through or are adjacent to the campus is prohibited.

VI. Consumption and Preparation of Food

• No food may be sold without a proper university permit (Auxiliary Services).
• Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.
• Open flame fires, including fire pits, are prohibited.

VII. Sales and Solicitation

• No sales activities or solicitation are allowed on the university campus, including any/all tailgating areas, without permission from the appropriate university office, i.e. Auxiliary Services.
• Only Auxiliary Services or their designated representatives will be allowed to sell merchandise.

For more information, please contact Eddie Duffey at eduffey@westga.edu or (678) 839-3962.
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**Hip Kits** are college care packages and gifts for students. Hip Kits are the perfect gift for holidays, exams, birthdays or just to say “I love you.” Students can send Hip Kits too! Send to friends, brothers and sisters, or even to Mom and Dad. Each Kit is labeled with your personal message. Order one today!

Hip Kits was created exclusively for the clients of ARAMARK Campus Services and is powered by Beyond Bookmarks, Inc.

**Place An Order:** You can place an order 24 hours a day at our website: www.hipkits.com. If you prefer you may call us to place your order Mon. - Fri. 9 a.m. - 5 p.m. CST. [877]-HipKits.

**Shipping:** Shipping is calculated online using real-time quotes from UPS and USPS. Orders usually ship within one business day unless otherwise noted. Orders received after 12 p.m. CST are shipped the following business day. We offer a range of shipping options so that you may decide which is best for you.

**Order in Advance:** Order ahead and let us watch the calendar. To schedule advance orders online please enter the desired delivery date in the Special Instructions box after selecting your shipping method.

**Returns:** We guarantee our packages. If you or the recipient are unsatisfied please contact us within 10 days of delivery to discuss replacement or refund. All refunded or replaced packages must be returned to Hip Kits within 15 days of delivery. Please call us before you return your package: [877] HipKits.

**Item Swapping:** Hip Kits reserves the right to replace items in our care packages with comparable items based on season and availability. For example, we can’t ship chocolate in the summer...it melts...yuck!

**Price Changes:** Prices subject to change without notice (but probably not that often).

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**MEAL MEMBERSHIPS**

**2011 – 2012**

**Step 1 – Select your Meal Membership Plan**

- **Pack Unlimited Membership** .................$1,634 per semester
  - Unlimited meals per week + $200 Dining Dollars
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Wolves Membership** .........................$1,516 per semester
  - 14 meals per week + $250 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Basic Membership** .........................$1,266 per semester
  - 14 meals per week
  - Restricted to residential freshmen only.

- **Cub Membership** .........................$1,245 per semester
  - 10 meals per week + $300 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Pup Membership** .........................$831 per semester
  - 7 meals per week + $150 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Budget Membership** .........................$604 per semester
  - 5 meals per week + $100 Dining Dollars
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Block 50 Membership** .........................$340 per semester
  - 50 meals to be used anytime during the semester.

- **Block 20 Membership** .........................$140 per semester
  - 20 meals to be used anytime during the semester.

- **WestGA Debit Membership** ...................$200 per semester

- **WestGA Debit Reload** .........................$50 per reload
  - Dining Dollars are accepted at all dining locations on campus and can be used tax free.

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All membership plan pricing is subject to Board of Regents’ approval

**Step 2 – LOAD UP!**

**UPSIZE** Your plan by adding a WestGA Debit Membership to any plan. Dining Dollars are accepted at all dining locations and can be used tax free. (Most students will add an extra $200 Dining Dollars each semester.)

Name ____________________________________________

Student ID ________________________________________

Phone Number _________________________________

E-mail Address __________________________________

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**MEAL MEMBERSHIPS**

**2011 – 2012**

**Step 1 – Select your Meal Membership Plan**

- **Pack Unlimited Membership** .................$1,634 per semester
  - Unlimited meals per week + $200 Dining Dollars
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Wolves Membership** .........................$1,516 per semester
  - 14 meals per week + $250 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Basic Membership** .........................$1,266 per semester
  - 14 meals per week
  - Restricted to residential freshmen only.

- **Cub Membership** .........................$1,245 per semester
  - 10 meals per week + $300 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Pup Membership** .........................$831 per semester
  - 7 meals per week + $150 Dining Dollars.
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Budget Membership** .........................$604 per semester
  - 5 meals per week + $100 Dining Dollars
  - BONUS – 2 guest passes to be used at RFoC (Z-6) for family or friends. Also includes a lunch-time meal exchange at the Centre Café.

- **Block 50 Membership** .........................$340 per semester
  - 50 meals to be used anytime during the semester.

- **Block 20 Membership** .........................$140 per semester
  - 20 meals to be used anytime during the semester.

- **WestGA Debit Membership** ...................$200 per semester

- **WestGA Debit Reload** .........................$50 per reload
  - Dining Dollars are accepted at all dining locations on campus and can be used tax free.

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All membership plan pricing is subject to Board of Regents’ approval

**Step 2 – LOAD UP!**

**UPSIZE** Your plan by adding a WestGA Debit Membership to any plan. Dining Dollars are accepted at all dining locations and can be used tax free. (Most students will add an extra $200 Dining Dollars each semester.)

Name ____________________________________________

Student ID ________________________________________

Phone Number _________________________________

E-mail Address __________________________________
Meal Membership Policies

1. Meal Memberships cannot be changed or cancelled after the drop/add period unless there are extenuating circumstances.
2. Meal Memberships cannot be used by anyone other than the purchaser of the plan.
3. ID replacement charge is $20.
4. Balances left in dining dollar accounts at the end of spring semester will be forfeited if the student is not attending summer term.
5. Memberships meals must be used within the semester purchased.

Parent Reminders

- Order Hip Kits for holidays, exam time, birthdays, or just to say I love you! [www.hipkits.com](http://www.hipkits.com)
- Check out the WestGA Dining website to view the fun activities that your student is able to participate in at our dining locations [www.westgadining.com](http://www.westgadining.com)
- Make sure your student is not running low on Debit Dollars that they use on snacks, school supplies or coffee. Look for postcard reminders sent out mid-semester.
Dear Students:

We are delighted that you have chosen to Go West and become part of the dynamic community at the University of West Georgia.

There are many reasons why one might choose UWG; among them are great academics, vibrant students life, tremendous value and wonderful location.

But whatever your reason, you can be sure that you are getting an outstanding opportunity to explore, discover and learn — about yourself and the world around you.

We have a faculty and staff who work every day to provide a caring environment for all students. That commitment sets us apart from most other institutions and creates an excellent setting for learning. In fact, the university’s senior faculty and top administrators, including deans and me, teach courses every year, demonstrating our personal dedication to our students.

UWG is a strong, diverse institution that values independent perspective and growth. You’ll be challenged and you’ll be given many opportunities for success.

In this handbook, you’ll find a description of policies and procedures that are intended to protect and assist all students.

Please make yourself familiar with these policies so that you may have a productive stay at UWG. In closing, I suggest that you fully immerse yourself in the academic community we have built and help us develop the student goals and aspirations we can attain.

The many curricular and extracurricular activities at UWG will allow you to connect with people and do amazing things. That’s what happens when you Go West.

We wish you great success at the University of West Georgia.

Sincerely,

[Signature]

Behreuz N. Sethna
Professor of Business and
President of the University