Course listings now only on Banweb
Courses offered are found on Banweb
http://banweb.westga.edu/
under Public Access, Class Bulletin
All class information, including room assignments,
instructors, and times, is subject to change.
Students should check Banweb frequently
for new courses and course changes.

Table of Contents

University Calendar ....................................................................................................................................3
eCore Calendar ..........................................................................................................................................4
Fall Announcements .................................................................................................................................4
Registration Information ..........................................................................................................................5
Registration Dates/Schedule ....................................................................................................................6
Registration Fee Payment .........................................................................................................................7
Late Registration, Drop/Add, Withdrawals ...............................................................................................7, 8
New Student Information ........................................................................................................................9
Off Campus Course Registration ...........................................................................................................9
Distance Education Information ..............................................................................................................10
eCore .......................................................................................................................................................11
European Union .......................................................................................................................................11
Directions to Off-Campus Sites ..............................................................................................................12
Academic Advisement ...............................................................................................................................13
Major/Degree Evaluations .......................................................................................................................13
Financial Information ...............................................................................................................................14
HigherOne Card .......................................................................................................................................17
Exam Schedule ..........................................................................................................................................17
Class Periods .............................................................................................................................................18
Finding Out Your Grades ..........................................................................................................................18
Banweb Information .................................................................................................................................19
Core Curriculum .........................................................................................................................................26
UWG: A Drug Free Campus .....................................................................................................................29
FERPA Rights ...........................................................................................................................................31
University Calendar

April 7-25  Registration for Fall Semester
June 1    Undergraduate admission application/document deadline for Fall Semester
June 27   Last day to apply for Fall Semester graduation
July 1    All financial aid documents must be in Financial Aid Office to be sure financial aid is ready prior to fee payment deadlines for Fall
July 14-31 Banweb available for Fall Semester registration. Banweb will go down at 5 pm on the 31st.
July 18   Graduate admission application deadline for Fall Semester
July 15   Undergraduate readmission application/document deadline for Fall Semester
July 25   Registrations for Fall Semester mailed/faxed by graduate students must be received by this date
Aug. 5, 6 pm Fee payment deadline for Fall Semester
Aug. 5    Last day to apply for short term loan for Fall Semester fees as long as funding is available
Aug. 7    Last day to apply for short-term loan for Fall Semester books as long as funding is available
Aug. 12   HOPE and short-term loan book checks to be mailed to student's permanent address if registered and paid
Aug. 14   Readmission and new graduate student registration for Fall Semester if not already registered
Aug. 15   Fall Semester classes begin
Aug. 15-21 Late registration and drop/add
Aug. 21   Last day to sign Perkins promissory note in Aycock Hall
Aug. 22   Fees due 5 pm for fees/charges incurred after Aug. 5
Aug. 28   Financial Aid balances available via HigherOne no later than this date (see page 17)
Aug. 30   No Saturday classes
Sept. 1   Labor Day Holiday, no classes, offices closed
Sept. 5   Last day to apply for Spring Semester graduation
Sept. 15  Last day to apply for in-state tuition status for Fall Semester
Sept. 29  Last day to apply for Fall Semester Regents' Test, Strozier 110

Oct. 1    Graduate Foreign Language Proficiency Exam, 9 am and 2 pm, Strozier 110 (Registration required by Sept. 22)
Oct. 1    Georgia History Exam, 3 pm, Strozier 110 (Registration required by Sept. 29)
Oct. 2    Georgia Constitution Exam, 3 pm, Strozier 110 (Registration required by Sept. 30)
Oct. 8    Last day to withdraw with a grade of W
Oct. 9-10 Fall Break, no classes, offices open
Oct. 11   No Saturday classes
Oct. 22-23 Regents' Test, times and locations TBA
Oct. 27-30 Regents' Test, times and locations TBA
Nov. 3-4  Regents' Test, times and locations TBA
Nov. 6-25 Registration for Spring Semester 2009
Nov. 15   Undergraduate admission application/document deadline for Spring Semester 2009
Nov. 21   Graduate admission application deadline for Spring Semester 2009
Nov. 21   Last day to submit theses, Ed.S. research projects and dissertations to the Graduate School for Fall Semester graduation
Nov. 25   All classes meet except Tuesday only classes
Nov. 26-28 Thanksgiving recess, no classes
Nov. 27-28 Holiday (offices closed)
Nov. 29   No Saturday classes
Dec. 1    Undergraduate readmission application/document deadline for Spring Semester 2009
Dec. 1    Last day of fall Monday only classes
Dec. 2    Last day of fall Tuesday only classes
Dec. 3    Last day of fall M W and Wednesday only classes
Dec. 4    Last day of fall T Th and Thursday only classes
Dec. 4    Fee payment deadline for Spring Semester 2009
Dec. 5    Last day of M W F classes
Dec. 6, 8-12 Fall Semester exams (grades due 48 hours after final exams
Dec. 13   Fall Semester graduation, times and order of colleges to be determined
Dec. 15   Grades due 8:30 am for courses with final exams on Dec. 12
Jan. 7    Spring Semester 2009 classes begin
# eCore Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7-25</td>
<td>Registration for Fall Semester eCore courses via Banweb or in-office</td>
</tr>
<tr>
<td>July 14-31</td>
<td>Banweb available for Fall Semester eCore registration. Banweb will go down at 5 pm on the 31st</td>
</tr>
<tr>
<td>Aug. 5, 6 pm</td>
<td>Fall Semester fee payment deadline</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>eCore classes begin</td>
</tr>
<tr>
<td>Aug. 15-21</td>
<td>Late Registration, drop/add for eCore via Banweb only</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 22</td>
<td>Fees due 5 pm for fees/charges incurred after Aug. 5</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Last day to withdraw with a W for eCore courses (cannot be done on Banweb, must be done on-line from the eCore website)</td>
</tr>
<tr>
<td>Nov. 19</td>
<td>eCore classes end</td>
</tr>
<tr>
<td>Nov. 20, 21, 24</td>
<td>eCore final exams</td>
</tr>
</tbody>
</table>

# Fall 2008 Announcements

Registration is April 7-25
and July 14-31, 5 pm

Registration Fee Payment Deadline is August 5, 6 pm,
including Banweb

If fees not paid by August 5, classes may be dropped and you will be assessed a late fee.

Check MyUWG for additional announcements on
late registration and drop/add dates

Undergraduate Application/Document Deadline is June 1
Graduate School Application Deadline is July 18
Undergraduate Readmission Application/Document Deadline is July 15
General Information

Address Changes  Students are required to notify the Registrar's Office of all address changes. Changes can be made on Banweb or by completing an address change form in the Registrar's Office.

Request to Prevent Disclosure of Directory Information  University of West Georgia can release directory information such as name, address and telephone number unless the student completes a Nondisclosure form requesting that such information be withheld. Contact the Registrar's Office for details. Requests must be made and renewed annually by Sept. 15.

Enrollment Certifications  Students request enrollment certifications in the Registrars' Office. Undergraduates carrying 12 hours or more are considered full-time students. Undergraduates carrying 6-11 hours are half-time, and less than 6 hours are less than half-time. Graduate students carrying 9 hours or more are considered full-time students. Graduate students carrying 5-8 hours are half-time, and less than 5 hours are less than half-time.

Financial Aid for Graduate Students  Graduate students must be enrolled at least half time in order to receive financial aid. Half time is 5 hours for regular graduate students and 6 hours for provisional and certification graduate students.

ID Cards  Student ID cards are made in the University Community Center, Top Floor, from 8 am-7 pm on Monday through Thursday, and from 8 am-4:30 pm on Friday.

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

Registration Information

Holds/Fines  Students must clear all holds and pay all fines before registering. Public Safety, the Library, the Bursar's Office, Financial Aid and other administrative offices can place registration holds.

Overlap Permissions for Fall and Spring Semesters  Undergraduates with a 2.00 GPA can carry 18 hours without permission. Undergraduates obtain overload permission from the Dean of the College of their major. Academy students obtain permission from Dr. Don Wagner.

Dean's List  Students can carry 20 hours without permission. Seniors with a 2.00 GPA can carry 21 hours for two semesters without permission.

During the semester in which they are student teaching, Education majors may take one additional course beyond the internship and seminar.

Students in Learning Support cannot carry overloads.

Students in Regents' Test Remediation cannot carry overloads.

Graduate students  can carry 13 hours without permission. College of Arts and Sciences and College of Business graduate students obtain overload permission from the Dean of the Graduate School.

College of Education graduate students obtain overload permission from the Dean of the College of Education prior to obtaining permission from the Dean of the Graduate School.

Education Courses  All 3000/4000 and selected 5000 level courses offered by the College of Education require admission to teacher education.

Internships/Practicums  The following departments offer internships and/or practicums to interested students: English, History, Mass Communications, Political Science, Geography, Psychology, and Sociology. Contact the department for details.

Independent Studies/Research  Some departments offer independent study/research projects for interested students. Contact the department for details.

Deciding Not to Attend After Registering  If you decide not to attend UWG for a semester for which you have registered and have paid your fees, you must drop or withdraw from all of your courses on Banweb, or come to the Registrar's Office in Parker Hall, or call 678-839-6438 to withdraw from the university.

Contact the Bursar's Office (678-839-4737) to determine if a refund is due and when it will be posted to your HigherOne card.

Financial Aid Recipients who decide not to attend and have financial aid which covers their entire bill, will be obligated to repay the financial aid award if they do not officially withdraw from the university.
Registration Schedule

Continuing undergraduate students register and/or adjust schedules on or after assigned date below. See your advisor before your assigned date to register so your advisement hold can be removed.

Continuing graduate students register and/or adjust schedules on April 7-25 and July 14-31 (ends at 5 pm on the 31st).

The next opportunity for continuing students, both undergraduate and graduate, to register who miss the April 7-25 and July 14-31 registration periods is late registration when a late registration fee is charged.

Former undergraduate students who last attended UWG one year or more ago or were suspended or dismissed must apply for readmission through the Registrar's office. Deadline to apply for readmission is July 15.

Former graduate students who last attended UWG one year or more ago must contact the Graduate Office before registering.

New fully admitted graduate students can register and/or adjust schedules on April 7-25 & July 14-31 (ends at 5 pm on the 31st), or can register on New Student Registration Day, August 14.

Registration Dates for Undergraduate Students

- Current Seniors - Apr 7
- Current Juniors ss# ending in 00-49 – Apr 8
- Current Juniors ss# ending in 50-99 – Apr 10
- Current Sophomores ss# ending 00-32 – Apr 11
- Current Sophomores ss# ending 33-66 – Apr 14
- Current Sophomores ss# ending 67-99 – Apr 15
- Current Freshmen ss# ending 00-32 – Apr 17
- Current Freshmen ss# ending 33-66 – Apr 18
- Current Freshmen ss# ending 67-99 – Apr 21
- Open registration - Apr 22-25 and July 14-31 (ends at 5 pm on the 31st)

Register using Banweb

1. You can register using Banweb from any computer with Netscape 3.0 or higher or in any computer lab on campus when available.

2. Banweb will be available for registration and schedule adjustment on April 7-25 and July 14-31, 5 pm.

Register in Person

The Registrar's office will process in-person registrations on April 7-25 excluding Wednesdays between the hours of 9 am and 4:45 pm. The following offices will also register undergraduate students if they must go to this office for advisement.

Learning Support Students Learning Support Office, Strozier H all 110
Students with CPC Deficiencies Learning Support Office, Strozier Hall 110
Honors Students Honors House (by appointment only)
Academy Students Honors House
All Undecided Freshmen EXCEL Center, UCC

1. After registering, print a copy of your schedule and bill. You are responsible for checking the accuracy of both.

2. Fees must be paid by August 5, 6 pm, or your classes may be dropped and you will be assessed a late fee. You must pay the portion of your bill not covered by grants, loans or scholarships.

Register by Mail/Fax (Continuing and New Fully Admitted Graduate Students Only)

1. Please give the following information: full name, student ID number or social security number, current address, phone number where you can be reached 8 am-5 pm, and for each course, the CRN, course subject, course number and section number.

2. Mail/fax your request to the Registrar's Office, Parker Hall, Carrollton, GA 30118, fax (678) 839-6439. Requests are processed in the order in which they are received as staff time permits beginning the morning of the first day of registration. There is no guarantee your course(s) will be open when your registration is processed. Requests must be received in the Registrar's Office by 5 pm, July 25, 2008.

3. You will be mailed a schedule confirmation and a bill. You are responsible for checking the accuracy of both.

4. Fees must be paid by August 5, 6 pm, or your classes may be dropped and you will be assessed a late fee. You must pay the portion of your bill not covered by grants, loans or scholarships.
Registration Fee Payment

Fees are due by August 5, 6 pm, or your classes may be dropped and you will be assessed a late fee.

The cashier's window will remain open until 6:00 pm on August 4 and 5 for fee payment

Check
Cashier's Window, Aycock Hall  M on. Fri. 8:30 am - 4:30 pm
Night Depository, Aycock Hall  after 4:30 pm
On Banweb  Banweb fee payment closes at 6 pm, August 5

Cash
Cashier's Window, Aycock Hall  M on. Fri. 8:30 am - 4:30 pm

*Credit Card (Discover, American Express, MasterCard only)
On Banweb  Banweb fee payment closes at 6 pm, August 5

CARDHOLDER WILL BE CHARGED THE MERCHANT FEE
*Credit Cards can only be used on Banweb, not in person or via mail.

Mail
Send bill and check for balance due to: Office of the Controller, ATTN: Bursar's Office, University of West Georgia, Carrollton, GA 30118-4220. Payments must be received (not postmarked) by August 5. We are not responsible for payments received after the deadline due to postal problems.

Late Registration • Drop/Add • Withdrawals

Check MyUWG for additional announcements on late registration and drop/add dates

Drop/add and late registration: Friday, August 15 - Thursday, August 21
From 12-1 pm on August 15-21, the Registrar's Office will process only drop/add and late registration transactions. No other business will be conducted during this hour.

Fee payment deadline for all fees/charges incurred after August 5 is Friday, August 22, 5 pm.
Withdrawals with a grade of W: Friday, August 22 – Wednesday, October 8
Withdrawals with a grade of WF: Thursday, October 9 – Friday, December 5

See the eCore calendar for eCore withdrawal dates
All refunds will be issued via HigherOne (see page 17)
Difference Between Dropping and Withdrawing
Course drops can only be done during the official drop/add periods except for courses meeting for the first time after drop/add (see below). Dropped courses are removed from your class schedule and will not appear on your transcript. Withdrawn courses remain on your class schedule and will appear on your transcript.

Not Attending First Class Meeting
Faculty have the authority to drop students who do not attend the first class meeting. However, all faculty members do not automatically drop such students. If you do not intend to remain in a course, you must drop the course before the end of the drop/add period. Failure to drop the course may result in a grade of F, and tuition/fees will not be refunded.

Courses Meeting for First Time after Drop/Add
These courses may be added on the day the course begins with Dean’s permission. These courses cannot be added on Banweb. NOTE: According to Federal Regulations, Financial Aid can not adjust aid for courses added after the drop/add period.
These courses can be dropped on the day immediately following the first scheduled class meeting only if you complete the drop transaction in the Registrar’s Office or email registra@westga.edu. These course drops cannot be made on Banweb.

Refunds for Courses Dropped during Drop/Add
If you drop a course during the drop/add period and you are entitled to a refund, please contact the Bursar’s Office in Aycock Hall at 678-839-4737 to find out when your refund will be disbursed to your HigherOne card. There will be no refund for courses dropped after the drop/add period unless the course meets for the first time after the drop/add period and the instructions above are followed. If you are a financial aid recipient, you may be required to repay a portion of your financial aid which covers your entire bill, will be obligated to repay the financial aid award if they do not officially withdraw from the university.

Financial Aid Recipients
Financial aid recipients should check with the Department of Financial Aid before withdrawing from a class(es). Withdrawing from a course could cause the loss of financial aid for future terms and/or repayment for the current term. All financial aid recipients (including HOPE and loan recipients) must earn passing grades in at least 67% of all hours for which you enroll during Summer through Spring in order to remain eligible for aid during the next award year. Please be aware that the calculation for the 67% course completion is NOT rounded up. You must complete at least 67.00% each academic year. A 67% worksheet (link to http://www.westga.edu/~finaid/forms/670607.pdf) is available to aid you in determining your percentage. In accordance with federal regulations, you may be required to repay a portion of federal or state financial aid received or credited to your account if you withdraw prior to the end of the semester.

Withdrawal from Courses after Drop/Add
Students who wish to withdraw from a course after drop/add may withdraw on Banweb or come to the Registrar’s Office. There is no refund for withdrawing from a course on your schedule.
Before the mid-point of a term, a withdrawal equals a grade of W and will not affect your GPA.
After the mid-point of a term, a withdrawal equals a grade of WF and will count the same as an F in your GPA.
* eCore students must withdraw online from the eCore website at http://www.westga.edu/~ecore.
Contact an eCore Advisor at 678-839-6248 for more information

Withdrawal from the University/Deciding not to Attend
If you decide not to attend UWG for a semester for which you have registered and have paid your fees, you must drop or withdraw from all of your courses on Banweb, or come to the Registrar’s Office in Parker Hall, or call 678-839-6438 to withdraw from the university. Contact the Bursar’s Office (678-839-4737) to determine if a refund is due and when it will be disbursed to your HigherOne card. Financial Aid Recipients who decide not to attend and have financial aid which covers their entire bill, will be obligated to repay the financial aid award if they do not officially withdraw from the university.

Learning Support & CPC Deficient Students
Learning Support Students and students with CPC deficiencies are not permitted to drop or withdraw from a Learning Support or CPC course without the approval of the Director of the Department of Learning Support. During the drop/add period, students with a learning support requirement and/or a CPC deficiency should go to the Learning Support Office to adjust their schedules.
New Student Registration/Information

Application Deadlines
Undergraduate Students - June 1, 2008 (documents also required by this date)
To request application forms, contact the Admissions Office, Mandeville Hall, University of West Georgia, Carrollton, GA 30118. Telephone: (678)839-5600
Graduate Students - July 18, 2008
To request application forms, contact the Graduate Office, Cobb Hall, University of West Georgia, Carrollton, GA 30118. Telephone: (678)839-6419

New Student Registration - Tuesday, August 14
Who can register on August 14
• Readmitted students who have not yet registered.
• New fully admitted graduate students who are not yet registered.
• New auditors, new unclassified students and transient students.

How to register
New auditors and unclassified students, and transients can come to the Registrar's Office on August 14 between the hours of 2 pm and 5:30 pm or they can register on Banweb from 2 pm until approx. 11 pm. UWG course pre-requisites or special approvals may prevent registration on Banweb.
Undergraduate readmitted students and new graduate students should contact their faculty advisors before registration, and can register on Banweb on August 14 or can come to the Registrar's Office on August 14 between the hours of 8:30 am and 5:30 pm.

Fee Payment
After you complete your registration, print a copy of your schedule and bill. You are responsible for checking the accuracy of both.
Fees must be paid by 5:00 pm, August 22, 2008, in the Bursar's Office, Aycock Hall, or at the cashier's window, Aycock Hall, or your entire schedule will be dropped. See page 7 for accepted payment methods and locations.

Registration Off Campus Courses

Registration for Off Campus Education Courses
If you wish to register for an off-campus graduate education course, you may register in person in the Registrar's Office, by mail/fax, or on Banweb. Please see the instructions for registration in this booklet. Fees must be paid by August 5, 6 pm, or your classes may be dropped and you will be assessed a late fee. See page 7 for accepted payment methods and locations. You must pay the portion of your bill not covered by grants, loans or scholarships. If you do not register during April or July, the next opportunity to register will be late registration ($75 late fee), in person or on Banweb only. Check MyUWG for announcements on additional late registration and drop/add dates.

Registration for Nursing External Degree Program in Dalton
Currently enrolled students should see their instructor.
New students should contact the Department of Nursing at (678) 839-6552.

Registration for Nursing Courses at Georgia Highlands College
Currently enrolled students should see their instructor.
New students should contact the Department of Nursing at (678) 839-6552.

Registration for Newnan Center
Telephone (770) 254-7280
Registration
 Begins Monday, April 7. The Newnan Campus will accept in-person registrations according to the dates on page 6 between the hours of 9 am and 4:45 pm. You must register for at least one course taught on the Newnan Campus.
Fees must be paid by August 5 or your classes may be dropped and you will be assessed a late fee. See page 7 for accepted payment methods and locations. You must pay the portion of your bill not covered by grants, loans or scholarships.

Late Registration and Drop/Add
August 15 – August 21, 8:30 am - 5:00 pm
The late registration fee of $75 will be charged.
Fees must be paid by 5:00 pm, August 22, 2008, or your entire schedule will be dropped. See page 7 for accepted payment methods and locations.
What is a Distance Education Course? A distance education course is one in which the students are geographically separated from the instructor more than 50% of the time. All distance education courses are designated on the Banweb course listings with a ‘D’ or an ‘N’ in the section number. Banweb may also provide specific information about the type of media used in the distance course. The University of West Georgia offers distance courses through two primary media, video conferencing and online via the Internet.

Online courses are internet-based, and allow students to interact with the instructor and other students through e-mail, chat rooms, and bulletin boards. Course notes, assignments, projects and grades are often posted on web pages. UWG online courses utilize GeorgiaVIEW’s WebCT Vista, a course management software located on a state server.

Some courses are taught completely through distance learning means, while others combine the technologies with the traditional class, requiring students to travel to campus for one or more class sessions.

Special Requirements for Online Courses To take an online course, you must have internet access or be willing to travel to utilize the computers in the campus computer labs.

You must also have the following:

- **Computer:** You will need a 486/66M hz (minimum) PC with 16 MB of RAM or a Macintosh with a 68040 processor and 14 MB of RAM or better.
- **Modem:** Must be 28.8 or better
- **Internet Service Provider (ISP):** You must be connected to the Internet by a reliable Internet Service Provider.
- **Browser:** In order for your GeorgiaVIEW WebCT Vista experience to be successful, you will need to pass all the tests located here on this browser checker: http://www.usg.edu/usgweb/browserchecker/

**Computer Experience:** You will need some, but not a lot of experience navigating and using the Internet. Knowing how to attach document files to email and word processing skills are important in an online course environment. You do not need any previous experience with distance learning or GeorgiaVIEW WebCT Vista, although you may want to go ahead and complete the tutorial before you start the course. To access the tutorial: e-mail distance@westga.edu for a tutorial account.

To test your computer's ability to run GeorgiaVIEW WebCT Vista, go to http://www.usg.edu/usgweb/browserchecker/

Course Section Codes for Distance Education

The decision to teach a course using distance technologies for more than 95% of instruction time (that means you may have only one face-to-face meeting and perhaps a proctored final) will affect the student's fees and degree residency requirements.

**Total Distance Courses** (those which meet at least 95% through videoconferencing, WebCT, or other technologies, instead of face-to-face) will have an “N” in the Section Code in the Banweb course listings. The course must not have more than one face-to-face meeting, in addition to a final proctored exam if desired. The location of the face-to-face meeting may not be on the Carrollton Campus. These courses have a higher tuition rate known as eTuition – however, mandatory fees, except for the technology fee, are not assessed. Please see the financial section of this document for more specific information. Courses are not counted in meeting the residency requirements for graduation, unless the program itself has been approved for off-campus/Total Distance delivery (see department).

**Partial Distance Courses** (those which meet at least 51% - 94% through videoconferencing, WebCT, or other technologies, instead of face-to-face) will have a “D” in the Section Code in the Banweb course listings.

**Section codes of 01D through 39D** are on-campus courses. Mandatory fees are assessed. Courses are counted in meeting the residency requirements for graduation.

**Section codes of 41D - 59D and 71D - 89D** are off-campus courses. Mandatory fees, except for the technology fee, are not assessed. Courses are not counted in meeting the residency requirements for graduation.

**Section codes of 61D - 69D and 91D - 99D** courses taught at approved off-campus resident instruction centers. Mandatory fees, except for the technology fee, are not assessed. Courses are counted in meeting the residency requirements for graduation.
Courses offered are found on Banweb http://banweb.westga.edu/
under Public Access, Class Bulletin

eCore Web Site
Students should read carefully the information found at http://
www.westga.edu/~ecore/ to be certain eCore learning is right for
you and to understand the policies related to eCore courses.
Students must obtain permission from an eCore Advisor before
registering for an eCore course. See the eCore class bulletin for
more information.

eCore Calendar
April 7-25 Registration for Fall Semester eCore courses via
Banweb or in-office
July 14-31 Banweb available for Fall eCore registration
Aug. 5, 6 pm Fee payment deadline. See page 7 for payment
methods and locations.
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Aug. 15-21 Late Registration, drop/add for eCore via
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Aug. 5 See page 7 for payment methods and
locations.
Oct. 2 Last day to withdraw with a W for eCore cours-
es (cannot be done on Banweb, see http://www.
westga.edu/~ecore/ for instructions)
Nov. 19 eCore classes end
Nov. 20, 21, 24 eCore final exams

European Union Studies Certificate
On-Line Courses, Fall Semester 2008

The European Union Studies certificate program of the
University System of Georgia will be offering the following on-
line course in conjunction with the University of Munich for
Fall Semester 2008:

Introduction to the European Union
EU Science and Technology
Federalism & Multi-Level Governance

For information on the requirements for the European Union
Studies Certificate and information on registering for the above
course, contact Dr. Heather Mbaye, European Union Studies
Steering Committee, Department of Political Science and
Planning, College of Arts and Sciences
Directions to Off Campus and Distance Learning Class Sites

Central Elementary School, Carroll County (Centes)
From I-20: Travel I-20 West to Villa Rica, Exit 24, turn left (west) onto Hwy 61. Travel approximately 12 miles to Carrollton South 166 By-Pass, turn left onto By-Pass 166 just past Ryan's Steak House and Richard Haney Ford. Follow 166 By-Pass to US Hwy 27. Turn left (south) on US Hwy 27 and go approximately 1 mile. Turn left on Primary School Road. Central Elementary School is located at 175 Primary School Road.

Central High School, Carroll County (CtrlHS)
From I-20: Travel I-20 West to Villa Rica, Exit 24, turn left (west) onto Hwy 61. Travel approximately 12 miles to Carrollton South 166 By-Pass, turn left onto By-Pass 166 just past Ryan's Steak House and Richard Haney Ford. Follow 166 By-Pass to US Hwy 27. Turn left (south) on US Hwy 27. Go approximately 0.2 miles. Turn left onto Central Road, look for Chick-Fil-a and Arbys. Go approximately 0.7 miles. Central High School is located at 113 Central High Road, Carrollton, Georgia.

Clayton County Professional Learning Center (ClayCo)
From I-75 South: Take Exit 235 US 19 & 41 toward Griffin/Jonesboro, merge onto Tara Boulevard and travel approximately 2 miles. Turn left onto Battle Creek Road. Clayton County Professional Learning Center is located at 1087 Battle Creek Road, Jonesboro, GA 30236. Phone 770-473-2795

Georgia Highlands College (GHC Cm)
From Carrollton: From Hw 27 travel 47 miles north to Rome. Georgia Highlands College at Rome is located on Hw 27, 10 miles north of Cedartown on the right.
From Summerville: From Hw 27 S, travel approx. 21 miles to Turner M CCall Blvd (Hwy 20). Turn left onto Turner M CCall at traffic light. Proceed south following signs for Cedartown. Georgia Highlands College is approx. 9 miles on the left.
From Calhoun: From Hw 53 South, travel approx. 20 miles to the intersection of Hw 53 Veteran's M emorial Parkway. Turn left onto Veteran's M emorial Parkway. Proceed approx. 6 miles to traffic light at the intersection of Hw 411 and the parkway. Turn right onto 411. Travel approx. 3 miles until 411 combines with Hw 27. Bear left onto 27 South. Georgia Highlands College at Rome is approx. 4 miles on the left.
From Marietta: From I-75 N, take exit 290 (Cartersville). Take left at exit ramp and watch for signs Hw 411 South. Turn right onto Hw 411 South and proceed approx. 25 miles to Rome. Hw 411 turns into Hw 27. Bear left at this junction onto Hw 27 South. Georgia Highlands College at Rome on you approx. 4 miles on the left.

Haralson County Middle School (Harals)
From US Highway 2: Follow to Buchanan, Turn left on US 27 BR/GA 1 BR, travel approximately 1.4 miles, Turn left onto GA-120, go approximately 3.1 miles. Haralson County Middle School is located at 2633 Georgia Highway 120, Tallapoosa, GA 30176.

UWG Newnan Center (Newan)
From downtown Newnan: Travel west on SR 34 - Bullsboro Drive four-lane highway almost to the Racetrack station (on left). Turn left at the traffic light onto Amalajack Boulevard. Continue 1/2 mile. The Center is on the left immediately past the water tower.
From I-85: Exit 47, Bullsboro Drive (SR 34, Peachtree City, Newnan), and travel toward Newnan. About 1/4 mile (at the traffic light) turn right onto Amalajack Boulevard. Continue 1/2 mile. The Center is on the left immediately past the water tower.

Roopville Elementary School, Carroll County (Roopvl)
From Carrollton: Follow US Hwy 27 South. Turn right on Old US Hwy 27. Enter roundabout and take 1st exit on GA. S. Turn right on Old Carrollton Road. Roopville Elementary School is located at 60 Old Carrollton Road.

Sharp Creek Elementary School, Carroll County (Sharpc)
From Carrollton: Follow US Highway 27 North. Turn right on GA Hwy 113. Travel approximately 4 miles. Sharp Creek Elementary School is located on the left adjacent to Abilene Baptist Church.
From I-20: Take Exit 19. Follow GA Hwy 113 approximately 5 miles. Sharp Creek Elementary School is located on the left just past Abilene Baptist Church on the right.

Whitesburg Elementary School, Carroll County (Whtsbg)
From Carrollton: Follow 166 By-Pass to US Hwy 27/ GA Hwy 16 (Newnan Road). Follow US Hwy 27/GA Hwy 16 approximately 8 miles. Whitesburg Elementary School is located at 868 Main Street.
Academic Advisement

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

For Advising

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.

All freshmen who are undecided about a major will be advised in the EXCEL Center, Strozier Hall.

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.

Honors 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.

All joint enrolled high school students, including The Advanced Academy, will be advised in the Honors House.

All students with one or more learning support requirements or college preparatory curriculum deficiencies will be advised in the Department of Learning Support, Strozier Hall 110.

It is important that all students consult with their advisors prior to registration. All undergraduate students are required to see their advisors before registering.

Degree/Major Evaluation

The Registrar's Office will do a degree/major evaluation for:

A. Students who first attended UWG before Fall Semester 1998 and have earned 75 semester hours.
B. Students who have earned 75 semester hours and are working on a second undergraduate degree, two degrees, or two majors.
C. Students who have earned 75 semester hours and are majoring in one of the majors listed below:
   - Global Studies
   - Chemistry/Engineering Dual Degree
   - Geology/Engineering Dual Degree
   - Physics/Engineering Dual Degree
   - Physics with Business Concentration
   - USG ASN RN to BSN Program

What do I do? Neither A, B, or C above applies to me.

You should run a degree/major evaluation on BanWeb and then discuss this evaluation with your academic advisor.

How do I run a BanWeb Evaluation?

- Log into myUWG & BanWeb
- Student Services
- Student Records
- Degree Evaluation
- Select the current term
  - “Generate New Evaluation” only if all information is correct OR
  - Generate a “What-If Analysis”.

What-If Analysis

- Select catalog term
- Select Program
- Select Major
- Select Concentration if Applicable
- Select Minor if Applicable
- Submit
- Select current term
- Generate Request
- View General Requirements
- View Additional Information

How do I read the BanWeb evaluation?

A. General Program information is listed first, like your major and degree. Minor and/or concentrations are also listed if you have any.

B. Then the number of credits and/or courses required is listed. Look at the “Met” column to see what you have or have not met.

C. Then each Area of your program is listed. Areas include the core areas, major courses, and any other groups of courses required for your degree.

Each area will have the title of the area and if it is “Met” or “Not Met”.

If the Area is “Met”, the courses you have completed which are used in the area are listed with the grades you earned.

If the Area is “Not Met”, the course requirements for the area are listed, and the courses you have completed which can be used in the area are listed with the grades you earned.
Locations of Academic Departments

Accounting/Finance.................................Adamson 202A
Anthropology.............................................Pafford 338
Art..................................................................H uman 322
Biology ..........................................................BioCm 160
Chemistry......................................................T LC 2135
Counseling/Ed Psy......................................EducA 239
Computer Science.......................................T LC 2200
Curriculum/Instruction.............................Ed Ctr 130(Advise Ctr)
(Early Childhood, M iddle Grades, Secondary)
Economics......................................................Bus 46
Ed. Leadership/Prof. Studies .......................EducA 139
English.........................................................T LC 2255
Foreign Lang.................................................Cobb 107
Geosciences..................................................Cal 101
History..........................................................T LC 3200
Management/Bus. Sys.................................Bus 110
Marketing/Real Estate.................................Bus 161
Mass Comm/Theatre.....................................H uman 139
Math .............................................................Boyd 310
Media/Instructional Tech................................Educ-A 146
M usic.............................................................H uman 105
Nursing.........................................................EducA 264
Philosophy.....................................................H uman 1st Floor
Physical Educ./Recreation.........................Ed Ctr 130(Advise Ctr)
Physics..........................................................Boyd 222
Political Sci./Planning.................................Pafford 140
Psychology.....................................................M elson 123
Sociology/Crime ............................................Pafford 217
SpecEd/Speech-LangPath .........................Ed Ctr 130(Advise Ctr)

Financial Information

Payment of Fees and Charges
Registration is not complete until all fees and charges are paid in full. Fee payment deadlines for Registration, New Student Registration, and Late Registration for the Fall Semester are listed in the section below. All fees and charges are due by these dates or your entire schedule will be dropped.

Payment of fees and other charges may be made with cash, checks, credit cards, and financial aid (or any combination of these).

All checks issued for the payment of fees must indicate the name of the student and his/her West Georgia Student ID number.

Discover, American Express and MasterCard are also accepted for the payment of fees on Banweb only. You may also pay by webcheck on Banweb.

CARDHOLDHOLER WILL BE CHARGED THE MERCHANT FEE
If you choose to mail your fees, please allow several days for delivery and send your payment to:

Office of the Controller
ATTN: Bursar’s Office
UNIVERSITY OF WEST GEORGIA
1601 Maple Street
Carrollton, GA 30118-4220

WE ARE NOT RESPONSIBLE FOR PAYMENTS RECEIVED AFTER THE PUBLISHED DEADLINES DUE TO POSTAL PROBLEMS.

Deadlines for Fee Payment
Registration fees and charges are due by Tuesday, August 5, 2008, by 6:00 pm. Payment must be received (not postmarked) in the Bursar’s Office in Aycock Hall by this deadline date or your classes may be dropped and you will be assessed a late fee.
Fees and charges incurred after August 5 must be paid by Friday, August 22, 5:00 pm, or your entire schedule will be dropped.
Students who add courses to their schedule, change residence halls and/or meal plans are responsible for all additional fees and charges by the stated deadlines.

Printing a copy of your bill on Banweb
Click on Registration and Fee Payment. Next click on Registration Fee Assessment and use your browser to print (Click on File and then Print Frame).

Refund for Courses dropped during Drop/Add
If you drop a course during the drop/add period and you are entitled to a refund, please contact the Bursar’s Office in Aycock Hall at (678) 839-4737 to find out when your refund will be disbursed to your HigherOne card. (see page 16)

Refund of Fees and Charges for Complete Withdrawal from the University
Refunds will be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total number of calendar days in a semester. Students who withdraw after 60% of the semester has been completed are not entitled to a refund of charges.
Refund schedules and a copy of the Board of Regents Policy may be obtained from Bursar’s Office, the Office of the Registrar, or the Financial Aid Office.

For Financial Aid Recipients: In order to meet Federal Regulations all refunds will be credited back to Federal Title IV programs, State programs, Private and Institutional programs in the following order: Direct Stafford Loan, Federal Perkins Loan,
Financial Information

Direct Plus Loan, Federal Pell Grant, Federal SEOG, other Title IV assistance, State Programs, and Private/Institutional Programs. Any refund remaining after these programs have been satisfied will go to the student.

All refunds are issued via HigherOne.

Fees and Charges Fall 2008

NOTE: The following are semester rates that were in effect for the 07-08 academic year. New rates where applicable will be available in late April and will be effective Fall Semester 2008.

Tuition for New Freshman Students/Eligible Transfer Students Entering Fall 2006 to Summer 2007;

GA - Residents: 107.00/per credit hour up to 11 hours and $1,280.00 for 12 or more hours
Non-Residents: $427.00/per credit hour up to 11 hours and $5,121.00 for 12 or more hours

*See below for tuition for eCore, WebM BA and Total On-Line courses

Tuition for New Freshman Students/Eligible Transfer Students Entering Fall 2007 to Summer 2008;

GA - Residents: 124.00/per credit hour up to 11 hours and $1,479.00 for 12 or more hours
Non-Residents: $493.00/per credit hour up to 11 hours and $5,915.00 for 12 or more hours

*See below for tuition for eCore, WebM BA and Total On-Line courses

Tuition for Students who enrolled prior to Fall 2006 and all other students not covered above

UnderGrad GA Residents: $114.00/per credit hour up to 11 hours and $1,357.00 for 12 or more hours
UnderGrad Non-Residents: $453.00/per credit hour up to 11 hours and $5,428.00 for 12 or more hours
Grad Student GA Residents: $136.00/per credit hour up to 11 hours and $1,629.00 for 12 or more hours
Grad Students Non-Residents: $543.00/per credit hour up to 11 hours and $6,513.00 for 12 or more hours

*See below for tuition for eCore, WebM BA and Total On-Line courses

In addition to the above the following mandatory fees are assessed**

Activity Fee - $4.67/per credit hour up to 8 hours and $56.00 for 9 or more hours
Athletic Fee - $11.92/per credit hour up to 8 hours and $143.00 for 9 or more hours

Community Center - $9.00/per credit hour up to 8 hours and $108.00 for 9 or more hours
Health Fee - assessed at a flat rate of $77.00 for any student enrolled in 5 or more hours
Technology Fee - assessed at a flat rate of $50.00 for any student enrolled in 1 or more hours
Transportation Fee - assessed at a flat rate of $46.00 for any student enrolled in 1 or more hours.

** Note: students taking off-campus courses (section #'s 40-99) are only charged the mandatory technology fee for those courses.

Tuition for Students taking eCore courses

eCore course tuition is $144 per credit hour.

Mandatory fees are not assessed unless student takes non-eCore courses also.

Tuition for Students taking WebM BA courses

WebM BA course tuition is $546 per credit hour.

Tuition for Students taking Total On-Line/Distance Learning courses (sections #'s N01-N39)

Undergraduate Students - $154 per credit hour not to exceed $5,428.00
Graduate Students - $176 per credit hour not to exceed $6,513.00

Mandatory fees, except for the Technology Fee, are not assessed unless student takes non-online courses also.

Special Course Fees (in addition to tuition and mandatory fees)

Applied Music Fee ......................................$38 per credit hour
Aquatic Fee ..................................................8 per course
Art History/Appreciation Fee .........................10 per course
Studio Art Fee..............................................15-60 varies per course
Biology/Chemistry Lab Fee.................................35 per course
CHEM 1151K, 1152K, 1211K, 1212K ..............63 per course
Computer Science Lab Fee .................................45 per course
Other Sciences Lab Fee ....................................45 per course
English, selected courses..........................10-35 varies per course
Mass Comm/Theatre Fee .................. 10-40 varies per course
Nursing Lab Fee ..............................................19 per course
Nursing Testing Fee ......................................330 per course
Nursing Clinical/Practicum Fee ...........50 per course
Education Practicum Fee .....................50 per credit hour
Education Student Teach. Intern Fee .......50-250 varies per course
Education Jr/Sr Block Courses .............50-100 varies per course
First Aid & CPR ............................................5 per course
Golf, Skiing, Snowboarding .......... 45-311 varies per course
SPMG 2600, 3660, 3663, 4584, 4665 ...........10-20 per course
Financial Information

Residence Hall Charges

Double Occupancy .............................................. $1310-1548
Social Fee ..............................................................10

Meal Ticket Charges

Debit Plan ...................................................................$200
Wolves Membership .................................................1393
Pack Unlimited Membership .................................1506
Budget .................................................................529
Block 50 ...................................................................263
Block 20 ....................................................................112

Rates are subject to change pending Board of Regents approval.

Freshmen required to live on campus must purchase the Unlimited or Wolves Membership plan. Charges for mandatory freshman meal plans will be carried over from fall to spring. Other students wishing to purchase a meal plan must go by the Auxiliary Enterprise Office before or during Registration or login to Banweb and click on Student Services to add a meal plan. Changes or cancellations of meal plans are permissible only during the Drop/Add period. Refunds are made to students withdrawing from the university based on a schedule in the Auxiliary Enterprise Office located in the University Community Center.

Balances left in debit accounts at the end of Spring Semester will be forfeited if not attending summer.

Contact Auxiliary Enterprises for more information regarding meal plans (678) 839-6525.

Failure to pay all financial obligations

Students who fail to satisfy financial obligations will be referred to an outside collection agency and will be responsible for any additional charges, not to exceed 33.3%, associated with the collection of an unpaid debt.

Short Term Loans

Beginning date for application ............ July 7, 8:30 am - 4:30 pm. Previous Short Term Loans must be paid in full before you may apply again.
Deadline for Short Term Loan for fees .................August 5
Deadline for Short Term Loan for books................. August 7
NOTE: The above deadline dates are contingent on funding availability.

Book checks will be mailed if registered & paid ........August 12

Perkins Loan Award Recipients

You must sign your Promissory Note in Aycock Hall, no later than August 21 to avoid cancellation of your classes. The note must be signed once for each award year. If you have already signed for the academic year, it is not necessary to sign again.

Financial Aid Balance Monies

Funds will be available no later than August 28 via Higher One if all requirements have been met with the Financial Aid Office.

Parking Permits and Fines

Students who bring a motor vehicle onto campus are required to obtain a parking permit from the Department of Public Safety Parking Services Division. Since students are assessed a transportation fee each semester, there is no charge for a parking permit. Permits may be obtained by going to Parking Services located in Row Hall. The office is open from 7:30 AM to 5:00 PM, Monday through Friday. To register a vehicle the owner must have the following information.

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>Vehicle Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Tag Number</td>
<td>State Vehicle is Registered In</td>
<td></td>
</tr>
</tbody>
</table>

Students who do not register their vehicle are subject to having them ticketed and/or towed. The UWG parking code can be found online at: www.uf.westga.edu/Pubsafe/Parking/. A student will not be allowed to register for classes unless all parking fines have been paid.

Returned Check Policy

If a payment given by a student is not paid on presentation to the bank on which it is drawn, a service charge of $25 or 5% of the amount of the payment, whichever is greater, will be assessed. When one fee check has been returned by a bank without payment, the student's check payment and cashing privileges will be suspended until the end of the current academic year. If a check is returned by a bank for nonpayment of fees, the student is subject to cancellation of his/her class schedule and payment of a $75 late fee in addition to the returned check charges outlined above. Students will be responsible for any additional charges necessary for the collection of past due tuition and fees.

Death of a Student

A refund of all matriculation fees and other required fees shall be made in the event of the death of a student at any time during the semester.

Military Call-up to Active Duty

A full refund of tuition and mandatory fees and pro rata refunds of elective fees shall be made to all students who are military reservists (including members of the National Guard) who receive emergency orders to active duty, and active duty military personnel who receive emergency reassignment.
What is the HigherOne Card?

The West Georgia One Card functions as a MasterCard Debit Card, which is accepted by more than 31 million merchants worldwide. It can serve as a primary bank account while allowing cardholders to get cash from ATMs, write checks, send and receive money electronically, and monitor their accounts online. Students will also be able to receive their financial aid refunds electronically through this system.

You will receive your HigherOne cash card in the mail approximately 10 days after you register.

Do not throw this away! You must activate this card in order to receive the following financial disbursements from West Georgia:

- any financial aid balance refunds
- refunds from dropped classes
- refunds from early withdrawals from the university
- scholarships
- other refunds

Your Hope book check will still come as a paper check. The HigherOne card is a true debit card in that any funds that reside on this card can be spent at any worldwide merchant that accepts debit cards. However, the only locations currently on campus where you can use the funds on this card are:

- University Bookstore
- Pay fees at Business Office
- All campus food locations
- The Card Office (card replacements and faxes)

If you order a replacement HigherOne card via the web, with HigherOne customer service, or at The Card Office located in the UCC, you will be assessed a $20 replacement fee by The 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/.

Examination Schedule

Final examinations are held at the end of each term in accordance with a published schedule. No final examinations may be given in advance of the date scheduled unless authorized by the dean of the appropriate college. If a student has more than two final exams scheduled in a single day, he or she may reschedule all but two of them through the cooperation of faculty members, department chairs, college deans, and if necessary, the Office of the Vice President for Academic Affairs. (UWG Undergraduate Catalog, 2008-2009)

Monday/Wednesday/Friday Class Periods

8-8:50 classes ......................... Friday, Dec. 12, 8-10 am
9-9:50 classes ......................... Monday, Dec. 8, 8-10 am
10-11:50 classes ............. Wednesday, Dec. 10, 8-10 am
11-11:50 classes ............... Monday, Dec. 8, 11 am-1 pm
12-12:50 classes .......... Wednesday, Dec. 10, 11 am-1 pm
1-1:50 classes ......................... Friday, Dec. 12, 11 am-1 pm
2-2:50 classes ................. Monday, Dec. 8, 2-4 pm
3-3:50 classes ............... Wednesday, Dec. 10, 2-4 pm
4-4:50 classes ................. Friday, Dec. 12, 2-4 pm

Monday/Wednesday Class Periods

12:30-1:45 classes .......... Wednesday, Dec. 10, 11 am-1 pm
2-3:15 classes ................. Monday, Dec. 8, 8-10 am
3:30-4:45 classes .......... Friday, Dec. 12, 8-10 am

Tuesday/Thursday Class Periods

8-9:15 classes ................. Tuesday, Dec. 9, 8-10 am
9:30-10:45 classes .......... Thursday, Dec. 11, 8-10 am
11-12:15 classes .......... Tuesday, Dec. 9, 11 am-1 pm
12:30-1:45 classes .......... Thursday, Dec. 11, 11 am-1 pm
2-3:15 classes ................. Tuesday, Dec. 9, 2-4 pm
3:30-4:45 classes .......... Thursday, Dec. 11, 2-4 pm

Evening Class Periods

MW 5:30-6:45 ................. Monday, Dec. 8, 5:30-7:30 pm
TT 5:30-6:45 ................. Tuesday, Dec. 9, 5:30-7:30 pm
MW 7-8:15 ................. Wednesday, Dec. 10, 8-10 pm
TT 7-8:15 ................. Thursday, Dec. 11, 8-10 pm
MW 8:30-9:45 ................. Monday, Dec. 8, 8-10 pm
TT 8:30-9:45 ................. Tuesday, Dec. 9, 8-10 pm
M 5:30-8 ................. Monday, Dec. 8, 5:30-7:30 pm
T 5:30-8 ................. Tuesday, Dec. 9, 5:30-7:30 pm
W 5:30-8 ................. Wednesday, Dec. 10, 5:30-7:30 pm
Th 5:30-8:15 ................. Thursday, Dec. 11, 5:30-7:30 pm
M 7-9:30 ................. Monday, Dec. 8, 8-10 pm
T 7-9:30 ................. Tuesday, Dec. 9, 8-10 pm
W 7-9:30 ................. Wednesday, Dec. 10, 8-10 pm
Th 7-9:45 ................. Thursday, Dec. 11, 8-10 pm

Saturday Class Periods

8:30-11:25 ................. Saturday, Dec. 6, 8:30-10:30 am
ACCT 2101 and 2102 classes ........ Thursday, Dec. 6, 8:30-10:30 am
Makeup exams; to be scheduled by instructors

*Examinations for classes not listed above or conflicts will be scheduled by instructors.
Class Periods

Monday/Wednesday/Friday Class Periods
8-8:50
9-9:50
10-10:50
11-11:50
12-12:50
1-1:50
2-2:50
3-3:50
4-4:50

Monday/Wednesday Class Periods
12:30-1:45
2-3:15
3:30-4:45

Tuesday/Thursday Class Periods
8:30-1:45
9:30-10:45
11-12:15
12:30-1:45
2-3:15
3:30-4:45

Evening Classes
5:30-6:45 M W
5:30-6:45 T Th
7-8:15 M W
7-8:15 T Th
8:30-9:45 M W
8:30-9:45 T Th

One Evening a Week Class Periods
5:30-8 M on, Tues, or Wednes.
7-9:30 M on, Tues or Wednes.
5:30-8:15 T hrs.
7-9:45 T hrs

Saturday Class Period
8:30-11:25, Saturday Classes will not meet
8/30, 10/11, 11/29

Finding Out Your Grades

FINAL GRADE REPORTS ARE NOT MAILED

Viewing Grades on Banweb
*Click on Student and Financial Aid, and then click on Student Records.
*Click on Partial Term Grades (to check for grades as they are being posted) or Final Grades.

A grade of NR (Not Reported) indicates the instructor did not submit a grade by the deadline. Keep checking Banweb. Your grade will be posted when it is received from the instructor.
Banweb Information

Reading the class schedule on Banweb
http://banweb.westga.edu under
Public Access, Class Bulletin

Example:

Computer Information Systems

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>SEC</th>
<th>CRSE</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>80091</td>
<td>CISM</td>
<td></td>
<td>2201</td>
<td>01D</td>
<td>Fundamentals of Computer Appl</td>
<td>Carrollton Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AUG 15, 2008</td>
<td>DEC 5, 2008</td>
<td>MWF 09:00 am - BusCol 133</td>
<td></td>
</tr>
</tbody>
</table>

Instructor(s): Jeff Allen Rooks

Open Seats: 45 of 60 as of 04/12/2008 10:26:00

Overall 2.0 GPA required. Online course. All students must attend an orientation during the first week. Students with web access may work on assignments at home or they may use campus computer labs. Faculty available during times listed above. Bring course workbook & CD to orientation.

**CRN** - unique registration number assigned to this course/section

**SUBJ** - two, three or four letter abbreviation for subject area

**CRSE** - course number. Numbers below 1000 are remedial courses. Undergraduate courses are numbered 1000-4999. Graduate courses are numbered 5000 and above.

**SEC** - unique number/letter combination for each section of a course

Numbers: 01-39 and 100 and above are taught on campus
40-99 are taught off campus
Letters: D - section taught 51-94% by distance learning technology
S - section offered through studies abroad program
W - section designated as meeting writing across the curriculum requirement
H - section is for honors students
N - section is taught 95% or more by distance learning
G - section is taught through eCore
L2@ - (@=any letter) section is open to any student
LC@ - (@=any letter) section is open only to Learning Community Students
LX@ - (@=any letter) section is open only to Learning Community Students

**CREDITS** - the number of credit hours earned for completing this section (does not apply to remedial courses). Could be a range of credit hours - you must select number when registering.

**TITLE** - course title, sometimes in abbreviated form

**CAMPUS** - where this section is taught

**START and END DATES** - beginning and end dates of the semester; or if the section does not meet the entire semester, the beginning and end dates of the course.

**DAYS/TIMES** - days and times of the week this section meets. R=Thursday, S=Saturday, U=Sunday, TBA=days/times to be announced, contact the department

**BLDG/ROOM** - the building abbreviation and room number on campus or the off campus site. TBA = to be announced, contact the department.

**INSTRUCTOR** - instructor scheduled to teach this section. STAFF = no assigned instructor.

**OPEN SEATS** - the number of seats available in this section

Specific information you need to know about this section may be listed under the instructor block.
Buildings/Location Abbreviations Carrollton Campus

See Distance Learning section for off campus site codes

Banweb Information

Special Registration Needs

- If you need to do any of the following, you must go to the Registrar's Office for assistance.
- Register for a course overload
- Register for a course as an auditor
- Register for two or more courses with the same course number but different titles
- Register for a course requiring an independent study form
- College of Business majors may also see an undergraduate RCOB advisor to register for an overload and to register for College of Business courses which require special approval or registration error overrides.

Searching for Open Classes

- It is best to search for open courses by using the Class Search screen from the Add/Drop Classes screen. You must select at least one subject to perform a search. Keep your search simple. Search on subject, and one or two other search options only.

Search Options Information:

- Number is the four digit course number like ENGL 1101.
- Beginning time will list all courses which begin at the entered time or after.
- The results of a search will display courses that could result in time conflicts with already registered courses. After selecting a course, click on the Register button to register for the course. Clicking on the Add to Worksheet button will not reserve a space in the class.

WEB REGISTRATION TIPS

Dynamic Catalog

- The Dynamic Catalog gives a course description and special/information requirements for each course. It can be found under the Registration and Fee Payment menu on Banweb.

Error Messages When Attempting to Register - What They Mean

- Time Conflict with 10670 - this course has a time conflict with a course already on your schedule, CRN 10670. Use the pulldown menu in the action field to drop the course causing the conflict, enter the new course CRN in the Add Class block, and click on Submit Changes.

- Preq and Test Score Error - this course has a prerequisite which you have not met. You may seek special permission to add the course from the Chairperson of the Department teaching the course.

- Closed Section - the enrollment in this course has reached its limit.

- Maximum Hours Exceeded - you need overload permission to add this course to your schedule. See page 5. Bring written permission to the Registrar's Office to register.

- Level Restriction - undergraduate students cannot register for graduate level courses.

- Major Restriction - only students with selected majors may register for this course. See the Department Chairperson if you wish to take this course as an elective or use it toward a minor.
Depart. Approval Required  this course requires departmental approval. You may seek permission to add this course from the Chairperson of the Department teaching the course.

Dupl Carse with Sec10371  this course has the same course number as a course already on your schedule.

Corq ___ Req  this course has a corequisite. You must register for both courses at the same time by entering the CRN's in the Add Class block.

Class Restriction  your class (Fr, So, Jr, Sr, Gr) prevents you from taking this course.

Variable Credit Hour Classes
Banweb will automatically register you for the least possible number of credit hours for courses which have a credit hour range. To change your credit hours, click on Change Class Options. Enter credit hours in whole numbers only. After changing credit hours for a course(s), you must click on View Fee Assessment or your fees will not be correct. You must view your fees before exiting Banweb.

Courses which were dropped from your schedule, but not by using Banweb These are courses that were dropped from your schedule by the Registrar's Office or another administrative office. On the Banweb drop/add screen, these courses will display with zero credit hours and the date dropped. If you want to re-add such a course, you must contact the Registrar's Office.

Other Information Available on Banweb

To see or print your class schedule
*Click on Registration and Fee Payment.
*You can see or print your class schedule with day and times, meeting location, and instructor by clicking on the Student Detail Schedule button.

To print your bill
*Click on Registration and Fee Payment. Next click on Registration Fee Assessment and use your browser to print (Click on File and then Print Frame).

To see your financial aid charges
*Click on Student Service and Financial Aid, and then click on Financial Aid
*Click on Financial Aid Bill Breakdown

To run a degree evaluation
*Click on Student Service and Financial Aid, and then click on Student Records.
*Click on Degree Evaluation

To see your grades for a selected semester
*Click on Student Services and Financial Aid, and then click on Student Records.
*Click on Partial Term Grades, or Final Grades.

To see or print your transcript
*Click on Student Services and Financial Aid, and then click on Student Records.
*Click on Academic Transcript. Click on Display Transcript.

To see or change your addresses
*Click on Personal Information, and then click on View or Update Address and Phones.
*Use the pulldown menu to select the address type and click on View or Update Address and Phones.

Forgotten PIN's If you have forgotten your PIN, you should do one of the following:
a) On the Banweb main page, click on Forgotten your PIN, complete the form and click on send.
b) Call the Helpdesk at (678) 839-6587. You will be asked to give personally identifiable information.
c) Come to the Registrar's Office and bring a picture ID.
d) Students attending the Newnan Center should see UWG personnel at the center.

Students who have requested that no directory information be released must come to the Registrar's Office in person if they have forgotten their PIN.
New PIN's will be established within one working day of the request.
Banweb Information

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
Banweb Information

Class Search

Check the Section You Want

Click in the check box to select this section.

Scroll to the Bottom

Fee Assessment

Use these options to view or print.
Area A

Essential Skills

Learning Outcomes

• To demonstrate the ability to recognize and identify appropriate topics for presentation in writing
• To demonstrate the ability to synthesize and logically arrange written presentations
• To demonstrate the ability to adapt written communication to specific purposes and audiences
• To demonstrate the ability to utilize appropriate technologies for written presentations
• To demonstrate the ability to recognize and identify principles of mathematics
• To demonstrate the ability to apply principles of mathematics to problems in the discipline
• To demonstrate the ability to apply principles of mathematics to “real world” circumstances

Both Required: 9 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following based on major:

*Science, computer science, mathematics, mathematics education, and science education majors must take MATH 1113 or higher.
*Nursing majors may take either MATH 1101 or MATH 1111.
*Engineering majors must take MATH 1634.
*Business majors are urged to take either MATH 1111 or 1113.

**Since only three hours are required here in Area A, the extra hour earned by taking this course may be used in Area F according to most degree programs, but, for certainty, the student should always check the specifics listed in the description of the degree program.

Area B

Institutional Priorities

Learning Outcomes

• To develop the ability to recognize and identify achievements in literary, fine, and performing arts
• To have an appreciation of the nature and achievements of the arts and humanities
• To develop the ability to apply, understand, and appreciate the application of aesthetics criteria to “real world” circumstances

Choose one from each category.

Category 1: Fine Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 2100</td>
<td>Art and Ideas</td>
<td>3*</td>
</tr>
<tr>
<td>ART 1201</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 2201</td>
<td>History of World Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2202</td>
<td>History of World Art II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 1100</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 1120</td>
<td>Survey of Jazz, Rock, and Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>TEA 1100</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
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</table>

Category 2: Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 2100</td>
<td>Arts and Ideas</td>
<td>3*</td>
</tr>
<tr>
<td>COMM 1154</td>
<td>Introduction to Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2110</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2120</td>
<td>British Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2160</td>
<td>Philosophy and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2180</td>
<td>Studies in African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2190</td>
<td>Studies in Literature by Women</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language 1001, 1002, 2001, 2002</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Area C

Humanities and Fine Arts

Learning Outcomes

• To develop the ability to recognize and identify achievements in literary, fine, and performing arts
• To have an appreciation of the nature and achievements of the arts and humanities
• To develop the ability to apply, understand, and appreciate the application of aesthetics criteria to “real world” circumstances

Choose one from each category.

Category 1: Fine Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 2100</td>
<td>Art and Ideas</td>
<td>3*</td>
</tr>
<tr>
<td>ART 1201</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 2201</td>
<td>History of World Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2202</td>
<td>History of World Art II</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 1100</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 1120</td>
<td>Survey of Jazz, Rock, and Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>TEA 1100</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

Category 2: Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 2100</td>
<td>Arts and Ideas</td>
<td>3*</td>
</tr>
<tr>
<td>COMM 1154</td>
<td>Introduction to Mass Communications</td>
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</tr>
<tr>
<td>ENGL 2110</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2120</td>
<td>British Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2160</td>
<td>Philosophy and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2180</td>
<td>Studies in African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2190</td>
<td>Studies in Literature by Women</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language 1001, 1002, 2001, 2002</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
Core Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORL 2200</td>
<td>Survey of National Literatures</td>
<td>3</td>
</tr>
<tr>
<td>FORL 2300</td>
<td>Topics in National Literatures</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2100</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2120</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>XIDS 2100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* XIDS 2100 is listed in both categories, but it may be counted only once.

Area D
Science, Mathematics, and Technology 10-11 hours

Learning Outcomes
- To demonstrate an understanding of basic scientific concepts in a discipline or across disciplines
- To demonstrate an appreciation of the role of science and technology in everyday life
- To apply the scientific method in appropriate projects
- To demonstrate logical thinking and analytical reasoning in problem solving
- To collect and analyze data and to formulate appropriate conclusions from data analysis
- To communicate scientific ideas

The student should consult the specific requirements listed in the description of the degree program later in this catalog and work closely with an advisor to fulfill this area of the Core; however, there are basically two options for satisfying the requirement.

Option I — Non-Science Majors
1. Science Courses:
Take two from the list below, at least one of which must be a lab class.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 2313</td>
<td>Astronomy</td>
<td>3+1</td>
</tr>
<tr>
<td>BIOL 1010</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1011</td>
<td>Biology of Human Reproduction</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1012</td>
<td>Ecology and Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1013</td>
<td>Biology of AIDS and Infectious Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1014</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1015</td>
<td>The Unseen World of Microorganisms</td>
<td>3+1</td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1108</td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1100</td>
<td>Introductory Chemistry</td>
<td>3+1</td>
</tr>
<tr>
<td>CHEM 1151K</td>
<td>Survey of Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1152K</td>
<td>Survey of Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1211K</td>
<td>Principles of Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1212K</td>
<td>Principles of Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1230K</td>
<td>Accelerated Principles of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 1111</td>
<td>Introduction to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1112</td>
<td>Weather and Climate</td>
<td>3+1</td>
</tr>
<tr>
<td>GEOG 1113</td>
<td>Landform Geography</td>
<td>3+1</td>
</tr>
<tr>
<td>GEOL 1121</td>
<td>Introductory Geosciences I: Physical Geology</td>
<td>3+1</td>
</tr>
<tr>
<td>GEOL 1122</td>
<td>Introductory Geosciences II: Historical Geology</td>
<td>3+1</td>
</tr>
<tr>
<td>GEOL 1123</td>
<td>Environmental Observations</td>
<td>3+1</td>
</tr>
<tr>
<td>GEOL 2503</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 2553</td>
<td>Geology of the National Parks</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1111</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1112</td>
<td>Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2211</td>
<td>Principles of Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2212</td>
<td>Principles of Physics II</td>
<td>4</td>
</tr>
<tr>
<td>XIDS 2201</td>
<td>Science Foundations</td>
<td>4</td>
</tr>
<tr>
<td>XIDS 2202</td>
<td>Environmental Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

2. Mathematics, Science and Quantitative Technology Courses:
Take any one from the list below or the list above as long as no more than two of the three courses in Area D are from the same discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 1030</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CS 1300</td>
<td>Intro to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CS 1301</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CS 1302</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CS 2000</td>
<td>Applied Computing for the Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1112</td>
<td>Trigonometry and Analytic Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1413</td>
<td>Survey of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1634</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2063</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2644</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2703</td>
<td>Foundations of Mathematics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Option II — Science Majors
1. Laboratory Science Courses:
Take any two lab courses from the list below:

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

2. Mathematics, Science and Quantitative Technology Courses:
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.
Core Curriculum

*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.
Engineering majors must take MATH 2644.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1634</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2063</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2644</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>CS 2000</td>
<td>Applied Computing for the Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Option III - Nursing

1. Laboratory Science Courses:
   Take one of the two-semester sequences listed below:
   - CHEM 1151 and 1152 (and labs)
   - CHEM 1211K and 1212K (and labs)
   - PHYS 1111 and 1112 (and labs)
   - BIOL 1107 and 1108 (with labs)

2. Mathematics Science and Quantitative Technology Courses:
   MATH 2063

Area E

Social Sciences 12 hours

Learning Outcomes

- To demonstrate an understanding of the history and government of the State and the Nation
- To recognize and identify achievements in the human sciences
- To understand and appreciate the application of the perspectives and methods of the human sciences to "real world" circumstances
- To demonstrate an appreciation for global and multicultural perspectives on societies and civilizations

1. World History
   One required from the following two:
   - HIST 1111 Survey of World History/Civilization I 3
   - HIST 1112 Survey of World History/Civilization II 3

2. American/Georgia History
   One required from the following two:
   - HIST* 2111 United States History I (to 1865) 3
   - HIST* 2112 United States History II (since 1865) 3

3. American/Georgia Government
   The following is required:
   - POLS 1101 American Government 3

4. Social Science Elective Courses
   One required from the following:
   - ANTH 1102 Introduction to Anthropology 3
   - ECON 2100 Economics for Everyone 3
   - ECON 2105 Principles of Macroeconomics 3
   - ECON 2106 Principles of Microeconomics 3
   - GEOG 1013 World Geography 3
   - GEOG 2503 Cultural Geography 3
   - 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

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

Area F

Courses applicable to the degree and major 18 hours
(See Area F of specific major program)
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 Post-secondary 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 for 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 IL-LICIT 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 THE STUDENTS AND EMPLOYEES:**

The University Health Service, Department of Residence Life, Student Development Center, Department of Public Safety and the Department of Student Activities have many on-going programs that specifically address alcohol and drug abuse problems. For example, the University Health Service provides numerous hand-out pamphlets on the facts of alcohol and drugs and utilizes the 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.

Public Safety 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.
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, date and place of birth, 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.